



Board of Directors

August 27, 2020

Members present: Jason Anderson, David Baker, Jon Beam, James Colcord, Cindy Hyatt, and Robin Lyle

Also present were headmaster Jim Miller, Carol Paolo, Dan Yule and Georgene Sellinger

Mr. Anderson called the meeting to order at 6:12 PM and Mr. Beam opened the meeting with prayer.

Minutes from the August 20, 2020 meeting were approved via email review and vote.

Headmaster's Report: Mr. Miller has completed four days on the job. During that time, he has focused on settling in, connecting with staff, getting tighter around enrollment, and connecting with parents. He also assisted with tech for the Toddler Celebration.

Mr. Anderson acknowledged Mr. Beam for organizing the Time of Prayer last night.

Enrollment Update: Mr. Anderson reported the following Middle School (11 listed/7 deposits), G4/5 (12 List/1 deposit), G2/3 (19 list/9 deposits). Mr. Miller reported that he and his staff are endeavoring to clarify the list. He further stated that it is his recommendation that we open all grades immediately in order to take advantage of the current interest in private education as a result of COVID 19. Extended conversation resulted regarding the merit of this proposal without consensus.

Committee Reports

- Teacher Search: Mr. Helgerson was not present and no information was available on progress toward this critical piece. Suggestions for recruitment included contacting other Christian schools, local colleges, and our personal Facebook pages and email contact lists.
- Finance: Mr. Beam reports that at current staffing, ELC realizes \$800 over salaries.
- Curriculum: Mr. Lyle reported that current curriculum has been outlined and the curriculum committee plans to meet on Wednesday, September 2 to define the Bible curriculum and make a plan for proceeding.
- Facilities: Mr. Colcord reported that Bison Construction will begin exterior repairs as a donation. He is working on a quote for the pump and replacement of the oil tanks.
- Marketing/Outreach: Mr. Baker shared a Constant Contact report on the email communication from last week which showed a 51% open rate. Among the goals of his committee is to use email and Facebook posts to direct parties to the website. Mrs. Paolo requested more consistent communication and Mr. Baker agreed to provide a weekly email newsletter which will also direct recipients to the website. His committee is also pursuing upgrades to our signage on Rt. 28 and creation of a "Friends of Cornerstone" group.
- Documents: Mr. Beam reported that work continues.

- Discipleship: Mr. Lyle reports that his committee will meet next week.
- Prayerfulness: Mr. Beam reported that a time of prayer was held last evening and more will be planned in the future. Monthly was suggested. Mr. Beam was commended for his efforts.
- Personnel: Meetings as directed by the Board have taken place

Other Business

- White Horse Recovery Center: The request for abutter approval for use of adjoining property for an in-patient drug treatment campus was shared. Mitch Yeaton, Executive Director, will be asked to attend a future meeting to share plans including location and security.
- COVID Entrance/Exit Procedures: Mr. Miller presented a proposal that coded keypads be installed on two additional entrances to be used for student drop off/pick up. Concerns about school security were shared. Mr. Miller will give further consideration to the issue and make recommendations to the Board which may include additional staffing and staggered start times.
- Plans for Wait List: After extensive discussion, Mr. Beam made a motion seconded by Mr. Colcord to declare that CCA will open classes ELC through Grade 8 with staggered start dates as godly, qualified teachers are in place. Motion passed unanimously.
- Administrative Structure: Discussion was tabled for a future meeting.
- Board Meetings: Consensus is that we will continue meeting weekly at least until school is fully opened. This will be posted on the website. Mr. Anderson will plan to have the agenda available for posting by Tuesday each week. Mr. Baker will follow up on Zoom security and options for recording/posting Board meetings.

At 9:15, Mr. Baker made a motion seconded by Mr. Colcord to adjourn the meeting. A time of prayer followed.

Respectfully submitted.

Cindy Hyatt

Secretary