



Board of Directors
Closed Session
October 1, 2020

Members present: Jason Anderson, David Baker, Jon Beam, James Colcord, Dan Helgerson, Cindy Hyatt, Robin Lyle, Susan Teryek

Also present Headmaster Jim Miller

Mr. Anderson called the meeting to order at 6:05 PM and the Board proceeded to a time of prayer.

Notification of Approval: Minutes from the September 24 meeting were approved via email review and vote.

Headmaster Report: Mr. Miller shared current enrollment K-8 is 38 students. Updates to budget are income \$532,000 and expenses \$614,041 leaving a deficit of \$113,714. Mr. Miller is scheduling church visits to boost enrollment and seek donors. The ELC is in process of hiring a Child Care Assistant. Specials teachers are still needed – Art, Music, PE.

On a motion by Mr. Beam seconded by Ms. Hyatt, the following will define the hiring process for new Cornerstone staff (ELC and school)

1. Vet by assigned Board member regarding Christian witness
2. Interview with Headmaster, Board Member and other appropriate staff
3. Presentation to the Board by Headmaster
4. Contract offered by the Headmaster

Motion passed unanimously. Process will be applied to any current candidates.

Mr. Miller presented a list of families requesting refund of deposit. The Board affirmed the policy to that deposits are non-refundable unless we are unable to serve the student.

Personnel Issues

- Cornerstone will comply with Dept of Labor rules regarding eligibility for salaried position. As a result, only the Center Director position will be salaried. Mr. Miller will issue new contracts to reflect this to appropriate staff.
- Mr. Miller will follow up on the custodial position and bring recommendations to the next Board Meeting.
- Mr. Miller will initiate a performance review for specific staff person

Mr. Miller requested that the Board provide a policy regarding access to information and security. After discussion, Mr. Beam volunteered to provide a draft policy.

Communication

- All communication to/from the school staff and the Board will go through the Headmaster.
- Board will focus on setting clear expectations for each committee. Board officers will be responsible for follow-up with committee chairs if expectations are not being met.
- Board authorized Mr. Anderson to have access to the info account password.
- Any decisions made outside of a Board meeting i.e. email vote will be reflected in the next meeting's minutes as Notification of Approval
- Mrs. Teryek and Mr. Helgerson will meet with Mr. Miller and Mrs. Yule to resolve the issue presented.
- Mr. Anderson will reach out to Mr. Miller regarding resolution of conflict and accountability.

Mr. Beam made a motion seconded by Ms. Hyatt to adjourn the meeting at 9:30. Mr. Baker extended the meeting by introducing a discussion of meeting schedule. Next meeting will be in 2 weeks – October 15. Vote to adjourn was unanimous at 9:32 followed by a time of prayer and praise.

Respectfully submitted,
Cindy Hyatt
Secretary