



Board of Directors  
November 19, 2020

Members present: David Baker, Jon Beam, James Colcord, Cindy Hyatt, Robin Lyle  
Also present: Mary Beth Bowling (Lead Teacher), Lisa Sargent (ELC Director), Susan Beam, Courtney Weymouth, Carol Paolo, Wendy LaRosa, Denise Colcord, Cheryl Martin, Jill Taylor, Carolyn Yule, Hope Phillips

Mr. Beam called the meeting to order at 6:10 PM and the Board proceeded to a time of prayer.

Notification of Approval: November 5, 2020 meeting were approved via email review and vote.

COVID 19 Update: Mr. Beam reported that the school was closed for much of last week due to possible exposure for several students/families. With a return to positive risk factors, school resumed on Monday. He reports positive input from families. Governor Sununu invoked a universal mask mandate today; however, it does not apply to K-8 school setting or for children under 5. There will be no changes at CCA immediately; although the mask requirement for parents/others entering the building will be enforced. Mr. Beam also noted that custodial hours and expectations for cleaning were increased to meet the needs of our students and teachers are encouraged to empower students by having them participate in keeping their spaces clean and sanitized.

Lead Teacher Report: Mrs. Bowling reported that K-8 faculty have become a supportive and united group; however, they are being stretched thin by the lack of planning/break time. They request that the Board consider hiring an Art teacher and solicit parent volunteers to assist with recess/lunch duty. There is a new student in G2/3 and 3 potentials. Parent/teacher conferences were held via Zoom and went well. Mrs. Bowling reports that her position as Lead Teacher is “a lot” but “not a burden”. The Board acknowledged their appreciation of her contribution and dedication.

ELC Director Report: Mrs. Sargent reported that they were able to cover the 3 week absence of Mary Stetson in spite of the difficulties presented. The program was reviewed by licensure. A report has not been received; however, the consultant noted an issue with the height of the fence and the need to snow blow along it in the winter. CCA ELC is due for Licensure Renewal in April. Preschool gained a student, Toddlers lost one, and a need to fill the Associate Teacher position in the Infant Room continues.

PTO: Mrs. Yule reports that the PTO is planning a fundraiser – perhaps a wreath sale or on-line raffle; they will take on primary responsibility for the Gala which is tentatively scheduled for April 8; and they have cancelled the traditional school Thanksgiving Dinner due to COVID 19 precautions.

White Horse: Ms. Hyatt reported that White Horse is not currently pursuing the land that abuts the school.

#### Committee Reports

- Recruitment: Ads to date have not been fruitful. Other options were discussed including ZipRecruiter and local churches (NH Alliance mailing list).
- Fundraising Committee: Mr. Lyle reported that the committee met yesterday and assigned chairs for each event. Christmas trees are not available for sale this year but will be considered for next year in May. Hope Phillips is working on Giving Tuesday.
- Facilities: Mr. Colcord noted that little progress has been made on issues. He inspected the roof and it is in worse condition than anticipated. Covering with tarps should be considered. Oil tank replacement is being scheduled. He requests the Board consider hiring a maintenance person for several hours per week. Mr. Beam reported that Mrs. Bowling and Mrs. Teryek are discussing playground renovations in order to honor the commitment of earlier administrations.
- Discipleship: Mr. Lyle reported that a plan is in place to be shared at the next meeting.
- Curriculum: Mr. Lyle stated nothing to report at this time. He will be meeting with the staff again at a meeting to be scheduled by Mrs. Bowling.
- Prayerfulness: Mr. Beam reported that members of the Board continue to meet on Tuesday mornings at 6:30 AM to pray for the school.
- Document Review: Mr. Beam reported that these efforts have been deferred until the Spring.
- Outreach: Mr. Baker reported that this committee has moved to maintenance mode. Response to our communications has been steady – 63% open rate and 15% click rate
- Finance: Mr. Beam presented a draft budget that reflected no headmaster salary, our lower mortgage payment, the addition of \$10K for Summer Camp, and fundraising goals. He will request that Mrs. Gagne include Art, Music, Maintenance person, and Headmaster salaries in a revised budget that will be shared with the Board for review prior to the next Board meeting. Approval was deferred to the next Board meeting.

Holiday Camp: Mr. Baker is sending out a survey to families to get specifics about participation in a program over the Christmas break. Ms. Henderson is willing to provide the staffing.

#### Start/Stop/Continue

- Continue improvements in Communication using text, email and Facebook
- Continue fundraising committee
- Start an Alumni Group by recruiting passionate alumni to do so

At 7:34, Mr. Baker made a motion seconded by Mr. Lyle to adjourn to Executive Session. Motion passed unanimously. Mr. Beam closed the meeting with prayer.

No Action as a result of Executive Session

Respectfully submitted,  
Cindy Hyatt  
Secretary