



Cornerstone Christian Academy
Board of Directors
February 19, 2021

Members present: David Baker, Jon Beam, James Colcord, Dan Helgerson, Cindy Hyatt, Rob Lyle
Also present: Carol Paolo, Mary Beth Bowling, Courtney Weymouth, Carolyn Yule, Lisa Sargent, Steve Wuori, Lilli Anna Henderson, Deb Gagne and Cheryl Martin

Notification of Approval: Minutes of January 4 meeting was approved via email review and vote.

Mr. Beam called the meeting to order at 6:05 PM after a reminder of the expectation that public question/comments wait until that portion of the agenda.

The Board entered into a time of prayer.

Operations Update: Mrs. Bowling reported that she completed teacher observations today; she and Ms. Henderson had 2 parents attend the Kindergarten Open House held this week; a Lock Down drill is planned for March; crisis communication continues to be an issue as there is no all building communication system; completer snow removal issues are being addressed with the contractor; Re-enrollment has started; and tours for prospective students are higher than typical.

Committee Reports: Mr. Baker reported that as part of Outreach, he has been working on the website – updating information including the ELC page and establishing hot links. He commended Mrs. Yule for the contributions to the blog. All Board members are requested to review the website and send edits to Mr. Baker. Mrs. Bowling will work with staff to get and send student pictures for use on the website.

Admissions/Enrollment

- Mr. Lyle reported that the edits to the Parent/Student handbook are nearing completion with a goal of having them to the Office for publication tomorrow. After brief discussion, it was decided that the teachers would have an opportunity for review prior to publication. Ms. Hyatt will send the copy to Mrs. Bowling.
- Ms. Hyatt made a motion seconded by Mr. Colcord to approve the draft calendar as presented by the administrative personnel. Motion passed unanimously.
- Mr. Colcord made a motion seconded by Mr. Helgerson to retain current tuition rates for the ELC and Before and After School programs for 2021/2022 fiscal year. Motion passed unanimously.
- The Administrators recommended offering a 10 week K-3 Summer Camp to be directed by Lilli Anna Henderson. After discussion, the Administration is requested to provide more specific information on income vs. cost.
- Contract Meetings: Board members are to send availability to participate in Contract meetings to Mrs. Yule. Priority time is 3:30-4:30 PM but other times are needed as well. Mr. Helgerson offered his flexible schedule with adequate notice.

Gala: After discussion of the implications of applying COVID restrictions to this kind of in-person event, Ms. Hyatt made a motion seconded by Mr. Helgerson to postpone this event indefinitely. Motion passed unanimously. Mrs. Martin volunteered to look into other options as will the Fundraising Committee.

Board Fundraising: Mr. Lyle reported that representatives of the Fundraising Committee met with a professional fundraiser. The outcome is an expectation that a list of 150 donors be divided among the Board members for personal, one-on-one conversations about their future or continuing support of CCA. A second recommendation is to reconvene the FCC Task Force to update them on progress. Mr. Beam volunteered to initiate this and send a copy of the report to all Board members.

Board Policy Manual: Mr. Lyle reported that he has gathered all available documents into one document. Section 1: Board was approved in the fall. The other three sections – Personnel, Finance and Student – need editing and approval. His plan is that as editing is completed on each section, it will be sent to the Board in advance of a scheduled public meeting for review and then discussion/approval at the meeting. The goal is to have this process completed and the manual available on the website within the next few months.

Review of Hiring Process: Ms. Hyatt shared the following from the October 1, 2020 minutes.

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. Beam reminded the Administration that this process is expected to be implemented consistently in the future.

Public Comment

Carol Paolo asked for an update on the Headmaster search. Mr. Beam responded that the Board is currently in negotiations with a candidate.

Mrs. Bowling asked about the plans for combining/splitting K/1 in 21/22. Mr. Beam responded that this will depend on enrollment.

Cheryl Martin asked about the availability of sibling discount this year. Mr. Beam responded that this has not been discussed at the Board level. He will include it on the next agenda.

Mr. Beam recalled that the 990 and Audit from the CPA need Board approval and signature. Board approved via consensus and tasked Mr. Beam with signing the original.

Meeting was adjourned at 8:17 PM with prayer by Mrs. Bowling.

Actions resulting from Non-Public Session

- Hire of new ELC employee approved
- Headmaster Candidate Counteroffer accepted

Respectfully submitted

Cindy Hyatt

Secretary