

Cornerstone Christian Academy
Board of Directors
August 12, 2021

Members present: David Baker, Jon Beam, James Colcord, Dan Helgersen, Rhoni Harding Cindy Hyatt, Steve Wuori

Also present: Charlie Horsken, Meghan Johnson, Carol Paolo, Jillian Johnson, Susan Beam

Mr. Beam called the meeting to order at 6:06 PM with a time of prayer.

Headmaster Report: Mr. Wuori shared his written report with the Board prior to the meeting. See attached. Highlights noted include

- Kindergarten teacher LilliAnna Henderson resigned and left this week in response to a family crisis. He is pursuing all options for K teacher and requests fervent prayer
- Preschool Open House is planned for August 18
- Work Day/Ice Cream Social is planned for August 21
- Current enrollment: 61 students (PK-8). He is hopeful that the addition of Freedom Accounts will result in additional enrollment in September and October.
- Conversations with Mr. Galanes at Peoples Bank resulted in recommendations that we discontinue additional payments toward the principal (\$200/mo), delay any non-emergency repairs to the building, and set a goal to pay off the loan by the October 2022 deadline. Current budget including \$100K fundraising would make that goal possible. This would mean tabling efforts to replace the roof.
- Consultation with Randy Walker and Randy Tetrault resulted in a recommendation to the Board that we consider selling the apartments as condominiums. By consensus, the Board encouraged Mr. Wuori to pursue this through an initial meeting with the Ossipee Planning Board.
- Mr. Wuori is also working with current families and a logger on options to build a sledding hill and playing field behind the school.

After School Programs: After discussion based on the recommendations of Mr. Wuori, Mr. Colcord made a motion seconded by Mr. Helgersen that proceeds from afterschool enrichment programs be split 50/50 between the school and the enrichment provider with the school responsible for collecting fees and the enrichment provider for recruiting participants. Motion passed unanimously.

Edward Jones Investment Account: Mr. Baker made a motion seconded by Mr. Helgersen to sell the donated stocks currently held in this account. Motion passed unanimously.

COVID Policy for 2021/2022: Mr. Wuori suggested the following procedures to begin the school year:

- Sick children should not come to school.
- We will be vigilant about sending home sick children.

- Masks are optional.
- Students will use water bottles instead of the water fountain.
- Teachers will clean their classrooms regularly to prevent the spread of germs.
- Children will wash their hands regularly.
- Our custodian will clean and disinfect nightly.

After discussion, Mr. Helgerson made a motion seconded by Ms. Hyatt that these recommendations be adopted with the additions of

- Shaming of individuals (students, parents, teachers/staff, visitors) who choose to wear masks will not be tolerated and will be reason for disciplinary action.
- All students/staff who are concerned that their behavior may compromise our safety are encouraged to mask, social distance or quarantine as led by conscience/guidance of the Spirit.
- Parents/staff who have concerns about the expectations for determining “illness” are to refer to the Parent/Student Handbook

Motion passed unanimously.

ELC Enrollment: Current enrollment is at 6 per day. Efforts are being made to increase enrollment.

Facilities: Mr. Beam and Mr. Colcord continue to work on getting the leases in place.

Fire Inspection: No major issues

Mr. Beam reported that he has had a conversation with Jim Miller regarding North Academy. It is planned to be K-12 but is currently in the early planning stages. Issues of data use were not discussed.

Public Comment: Mr. Horskin shared his gratitude that there is a strong Board in place and encouraged us to do all we can to preserve the integrity of the school where he feels the presence and leading of the Holy Spirit.

Mr. Colcord closed the meeting with prayer at 7:50 PM and the Board adjourned to move to Closed Session

Actions as a Result of Closed Session: The Board voted unanimously to approve the requested tuition reduction if the family applies for the Freedom Account money.

Respectfully submitted,

Cindy Hyatt
Secretary

Headmaster's Report to the Board August 12, 2021

INFORMATIONAL:

Upcoming Events: Mark your calendars

Preschool Open House Aug 18

Workday (morning) and Ice Cream Social (afternoon) Aug 21 with rain date on Aug 28.

August 30-Sep 3 ELC Closed/Staff Development

Sep 7 School starts

Enrollment Update

It is amazing to see how God worked in the month of July. We are fully staffed, and enrollment is close to our projection of 68 students in K-8. There are still 4 weeks remaining before the first day of school.

Program			
	8/9		
Elementary	36		
Middle School	24		
TOTAL	60		

Preschool enrollment for September is just 5 students. Previous problems in the ELC have dealt a serious blow to the program, as most students withdrew. Many people are unaware that preschool is open. Our Facebook posts receive just a couple dozen views. Our social media visibility is extremely limited. I have hired parent Sally Sarty to improve our outreach. She owns a marketing business and she will be paid from our marketing budget. There is a preschool open house on August 18.

Indeed posting has not helped in finding a toddler teacher. The post on Indeed has been closed. I am considering how to best advertise the position.

Curriculum Update

After meeting with Bethany Fitch and Leann LaPlante, we have decided to use Apologia Science curriculum. Upper Elementary will use a new social studies curriculum that is a 4 year, chronological program called Story of the World (Ancient Times, The Middle Ages, Early Modern Times, The Modern Age).

Facilities Update

Gerald Ciccarone mowed the lawn in July. We have a workday schedule for August 21 with a rain date of the 28th. Creating a sledding hill, fixing the roof, and increased parking are priorities. Skip Cope offered to bring chainsaws and a stump remover. Ryan Hetu offered his services with our roof, as his family owns a roofing company. Dan Hewston offered a bucket loader to move rocks to create more parking. James has spoken to Nate who can donate loam, and also offered a bucket loader. I am meeting with a logger this week. Other projects include cleaning the carpets and floors which Greg Swenson will do, replacing lights, mowing the lawn again, weeding, painting, trimming tree limbs, fixing the front door.

I met with Georgia in apartment 1. She said that she is awaiting a plumber. She said she can't afford \$850 a month and was unaware of the increase. She is seeking government rental assistance. She has never signed a rental agreement. Her sister had signed the previous lease. Her sister sublet the apartment to her, which is prohibited in the lease.

Financial Update:

Budget is close to break-even without any fundraising being taken into consideration.

We have a \$275,000 loan due in October 2022. We have 2 options: refinance or pay off the loan. Paul Galanes from People's Bank said the \$200 additional monthly principal payment that we make will not factor into his decision on whether or not he renews the loan. He said its only benefit is to reduce the principal on the loan. The extra payment does not generate good-will from the bank. Therefore, we have stopped the additional payment and now pay only what is owed. The bank is focused on enrollment and operating costs. Operating costs are under control and enrollment is steadily increasing. I expect enrollment to increase into October as information about the Freedom Accounts becomes more widely known.

We currently have approximately \$150,000 in liquid assets, which includes cash and stock. We need to sell the stock that was donated to us. It is a risky investment, and a non-profit, Christian school should avoid such risk. The school could have a profit of \$25,000 this year without taking fundraising into account, bringing our total cash position to \$175,000. Our fundraising goal for the year is \$100,000 which will allow us to pay off the loan in its entirety. This is a lofty goal, but I believe it is achievable. I am implementing several strategies.

I am researching dividing the property to possibly sell the apartments. It would be good to know if this option is available.

After-school enrichment programs:

I am considering teaching Spanish on Tuesdays and Thursdays from 3:30 PM to 4:30 PM. The monthly cost is \$100 per student. The course would be open to anyone interested. My proposal is to split the proceeds equally with the school, and Cornerstone pays me through a bonus in December and another in June. If necessary and dependent upon the cost, I could open my own business and charge students directly. I drafted a brief policy proposal to be added to the policies and procedures manual if approved. It appears below.

Georgene Sellinger will have a homework club. She has her own business. In the past she paid rent to Cornerstone and charged students directly. We need a written policy regarding after-school enrichment programs.

Jes Locke will teach a to be determined activity on Tuesday afternoons. The after-school activity policy in the following paragraph, if adopted, would standardize payment for Cornerstone employees.

After school activity policy

A written proposal of the enrichment activity will be sent to the headmaster for approval. The proposal will describe the activity, dates and times, objective, and cost. Activity directors are responsible for purchasing all supplies. Conflicts of interest will be avoided. All proceeds will be split equally between Cornerstone and the activity director. Payment will be made by a bonus on December 15 (September – December) and another on June 15 (January – May).

Homeschool Involvement:

The homeschool community will be able to take a la carte courses to meet their needs.

Fundraising:

Dave Scott is volunteering his services as our Middle School Art and Bible teacher. This is a significant savings as we had budgeted \$6,000 for art.

Maple Syrup - \$490 collected of \$4,000 (200 quarts at \$20).

Cornerstone Open – Cindy's flyer was in First Christian Church's of Wolfeboro bulletin on Sunday. The Cornerstone Open will also be made known at Wolfeboro Bible Church. Cindy mailed a letter to our families to ask for support.

Marketing:

Preschool open house. Sally Sarty has offered her expertise on social media advertising. She works in promotions. Sally has created several ads for the open house free of charge.

A brochure promoting CCA will soon be distributed to local churches. I have met with many local pastors (Darrin Forehand, Dan Mitchum, Mark Swenson, Joel Gill, Joey at First Baptist, Dan at Abundant Harvest, Leaders at First Christian Wolfeboro who are without a pastor, Kevin Van Brunt).

PROCEDURAL – 3 issues – 1.Covid 2.Stock 3.Enrichment teacher compensation

Covid policy

We are responsible for our children, faculty and staff. Our goal is to protect them. However, it has always been a challenge to prevent the spread of colds and the flu on school campuses. Now covid is a problem. It is even more difficult in New Hampshire where windows are closed for much of the year. Some homeschool families choose homeschooling because they understand that schools can become

centers for spreading sickness. We must try to prevent this. I got the sense from meeting with most of our families that they overwhelmingly support the less restrictive measures that Cornerstone previously adopted, as compared to public schools. Therefore, the following are my recommendations for policy:

Sick children should not come to school.

We will be vigilant about sending home sick children.

Masks are optional.

Students will use water bottles instead of the water fountain.

Teachers will clean their classrooms regularly to prevent the spread of germs.

Children will wash their hands regularly.

Our custodian will clean and disinfect nightly.

You can compare this with the school's covid policy adopted in April of 2021:

- We will continue to require masks and social distancing for all parents and visitors.
- Handwashing and facility cleanliness continues to be a priority.
- Stay at home if you/your children are ill
- 10-Day Quarantine is required for anyone exposed to COVID-19 unless you are fully vaccinated including the 14 day wait period or you have had confirmed COVID-19 in the past 90 days.
- Domestic travel within the U.S. outside of New England no longer requires quarantine upon return to NH.
- In the case of international travel or travel on a cruise ship, staff and students will be required to quarantine for 10 days before returning to school unless the person is at least 14 days beyond the second dose of the two-dose vaccines, at least 14 days beyond the receipt of the single-dose vaccine or within 90 days of confirmed COVID-19.
- All community members are expected to continue to limit exposure to large group activities (20 or more participants) especially those where masking and social distancing are not practiced/practicable. Seven day quarantine after this exposure is required.
- All students/staff who are concerned that their behavior may compromise our safety are encouraged to mask, social distance or quarantine as led by conscience/guidance of the Spirit.

You see that my recommendations are to eliminate a mask requirement for visitors, as that has not been a requirement during the summer. I also recommend not prohibiting families from attending large gatherings. Churches are open and there are worship services with hundreds of people in attendance. I also eliminated the previous quarantine measure after having traveled internationally or on cruise ships. I understand that some families have at risk people in their homes. I would ask that they carefully consider what is the best option for their family in the upcoming school year.

Should we sell the stock?

How to compensate enrichment teachers, including Steve, for after school activities?

Cornerstone Christian Academy
Board of Directors – Closed Session
August 12, 2021

Members present: David Baker, Jon Beam, James Colcord, Rhoni Harding, Dan Helgersen, Cindy Hyatt, Steve Wuori

Mr. Beam called the meeting to order at 7:52 PM.

Mr. Wouri presented a request for tuition reduction for the Josh and Meghan Johnson family. After discussion, Mr. Baker made a motion seconded by Mr. Colcord that the reduction be made as requested if necessary after the family applies for a Freedom Account grant. Motion passed unanimously.

Mr. Helgersen shared an outline of the Discipleship Program that was the result of the work of this committee headed by Robin Lyle. This will be expanded upon in future meetings.

The meeting was adjourned at 8:15 PM

Respectfully submitted.

Cindy Hyatt
Secretary