



# SCHOOL BOARD MINUTES

**Date:** August 25, 2020

**Time:** 6:33pm – 8:43 pm

**Location:** Online via ZOOM

**Board Secretary:** Marilee Silverstein

## Next Meeting

November 10, 2020 | 6:30pm

Location TBA or ZOOM - TBA

### In Attendance

Allen, Kurt	Guerra, Xochitl	Quintiana, Jorge
Arner, Pam	Guild, Jeff	Richardson, Jeff
Baldwin, Brent	Hallam, Keith	Rustad, Gary
Blackburn, Steve	Hocking, Jenny Sue	Schraeder, Kasi
Brennan, Misty	Hudson, Greg	Shrode, Brent
Crawford, Travis	Hunt, Barbara	Stern, Rick
Dubs, Nate	Kossick, Kevin	Stewart, Chris
Feliciano, Gamaliel	Laing, Blake	Van Zyl, Nick
Ferguson, David	Lemon, Duane	Verrill, Tom
Flores-Lopez, Brenda	Mihaescu, Doru	Walter, Samantha
Fuller, Fred	Moody, Nora	Weddle, Melissa
	Overstreet, Tammy	West, Kristi

### Guests in Attendance

Tabor Nudd, K-8 Chaplain

Angi Howell, Marketing/Recruiting

### Worship/Prayer – Tabor Nudd

Tabor Nudd, K-8 Chaplain, spoke about cheap grace vs. costly grace. So much was given so that we could have eternal life. Our Father’s love is so great for us that it compels us to live for Him and in so doing, what is our main purpose here? Isn’t it bringing others to Christ? The challenge for us all is: Are we really making disciples for Christ?

## **Welcome & New Board Members**

Recognized new board member: Pastor Hudson, Pastor Feliciano, Kristi West, and Kasi Schraeder

## **Approval of Agenda/Minutes – Nora Moody**

Action requested to approve the agenda and minutes. **Motion Approved. 8.25.2020:1**

## **Board Member Expectations**

Board expectations were reviewed to include: Mission; Communication Process/Discussion/Style; Trust; Confidentiality; Support Head of School; Boundaries; sub Committees; and finally Financial Commitment.

## **Parliamentarian Update: Call for nominations to fill role – Nora Moody**

Call for nominations to fill this role by emailing Nora, Brent, and or Marilee. Marc Walwyn served for two years and we are not looking for someone new. The role is essentially to maintain order and follow parliamentarian procedures during board meetings and run the Constituent Meeting.

## **Sub Committee Assignments – Nora Moody**

Please take a look at the assignments and if there is a change that needs to be made, please let Nora Moody know.

## **Confidentiality and Conflict of Interest Forms**

Please sign and return to Marilee by August 31.

## **Head of School Report/Strategic Plan – Brent Baldwin**

Appreciate the support/commitment from the Board to be open and in-person. We are currently down students which we expected. We continue to follow our COVID-19 plans however it is concerning how we adhere to our mission during this time by building spiritual community.

Diversity will be address this year which is a big topic across the nation. How do we treat people from a Biblical perspective?

Call for ideas regarding the Sandy Erickson 5K. What are the boards' ideas if the CDC says it is possible to have the race? Ideas were given about staggering race or a virtual race.

## **Strategic Plan Goals - Nora Moody**

There was concern that we may be over-extending our faculty because of all the COVID-19 planning etc. The strategic plan goals were presented. Motion to approve goals. **Motion Approved. 8.25.2020:2**

## **Middle School Principal Report – Barbara Hunt**

Barbara presented her report and highlights that the Week of Prayer just finished with Pastor Kircio and it went really well. Atmosphere is wonderful at school and they continue to spread out for chapel, electives, lunch, playground, etc. They are happy to be in school. Barbara has made contact with all students who have not returned either by voice-mail, or live on the phone. Most are COVID-19 related so are hopeful that they will choose to return.

## **Elementary & ECEC Principal Report – Missy Weddle**

The elementary building was hit the hardest with the loss of students (down 50). Missy has made phone calls and some have left for reasons other than COVID (not a good fit for my child, etc.). School year off to a great start!

ECEC's numbers looked strong before school but they have dropped since then. Missy is optimistic that as soon as the furloughs end, etc., the kids will be back in school. The curriculum is strong due to the outstanding teachers that are very innovative, such as Mud Pie Monday, etc.

## **Field Trips, Handbooks, Sub-Lists for K-12 – Nora Moody**

Discussion on how trips are approved? It was agreed that the trips/events follow CDC guidelines and once the first criteria are met, school must obtain additional board approval. **Motion to adopt CA's handbooks and subs lists across all campuses. Board approves field trips and the Sandy Erickson Race for Christian Education provided it follows the CDC guidelines with a secondary board approval. Motion Approved. 8.25.2020:3**

## **Recording Secretary – Nora Moody**

Motion to approve Marilee Silverstein as the recording secretary for the 2020-21 school year. **Motion Approved. 8.25.2020:4**

## **Marketing & Recruiting Board Report – Angi Howell**

Angi submitted her report and discussed ASSIST/PFE name change to PFE. Southern will no longer be involved in the administration of the grant but will be with the SFFC Foundation instead. Discussion around retention and outreach to students who did not return. While the reasons varied, many were due to COVID-19 and when things begin to clear, they plan to return.

## Development & Alumni Report – Marilee Silverstein

Marilee submitted her report and noted that the Sandy Erickson Fundraising efforts are on track with corporate donations. We are waiting for September 8 to call the event as to whether we have it or no (traditional, staggered, virtual, etc.). Marilee highlights that overall giving was up for the 2019-20 year with an end result of \$565,097 compared to \$480,292. Marilee is currently conducting the 50K Match campaign for the High School only Endowment which we have raised over half thus far. Alumni Weekend and the Annual Alumni Golf Tournament are planned to move forward unless we hear otherwise from the HCDH.

## Finance Committee

Rick Stern noted that with all the COVID-19 difficulties, it could have been a devastating year for our school, churches, etc. He is pleased with all the good work that the leadership, teachers and administration has put into this year.

Steve Blackburn presented the preliminary year-end June 30, 2020 financial report. Some of the notable details follow:

- We are down approximately \$35K in tuition dollars, primarily from the billing holiday given to ECEC students due to COVID during the last two months of the school year.
- We are writing off 15 accounts that total \$45,373.30. Most of these are elementary families with payments stopping over 3 years ago.
- Operational income, while lagging a bit from last year, is still expected to fund more than 75% of capital depreciation expense. This is recognized as a strength of CA strategic financial planning!
- Plant purchases made for capital expenditures in excess of \$15K were presented as part of the complete capital expenditure report for the 2019-2020 school year. Two of these approved expenditures were the network wiring/firewall and HVAC ionizer summer projects. Both of these 2020 summer activities are complete and within the budget pre-approved by the Board.

Due to COVID-19 and the impact on opening enrollment, we have made some budget adjustments as noted in the attached report. While the reduction in expected tuition income was substantial, operations are still fully funded by tuition and other fee income. There is little projected at this time to fund depreciation in this extraordinary year, but all efforts will be made to recoup students that are not currently enrolled, trim expenses (capital and operating) where possible, and improve the operating bottom line (and thus the funding of capital depreciation) by year-end.

The Board was presented with the Billy McKee Personal Responsibility Endowment Scope document to include previously passed amendments and clerical modifications (i.e. GCSS to CA, etc.). This previously approved document was presented to affirm the consolidation of amendments into the original.

In addition, the Board considered a new scope document for the CA K-12 Worthy Student Endowment (previously the GCSS Partners Endowment). Both of these have been recommended for approval by the Finance Committee.

**ACTIONS REQUESTED:** Motion to approve the preliminary June 30, 2020 financial report which includes the Report of AR Write-offs and Plant Asset Purchases for fiscal year 2019-2020. **Motion Approved. 8.25.2020:5**

Motion to approve budget adjustments. **Motion Approved. 8.25.2020:6**

Motion to approve the Billy McKee Personal Responsibility Endowment Scope document. **Motion Approved. 8.25.2020:7**

Motion to approve the CA K-12 Worthy Student Endowment Scope document. **Motion Approved. 8.25.2020:8**

### **Personnel Committee – Misty Brennan**

No report as they did not meet however **Motion requested to give Personnel Committee hiring authority for the 2020-21 School Year. Motion Approved. 8.25.2020:9**

### **Policy Committee – Doru Mihaescu**

No report as they did not meet.

### **Home & School – Jenny Sue Hocking**

Jenny Sue submitted her report and highlights that Home and School voted to spend \$2,100 on tripods for the teachers and \$1,000 for air pods for virtual instruction. Jenny Sue is stepping down from Home and School and has approached two co-leaders to take up the role. **Motion to approve Home and School Co-Leaders: Kasi Schreder and Kristi West for the 2020-21 School Year. Motion Approved. 8.25.2020:10**

### **Prayer/Adjournment– Nora Moody**

Prayer was given by Nora Moody and meeting adjourned at 8:43 pm.