



SCHOOL BOARD MINUTES

Date: August 27, 2019

Time: 6:30pm – 8:30pm

Location: Collegedale Academy – Middle School Building Library

Board Secretary: Marilee Silverstein

Next Meeting

November 5th | 6:30pm
Middle School Library

In Attendance

Allen, Kurt	Guerra, Xochitl	Nash, Chad
Arner, Pam	Guild, Jeff	Overstreet, Tammy
Baldwin, Brent	Hocking, Jenny Sue	Richardson, Jeff
Blackburn, Steve	Hunt, Barbara	Smith, David
Brennan, Misty	Ketelsen, Dave	Stern, Rick
Crawford, Travis	Kossick, Kevin	Stewart, Chris
Dubs, Nate	Laing, Blake	Verrill, Tom
Ferguson, David	Lemon, Duane	Walwyn, Marc
Flores-Lopez, Brenda	Mihaescu, Doru	Weddle, Melissa
Ford, Maria	Moody, Nora	

Guests in Attendance


- Marilee Silverstein, Recording Secretary
- Angi Howell, Marketing and Recruitment
- Julie Foster, High School Religion Teacher

Introductions of Each Board Member - All

The Board introduced themselves as we have many new members.

Worship/Prayer – Julie Foster

Julie Foster, high school religion teacher, gave the worship thought on Ephesians 3:1, “For this Reason, I....” We are building a place of learning, fitted together, with the spirit of God



helping us to make the best school possible. “For this reason, I bow myself to the Lord.” Charging each of us to humble ourselves and submit wholly to God’s will, in prayer and supplication.

Approval of Minutes – Nora Moody

Action requested to approve the six board minutes. **Motion Approved.**

Recording Secretary & Archivist – Nora Moody

Board gave recognition to Kerre Conerly for her nineteen outstanding years of service as Board Secretary. Action requested to vote Marilee Silverstein as new recording secretary, and Kerre Conerly continue as the Archivist. Action requested to approve new secretary/archivist. **Motion Approved.**

Board Member Expectations – Nora Moody

Board expectations were reviewed to include: **Mission:** all decisions should flow from our mission statement and be in alignment. **Communication Process/Discussion/Style:** email is the form of communication for the board. During the meeting, raise your hand for discussion, questions, etc. Vote your conscience and your conviction with all the available facts. Once we have a majority vote, it is important to uphold the decision by how we speak to members outside of the board, especially if this is not the outcome you desired. We are one body and need a united front. **Trust:** we should have trust in our sub-committees to do their jobs. Feel free to bring your suggestions to them. **Confidentiality:** please sign/email these to Marilee Silverstein if you have not completed this. **Support Head of School:** Support Brent publically. It is important to bring all feedback directly to the person involved, following Mathew 18 principals. **Boundaries:** You do not have legal authority outside of the board. If you learn of an issue, you are take this directly to the Head of School or Chairperson. Refrain from taking on everyone else’s ‘issues’ and follow the chain of command. **Sub Committees:** smaller groups so attendance is very important. It is an opportunity to let your voice be heard. **Financial Commitment:** Grants are tied to 100% participation, we are asking for your financial investment in our school – all gifts make a difference, both big and small. Please refer to Marilee, donors that would have an interest in partnering with us.

Parliamentarian Report – Marc Walwyn

Marc emphasized the importance of confidentiality - Breaches can lead to serious litigation so ensure that you are following the confidentiality agreement that you have signed. We follow a scaled down version of “Roberts Rules of Parliamentary Procedures”. This process allows us to have discussions as effectively as possible. An example of a typical motion:

1. Member raises hand, “Madame Chairperson”
2. There would be a second
3. Chairperson would recognize motion
4. Then a vigorous debate takes place
5. Vote
6. Chairperson announces the result.

Sub-Committee Assignments – Nora Moody

Sub-Committee assignments were referenced.

Confidentiality & Conflict of Interest Forms – Nora Moody

Forms are uploaded for your please print and return to Marilee Silverstein msilverstein@collegedaleacademy.com (We do not need the original so scan and email them is acceptable)

Head of School Board Report and Strategic Plan – Brent Baldwin

Head of School, Brent Baldwin, presented that enrollment is on target and is as follows: for high school (300 vs. 305 budgeted) and elementary (248 vs. 252 budgeted) and the middle school is way up from budget. (179 vs. 156 budgeted), and finally ECEC (14 vs. 30 budgeted).

Reviewing the 3-5 goals (those mentioned were STEM, Teacher Experience, and Accreditation) that are given to Administration to evaluate and develop a plan to accomplish. These goals will be set forward in the subcommittees for direction/input. Typically, this planning is done in April/May but we waited till August this year due to name consolidation.

Accreditation team gave Collegedale Academy seven suggestions/recommendations. We are on target in each area:

Summary List of Recommendations

Recommendation	Description	Responsible	On Track & Examples
Expand Cross-Campus Collaboration	Establish regular opportunities for “vertical” teams to meet for curriculum mapping/enhancements.	Barbara Hunt	Yes. Example – quarterly/semester meetings cross-campus.
School-wide career education	Create a curriculum that incorporates assessment, and engages community resources.	Brent Baldwin	Yes. Example – we created a PACE class (Practical Arts, Curriculum, and Education) course.
Data-Driven Student Learning	The board, administration, and staff include a focus on data-driven student learning improvements in the renewed Strategic Plan	CA Teams from Elementary, Middle, and High	Yes. Example - ACT scores have increased to 23.8 from 22 which is significant. We test everyone (not just top quartile)
Align Strategic Plan with mission statement	The board and administration review and revise the strategic plan to ensure alignment with the newly voted mission statement and to address emerging needs.	Brent Baldwin & Policy Committee	Yes. Example - Discussion on STEM
Professional Development	The administration facilitates professional development plans for all faculty.	Building Principals	Yes. Example – DI Conference
Cohesive Identity	The constituency, board, and administration create a cohesive identity through shared branding, messaging, and common symbols, fonts/colors, etc.	GCSS Constituency, school board, and admin	Yes. Voted to change constitution and consolidate name to Collegedale Academy.

Select New Yearly Goals/Plans	The Board and administration provide in writing the annually selected goals/plans for improvement, with clear, measurable, and detailed action steps, etc.	Board and admin	Yes. Example: STEM
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Action requested to approve report. **Motion Approved.**

High School Board Report – Brent Baldwin

Principal Brent Baldwin presented his report reviewed CA High School Overnight trips for 2019-2020 verbally as follows:

<u>DATES:</u>	<u>TRIP:</u>	<u>Person in Charge:</u>	<u>EV:</u>
1. Sept. 25 – 29	Senior Survival	Chris Massengill	Yes
2. Oct. 23-27	Union VB/Soccer	Erik Pardo	Yes
3. Nov. 13-17	Band Tour	Greg Lindquist	Yes
4. Dec. 21-29	Medical Mission Trip to Columbia	Jennifer Marquez	No*
5. Jan. 21-26	Prayer Conference	Chris Massengill	Yes
6. Feb. 5-9	Andrews BBall	Erik Pardo	Yes
7. Mar. 10-20	Chorale Trip – Europe	Brent Baldwin	Yes
8. Apr. 22-26	Orchestra Trip	Greg Lindquist	Yes

EV = trip has been approved in prior years, meets all Conference criteria

**Medical mission trip to Columbia*

Dr. Marquez & Mrs. Marquez have done this trip for many years. They have included college and high school students over the years. It has been a few years since they have gone. A detailed outline of trip will be available at next board meeting. Our high school Leadership team has approved trip for 6-8 high school students after reviewing itinerary. Action requested to approve high school trips. **Motion Approved.** Action requested to approve high school board report. **Motion Approved.**

Middle School Board Report – Barbara Hunt

Principal Barbara Hunt presented her report and highlighted 450 students are coming to Collegedale Church to learn about becoming student spiritual leaders. This event is being organized by Pastor Tabor Nudd. Please review and approve 3 people providing music lessons that are not staff but teaching our students. Action requested to approve school trips and board report. **Motion Approved**

Elementary and ECEC School Board Report – Missy Weddle

Principal Missy Weddle presented her report and highlighted ECEC program is seeking more students so please spread the word to help bolster enrollment. You are invited to come to the school and take a tour! We have updated 10 classrooms, thanks to Bob Dixon and Greg Philips. Action requested to approve report. **Motion Approved**

Substitute Lists & Handbooks – Brent Baldwin

Action Required: approve substitute teacher lists, and adoption of school handbooks. **Motion Approved**

Marketing & Recruiting Board Report – Angi Howell

Angi Howell presented her report and highlighted that she supported the Oshkosh Camporee with marketing/recruiting materials this summer. She also worked on name consolidation efforts. Action requested to approve report. **Motion Approved**

Oshkosh Camporee Update

Steve Blackburn and Jeff Richardson represented Collegedale Academy at the Oshkosh Pathfinder Camporee. This event happens every five years. NAD decided to highlight Adventist Education as a whole and filled up a huge hanger at the camp site with academies, colleges, international schools, etc. They had special pins made – one that was exclusive for just club members from our area and the other for all campers. One out every sixty pathfinders is from our surrounding, immediate community. Also, it was stated that 80% of pathfinders in attendance do not attend one of our SDA schools. So this presented a great opportunity and exposure for Collegedale Academy.

Development and Alumni Board Report – Marilee Silverstein

Marilee Silverstein presented her report and highlighted that we are looking for 100% board giving. Your gift can GROW a student now and into eternity. Please submit your gift by December 31, 2019. Goal for the Worthy Student Fund is \$364,179 which is the amount we have awarded to approximately 160 students this year. The Sandy Erickson Race fundraising campaign is off to a good start. We want to focus our efforts on the endowment – we received nearly \$82K in distributions from the High School Endowment. Imagine what we could achieve with the other endowments! Thank you for your gifts that helped make this possible. Action requested to approve report. **Motion Approved**

Home and School Board Report – Jenny Sue Hocking

Jenny Sue Hocking presented her report and highlighted box tops consolidation. Thank you for all who showed up at the Ice Cream Social and helped greet/serve! It was a hot day but a great turn out. Action requested to approve report. **Motion Approved**

Personnel Sub-Committee Update– Misty Brennan

Misty Brennan presented her report and highlighted that she is seeking input on employee experience initiative. Please submit ideas to her before Personnel's next October meeting. Action requested to approve the Personnel's authority in hiring personnel. **Motion Approved**

Finance Sub-Committee Update– Rick Stern/Steve Blackburn

Rick Stern turned over his time to CFO, Steve Blackburn who presented their report. Great financial health. We have fully funded our depreciation expense. Bottom line profit of \$131,351 with a \$8.5M budget. Seeking approval for Accounts Receivables Write offs of fifteen accounts, totaling approximately \$60K. Major plant asset purchases are noted for approval which are in excess of \$15K, the threshold for board approval. Overall enrollment is projected to meet/exceed budget at year-end. Action requested to approve report. **Motion Approved**

Policy Sub-Committee Update– Doru Mihaescu

Policy has not met so nothing new to report.

Adjournment/Announcements – Nora Moody

Board Survey Results and Visioning exercise will be sent out for next board meeting. Nora indicated that she feels the Board is functioning well and thanked everyone for their time and commitment to our school. Chad Nash gave the closing prayer. **Motion to adjourn at 8:30 pm and was passed unanimously.**