



**GCA BOARD MEETING MINUTES
OPEN SESSION – August 5, 2019
6:30 PM, SHBC Fireside Room**

1. Call to order

- 2. Roll Call** – Phill Demarest, Dan Keiser, Mark Law, Justina Nadolson, Brad Pilkington, Woody Rose, and Shari Swonger. Head of School Lee Reno. Julie Dickson and Jason Stump were on vacation.

3. Prayer and Devotion – Lee Reno

Lee presented handouts regarding Discipline Philosophy. Will be rolled out to faculty members designed to give Administrators parameters on how to deal with students and what they do and don't have the authority to do. What discipline is NOT: punishment, rules, harsh or just about techniques. The root word of discipline is disciplist – can be applied as long term followers of Jesus Christ. Other words associated are “Educate, teach, learn, pupil, instruction, and student”.

Discipline is not just about “doing” but about “being” and where the heart of the student is. **Philosophy** (in our case, hopefully based on God's word) → **Beliefs** → shape **VALUES** → drive **ACTIONS**. If we want to change the “actions” in our hallways and classrooms, we need to impact philosophies, beliefs and values.

Discipline Philosophy is based on Four R's, Matthew 18, and wise/unwise (Proverbs). Lee gave a handout detailing the process. Four R's are: 1) Repentance 2) Restitution 3) Rebuilding 4) Restoration. All discipline should have the goal of restoration.

Wise/unwise in Proverbs – Simple (teacher and student and escalates to parent) → Fool (teacher, student, parent and escalates to administrator) → Scorned (GOD).

Understand where the student falls and discipline accordingly with reproof, rod (consequences) or removal from school.

4. Explanation of meeting procedures (sign-in, time limit) – Hearing of Guests

5. Approval of open and closed minutes from July 1, 2019.

- a. Motion was made by Mark Law, seconded by Woody Rose. All in favor.

6. Approval of strategic planning session minutes from July 13, 2019.

- a. Motion was made by Brad Pilkington, seconded by Woody Rose. All in favor.

7. Enter closed session votes from July 1, 2019 and July 13, 2019 into the record: There were none in either session.

8. Notes from July 1 and July 13, 2019 session:

- a. Lee informed the Board that he has verified our insurance coverage meets our obligations for the building as well as D&O coverage.
- b. For strategic and planning purposes, the Board is using the ACSI Formative to Flourishing model to set benchmarks and evaluate GCA. This will be used ongoing to set priorities for the school. Currently this can be found at:

[https://www.acsi.org/Documents/Northeast/Leadership%20Conference/Flourishing%20Schools%20Model%201.0\(0\).pdf](https://www.acsi.org/Documents/Northeast/Leadership%20Conference/Flourishing%20Schools%20Model%201.0(0).pdf)

9. Enter email votes into the record: None

10. Devotional sign-up for 2019-2020 –

September 2019 – Jason Stump
October 2019 – Phillip Demarest
November 2019 – Brad Pilkington
December 2019 – Justina Nadolson
January 2020- Woody Rose
February 2020 – Dan Keiser
March 2020 – Mark Law
April 2020 – Julie Dickson
May 2020 – Shari Swonger
June 2020 – Dan Keiser

11. Financial Report - There was no financial report because the accountant has not fully completed closing out the year. Projection is that we will show around a \$13,000-\$14,000 loss.

12. Committees

a. Finance Committee – Jason Stump, Treasurer.

- i. **Purpose statement** – will receive from Jason when he gets back in town
- ii. **Meetings** - Last Wednesday of every month.
- iii. **Members** – Jason, Mark Law, John Uible and April Dustinhimer (from PNB) were approved as a non-Board members.

b. Advancement Committee – Mark Law

- i. **Purpose statement** - To enable GCA to effectively execute its mission through community relationships, fund raising initiatives, and an active alumni association.
- ii. **Meeting** - once a month, no set date, usually mid-month on Tuesday.
- iii. **Members** – Jason Stump, Julie Dickson, Phill Demarest, Ethan Nadolson and Katrina Faulkner were approved as non-board members.
- iv. **Report** – met on July 16th. Will be discussing auction at every meeting and forming a new auction committee for upcoming year. Ethan and Katrina are co-chairs and will add more members as school starts. Date is April 17 2020. Invite former alumni and families, board members, and others this time along with current families.

Alumni roster has been completed. Assess interest and put together an event for them such as Homecoming or all-alumni reunion at a venue to be determined. Goal is to start getting some support from alumni.

Marketing – Does our part-time marketing coordinator have ability or time to help with development initiatives that come forward? That needs to be addressed.

Development – need a Director!

Bus – has been DOT and T/A certified, has a new alternator and new pictures. It will be up for sale soon (this week?)

Next meeting date this month.

c. Board Development Committee – Brad Pilkington

- i. **Purpose statement** – To cultivate potential Board members and mentor existing Board members; conduct Board training at Board meetings, retreats, etc.; recommend changes in Board structure and function; recommend changes of Board and/or Board Committee personnel and/or leadership; and maintain, recommend, and revise Board policies and Board Policy Manual.
- ii. **Meeting dates** – once a month and otherwise as needed
- iii. **Members** – Brad Pilkington, Dan Keiser
- iv. **Report** – In the Flourishing model we are trying to develop, all the things that this committee can and should do is a bit daunting but will try the next few months to merge the school board calendar with purpose and products from what they are supposed to be doing and deciding priorities for now that would help take things off the Board Chair because they

have to be done by someone. Establish the yearly timeline. Discover and provide for Board training (current and new) and anticipate board member needs based on rotation and prepare and process for that. Assess board policies towards a revised board policy manual.

Met this morning and discussed things like “who owns the board retreat” and how do new committee members know about it. Appreciative of Lee’s hospitality and acknowledge the strength of the board social events to build the relationships, which is worth having a “non-working” time to be together.

d. Education Committee – Brad Pilkington

- i. **Purpose Statement** – The GCA School Board Education Committee works to ensure that our Christian philosophy of education permeates every program of the school, including the appropriateness and effectiveness of curricular materials at GCA. The committee provides broad oversight to Cocurricular and Extra-curricular programs as they intersect and relate to the overall education process and expected student outcomes.
- ii. **Meeting dates** – once per month and otherwise as needed
- iii. **Members** – Brad Pilkington, Shari Swonger, Paula Pilkington approved as a non-board member.
- iv. **Report** – closed session will have a lot of share on the Philosophy of Education (both full version and brief version for marketing purposes). Unity on the community and sent to 29 reviewers and have made those changes and ready for recommendations.

e. Facilities Committee – Dan Keiser

- i. **Purpose statement** – exist to support the vision of the SB in the area of facilities and help facilitate that vision to the facility manager. Activities – 5th street gym, maintenance etc.
- ii. **Meeting** – quarterly or as needed
- iii. **Members** – Dan Keiser, Woody Rose, Ben Posey and Frank Leeper and Gary Haga are approved as non-board members.
- iv. **Report** – have secured a budget for roof replacement and repair as well as an annual maintenance agreement. Have a budget for window replacement weighing economics of replacement versus available funds. First phase of audio system revamp at gym is being done.

f. Athletic Committee – (ad hoc) – Dan Keiser

- i. **Purpose statement** – to support the vision of the School Board in the area of athletics, and help facilitate that vision to the Athletic Director, Athletic Boosters and the Athletic Department.
- ii. **Meeting** - quarterly or as needed.
- iii. **Members** – Dan Keiser, Woody Rose, Nahum Masimer approved as a non-board member.
- iv. **Report** – Fall sports are running. Coaching positions have been filled as well as most other sports. Need to promote upcoming events, especially Evans Field due to Boosters concessions, and community events such as color wars, etc. Want to continue the student section and build community in that way. “Football Friday Nights” and getting some momentum there. How to get more participation in other sports. Add more Friday night games at Evans?

Nahum has stepped up and taken control with short notice and looking forward to this year.

New Lindsay’s Law protocol just got changed for OHSAA and need coaches to do that.

Boosters – Tim Bodle is the new President of Boosters and excited about new energy and meetings etc.

g. Board Policy Manual Committee – (ad hoc) – Justina Nadolson

- i. **Purpose statement** – to create a draft board policy manual and bring to the board for changes and eventual approval.
- ii. **Meeting** – Lee and Justina will be working on setting up dates to put the draft together.
- iii. **No outside members**
- iv. **Report** – Justina and Lee will be setting up meeting dates and have a goal to get this document done by December.

h. Motion to create an ad hoc Head of School Search Committee for 2019-2020.

Motion was made by Mark Law and seconded by Phill Demarest. All were in favor.

- i. Purpose:
 - 1. Define the Head of School search process
 - 2. Standardize the process and create priorities and deadlines

3. Manage the process
 4. Make a recommendation for hire
- ii. Chairs – Justina Nadolson and Dan Keiser
 - iii. Committee members – Shari Swonger and Julie Dickson
 - iv. Format – will have stakeholder input (both staff and parents) but not on the committee. Other outside people will be brought into the process along the way.

13. Student Council Presentation – none this month

14. Faculty Presentation – none this month

15. Administrator Report - Lee Reno – Head of School

Personnel – hired 4/5 teachers.

Bill Simpson, finished master's project and being evaluated. Teaching bible and one period of English

Angel Stoolfire – 2nd grade teacher

Michelle Chetnik – 4th grade teacher

Need part or full time PE teacher.

Mark Ash – high school Math teacher

Will need a receptionist to take over for Michelle, as well as an Enrollment Director. Jennifer Haga will finish next Tuesday prior to teacher orientation.

Signed the facility use agreement and got it notarized and have a copy. Includes the 4 year extension.

Got a check for property tax refund for 5SG for \$3,979.12.

Received a donation this weekend for \$500.

Enrollment report – 203 re-enrolled from last year, 4 have not yet but predict they will, other 7 probably won't. 33 new students now, 51 applications last year this time. This year we have 23 withdrawn. Kept more students this year than last but did not bring as many new students this year as last. Discussion about budget in September/October after we see how many enrollments we actually have. Goal is still to have a balanced budget and may have to make adjustments.

Tami and Lee spent a day with Gynna Meurer to clean up our chart of accounts and consolidating or updating. They will then write descriptions of the chart of accounts to know what is actually going in what account. That will help projections.

Have made changes at the banks to match accounts with the various monies we have so that it is very clear [PNB - temporary restricted assets, designated assets (drama, class, etc. and can't spend more than is in there), board reserve (\$253,000 in that account and will stay there so it doesn't get used for operating costs unless directed to do so), deferred revenue for payments made up front to our school that we cannot use until it is earned, sweep, and our main operating account] and one First Federal (donor designated for building). Operational money will stay in the operating account and if we made money last year then the Board determines where to move that money. This makes it more intentional.

One problem left to solve is there is an unreconciled account in designated assets that we do not know the correct amount. Will have that number by September and will then make a decision what to do with it (if there is anything in there).

Need to find a different way to budget for athletics. Boosters would prefer not to fund the "gap" in our athletic budget, but rather use their earnings to fund improvements in programs.

Homeschool policy – got input from education committee and "A Team" to create a way that homeschoolers could get a high school diploma from GCA. Recommendation is to add 5.0 Homeschool Graduation – A home school student who wishes to graduate from GCA must attend GCA as a full time student (all classes all day at GCA except CCP or Credit Flex) their entire Senior year to be able to graduate from GCA. Also 6.0 Home School Conversion of High School Credits – For high school students, the HOS will evaluate which credits MAY be applied toward GCA's requirements for graduation.

This would not change the NHS requirement of Junior year nomination nor the requirement for valedictorian that the student has to be a GCA student for Junior and Senior year.

This also does not change the requirement of 1 class taken to participate in activities (but not graduation).

Updates on IEP students – Learning Spectrum notified that they are not going to be providing services. We are working with Granville with a person they would employ with an ESC, we do have some federal money to use. Jayme is involved with Gwenn Spence on that.

16. Old Business

- a. Collect Board self-evaluations for 2018-2019 year. – Need Jason, Julie, and Woody.**

b. Reminder about Boosters.

c. Reminder about Board financial support by October 2019 board meeting.

17. New Business

a. Set up date/time to pray through the building – Back to School night Monday, August 19 at 8:30pm or earlier if it's over. Meet in the lobby of the school.

b. Student Focus Group – heard from the board on a list of possible questions

18. Hearing of guests

19. Meeting Adjournment