

**Board Meeting Minutes**

**October 20, 2020 Meeting**

**Members present:** Keith, Shirley, Courtney, Ann, Laura, Dawins, Kevin

**Members absent**: James

**Meeting called to order** by Keith at 6:40 pm. Prayer for the school and meeting.

**Meeting Minutes** – ***Shirley motioned that the minutes be approved; 2nd by Dawins; so moved.***

**Finance Report:** As presented. Request to follow up on the status of the Payroll Protection Plan and submittal of documentation to ensure loan forgiveness.

**Principal’s Report**: Presented by Ann

* Teachers recently attended virtual professional development through ASCI; MAP testing has been completed.
* 198 students enrolled.
* Becky Gilham is requesting FML; two individuals have been contacted about principal position, opening shared with LCMN.
* Open House has been postponed; a limited number of volunteers are helping with specific tasks; the school received a donation from First Christian Church of Chehalis; CCCOG presented a CCS video at their service; November 21st there will be a Family Fun run on the cross county course, course recently cleaned up.
* Blackberries cleaned up, reclaimed lumber found during cleanup and parents have asked to purchase it; one bottle filler installed, one just arrived; grindings in front of the preschool area can be leveled out now, there is someone interested in doing this work; some facility use on the weekends.

**Old Business**: None

**Committee Reports:** None

**New Business:**

* Selection of officers for the 2020-2021 year - Keith will continue as chair, Dawins as vice-chair and Laura as secretary. ***Shirley motioned that the positions continue as they were in 2019-2020; 2nd by Kevin; so moved***.
* There was discussion about reviewing and updating Board policies as well as discussion about a Board Development Committee. The committee talked through how to efficiently complete the review for Board approval. Shirley and Ann have begun the review of Parts 1, 2 and 3 and Shirley shared suggestions based on that work. Shirley, Laura, Courtney and Dawins will meet separately and review the sections and then bring forth recommendations to the Board for their input and approval. The recommendations will be sent to the full Board in advance of the meeting for their review and consideration.
* It was determined that the full Board is really the Board Development Committee but that individuals were willing to do research, etc. to bring forward ideas to the larger group.
  + Dawins volunteered to begin to put together New Member Orientation materials; Courtney will work on an evaluation and also developing a roster of potential new members; Keith will develop ideas for Hospitality.
* There was discussion of the Finance Committee and a need for further review of its make-up as well as policies and procedures. This will be reviewed further in November.
* There was discussion of revisiting the position of Chief Operating Officer or something similar. Ann will share the job description developed several years ago.
* The Board asked for copies of Ann’s job description, a Board evaluation form if we have one and an Affirmation and Conflict of Interest statement if one is available.
* Review of a portion of the Strategic Plan and of Ann’s job description as part of the Succession Plan will be moved to the November agenda.

**Action Steps:** Review materials sent in advance of the meeting so action can be taken in November.

**Meeting adjourned at 8:45.**

**Next Meeting:** November 17th at 6:30