

Caldwell Academy
Board Meeting Minutes
February 28, 2012

Present: David Robinson, Bret Grieves, Dino Page, Ronny Bell, Dan Powers, Laura Holley, Kristin Carlock, Patty Crossley, Jane Perez, Tim Towery, Mark Guthrie Absent: David Stevens

- I. Bret opened meeting with prayer.
- II. Board reviewed minutes from January 31st board meeting. Bret moved to approve (with minor revisions), Laura seconded, Board approved unanimously.
- III. Board reviewed January financial statements. Dan moved to approve, Dino seconded, Board approved unanimously. Patti requested B Team send out financial statements with B Team minutes in advance of monthly Board meeting.
- IV. Mark gave HoS report.
- V. Board prayed corporately.
- VI. Board reviewed policy proposal by HoS for Staff Coursework Reimbursement as follows: Subject to budgetary restrictions, Caldwell Academy will pay, upon course completion, for classes taken by administrators and faculty members on an incremental basis of one-third of the tuition cost per year if the class meets one of the following criteria:
 - a. The class is a ~~has written approval by the principal in advance and is a college level~~ requirement from ACSI for teacher certification.
 - b. The class ~~has been determined by the Head of School to be~~ ~~has written approval by the principal in advance and is~~ necessary in the professional development of that particular staff member.
 - c. Caldwell may pay for classes taken to obtain the next professional degree level for the staff member in his/her area of instruction at Caldwell Academy. This must be approved by the Head of School in advance and is solely at the discretion of the Head of School. ~~and is subject to budgetary restrictions.~~ There is no guarantee that this benefit will be available to all personnel as the degree sought and classes taken must be in the long-term interest of the school.

~~The staff member must have written confirmation of course completion.~~ This tuition assistance is only valid for the tenure of the staff member at Caldwell Academy. Should the staff member leave Caldwell in advance of the three year reimbursement window, no further reimbursement will be made.

Dino moved to approve; Jane seconded; Board approved unanimously.

VII. Mark withdrew and may resubmit the following proposals: Teacher Certification; Board Training Proposal (Jane and Crystal to draft Board member handbook); and Nepotism/Conflict of Interest. Independent Study proposal will be resubmitted at March meeting.

VIII. Head of School Attendance at Board Meetings proposal by Ronny was tabled until March meeting.

IX. Board discussed HoS policy proposal for Delinquent Accounts as follows:

Caldwell Academy will take the following ordered steps in an effort to collect delinquent tuition. Monthly tuition is due on the fifth day of each month.

1. Tuition not received by the fifth calendar day of each month or drafts returned for non-sufficient funds will be assessed a \$25.00 late/NSF fee. ~~Notification of this late fee will come from the school office signed by the administrative manager.~~ This fee is automatically added to the family balance.
2. Tuition not received by the last day of the month will be charged an additional \$25.00 late fee. ~~Notification of this late fee will come from the school office signed by the administrative manager.~~ This fee is automatically added to the family balance.
3. Accounts more than one month late will be contacted by the Business Manager ~~receive a letter from the Head of School~~ requesting a call or letter from the person responsible for tuition payments within one week to come up with an agreeable plan to make tuition payments. Late fees will continue to be assessed each month tuition is not paid.
4. Accounts which are two months past due without acceptable arrangements with the Business Manager will result in the student being administratively withdrawn. ~~will be administratively withdrawn and their place made available to those on the waiting list. In such cases, the entire balance of tuition and fees becomes payable and due immediately. may result in the student being unable to participate in any extracurricular activities, field trips, etc.~~
5. No activity towards payment in three months results in the account being reported to the credit bureau and a collection agency by The Head of School.
6. No student records will be provided for students with outstanding accounts.
7. All student accounts must be paid in full by June 1st for a student to be readmitted to Caldwell. Accounts not paid in full will result in the child's removal from the class roll and their spot being offered to any students on the waiting list. Any exceptions to this must be requested in writing by the responsible parent and must be approved by the Head of School Board of Directors. ~~Students with outstanding accounts will not be readmitted to Caldwell.~~
8. ~~The Head of School will contact the leadership of the church of which they are a member to communicate the accusation of breach of contract against Caldwell and ask for their intervention for restitution (Matthew 18:17).~~

Caldwell Academy wants to be sensitive to hardship and surprises that interrupt the ability to meet tuition payments. It is imperative in such cases, that the person responsible for paying tuition immediately notify the ~~Head of School~~ Business Manager to work out a plan.

Dan moved to approve; Bret seconded; Board approved unanimously.

X. Board discussed HoS proposal for Summer School as follows:

Caldwell Academy Summer classes are designed to serve all students from the community who may need extra academic support during the summer months. Students may register for a course for advancement, earn a required credit, or for grade recovery. (CA Students who are taking the class for grade recovery should be aware that the failing grade along with the recovery grade will appear on his/her report card and be factored into overall GPA) A student may not take a summer course instead of a class that he/she would be able to take during the next academic school year.

Courses for Credit Guidelines:

- ~~\$25 non-refundable administrative fee~~
- All course fees must be paid in full prior to 1st day of class
- Caldwell reserves the right to cancel a class due to inadequate enrollment (3 student min)
- Drop policy: Students wishing to drop the class must notify ARC staff **in writing** 2 weeks prior to start of class to receive 100% refund. Those who drop the first week of class will receive a 50% refund. No refunds will be given after the beginning of the second week of class.
- Attendance policy: Students who are tardy for more than 3 classes or who are absent for more than 2 classes will be dropped from the class. Tuition refunds do not apply to students who are dropped due to absences or tardies.
- Grades: All grades will be managed and recorded by the teacher teaching the course. A minimum of homework and tests will factor into the final grade. Final exams are to be administered on the last class meeting date. All courses are required to have a mid-term and comprehensive final exam. Grades must be reported at the end of course and will be entered by the Principal.
- Dress Code policy: Students must demonstrate neat and modest dress. Students will not be allowed to attend class if they do not adhere to this dress code. The teacher has the final say in regards to dress code compliance.

Full Credit Class:

- Mon-Thurs 8am-2pm for 4 consecutive weeks
- Total 96 hours of instruction
- ~~Cost \$1000 per student (this would NOT be included in the policy manual)~~

Remediation for a full credit class:

- Mon-Thurs 8am-11am for 4 consecutive weeks
- Total 48 hours of instruction
- ~~Cost \$500 per student (this would NOT be included in the policy manual)~~

½ Credit class:

- Mon-Thurs 8am-11am for 4 consecutive weeks
- Total 48 hours of instruction
- ~~Cost \$500 per student (this would NOT be included in the policy manual)~~

Other offering: These courses are not for a credit and include services such as; one-on-one tutoring, speech therapy, Latin camps, and refresher classes.

Dino moved to approve (with removal of dollar amounts); Patty seconded; Board approved unanimously.

X. David closed meeting with prayer.