

CAPSTONE EDUCATION GROUP
Minutes of Meeting September 5, 2017

A meeting of the Board was held on Tuesday, September 5, 2017 and was called to order at 12:05 P.M. by Jay Harvill.

Roll Call:

Present: Drew Sippel, Tom Marino, Elliot Perry, Jay Harvill, Scott Walker, and Cam Echols
Absent: Monika Johnson, Paul Edwards, Jason Cook, Octavious Nickson.

Pledge of Allegiance and Moment of Silence. Observed.

Approval of Agenda: Elliot Perry moved for approval of the agenda, which was seconded by Tom Marino. The motion carried without objection.

Approval of Minutes: Scott Walker moved for approval and acceptance of the Minutes from the June 12, 2017 meeting. The motion was seconded by Elliot Perry. The motion carried without objection.

Special Recognition/Presentations: Drew Sippel talked about the new T-STEM program at East. He said it looked great and was a great opportunity for Cornerstone students. Kids within a 2 mi radius of East would get preference in being admitted to the program.

Executive Director Reports:

The Executive Director report was presented.

1. Personnel procedures were changed so that background checks will be performed on all employees every 3 years just as it is done for new hires.
2. Evans Petree, PC has reviewed and approved all personnel policies.
3. A change is being made on how most employees are paid. The personnel policy states that employees made be paid over 22, 23 or 24 months. Most are paid on a 24 pay period cycle. Going forward most employees will be paid on a 23-pay period cycle. This will help to lessen the risk of an employee getting paid for work not yet completed.
4. Capstone has been named in a lawsuit. A copy right infringement suit was brought against Downline Ministries and CEG. Downline has been accused of putting out a video on their website that had music in the background for which they did own the rights. The Downline representative mentioned Cornerstone in the video so we were named in the suit. Our attorney will review this.

Staffing:

There are 4 fulltime staff members who will be notified this that their position is being eliminated because of low enrollment. Drew described that when employees are let go they are asked to sign a document which contains verbiage that describes them as being unable to be considered for future hires at CEG. He asked if it would be ok to scratch that language out for certain employees that they would like to rehire in the future. The board agreed and approved.

Approvals:

1. Financials: May 2017 financials were sent out and approved. Scott Walker moved for approval and acceptance, and Tom Marino seconded the motion.
2. A motion to set up an audit committee on the board for the 2017-2018 audit was put forward by Scott Walker. Tom Marino seconded the motion. The motion carried without objection.

Unfinished Business:

1. Fund raising efforts will be made to people who have traditionally supported CEG
2. The growth plan was reviewed and confirmed tentatively:
 - Traditional charter school
 - Apply January 2018
 - Wait for Fall 2017 MAP results to help determine elementary or middle school
3. Continue to develop plans to market CEG to increase enrollment

Adjournment. The meeting adjourned at 1:30 P.M.

Respectfully submitted,

Paul Edwards
Recording Secretary