

Board Orientation Minutes
Monday, August 10, 2020 at 7:00pm
Elementary MMC

Board Members Present: Christine Van Woudenberg, Alden Highstreet, Mark Tos, Donna Westra, Jeanette Callison, Eric Westra, Don De Jonge, Scott Kostelyk, Jillian Bos, Frank Leyendekker, Ron Locke, Nathan Heeringa, George Wilgenberg

Administrator Present: Larry Baker

1. Christine opened the meeting with prayer and devotions on Psalm 102:7 "Living God's Story."
2. The Covenant for Board Membership of CVCS was signed by all board members.
3. The organizational chart was looked at and explained. We got to see how around 110 employees fit into place and the line of accountability that everyone follows, and the role that the board and CVC society play.
4. Policy manual was looked at and we specifically looked at a section on the job of the board in relation to the administration. The board is primarily a policy making body while the function of the administration is to implement such policies.
5. We discussed the line between governance and operations.
6. The order of how Board meetings are supposed to be held was explained. A video on Robert's Rules was encouraged to be viewed by everyone, we even practiced making a motion along with all the steps that go with that. The importance of coming to a meeting prepared was encouraged. The board was also encouraged to read the book *Doing Good Better* and we will discuss different sections throughout the year, this will help to build an even better board.:)
7. Classroom visits by board members were discussed and how it is possible to do it in both traditional and nontraditional ways. This means that you could schedule a visit in which you visited many classrooms and talked to various teachers or you could schedule to go to a teacher's in-service or visit employees that are not teachers. One of the goals with these visits is to get a sense of how the school is run. It also is to create good relations between board and staff.
8. Committee responsibilities were discussed. Each committee is encouraged to set their own goals. Minutes should try to be turned in within 48 hours of the meeting including who was at the meeting and who took the minutes. Any proposals to the board should be bolded.
9. Closed session/Executive session is when you would dismiss any visitors and non-board members to have a discussion. This allows us to protect the privacy of individuals.
10. We looked at the self-evaluation and results. We can use this to help guide us to do well this coming year. It was reinforced that communication and speaking up is key. We want all board members to be heard.
11. A devotions and dessert schedule was included in the packet.
12. The importance of good communication was addressed. Keeping everyone on the same page and informed is important. E-mail is a good way to get the same information to everyone. Talk to committee chairs if you have a question. If you hear complaints or other news share it with the correct committee. Try to keep surprises to a minimum by passing along what you hear.
13. 2nd and 3rd year board members could share their wisdom with the incoming board members.
14. We discussed a few hypothetical situations and the best way to handle them.
15. A mentor from the executive board was assigned to each new board member. This is a good person for them to reach out to with any questions they may have in the coming year. The mentor will reach out to them once a month with different questions.
16. The goal for this year is to strive for normalcy. To get school running. Committees were encouraged to set goals as well, and we were each encouraged to think about individual goals we might want to set.
17. We took a break to enjoy refreshments.
18. Don made a motion from the ad-hoc committee. The motion: **The committee recommends to the board that CVC retain the law firm Tyler and Bursch for all legal matters relating to the reopening of on campus learning at CVC.** The motion was supported, there was discussion and the motion was amended. The amended motion

said: **The committee recommends to the board that CVC retain the law firm Tyler and Bursch for all legal matters relating to the reopening of on campus learning at CVC with a \$10,000 limit from the school budget.** The motion was supported, there was discussion. There was a vote to accept the amendment. The amendment passed. There was a motion to accept the motion, there was support, discussion was offered, the motion passed.

19. Mark made a motion **to send the letter that Pastor Sikkema wrote, to Governor Newsom, as a board.** The motion was supported, there was discussion, the motion passed. Executive committee will take care of sending this. There was also discussion that it would be good to encourage our families to pray for our country, state, governor, and schools as well as encourage families to write letters to our Governor.
20. Mark made a motion from the finance committee. The motion: **Finance committee recommends that we continue paying our budgeted staff their wages through October 21 in order to qualify for full reimbursement of the \$1,234,700 PPA loan we received in May, regardless of whether or not there is enough work available for said staff. This would carry over from a previously approved recommendation during the 2019-2020 school year.** The motion was supported. There was discussion. The motion passed.
21. Alden closed the meeting in prayer at 9:05.

Respectfully submitted by Donna Westra