

Cornerstone Christian Academy  
Board of Directors  
January 10, 2024

Members present: Sophia Bishop, Paul Buckley, Elinor Casoni, James Colcord, Joshua Duprea, Dan Helgerson, Cindy Hyatt, Steve Smith, Darren Forehand

Also present: Pierre-Luc Rivard, Lisa Goodwin

Notification of Approval: Minutes of December 13 Board meeting

Authorization for Paul Buckley, Board Chairman, to sign for the transfer of lot on Bryant Heights Rd, Portion of Tamworth Tax Map 205 - lot 26-3. (deed book 3704-pg 333)

Approval of extracurricular programs to begin in January 2024 as presented by Lisa Goodwin and Thomas Dacey.

Mr. Buckley called the meeting to order at 6:02 PM. Mrs. Bishop opened with prayer. Mr. Helgerson provided the devotional on Tenet 6.

2024-2025 Tuition: After extended discussion of the issues (the reality of our costs and financial situation, the potential impacts on our current families, the effect on new enrollments, tuition at other Christian schools in our area), **Mr. Helgerson made a motion seconded by Mrs. Casoni that the following be adopted as 2024-2025 tuition.**

- **K-8 tuition set at \$8,200/year**
- **\$300 Discount for re-enrollment**
- **\$500 Discount for each sibling**
- **\$500 Discount for referred new enrollees**
- **Establishment of a designated scholarship fund**

Motion passed unanimously. Tuition and the factors that resulted in these numbers will be shared at an Annual Meeting planned for February 21 from 5:30-7 PM. Mrs. Bishop will be responsible for the agenda, Mr. Rivard will provide the pizza, Ms. Hyatt will provide salads, Board members will assist with desserts.

2024-2025 Calendar: **Ms. Hyatt made a motion seconded by Mr. Colcord to accept the calendar as presented by the school administration.** Motion passed unanimously.

Budget/Cashflow: Mr. Rivard shared a cashflow summary that is positive through February. Mr. Rivard was asked to extrapolate this data through the fiscal year. Mr. Smith will follow up on HEFA short-term loans.

Fundraising/Marketing: Mr. Forehand has prepared a letter regarding the \$60,000 Matching Grant campaign which was approved by the Board. The letter will be sent out via US Mail this week. Follow-up will include email and social media updates. Sally Sarte will be handling the social media campaign which is beginning immediately. January will focus on re-enrollment and

preschool marketing. School administration has planned Open House events for Fridays in February and March.

Enrollment Update: Current enrollment K-8 is 55.

Security Grant: Mr. Rivard is working on the application for this grant which will be used to improve interior and exterior door security.

Christian Vetting of Prospective Tutors: After extended discussion, **Mr. Colcord made a motion seconded by Ms. Hyatt that being a believer will not be a requirement for tutors and enrichment instructors but applicants must be vetted by Administration.** The Board will be notified. Motion passed unanimously.

School Fairs: Mr. Duprea volunteered to represent CCA at school fairs including the one in Concord later this month. Mr. Forehand will work with Mr. Duprea on materials and other supports.

Updates from last meeting

- Mr. Colcord reported that the repair to the path to the soccer field will cost \$3-5K and cannot be initiated until spring
- Mr. Buckley reported that mold testing indicates low incidence of benign molds. Recommendation is chemical wash of all hard surfaces, put dehumidifiers in all classrooms, and introduce fans to increase circulation.
- Nothing to report on Alumni Database
- The website has been modified to make donations more prominent. PayPal and debit/credit payments are accepted. Venmo will be added. A tab for tuition/fee payment will be added in addition to donations. Mr. Rivard will check on technology to take debit/credit payments in the office.

Other

- Mr. Helgerson requested that a Board member join him in meeting with a potential Board applicant. Mrs. Bishop or Mrs. Casoni plan to attend.
- Mr. Rivard sent out tax documents for Board review. Response is needed by next week.

Mr. Duprea closed the meeting with prayer at 8:58 PM.

Respectfully submitted,

Cindy Hyatt  
Secretary