

Cornerstone Christian Academy
Board of Directors
August 14, 2024

Members present: Sophia Bishop, Paul Buckley, Elinor Casoni, James Colcord, Karen DeJager, Joshua Duprea, Dan Helgerson, Cindy Hyatt, Steve Smith
Also present: Nikki Duprea and Bob Strodel

Notification of Approval: Minutes from the July 10, 2024 meeting.

Via email, Mr. Smith made a motion seconded by Mr. Colcord to approve a revised 2024-2025 Budget which reflects the addition of the FTE of two teaching positions. Motion passed unanimously.

Mrs. Bishop opened the meeting with prayer at 6:00 PM. Mr. Helgerson provided a devotional on The Wheat and the Tares parable focusing on the importance of anticipating and recognizing the tares growing among us.

PTO: President Mrs. Duprea shared the organization and plans that PTO leadership are putting in place for the 2024-2025 school year which included the meeting schedule for the Officers, PTO and follow up Zoom meetings; Kick-Off events; fundraisers and the Harvest Festival. She requested clarification on PTO role in the Fundraising Gala and communication expectations.

Principal Report: Mrs. Goodwin sent a report in advance outlining priorities over the past month and updating enrollment. Current K-8 enrollment is 52 with 2 potential additions and 34 seats available. She also presented a revised calendar that reflected a change in October Professional Development Day and the addition of school events. **Mr. Duprea made a motion seconded by Mrs. Casoni to approve the calendar as amended. Motion passed unanimously.** Currently there are 4 students enrolled in the high school program which is 2 short of what was needed to pay for the teacher at the proposed rate. The potential teacher is willing to accept a lesser rate so the program can begin. Students will attend Monday-Thursday from 9 AM – 2 PM. All students will use VLACS as their school program which will be supplemented by God's Big World, journaling and project-based learning. **Ms. Hyatt made a motion seconded by Mrs. Bishop to offer the position of High School Proctor to Linda Cross. Motion passed unanimously.**

Finance Report: Mr. Smith shared the July Financial Statements. He reported that the format and some information included is changing as he and Mrs. VanAuken are getting up to speed and learning the newer version of QuickBooks. Cashflow is good through mid-September and 15 additional students are needed to balance the budget. Point for continued prayer. He noted a need to establish a Capital Improvement Fund. There is also a need to clarify procedures around enrollment fees and discounts. After discussion, the following procedures will be put in place and communicated as part of the tuition contract.

- Every enrollee will pay a \$300 enrollment fee at the time of enrollment regardless of financial aid received.
- Early enrollment credit is \$300 off total tuition.
- Sibling discount of \$500 is for every child after the first.
- All discounts and credits will be applied at the end of the payment schedule (spring).

After additional discussion, **Mr. Colcord made a motion seconded by Mrs. Bishop to apply the sibling discount to children enrolled fulltime in preschool. Motion passed unanimously.**

In the absence of a headmaster, individual Board members are assuming parts of those responsibilities. It is the consensus of the Board that individual members are empowered to act as the administrator to implement Board decisions in assigned areas without consultation with the whole Board; however, the Board will be kept informed as appropriate. In that light, Mr. Smith will work with Mrs. VanAuken to develop and implement a plan to address overdue/unpaid tuition.

Fundraising Committee: Mr. Deprea summarized the first meeting of this committee which focused on communication and coordination of fundraising activities among all constituent groups (Board, Administration, Staff, PTO), developing a consistent message and communication flow chart to be used by all groups, streamlining fundraising activities (less is more), and updating promotional materials. This group is meeting again on September 17 at 6 PM.

August 28 Staff Dinner: Mrs. Casoni, Mrs. Bishop and Mrs. DeJager volunteered to make this happen. All Board members who are available are asked to attend from 5-6 PM.

Development Director: Bob Strodel noted from his recent interactions with the Board, the Fundraising Committee, and individual Board members that there is a need for overall coordination of efforts and focus. He recommends that all fundraising be directed to The Cornerstone Annual Fund which would include operations deficit, scholarships, capital improvements, etc. He offered his services as Development Director equivalent to 1 day per week. After he left, **Mrs. Bishop made a motion seconded by Mrs. DeJager to accept Mr. Strodel's proposal to be Development Director with access to all appropriate databases and records.** Motion passed unanimously. Location for Mr. Strodel's workspace was also discussed. Mrs. Goodwin will work with him on this.

Preschool Change Fee: After discussion, **Mr. Colcord made a motion seconded by Mr. Duprea clarifying that preschool enrollment is for specific days per contract. There will be no substitutions. Additional days may be scheduled for a fee of \$50/day based on availability. This policy will go into effect September 1, 2024. Motion passed unanimously.**

Annual Planning Report: Ms. Hyatt shared an initial draft based on a review of the 2023-2024 minutes. Additional content will be provided as follows: Principal's Narrative – Mrs. Goodwin, Financials – Mr. Smith, Board evaluation reflecting on our mission – Mrs. Bishop, Standardized Testing – Ms. Hyatt, Blessings/Gratitude and editing – EVERYONE. Submission should be sent to Ms. Hyatt by Wednesday, August 21.

Purchase of GradeLink website: Mrs. Casoni reported that Diane Hooper is pursuing some options to address this need.

The meeting was adjourned at 9:11 PM with prayer by Mr. Duprea.

Respectfully submitted,

Cindy Hyatt
Secretary