

Cornerstone Christian Academy  
Board of Directors  
December 13, 2023

Members present: Paul Buckley, Elinor Casoni, James Colcord, Joshua Duprea, Dan Helgerson, Cindy Hyatt, Steve Smith, Darrin Forehand  
Also present: Janet Johnston, Thomas Dacey

Notification of Approval: Minutes of November 8 Board meeting

Mr. Buckley called the meeting to order at 5:57 PM. Mr. Helgerson opened with prayer followed by the devotional on Tenet 5 by Ms. Hyatt.

Mrs. Casoni introduced our new volunteer librarian, Janet Johnston who shared her story and her plans to offer library skills/storytime to our students as well as presenting kid-friendly libraries beginning in the new year.

Budget and Cashflow Update: Mr. Smith shared a template to report biweekly cashflow status. The final installment on the sale of the Tamworth property is anticipated during this pay period. It was also brought up that we are committed to a 15 year contract to maintain the LED lights. Mr. Smith will follow up on this.

Enrichment Programs: Mr. Dacey and all of the faculty and staff were commended for the Christmas program shared on December 12. It was extraordinary in every way. Mr. Dacey shared his ideas for before and after school programs planned to start on January 8. He also had several questions about the administration of the program especially as it would relate to non-enrolled students. He was encouraged to start small, to come up with a brochure outlining what would be offered, and to develop a fee schedule based on costs. Mr. Forehand committed to assisting with this process.

Fundraising: Mr. Forehand reported that an email was sent encouraging end-of-year giving. He plans to promote the matching gift campaign in the new year. Marketing has stalled. Mr. Forehand will provide costs associated with a social media campaign by the end of the week.

Enrollment: One Preschool student has left.

Update from last meeting: Mr. Colcord will follow up on the path to the soccer field; Mr. Buckley will take care of the mold testing; work on the alumni database has been postponed; and the current document regarding operation of the PTO will be shared with them in the spring as they are organizing for the 2024-2025 school year.

Alternate means of collecting funds including tuition and donations: Currently the only option other than cash or check is pay pal. Mr. Forehand will discuss possibilities with Mr. Rivard. He

will also follow up with our web master about options for donations through the website as well as making the donation option more accessible.

Christmas Bonus for Staff/Faculty: Our current financial situation does not make a cash bonus feasible this year. Board members will contribute to purchase Dunkin Donut gift cards. Mr. Forehand will collect the donations, purchase the cards and distribute them to staff.

Initial Discussion on 2024-2025 Tuition: A subcommittee consisting of Mr. Buckley, Mr. Smith, Mr. Forehand, and Mr. Rivard will meet on January 3 to develop recommendations to be presented to the Board at the January meeting. Mr. Forehand suggested that a significant increase may be necessary to meet our expenses.

The meeting was adjourned with prayer by Mrs. Casoni at 8:41 PM.

Respectfully submitted,

Cindy Hyatt  
Secretary