

## DANVILLE CHRISTIAN ACADEMY – BOARD MINUTES

May 17, 2022 @ DCA 6:30p.m.

BOARD MEMBERS PRESENT: Jim Ward, Rachel Dadisman, Gary Brown, Mark Brunner, Greg Slone, Jay Adkins, and Kelli Float

Also Present: Melanie Thornberry

Julie Furbee

Christalynn Hubble

Julie Asmus

Mrs. Delbridge

BOARD MEMBERS ABSENT: Carroll Neely, Michael Johnson and Billy Inmon

OPENING PRAYER: Jay Adkins

- I. APPROVAL OF MINUTES: Mark Brunner made the motion to accept the 4-19-22 minutes. Gary Brown 2nd. Motion Passed.
  
- II. HEADMASTER REPORT - Jim Ward

# Danville Christian Academy

## Headmaster Report

5-17-2022

### 2022-2023 School Year Enrollment

<b>Enrollment Status Summary</b>				
	<b>Total</b>	<b>In Process</b>	<b>Finished</b>	<b>% Finished</b>
<b>Returning Students</b>	<u>250</u>	<u>2</u>	<u>248</u>	99%
<b>New Accepted Students</b>	<u>33</u>	<u>13</u>	<u>20</u>	60%
<b>Total</b>	283	15	268	94%

1. We have commitments from 288 students for next year. We believe that we will be at 300 students by the end of summer.

2. Enrollment (2022-2023) – 288

Preschool 3 – 13

Preschool 4 – 28

Kindergarten – 25

Grade 1 – 20

Grade 2 – 12

Grade 3 – 20

Grade 4 – 20

Grade 5 – 22

Grade 6 – 18

Grade 7 – 19

Grade 8 – 19

Grade 9 – 20

Grade 10 – 17

Grade 11 – 15

## Grade 12 – 20

3. Spiritual Life – The DCA High School Mission Trips will be May 23-26, 2022. National Day of Prayer was a great success. We thank Carroll Neely for planning this event.

4. Education Committee – Graduation will be held on

May 21, 2022.

Brenna Doan has been hired as our new preschool teacher. She holds a degree in Elementary Education. Shelly Norris has been hired as an instructional assistant. Sharnett Imfeld has been hired as the new kindergarten teacher for DCA. She has an early education emergency certification. David Lamb has been hired as our new Bible Teacher. He holds a Doctorate in Theology. Leigh Koch is our new English Teacher. She has a degree in Journalism as well as English and is dual credit certified. Diane Bisher has been hired as the new middle school teacher for DCA. She has a degree in education and holds a certificate for k-5 and has an endorsement for grades 6-12.

5. Finance – We continue to hold a balanced budget to date.

# DCA Finance Committee

## Meeting Minutes

19-April-2022 Call to order 5:30 PM, adjourned 6:45 PM.

Present: Mark Brunner, Julie Furbee, Jim Ward, Gary Brown,  
Greg Slone, Billy Inmon, Michael Jon Johnson  
Absent: Kelli Float, Fred Sizemore  
Next meeting: One month, at 5:30 PM on day of school board meeting.

### Agenda items:

1. **March '21 performance to budget:** Net income favorable 4.2K. Income unfavorable 14.7K. Tuition favorable 4.7K. Fees favorable 5K. Athletic income favorable 1.3K. Donations favorable 3.6K. Expenses unfavorable 10.5K, with largest contribution from payroll. March was essentially budget-neutral, with slight net favorability from donations.
2. **Year to date performance to budget:** YTD net income favorable 25.6K. YTD income favorable 40.8K; tuition and donations have offset unfavorable athletic income. YTD athletic income unfavorable 49.3K. Realistic athletics budget planned for next year. YTD expenses unfavorable 14.2K, particularly due to unfavorable payroll 11.9K (additional staffing after budget approved) and due to unfavorable contract labor 13.5K (grounds and custodial). We are awaiting Title II funds to offset membership fees.
3. **Second PPP loan forgiveness documents:** Billy Inmon has reached out to bank. Documents not received yet.
4. **Insurance claim for water leak and gutter damage:** Ongoing work through headmaster and counsel with insurance/adjuster.
5. **Building fund:** Plan to close PBK account and move balance to Christian Financial Resources, Inc. This will improve building loan financials and will enjoy 1% interest growth.
6. **Budget planning 2022-2023:** Plan to create a facilities budget. Awaiting details from committees.
7. **Motion to the board from finance committee:** Motion from Billy Inmon for Greg Slone to formulate a new headmaster contract with Mr. Ward for the 2022-2023 school year. The new contract will allow for fewer on-site work days, while maintaining critical responsibilities of the headmaster. Motion seconded by Gary Brown. Finance committee members voted unanimously in favor. Motion to be presented to the school board.
8. **Vending machine and credit card transactions:** Julie is in discussion with credit card payment processor.

**9. Strategic planning action items:**

- a.** Current planning action items reviewed.
  - i.** Continue to monitor income, particularly Athletics. Working toward separating Athletics budget from general funds, with goal of Athletics sustaining itself.
  - ii.** Stewardship of budget remains on target.
  - iii.** Updating Fiscal Management Policies is complete, apart from Business Partnership Policy. Currently developing a Financial Aid Program, to include business partnership, alumni scholarship, Parents For Him, etc.
  - iv.** Increasing cash on hand for securing a construction loan: in process. Mortgage loan refinance with cash-back closed on 2/24/22. Moving PBK fund balance (#5 above) will improve financials with CFR, Inc. Looking for donors to support building expansion.

Respectfully submitted,

Mark Brunner

6. Athletics – Recognition banners for the gym have been finalized and will be ordered for fishing, cheerleading, and cross-country.

Public Relations & Futures – Julie Asmus has been working on a Giving App, Parents for Him, Donor Newsletter, Alumni Database, and Cognia Surveys. Concessions/Weightlifting Building is complete with the exception of electrical work.

7. Facilities – We will be moving third grade upstairs next year and kindergarten will have two rooms at the end of the first floor.

Needs: The new playground equipment has been installed and Jay Atkins is working on getting mulch spread to meet our safety requirements. The security lights on the south side of the building need to be replaced. We have replaced 4/12 toilets, Parking Lot beside the Gym and existing parking lot maintenance.

III. Education Committee-Kelli Float

Will meet this coming month on dress-code issues.

IV. Spiritual Life-Carroll Neely

V. Public Relations-Billy Inmon

Julie Asmus presented several programs that are being developed.

The Donor App: Shawn Carroll, CEO of PonyPay, is working on a donor button that will be on our website. This will be able to be linked to several different campaigns. This link can also be sent via parent alerts etc. This could be used for ticket sales, concessions, etc. We can set the fee and a certain % will come back to DCA. PonyPay firm is working with Julie Asmus free of charge.

Parents for Him: This program will encourage parents of seniors and

and graduates to continue paying tuition to help a student in need. It will enable giving at all levels of the school and giving options. A mailing will be sent out explaining the program.

A database is being developed that will store all donors, Foundation members, Legacy members, Walk of Faith, Parents for Him, alumni and newsletters.

Social media is being used to capture those alumni that follow DCA.

The Cognia survey on school climate just went out.

- VI. Athletics-Jay Adkins
  
- VII. FINANCE COMMITTEE: Mark Brunner  
Continuing to work on next year's budget. A copy of the proposed 2022-23 budget will be emailed to everyone prior to next month's meeting. Everyone is asked to review the budget so that we can vote in our June meeting.  
Mr. Ward's contract is still in the process of being drawn up.
  
- VIII. FUTURES/STRATEGIC PLANNING: Billy Inmon  
Billy met with our finance company about an additional building. We need to get our site plan approved and meet with P&Z before we move forward.  
Billy and Melanie will meet with P&Z on Thursday to determine how DCA is zoned. Zoning of DCA will determine how much of our land can be used.
  
- IX. TECHNOLOGY COMMITTEE: Jay Adkins
  
- X. FACILITY COMMITTEE: Jay Adkins  
Looking for bids on the electric in the weight room/concessions building.  
Trying to get PTF in on spreading mulch on the playground.
  
- XI. OLD BUSINESS: Greg Slone  
Mark Brunner made the motion to accept the Student Health Services Policies as presented. Jay Adkins 2nd the motion. Motion carried.
  
- XII. NEW BUSINESS: Greg Slone

Melanie Thornberry will work on legal wording of our policy on gender identity, and sexuality. Education committee will address make up, clothing, etc. concerning males.

Board went into Executive Session.  
Board came out of Executive Session.

Kelli Float made the motion to offer Mr. Ward a contract with the same terms as his contract for the 2021-22 school year. Mark Brunner 2nd the motion. Motion carried.

XIII. CHAIR COMMENTS:

XIV. PRAISES AND CONCERNS:

Praises:

Students

Teachers

Mr. Ward

Concerns:

CLOSING PRAYER: Jay Adkins

MOTION TO ADJOURN: Gary Brown made the motion to adjourn, 2nd by Kelli Float. Motion carried.

NEXT MEETING DATE: Tuesday, June 21, 2022 6:30pm @ DCA

Respectfully submitted,  
Rachel Dadisman