

DANVILLE CHRISTIAN ACADEMY – BOARD MINUTES

April 19, 2022 @ DCA 6:30p.m.

BOARD MEMBERS PRESENT: Jim Ward, Carroll Neely, Michael Johnson, Rachel Dadisman, Gary Brown, Billy Inmon, Mark Brunner, Greg Slone and Jay Adkins

Also Present: Melanie Thornberry

Ashley Barker

Loralee Ridge

Lee Ann Mangum

Michelle Allen

BOARD MEMBERS ABSENT: Kelli Float

OPENING PRAYER: Jay Adkins

- I. APPROVAL OF MINUTES: Billy Inmon made the motion to accept the 3-15-22 minutes. Michael Johnson 2nd. Motion Passed.

- II. HEADMASTER REPORT - Jim Ward

**Danville Christian Academy
Headmaster Report
4-19-2022**

2022-2023 School Year Enrollment

Enrollment Status Summary				
	Total	In Process	Finished	% Finished
Returning Students	<u>250</u>	<u>4</u>	<u>246</u>	98%
New Accepted Students	<u>15</u>	<u>4</u>	<u>11</u>	73%
Total	265	8	257	96%

1. We have commitments from 289 students for next year. We believe that we will lose about five more students, but we will gain those back in the summer enrollments.
2. Enrollment (2021-2022) – 275
 - Preschool 3 – 15
 - Preschool 4 – 32
 - Kindergarten – 22
 - Grade 1 – 13
 - Grade 2 – 20
 - Grade 3 – 19
 - Grade 4 – 23
 - Grade 5 – 17
 - Grade 6 – 19
 - Grade 7 – 17
 - Grade 8 – 19
 - Grade 9 – 16
 - Grade 10 – 14
 - Grade 11 – 20

Grade 12 – 9

3. Spiritual Life – The DCA High School Mission Trip will be May 23-26, 2022. We would like to support a family in Mayfield.
4. Education Committee – Graduation will be held on May 21, 2022. A draft master schedule is being worked on for the 2022-23 school year. Chorus, ROTC, Multimedia, and Animal Science may be added to our course offerings.
Postings & Hires - We have posted kindergarten, middle school, Bible positions. We will possibly post a high school English position.
5. Finance – We continue to hold a balanced budget to date.
6. Athletics – Recognition banners for the gym, Booster Club Summer Planning
7. Public Relations & Futures – Concessions/Weightlifting Building is complete with the exception of electrical work.
8. 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.

DCA school nurses Lee Ann Mangum and Michelle Allen gave a presentation on the Student Health Services policies and procedures they are developing.

III. Education Committee-Kelli Float

The board was presented with a proposal of block scheduling for HS. Sharnett Imfeld has been hired as our 2nd Kindergarten teacher for next year.

We currently have job postings for a high school English teacher and a middle school teaching position.

IV. Spiritual Life-Carroll Neely

Committee is working on building up participation in the Wednesday morning prayer group.

May 5 is the National Day of Prayer. We will have “prayer walks” in 20 minute increments.

Mission trips: Seniors will be working in 2 different areas of Mayfield, KY. The remainder of the high school will be working at Camp Lewis.

V. Public Relations-Billy Inmon

The majority of the PR is being done through student of the week advertising in the paper.

VI. Athletics-Jay Adkins

Fishing, XC and basketball banners have been ordered.

VII. FINANCE COMMITTEE: Mark Brunner

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 workdays, 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

Committee budgets need to be turned in.

Finance Committee made the motion to allow Greg Slone to formulate a new contract for Mr. Ward allowing for fewer days present while maintaining critical responsibilities. Contract will be presented to the board next month.

Carroll 2nd the motion.

Motion carried.

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

Playground mulch was donated by Keith Tarter.

XI. OLD BUSINESS: Greg Slone

We will work on getting Board packets out in a timely manner.

Board went into Executive session.

Board came out of Executive session.

XII. NEW BUSINESS: Greg Slone
Discussion on Bylaws

Board Members: discussion on number of board members needed.
A 7-member board is the consensus of the board.
We need to rewrite the bylaw concerning the number of board members.

Discussion on term limits of the board chairman. Please review the term limit section of the bylaws for further discussion.

Education Committee will update the dress code to include no makeup on males, including, but not limited to, fingernail polish and piercings. Melanie will consult with the committee on these changes.

XIII. CHAIR COMMENTS:

XIV. PRAISES AND CONCERNS:

Praises:

Students

Teachers

Mr. Ward

Enrollment

Concerns:

Bridges family

Mr. Ward's parents/family

CLOSING PRAYER: Billy Inmon

MOTION TO ADJOURN: Carroll Neely, 2nd by Gary Brown. Motion carried.

NEXT MEETING DATE: Tuesday, May 17, 2020 6:30pm @ DCA

Respectfully submitted,
Rachel Dadisman