

# DANVILLE CHRISTIAN ACADEMY – BOARD MINUTES

July 20, 2021 @ DCA 6:30p.m.

BOARD MEMBERS PRESENT: Jim Ward, Carroll Neely, Fred Sizemore, Billy Inmon, Mark Brunner, Greg Slone, Rachel Dadisman, and Kelli Float

Also Present: Bryan Montgomery

BOARD MEMBERS ABSENT: Jay Adkins and Bridgette Leines

OPENING PRAYER: Fred Sizemore

- I. APPROVAL OF MINUTES: Greg Slone made the motion to accept the 5-18-21 minutes. (No June meeting was held) Billy Inmon 2nd. Motion Passed.
  
- II. HEADMASTER REPORT - Jim Ward

## Danville Christian Academy Headmaster Report 7-20-2021

### Enrollment Status Summary

	Total	In Process	Finished	% Finished
Returning Students	<u>204</u>	<u>0</u>	<u>204</u>	100%
New Accepted Students	<u>52</u>	<u>2</u>	<u>50</u>	96%
<b>Total</b>	256	2	254	99%

1. Enrollment (2021-2022) – 250  
Preschool 3 – 14

Preschool 4 – 25  
Kindergarten – 18  
Grade 1 – 10  
Grade 2 – 19  
Grade 3 – 16  
Grade 4 – 22  
Grade 5 – 17  
Grade 6 – 17  
Grade 7 – 17  
Grade 8 – 19  
Grade 9 – 15  
Grade 10 – 15  
Grade 11 – 18  
Grade 12 – 7

Waiting lists for preschool, kindergarten, and 4<sup>th</sup>.

2. Spiritual Life – Sanctuary is our theme for the year. The idea comes from I John 4:12
3. Education Committee – Cognia has given us the audit dates for next school year. (Dec 6-8, 2021) The education Committee Chair, and DCA Administration continue to update the board policy manual for review.
4. Technology – The technology committee has prioritized needs for DCA. We considered a one-year plan, five-year plan, and ten-year plan. Equipment: Chromebooks for 30 students have been ordered and received. Staff workroom stations, To Be Done... (Chris Holland) Hallway Intercom, DVR Update, Closet Update, Wire Classroom, Phone into Gym, STLP: Student Tech Support
5. Finance – Our Year to Date continues to meet or exceed budgeted net income with the PPP loan.  
The total number of completed applications are 250 and 9 additional applications are in process. We will have 253, but we are projecting 265 with the addition of new families.

6. Athletics – The DCA Cheerleaders have received a bid for nationals. All athletic camps were very successful. Gym Floor Damage Estimates, New air conditioning has been added to the gym.
7. Public Relations & Futures – The theme for the year is Sanctuary. Julie Asmus is researching an app to track donations and for communication to our donors. New classroom is almost complete. Concessions / Weightlifting Building.
8. Growth – New Stats Class, Arts and Humanities Class, Praise & Worship Class, Christian Service Class
9. Assessment – iReady and CERT are scheduled for August 23<sup>rd</sup> – September 3<sup>rd</sup>. The data will be analyzed on Sept. 7<sup>th</sup> during professional development.
10. Facilities – (We need a facilities committee.)  
Completed: All floor tile is replaced. Two nee  
Needs: Playground Equipment, we have replaced 4/12 toilets,  
Parking Lot beside the Gym,

Second reading of the Community Relations section of the board manual. Greg Slone made the motion to accept the Community Relations piece as presented. Mark Brunner 2nd. Motion passed.

III. Education Committee-Rachel Dadisman

VI. Athletics-Greg Slone

VII. FINANCE COMMITTEE: Mark Brunner

## DCA Finance Committee

### Meeting Minutes

20-July-2021 Call to order 5:30 PM, adjourned 6:30 PM.

Present: Mark Brunner, Fred Sizemore, Billy Inmon, Julie Furbee, Jim Ward  
Greg Slone

Next meeting: One month

Agenda items:

1. **June '21 performance to budget:** Net income unfavorable . Income favorable , mainly attributed to tuition payments. Expenses unfavorable, driven by payroll, utilities/maintenance, and athletics. Note that each year, June and July typically have higher expenses with lower income.
2. **Year to date performance to budget:** June ended the 2020-2021 fiscal year. YTD net income unfavorable mainly driven by COVID-related decrease in athletic income, COVID-related expenses, and payroll (increased staffing). A significant portion of increased expenses were overcome with generous donations and increased tuition income. The first PPP loan forgiveness made the YTD net income favorable.
3. **Scholarship, financial aid, and tuition assistance:** Reviewed. Forty-five students to date are receiving assistance next year.
4. **Tuition policy:** Sections 4.0 and 4.1 of Tuition Policy (“Fiscal Management”) revision approved. Present to the Board for first reading of revision.
5. **2021-2022 budget:** Approved final draft. Motion to the Board for approval. Budget based on enrollment of 260 students. Major variances from last year reflect increased tuition income, instructional salaries, and building costs (build-out of new classroom). Donations will no longer be included as income in the budget.
6. **Board secretary:** Discussed the role of Board secretary as DCA and our mission continue to grow. We discussed ethical and practical duties of the Board secretary. We foresee a more efficient Board through better preparedness. We foresee the secretary providing agenda items and background information prior to meetings, monitoring Board member appointment dates/terms, ensuring a quorum, etc. While expanding secretary duties (beyond recording), we motion to the Board to remove the secretary from Board membership, and create a Board secretary position hired by the Board at rate of \$75/meeting.
7. **Meeting schedule:** The Finance committee continues to meet monthly, at 5:30 PM on day of school board meeting.

Respectfully submitted,

Mark Brunner

- VIII. **FUTURES/STRATEGIC PLANNING:** Billy Inmon  
40' X 40' building for concession stand has arrived. Working on finding someone to build it. Air conditioning is running in the gym.
- IX. **TECHNOLOGY COMMITTEE:** Jay Adkins  
Technology was discussed on a 1 year, 5 year and 10 year plan.  
Teachers will be going to Chrome books

- X. FACILITY COMMITTEE: Jay Adkins  
Facilities Committee to serve with other committees and have a chairman and others. Billy Gross is interested but needs a job description.
- XI. OLD BUSINESS: Fred Sizemore

- XII. NEW BUSINESS: Fred Sizemore  
Discussion on board terms and current members years of service.

Discussion on making the position of Board Secretary a non-voting, paid employee of the Board.

Motion by the Finance Committee to make the position of Board Secretary a non-voting, paid employee of the board. 2nd by Carroll Neely. Motion passed.

Fred made the motion to ask Melanie Thornberry to be the DCA Board council. 2nd by Billy Inmon. Motion passed. Jim will talk with her.

- XIII. CHAIR COMMENTS:  
This was Bridgette Leines' last meeting. We thank her for her service to the DCA board. Prayers for her family.

The board will continue to review board terms throughout this year and amend when necessary.

- XIV. PRAISES AND CONCERNS:

Praises:

Students

Completed room

Billy's hard work

Enrollment

Finances

Bryan Montgomery's service

Productive board discussions

Concerns:

Bridgette's father

CLOSING PRAYER: Bryan Montgomery

NEXT MEETING DATE: Tuesday, August 17, 2021 6:30pm @ DCA

Respectfully Submitted,

Rachel Dadisman  
Board Secretary