

Community Christian School Board Meeting

December 14, 2020

In Attendance: Robert Rogers, Sarah Billingsley, Arlene Barnes, Stephanie Reynaga, Becky Adams, and Deirdre Amundsen.

Absent: Kosha Johnson

Patrons: Cassandra Muhr, Sarah Yuill, Jason Gurnsey, Dana Anderson, Dana Weber, Becca Tompkins, Rolland and Kayla Smith, and Chelsea Parrish

- Meeting called to order by President, Robert Rogers at 6:32 pm
- Approval of Agenda: Stephanie made a motion to approve the agenda. Arlene seconded the motion and it carried with 5 ayes and 0 nays
- Pledges, Devotions & Prayer: Becky read Ephesians 3:20. She talked about worry, stress, and anxiety. We need to focus on our Sovereign God and the plan he has for us. As a board we need to trust God and His plan for the school.
- Approve Minutes: Becky made a motion to approve the November minutes. Sarah seconded the motion and it carried with 5 ayes, 0 nays.
- Professional Development: Deirdre Amundsen
 - We discussed Chapter 2 of Serving God on the Christian School board. Once again questions were posted and we shared our answers. The one question we discussed in more detail was about the resources that are available to teachers to help integrate God in the daily routine of the classroom. It was asked if books donated to the library for the teachers would be beneficial. Arlene related past experience and how for a teacher it is easier to look up topics on the computer than to go search for a book. Cassandra agreed and added how other teachers and the devotion time they have together is another great resource for them.
- Essential Reports
 - A. Financial:
 - Kosha emailed the board with the information she found out about the Flex Cd compared to a Money Market Account.
 - Deirdra gave the final profit from the Clean City Scramble which was \$14,666.67
 - ❖ Administrator
 - General review (see attached).
 - The school claimed the Family First Coronavirus funds to help with absent staff from the virus.
 - She is trying to do some fun things for the staff and students to help relieve the stress from this time of year. (Covid Christmas Bingo for teachers and Light-Em-Up challenges for the students)
 - Students are making Christmas cards to take to the local nursing homes.

- 5C General review (see attached)
 - We looked at their enrollment.
 - We discussed the toy truck in the preschool playground and how it needs to be removed for safety issues. Rober said he would take a look at it and see what needs to be done
 - B. Public Relations: Stephanie and Deirdra met and discussed recruitment for next year and what tactics would be beneficial during this covid season. Some ideas they had were a virtual open house, possibly hosting a night at the drive in theater, and weekly testimonials on Facebook. They also mentioned how reminding our families to like and share our Facebook page would let more people see what is going on at the school. Becky mentioned how the school should try to plug into all the local preschools. Chelsea Parrish stated that our advertising should stress that we have a half day option which is appealing to many families. She runs her own preschool and said that she does promote our school to her families.
- Strategic Planning:
 - We discussed the initiatives which we had begun to look at during our work session. Deirdra had looked up the policy directed toward the curriculum committee so that the board would know what that should look like.
 - One initiative talked about promoting the core values. We as a board are not sure if that is relating to the virtues that are promoted with the students or something else. Deirdra was going to talk to Luke Stobel to clarify what they meant by that statement.
 - Standardized testing: Students have just finished their second round of MAPS testing and there was great improvement seen in all the grades.
- Old Business:
 - Enchilada Factory has been rescheduled to take place on March 9th and 10th. Deirdra will send a save the date to all our parents and a signup sheet will be sent out about a month before.
 - Google forms: we looked at the area where the virtues were listed and decided that we need to condense that section. Sarah and Shannon will finish up the form and try to get it sent out by Friday, December 18th. This will also be sent to the teachers so they know what questions the parents are answering.
 - Land sale proceeds we had discussed earlier the types of accounts to put the money from the sale into. Arlene made a motion that the money received from the land sale be put into a Flex CD at First State Bank. Sarah seconded it and the motion carried with 5 ayes and 0 nays. Kosha will get the account set up so the money can be deposited before the end of the year.
 - Decisions for how to utilize the money were tabled until we receive the surveys from our school families so we can see what improvements the majority would like to see happen.
- New Business:
 - Covid update from Governor Ricketts: Although the state has moved to yellow our community is still in the red. Since there are only four days left before Christmaas break the board decided to leave our mandatory mask in effect for now. There was discussion

then about whether this issue would be addressed before school starts back up in January or at the January 18th meeting. (there were a lot of patron comments both for and against the use of masks. We as a board realize this is a sensitive issue and that everyone feels strongly about. It was decided that we would meet before school starts back up and see where our community is on the covid scale and determine at that time what we need to do.

- Patrons Comments:
 - Cassandra Muhr: Shared that CCS alumni Jazmine Cruz passed away last week. Her younger sister is in Kindergarten so that has led up to the topic of death with her students. She is realizing this is a sensitive topic and was seeking help in how to respond to the parents of her students. Deirdra said she would contact the SBPS Crisis Team. It was also mentioned that a letter home to the parents might be helpful. Sarah stopped the meeting so that she could pray for this situation in the classroom and for Jazmine's family and their loss.
 - Chelsea Parrish: Commended Mrs. Muhr on how she handles difficult situations with her students approaching them from a Biblical point of view and how she helps students process things going on in their lives. She related a difficult situation when many of Mrs. Muhr's students parents were dealing with divorce.
 - Jason Gurnsey: Stated that he appreciated getting emails from the board and getting an agenda for the meeting. He hopes that when the board goes live again that they can still zoom so parents at home with kids can still attend the meetings. He also thought it would be nice if the school could send a link of the Christmas program to the nursing homes since we can't go there to carol. He wanted to also voice his frustration over the daycare policy when his girls are gone for the holidays spending time with family that he still has to pay even though they are not there.

- Next meeting: January 18, 2021 @ 6:30pm.

- Executive Session: Motion was made to move to executive session by Becky and seconded by Stephanie. Motion carried with 5 ayes and 0 Nays
 - Executive session began at 8:26
 - Overview of School Leadership Frame. Deirdra had been asked to tell the board her top needs to help her with the many roles that she plays as principal. She then alluded to the staffing needs which she thought would be a great help to her.
 - Christmas staff offering: Discussed amounts given in the past and what has been received so far this year. A couple more reminders will be sent home before the board steps in to compensate.
 - Staffing needs:
 - Shannon Goss will need us to make tuition decisions by January or February so she can prepare registration material
 - Since enchilada factory has been moved our staff would like to virtually attend the CCIRA Conference. It was asked if they could opt out of the ESU conference since CCIRA will be two Friday nights and all day two Saturdays.
 - Dynamics of 2nd-3rd grade class is changing. The board discussed what the best options to accommodate these changes would be. Further discussion will be held later in the week after we obtain some more information.

- Motion was made by Becky to end the executive session, It was seconded by Arlene and the motion carried 5 ayes and 9 Nays
- Executive session ended at 9:29

- Arlene made a motion to add to the money donated from families for Christmas staff offering by the end of the week up to the total of \$2,000 using Covid funds that are available. Stephanie seconded the motion and it carried with 5 ayes and 0 nays.
- Becky moved to adjourn the meeting. Stephanie seconded it and the motion carried with 5 ayes and 0 nays

Meeting Adjourned at 9:33 pm.

Respectfully Submitted,
Arlene Barnes
Secretary of the Board

Profit & Loss Budget vs. Actual

September through November 2020

	Sep - Nov 20	Budget	% of Budget
Ordinary Income/Expense			
Income			
Payroll Reimbursement Hot Lunch	2,325.24	10,000.00	23.3%
Fund Raising			
Chocolate Bar Sales CCS Office	0.00	1,000.00	0.0%
Fund Raising First Semester			
Clean City Scramble Cost	-159.51		
Clean City Scramble Donations	14,826.18	18,000.00	82.4%
Total Fund Raising First Semester	14,666.67	18,000.00	81.5%
Fund Raising Second Semester			
Enchilada Sale	0.00	30,000.00	0.0%
Total Fund Raising Second Semester	0.00	30,000.00	0.0%
Total Fund Raising	14,666.67	49,000.00	29.9%
Donations			
Sponsorship	6,500.00	20,000.00	32.5%
Memorials	20.00		
Donations - Other	2,502.00	15,000.00	16.7%
Total Donations	9,022.00	35,000.00	25.8%
5C Daycare	26,337.74	90,000.00	29.3%
CCS Hot Lunch	310.07	400.00	77.5%
Fees	0.00		
All Reg. & Tuition			
Registrations	0.00	1,000.00	0.0%
Tuition	126,509.24	254,075.50	49.8%
Total All Reg. & Tuition	126,509.24	255,075.50	49.6%
Total Income	179,170.96	439,475.50	40.8%
Expense			
Advertising Expense	148.00	500.00	29.6%
Administration CE	0.00	1,000.00	0.0%
Postage Expense	0.00	300.00	0.0%
Printer Supplies	932.20	3,000.00	31.1%
Classroom Supplies			
Pre-school	-70.00	100.00	-70.0%
Classroom Pre-K	-150.87	100.00	-150.9%
Classroom Music	37.89	100.00	37.9%
Classroom 5th	-112.50	100.00	-112.5%
Classroom 4th	-94.76	100.00	-94.8%
Classroom 3rd	-105.00	100.00	-105.0%
Classroom 2nd	-104.31	100.00	-104.3%
Classroom 1st	0.00	100.00	0.0%
Classroom Kindergarten	-176.84	100.00	-176.8%
Books / Tests / Desks / Chairs			
Library Exp.	0.00	200.00	0.0%
Books / Tests / Desks / Chairs - ...	1,946.76	6,000.00	32.4%
Total Books / Tests / Desks / Chairs	1,946.76	6,200.00	31.4%
Total Classroom Supplies	1,170.37	7,100.00	16.5%
Technology	1,288.53	4,500.00	28.6%
5C Child Care Expenses	3,844.17	16,000.00	24.0%
Building Expense			
Telephone/Internet Comm.	363.75	1,500.00	24.3%
Black Hills Energy	491.09	12,000.00	4.1%
NPPD	1,435.58	7,000.00	20.5%
City of SCB	685.70	3,500.00	19.6%
Janitorial Supplies	1,060.91	5,000.00	21.2%

	Sep - Nov 20	Budget	% of Budget
Boiler Exp.	0.00	1,500.00	0.0%
Maintenance	3,344.14	5,500.00	60.8%
Total Building Expense	7,381.17	36,000.00	20.5%
Insurance			
W/Comp. Insurance	904.50	3,000.00	30.2%
Student Insurance	0.00	400.00	0.0%
Building Insurance			
Auto Insurance	0.00	350.00	0.0%
Building Insurance - Other	2,732.22	11,000.00	24.8%
Total Building Insurance	2,732.22	11,350.00	24.1%
Total Insurance	3,636.72	14,750.00	24.7%
Office			
Background Checks	15.50	50.00	31.0%
Office - Other	6.93	1,000.00	0.7%
Total Office	22.43	1,050.00	2.1%
Gross Salaries & Wages			
PTO	740.00	750.00	98.7%
Substitutes	1,440.00	2,500.00	57.6%
Monthly	3,000.00		
Support Staff	334.59		
5C Payroll Exp.	22,198.18	77,527.00	28.6%
Gross Salaries & Wages - Other	82,654.18	338,963.92	24.4%
Total Gross Salaries & Wages	110,366.95	419,740.92	26.3%
Payroll Taxes			
Comp FICA	6,842.75		
Comp MCARE	1,600.36		
Payroll Taxes - Other	0.00	34,350.00	0.0%
Total Payroll Taxes	8,443.11	34,350.00	24.6%
Special Event/Prof. Dev.			
ACSI & Events	1,777.37	2,000.00	88.9%
Special Event/Prof. Dev. - Other	120.00	1,000.00	12.0%
Total Special Event/Prof. Dev.	1,897.37	3,000.00	63.2%
Total Expense	139,131.02	541,290.92	25.7%
Net Ordinary Income	40,039.94	-101,815.42	-39.3%
Other Income/Expense			
Other Income			
Interest	42.34		
Total Other Income	42.34		
Net Other Income	42.34		
Net Income	40,082.28	-101,815.42	-39.4%

Administrator's Report --- December 16, 2020

FAITH OVER FEAR

2020-21 ENROLLMENT

Pre Mon-Fri	Pre MWF	PreK Mon-Fri	PreK M-Thur	Kinder FD/HD	First Grade	Second Third	Fourth/Fifth	Total
8	4	11	9	10/2	11	23	15	93

**We have a NEW family starting after Christmas! One PreK, Two 3rd graders & 1 Fifth Grader

PRINCIPAL'S DESK ITEMS:

Instructional Leadership:

(Curriculum, Instruction, Assessment, Professional Development, Culture)

- Monday, November 23: Staff Work Day - Met in the morning & planned/prepared in afternoon!
- Curriculum Meeting Focuses this month: Literacy Centers, Scholastic Reading Assessment
- December Virtue: Servanthood... Generously gives of time and talents to help others
 - Light 'Em Up Challenges each morning of December at the Assembly
 - Truck of Luck Canned Food Drive concluded on Dec 4 -- collected 280 lbs of food!
 - Change for Change Contest for Love Justice Int'l continues thru Dec 18! The winning class decorates Mrs. A like a Christmas Tree!
 - Making Christmas Cards for elderly at retirement homes Dec 14-18
- Teacher Evaluations Complete--(Teachers who have been at CCS for three years or less will have another formal evaluation in the Spring.)
- MAP (Measurement of Academic Progress) Testing: December 8-16
 - Students who show improvement, meet the "norm," and gave their BEST EFFORT will earn PLINKO chips & earn prizes on Thursday, December 17 in PE!
- Virtual Christmas Program produced by Deanna Goranson, released on Friday, December 11
- COVID Christmas Bingo Continues thru December 18 for staff

Operational Leadership:

(Tech Planning/Management, Financial Planning, Operations, Human Resources)

- Technology: Brian Nichols has repaired/updated desktops computer lab, awaiting installation
- Stress Management Topics added to Weekly Updates for staff during this busy time of year!
 - Identify sources of stress, 4 A's Of Stress Management, Physical Exercise & Connecting To Others (copy of article used for resource emailed to board)
- COVID Updates:
 - Withheld \$ 10,500 for Covid-related staff absences under the Family First Coronavirus Response Act guidelines
 - At this time, our CCS family is healthy! 0 staff and 2 students in quarantine. We've had 6 positive cases with 55 others required to quarantine since school started in August.

Advanced Leadership:

(Student Activities, Recruitment, Admissions, Marketing/PR, Alumni Relations)

- Essential Worker Appreciation
 - Students made posters, signs, cards and teachers delivered to employee windshields at RWMC
 - Star Herald covered the story & placed it on the front page
- Steph & I met on Friday, December 11 to discuss future plans for Recruitment

Respectfully Submitted on December 13, 2020 by: Deirdre Amundsen

"When I am afraid, I put my trust in You. In God, whose work I praise -- in God I trust and am not afraid." Psalm 56:3

5C December Report
Michele Kuxhausen

CURRENT ENROLLMENT & TUITION: (Weekly income per age group reported below)

FULL TIME RATE: 18 months to 3 yrs old - \$150 A WEEK

2 Year olds (not potty trained):5 (E,R,A,H,B) \$600.00 a week = \$2400 /mth

3 year olds: 3 (F, P, L) Staff: 2 (Sherry/Sarah) \$210.00 a week = \$840.00/mth

FULL TIME RATE FOR 3-5: \$140.00 A WEEK

Preschoolers (pm only): 7 (\$540.00) Staff: 2 (Kendra/Michele) \$540 a week = \$2160/mth

PreKers (pm only): 6 (\$500.00 a week = \$2000/mth

BEFORE & AFTER SCHOOL CARE: \$ 30 per week

Before & After School Care: 15: (\$330.00) Staff: 2 (Aramee/Meg) = \$1320 a /mth

OPERATIONS/BUDGET:

Full Time families are allowed FIVE sick days and FIVE vacation days for the year. Our monthly consistent income has increased to **\$8720.00** from **\$8080.00**. This amount **does not include** days the daycare is closed or sick/vacation days for full time families. We are currently in discussion about what needs to be done with families that are unable to attend due to Quarantine and their billing during that time.

CURRENT NEEDS in 5C:

- Flooring in resting room needs to be replaced, Should be completed over Christmas Break.
- More efficient cooling system
- Heat is working, but not all rooms are at a consistent temp, some rooms remain chilly, while others are extremely hot. We are currently looking for safety gates to put around heat registers that are too hot to touch for the children and staff.
- Girls bathroom toilet, (stall #2) does not properly flush/ Estimate from S&S Plumbing approved, repairs are scheduled for December 29th.
- Removal of the Truck equipment or refilling the playground due to safety concerns with the cement block it is on.

Jaelynn Muhr is home from college and graciously accepted a position to help us through the rest of the year. Meg Jones has resigned to work as a nanny for Congressman Adrian Smith in Washington, DC. Please be praying for her and this wonderful opportunity. We are currently looking for a replacement that meets the requirements of a daycare/after school program teacher.

Respectfully Submitted on December 14, 2020