

# Community Christian School Board Meeting

June 21, 2021

In Attendance: Robert Rogers, Sarah Billingsley, Arlene Barnes, and Deirdre Amundsen.

Patrons: Stephanie Reynaga, Michelle Kuxhausen, Brandy Johnson, and Sarah Yuill

- Meeting called to order by President, Robert Rogers at 6:31 pm
- Approval of Agenda: There was not a quorum present in order to approve the minutes. We looked it over and all looked ok, so that is what we followed
- Pledges, Devotions & Prayer: Sarah Billingsley led the devotions. Listening for God's Voice" She used from Pricilla Shirer's book; *Discerning the Voice of God* and Mark Batterson's book; *Whisper: How to Hear the Voice of God*. Pricilla states in her book that God's voice is persistent, He communicates personally, He brings peace, He exudes truth, and He speaks with authority. In Mark's book he states that God's voice should meet the goosebump test, the peace test, the wise council test, and the released from adn called to test. Sarah also read I Kings 19: 11-13. God often uses a still small voice to speak to us. As we wait for what God has in store for the school's future we need to all be listening for the voice of God and what his plan is.
- Approve Minutes: Arlene made a motion to approve the May minutes and Sarah seconded the motion. It carried with 4 ayes and 0 nays
- Patron Comments: Brandy Johnson asked where we were advertising for our teacher positions and offered a few suggestions.
- Professional Development: Deirdre Amundsen
  - We have finished our book and will highly recommend it to new members who join the school board
- Essential Reports
  - Financial:
    - We had gone over this report on our work day on June 17th and nothing had changed since then.
  - Administrator (Deirdre Amundsen)
    - General Review: See Attached
    - All curriculum has been ordered for the fall.
    - Next year's theme has been chosen: "You are God's Masterpiece!" taken from Ephesians 2:10: *"For we are God's handiwork, created in Christ Jesus to do good works which God prepared in advance for us to do."*
    - Our 3 new cafeteria tables bought with ESSER funds arrived & SBPS Maintenance Crew delivered.
  - 5C Report: (Michelle Kuxhausen)
    - General review (see attached)
    - She has around 50 full time students and is now allowing drop-ins.
    - She'd like to repaint the daycare and may have some help lined up to help get that done.
    - The computer guy is looking into some walkie talkies that may work inside the cement walls for her help to use.
- Strategic Planning:
  - Meeting scheduled for Thursday, July 15th at 12:00 at Runza.
- Old Business:

- Administrator Contract
  - Ernie Griffith has accepted and signed the contract to work 30 hours through the school year.
- School Improvement Committee
  - Steph has been busy with the classes she is taking for her provisional. She will try to meet with the committee as soon as those classes are over.
- New Business:
  - Board member resignation
    - Kosha Johnson has given the board her resignation due to unforeseen circumstances at her job. Robert recognized and thanked her for her service to the board.
  - Election of Vice President:
    - Arlene made a motion to elect Sarah Billinsley as our Vice President to serve in this position through August. Becky seconded it and it carried with 4 ayes and 0 nays
  - Election of Treasurer:
    - Arlene made a motion to elect Becky Adams as our Treasurer to serve in this position through August. Sarah seconded it and it carried with 4 ayes and 0 nays
  - Bank Accounts:
    - Arlene made a motion to remove Shannon Kaufman, Kari Grasmick, and Kosha Johnson from the bank accounts since they will no longer be working at the school and to add our new business manager Joann Jones and Treasurer Becky Adams to the account.
  - New Hires: Joan Jones has been hired as Business Manager and started training with Shannon K in early June. The Cafeteria Manager has been hired, but has asked that this remain confidential until she's able to tell her employer. We are still looking for a kindergarten, 2nd and 3rd grade teacher.
- Next Regular Meeting will be on July 19, 2021
- Meeting Adjourned at 7:30 pm.

Respectfully Submitted, Arlene Barnes, Secretary of the Board

## Administrator's Report --- June 21, 2021

### 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
9	6	11	10	10/1	12	12	10	4/10	95

#### 2021-22 REGISTRATION (as of June 17)

Pre	PreK	Kinder FD&HD	First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade	Total
10	21	8(2)	12(1)	12(2)	11(2)	7(4)	4	85(10)

#### PRINCIPAL'S DESK ITEMS:

##### Instructional Leadership:

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

- Jump Start To Learning --- Nine students are interested in attending & Ms. Frizzell is interested in teaching. Four students are interested in tutoring. Ms. Frizzell may be interested in July.
- All curriculum/supplemental/resources/supplies/materials are ordered for next year.
- Next year's theme: *"For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do."* Ephesians 2:10

##### Operational Leadership:

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

- US Dept of Education Emergency Assistance for Non-Public School (EANS) thru Coronavirus Response and Relief Act --- Worksheet Submitted on 5/20 for \$ 19,726. (Financial Folder in Shared Drive)
- Remaining ESSER Funds thru SBPS -- 2 cafeteria tables & cleaning supplies -- submitted 5/21
- Wyobraska Gives -- May 4 -- Received check for \$ **1,755.86**
- Grant Application: Dollar General Literacy Foundation \$ 4,000 - Additional Literacy Library Books that include lesson plans focus on Comprehension Modules -- Awarded in September
- Teaching Positions Needed for 2021-22: Kindergarten, Second & Third grades, Posted positions on Teach Nebraska Website, Chadron State College Bulletin, Colorado Christian Education Dept sent an email to their recent graduates, Advertised in Star Herald
- Kiwanis is hosting a district conference in August, and is inviting local non-profit leaders to attend the morning session on Friday, August 6th, 2021, where Lisa Dietlin, President/CEO of the Institute of Transformational Philanthropy, <http://www.lisadietlin.com/itp.html>, will present on Transformational Philanthropy with a focus on fundraising. The session is scheduled from 8:30 to 10 am. Below is a youtube link to a brief intro and a link to register for the presentation.  
<https://www.youtube.com/watch?v=4CrNRCb4WZY&t=9s&authuser=0>  
<https://events.r20.constantcontact.com/register/eventReg?oeidk=a07ei363hrkdd0d3b87&oseq=&c=&ch>

##### Advanced Leadership:

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

- National Night Out, Penny Carnival in August

Respectfully Submitted on June 17, 2021 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 June Report  
Michele Kuxhausen**

**CURRENT ENROLLMENT & TUITION:** (Weekly income per age group reported below in an ideal full time status)

**FULL TIME RATE: 18 mos - 3 yrs old - \$150 A WEEK (not trained) / \$140 (Trained)**

2 Year olds (not potty trained):8 (A, A, A, V, H, B, D, B, C) \$1350.00 a week = \$5400 /mth

3 year olds: (L, R) \$280.00 a week = \$1120.00/mth

Staff: 2-3 (Kendra/ Sherry/ Jaslen)

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

Preschoolers: 7 \$868 a week = \$3472/mth

PreKers : 4 \$560.00 a week = \$2240/mth

Staff: 3-4 (Sherry/Alisha/Priscilla/Michele)

**School Age Kids: \$140 per week**

Before & After School Care: 20-25: (\$2800.00) = \$11200 a /mth

Staff: 3-4 (Aramee/Priscilla/Michele/Kristine)

**OPERATIONS/BUDGET:**

Full Time families are allowed FIVE sick days and FIVE vacation days for the year. Our monthly income has increased to approximately **\$22000.00** from **\$12260.00**. We are close to 50 kids which includes some drop in kids for the summer.

**CURRENT NEEDS in 5C:**

- Main room flooring is in. Just needs installed
- We are looking into purchasing walkie talkie units for the daycare to get rid of the need for staff to use cell phones to contact each other.
- We need to add games and sprinklers for the summer program.
- We will be purchasing art supplies to complete out our summer program with the Kids.
- We also would like to paint the daycare area with updated colors prior to the next school year.
- We are still continuing to borrow Monument Bible Church Mini-Bus. We would still have interest in a Handi Bus that becomes available.

I am currently looking for 1-2 more staff members as our numbers keep increasing and our current staff are taking vacation time and personal days off.

**Respectfully Submitted June 17, 2021**

COMMUNITY CHRISTIAN SCHOOL OF WESTERN NEBRASKA, INC.

Profit & Loss Budget vs. Actual

September 2020 through May 2021

	Sep '20 - May 21	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Payroll Reimbursement Hot Lunch	8,614.41	10,000.00	86.1%
Fund Raising			
Chocolate Bar Sales CCS Office	0.00	1,000.00	0.0%
Fund Raising First Semester			
Clean City Scramble Cost	-159.51	0.00	100.0%
Clean City Scramble Donations	15,155.18	18,000.00	84.2%
Fund Raising First Semester - Other	340.00	0.00	100.0%
<b>Total Fund Raising First Semester</b>	<b>15,335.67</b>	<b>18,000.00</b>	<b>85.2%</b>
Fund Raising Second Semester			
Fundraiser Shopping Cart	100.00		
Music Festival	677.13		
You, Me & A Cup of Tea	1,304.23		
MOSO Stomp	568.90		
Enchilada Sale			
Enchilada Costs	-14,590.73		
Enchilada Sale - Other	38,187.40	30,000.00	127.3%
<b>Total Enchilada Sale</b>	<b>23,596.67</b>	<b>30,000.00</b>	<b>78.7%</b>
Fund Raising Second Semester - Other	250.00	0.00	100.0%
<b>Total Fund Raising Second Semester</b>	<b>26,496.93</b>	<b>30,000.00</b>	<b>88.3%</b>
Fund Raising - Other	75.00		
<b>Total Fund Raising</b>	<b>41,907.60</b>	<b>49,000.00</b>	<b>85.5%</b>
Donations			
Sponsorship	10,500.00	20,000.00	52.5%
Memorials	1,482.92	0.00	100.0%
Donations Matching	300.00		
Donations - Other	10,558.04	15,000.00	70.4%
<b>Total Donations</b>	<b>22,840.96</b>	<b>35,000.00</b>	<b>65.3%</b>
5C Daycare	75,388.27	90,000.00	83.8%
CCS Hot Lunch	78.00	200.00	39.0%
Fees			
Activity Fees	15.00		
<b>Total Fees</b>	<b>15.00</b>		
All Reg & Tuition			
Registrations	0.00	1,000.00	0.0%
Tuition	276,506.95	254,075.50	108.8%
<b>Total All Reg. &amp; Tuition</b>	<b>276,506.95</b>	<b>255,075.50</b>	<b>108.4%</b>
<b>Total Income</b>	<b>425,351.19</b>	<b>439,275.50</b>	<b>96.8%</b>
<b>Expense</b>			
Unemployment Benefits	75.85		
Advertising Expense			
Year Book	275.00		
Advertising Expense - Other	640.17	500.00	128.0%
<b>Total Advertising Expense</b>	<b>915.17</b>	<b>500.00</b>	<b>183.0%</b>
Administration CE	0.00	1,000.00	0.0%
Postage Expense	132.00	300.00	44.0%
Printer Supplies	2,958.29	3,000.00	98.6%
Classroom Supplies			
Pre-school	-60.87	100.00	-60.9%
Classroom Pre-K	-184.20	100.00	-184.2%
Classroom Music	-905.58	100.00	-905.6%
Classroom 5th	-145.85	100.00	-145.9%
Classroom 4th	-94.76	100.00	-94.8%
Classroom 3rd	-138.33	100.00	-138.3%
Classroom 2nd	-137.64	100.00	-137.6%
Classroom 1st	-33.33	100.00	-33.3%
Classroom Kindergarten	167.50	100.00	167.5%
Books / Tests / Desks / Chairs			
Library Exp.	98.26	200.00	49.1%
Books / Tests / Desks / Chairs - Other	1,826.73	6,000.00	30.4%
<b>Total Books / Tests / Desks / Chairs</b>	<b>1,924.99</b>	<b>6,200.00</b>	<b>31.0%</b>
<b>Total Classroom Supplies</b>	<b>391.93</b>	<b>7,100.00</b>	<b>5.5%</b>
Technology	5,483.27	4,500.00	121.9%
5C Child Care Expenses	15,907.00	16,000.00	99.4%
Building Expense			
Telephone/Internet Comm.	1,337.39	1,500.00	89.2%
Black Hills Energy	8,603.20	12,000.00	71.7%
NPPD	3,978.34	7,000.00	56.8%
City of SCB	2,732.84	3,500.00	78.1%
Janitorial Supplies	6,225.36	5,000.00	124.5%
Boiler Exp.	36.00	1,500.00	2.4%

	Sep '20 - May 21	Budget	% of Budget
Maintenance	8,226.98	5,500.00	149.6%
<b>Total Building Expense</b>	<b>31,140.11</b>	<b>36,000.00</b>	<b>86.5%</b>
Insurance			
W/Comp. Insurance	1,965.44	3,000.00	65.5%
Student Insurance	397.00	400.00	99.3%
Building Insurance			
Auto Insurance	0.00	350.00	0.0%
Building Insurance - Other	8,627.16	11,000.00	78.4%
<b>Total Building Insurance</b>	<b>8,627.16</b>	<b>11,350.00</b>	<b>76.0%</b>
<b>Total Insurance</b>	<b>10,989.60</b>	<b>14,750.00</b>	<b>74.5%</b>
Office			
Background Checks	15.50	50.00	31.0%
Office - Other	1,317.91	1,000.00	131.8%
<b>Total Office</b>	<b>1,333.41</b>	<b>1,050.00</b>	<b>127.0%</b>
Gross Salaries & Wages			
PTO	452.00	750.00	60.3%
Substitutes	3,105.00	2,500.00	124.2%
Monthly	9,600.00		
Support Staff	337.59		
5C Payroll Exp.	63,786.15	77,527.00	82.3%
COVID-19 Qualified Sick Leave	10,523.02		
COVID-19 Qualified Family Leave	1,238.71		
Gross Salaries & Wages - Other	254,103.38	338,963.92	75.0%
<b>Total Gross Salaries &amp; Wages</b>	<b>343,145.85</b>	<b>419,740.92</b>	<b>81.8%</b>
Payroll Taxes			
Comp FICA	20,545.82	0.00	100.0%
Comp MCARE	4,975.65	0.00	100.0%
Payroll Taxes - Other	0.00	34,350.00	0.0%
<b>Total Payroll Taxes</b>	<b>25,521.47</b>	<b>34,350.00</b>	<b>74.3%</b>
Special Event/Prof. Dev.			
ACSI & Events	2,581.12	2,000.00	129.1%
Special Event/Prof. Dev. - Other	385.00	1,000.00	38.5%
<b>Total Special Event/Prof. Dev.</b>	<b>2,966.12</b>	<b>3,000.00</b>	<b>98.9%</b>
<b>Total Expense</b>	<b>440,960.07</b>	<b>541,290.92</b>	<b>81.5%</b>
<b>Net Ordinary Income</b>	<b>-15,608.88</b>	<b>-102,015.42</b>	<b>15.3%</b>
Other Income/Expense			
Other Income			
Interest	414.35	0.00	100.0%
<b>Total Other Income</b>	<b>414.35</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>414.35</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-15,194.53</b>	<b>-102,015.42</b>	<b>14.9%</b>