

Community Christian School Board Meeting

March 22, 2021

In Attendance: Robert Rogers, Sarah Billingsley, Arlene Barnes, Stephanie Reynaga, Becky Adams, and Deirdre Amundsen. Kosha Johnson (Arrived Later due to work schedule)

Patrons: Cassandra Muhr, Sarah Yuill, Brandy Johnson, Michelle Kuxhausen, Shane Ferguson, Rolland Smith, Nancy Hergert & Shannon Goss

On-Line Patrons: Jason Gurnsey, Dana Cardwell, and Levi and Sarah Gray

- Meeting called to order by President, Robert Rogers at 6:38 pm
- Approval of Agenda: Becky made a motion to approve the agenda. Stephanie seconded the motion and it carried with 5 ayes and 0 nays
- Pledges, Devotions & Prayer: Stephanie led us in prayer and then gave her devotion out of Exodus 37 "Understanding God's Glory" God uses the ordinary for extraordinary things. If we are obedient to God He can and will work wonders. God is detailed and He is a God of order. (Every detail in our life matters!) God has called us to a life of obedience. Are we ready to answer that call?
- Approve Minutes: After a few grammatical errors were corrected Steph made a motion to approve the January minutes. Becky seconded the motion and it carried with 6 ayes, 0 nays.
- Patron Comments: Stephanie read what our policy says about patron comments so that our parents would have a guideline to follow.
 - No Comments today although patrons asked if they could ask questions later. There was a general discussion among patrons as to when comments would be better.
- Professional Development: Deirdre Amundsen
 - We discussed Chapter 6 of Serving God on the Christian School board. This chapter was "The Board Administrator Relationship" We briefly went over some of the answers that had been posted on-line. In the future as we get new board members we felt it would be good for them to read this book and to go back over the answers that have been posted.
- Essential Reports
 - Financial:
 - Kosha and Deirdre shared the profit and loss report. Reported that profit from enchilada sales and Clean City Scramble is down \$12,000 from what had been budgeted. Deirdre is looking at a supplemental fundraiser to help cover that loss. She is also waiting to hear from the Keno Grant that she applied for.
 - Administrator (Deirdre Amundsen)
 - General Review: See Attached
 - Looking at New Science Curriculum
 - Maintenance has been done on the boiler and was covered 100% by insurance
 - A couple grants have been written to MMP Trust

- Enrollment for next year sits at 67. Teachers will be contacting parents to encourage them to enroll their children.
- 5C Report: (Michelle Kuxhhausen)
 - General review (see attached)
 - Littles class has increased by 12 students and after school care has also increased.
 - Flooring is in and will soon be laid and a new split system is in and works great.
 - Looking at several options for summer programming including swimming and 4-H programming
 - Also wondering about the possibility of increasing the pay for the Daycare teachers.
- Public Relations:
 - There have been ads airing on the radio which is generating conversation about the school
 - Brainstorming on increasing spring and summer enrollments for next year, Discussed reaching out to churches with flyers.
 - Also possibility of service projects our older kids can do around the community where donations could then be made to the school
- Strategic Planning:
 - Board work session on Monday March 29, 2021 6:30 p.m. at the school. Agenda 2021-2022 school year budget
- Old Business:
 - Playground Committee;
 - Four people responded
 - Need to reach out to look at different options for school improvement
- New Business:
 - Mrs. Amundsen's resignation:
 - Effective July 31, 2021
 - Available teaching positions
 - 3rd grade, second grade, and PE
 - Technology Improvement quotes
 - ERH TEchnology Solutions or Bytes
 - Becky Adams made a motion to have ERHTechnology Solutions upgrade our technology issues, Stephanie seconded the motion and it carried with 6 ayes and 0 nays.
 - Enchilada Factory update: Covered during financial. Over 300 dozen enchiladas were donated.
 - Summer Enrichment/ tutoring Program
 - Conversation as to how that will look. We will look at the policy and figure out what procedure we want to follow
- Next Regular Meeting will be on April 19, 2021

- Arlene made a motion to go to the Executive Session at 8:41. Steph seconded the motion and it carried with 6 ayes and 0 nays,
- Executive Session:
 - Discussed leadership frame and how we want to move forward with hiring.
 - Want to meet with the teachers and hear what they have to say about what this will look like for them.
- Kosha motioned to leave executive session. Becky seconded it and the motion carried with 6 ayes and 0 nays
- Arlene made a motion to pursue our option of pursuing a head teacher with additional part time administrator roles. Kosha seconded the motion. Motion carried with 5 ayes and 0 nays (One member refrained from voting due to a conflict of interest.)
- Becky motioned to adjourn the meeting Stephanie seconded the motion and the motion carried with 6 ayes and 0 Nays

Meeting Adjourned at 9:45 pm.

Respectfully Submitted,
Arlene Barnes
Secretary of the Board

10:21 AM

COMMUNITY CHRISTIAN SCHOOL OF WESTERN NEBRASKA, INC.
 Profit & Loss Budget vs. Actual
 September 2020 through August 2021

03/19/21

Accrual Basis

	Sep '20 - Aug 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
Payroll Reimbursement Hot Lunch	6,394.41	10,000.00	63.9%
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%
Total Fund Raising First Semester	15,335.67	18,000.00	85.2%
Fund Raising Second Semester			
MOSO Slomp	713.90		
Enchilada Sale			
Enchilada Costs	-8,576.89		
Enchilada Sale - Other	34,843.90	30,000.00	116.1%
Total Enchilada Sale	26,267.01	30,000.00	87.6%
Fund Raising Second Semester - Other	0.00	0.00	0.0%
Total Fund Raising Second Semester	26,980.91	30,000.00	89.9%
Fund Raising - Other	25.00		
Total Fund Raising	42,341.58	49,000.00	86.4%
Donations			
Sponsorship	10,000.00	20,000.00	50.0%
Ice Skating	0.00	0.00	0.0%
Memorials	880.00	0.00	100.0%
Donations - Other	14,290.00	15,000.00	95.3%
Total Donations	25,170.00	35,000.00	71.9%
SC Daycare	52,942.40	90,000.00	58.8%
CCS Hot Lunch	154.50	200.00	77.3%
All Reg & Tuition			
Registrations	0.00	1,000.00	0.0%
Tuition	218,587.71	254,075.50	86.0%
Total All Reg & Tuition	218,587.71	255,075.50	85.7%
Total Income	345,590.60	439,275.50	78.7%
Expense			
Unemployment Benefits	75.85		
Advertising Expense			
Year Book	275.00		
Advertising Expense - Other	268.00	500.00	53.6%
Total Advertising Expense	543.00	500.00	108.6%
voided check	0.00	0.00	0.0%
Administration CE	0.00	1,000.00	0.0%
Postage Expense	77.00	300.00	25.7%
Printer Supplies	1,960.57	3,000.00	65.4%
Classroom Supplies			
Pre-school	-60.87	100.00	-60.9%
Classroom Pre-K	-164.20	100.00	-164.2%
Classroom Music	37.69	100.00	37.9%
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	107.88	100.00	107.9%
Books / Tests / Desks / Chairs			
Library Exp.	57.31	200.00	28.7%
Books / Tests / Desks / Chairs - Other	3,205.85	6,000.00	53.4%
Total Books / Tests / Desks / Chairs	3,263.16	6,200.00	52.6%
Total Classroom Supplies	2,613.95	7,100.00	36.8%
Technology	3,771.42	4,500.00	83.8%
SC Child Care Expenses	9,941.57	16,000.00	62.1%
Building Expense			
Telephone/Internet Comm.	969.87	1,500.00	64.7%
Black Hills Energy	6,540.92	12,000.00	54.5%
NPPD	3,126.01	7,000.00	44.7%
City of SCB	2,034.92	3,500.00	58.1%
Janitorial Supplies	4,675.54	5,000.00	93.5%
Boiler Exp.	0.00	1,500.00	0.0%
Cleaning	0.00	0.00	0.0%
Maintenance	7,839.04	5,500.00	142.5%
Total Building Expense	25,186.30	38,000.00	70.0%
Insurance			
W/Comp Insurance	1,355.27	3,000.00	45.2%

	Sep '20 - Aug 21	Budget	% of Budget
Student Insurance	397.00	400.00	99.3%
Building Insurance			
Auto Insurance	0.00	350.00	0.0%
Building Insurance - Other	6,633.48	11,000.00	60.3%
Total Building Insurance	6,633.48	11,350.00	58.4%
Total Insurance	8,385.75	14,750.00	56.9%
Office			
Background Checks	15.50	50.00	31.0%
Office - Other	535.50	1,000.00	53.6%
Total Office	551.00	1,050.00	52.5%
Gross Salaries & Wages			
PTO	452.00	750.00	60.3%
Substitutes	2,430.00	2,500.00	97.2%
Salaries	0.00	0.00	0.0%
Monthly	7,600.00		
Support Staff	337.59		
SC Payroll Exp.	47,752.96	77,527.00	61.6%
COVID-19 Qualified Sick Leave	10,523.02		
COVID-19 Qualified Family Leave	1,238.71		
Gross Salaries & Wages - Other	191,851.31	338,963.92	56.6%
Total Gross Salaries & Wages	262,185.59	419,740.92	62.5%
Payroll Taxes			
Comp FICA	15,526.27	0.00	100.0%
Comp MCARE	3,801.74	0.00	100.0%
Payroll Taxes - Other	0.00	34,350.00	0.0%
Total Payroll Taxes	19,328.01	34,350.00	56.3%
Special Event/Prof. Dev.			
ACSI & Events	2,382.37	2,000.00	119.1%
Special Event/Prof. Dev. - Other	350.00	1,000.00	35.0%
Total Special Event/Prof. Dev.	2,732.37	3,000.00	91.1%
Total Expense	337,352.38	541,290.92	62.3%
Net Ordinary Income	8,238.22	-102,015.42	-8.1%
Other Income/Expense			
Other Income			
Farm Land			
Farm Land Rental Expense	0.00	0.00	0.0%
Total Farm Land	0.00	0.00	0.0%
Interest	65.75	0.00	100.0%
Bad Debt Recovery/Collections	0.00	0.00	0.0%
Total Other Income	65.75	0.00	100.0%
Net Other Income	65.75	0.00	100.0%
Net Income	8,303.97	-102,015.42	-8.1%

Administrator's Report --- March 22, 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	14	95

2021-22 REGISTRATION (as of March 18)

Pre	PreK	Kinder FD/HD	First Grade	Second Grade	Third Grade	Fourth Grade	Fifth Grade	Total
11	18	7	8	6	6	5	3	64

PRINCIPAL'S DESK ITEMS:

Instructional Leadership:

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

- Teachers are participating in the RightNow Media Devotional Series *Galatians* on Thursdays.
- Weekly Chapels began with Honors Chapel on March 18!
- March Virtue: Humility... Exhibits humble confidence.
- Target Time: Reviewed current intervention strategies and progress from 3rd quarter. Last quarter interventions will begin Monday, March 22.
- According to our pacing guide, Science is the area of curriculum in which we need to evaluate. We have begun researching and exploring various textbooks/resources in the coming months to determine which best meets our curriculum needs and Nebraska standards. We completed an evaluation of Purposeful Design and are now reviewing Bob Jones Science.

Operational Leadership:

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

- Boiler maintenance required & scheduled for 3/24, but will be covered by insurance 100%.
- Grants: MMP Trust for additional Reading Materials for Literacy Library (Awarded April 1), Keno Funds \$ 5,000 for assistance with technology infrastructure (April 21 City Meeting)
- Technology: Two quotes received for assistance w/ needs at school: Bytes, Jeremy Delgado
- Enchilada Factory Updates: Expenses - \$ 14,539.14, Profit - \$ 20,304.76, Profit Margin = 72%
- Teaching Positions Needed for 2021-22: PE, Second & Third grades, Posted positions on Teach Nebraska Website
- COVID Updates:
 - Withheld \$ **11,713.73** for Covid-related staff absences under the Family First Coronavirus Response Act guidelines
 - **Currently:** 0 staff and **2** students in quarantine
7 positive cases with **63** others required to quarantine since school started in August 1

Advanced Leadership:

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

- Enchilada Factory Coverage: KCMI Coffee Break, KNEB, Star Herald, NBC Nebraska
- Spirit Week --- April 19-23 (with assistance from Mrs. Barnes)
- Speech Meet --- Friday, April 23 for 1st thru 5th grade
- Wyobraska Gives -- May 4 -- CCS is registered!
- Spring Program, including 5th Grade Graduation -- May 7

Respectfully Submitted on March 18, 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 March 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):9 (A, A, V, R, H, B, M,B, C) \$1200.00 a week = \$4800 /mth

3 year olds: (E, L) \$180.00 a week = \$720.00/mth

Staff: 3 (Kendra/ Sherry/ Jaslen)

FULL TIME RATE FOR 3-5: \$100.00 A WEEK

Preschoolers (pm only): 9 (\$600.00) \$600 a week = \$2400/mth

PreKers (pm only): 9 (\$780.00 a week = \$3120/mth

Staff: 3 (Kendra/Michele/ Priscilla)

BEFORE & AFTER SCHOOL CARE: \$ 30 per week

Before & After School Care: 10-15: (\$375.00) = \$1500 a /mth

Staff: 2 (Aramee/Priscilla/Michele)

OPERATIONS/BUDGET:

Full Time families are allowed FIVE sick days and FIVE vacation days for the year. Our monthly consistent income has increased to **\$9420.00** from **\$8720.00**. This amount **does not include** days the daycare is closed or sick/vacation days for full time families.

CURRENT NEEDS in 5C:

-Main room has been measured for flooring and will be ordered.

-Split unit has been completed and works great!

-We may need to upgrade or add to our supplies for summer program in order to have plenty of outdoor games and activities for the kids to do.

- We need to consider current pay for our staff. We have increased the number of kids in our program which has caused some expenses to go up, but not by much.

We may have better luck with hiring and retention of staff if we can hire the assistant teachers at \$9.50 starting. Then look at the Teacher qualified staff starting at \$10 -\$10.50 because of their required training and experience. Then the Lead Teacher can be \$0.25-\$0.50 above them. I have not looked into the total numbers as of yet, but will be soon.

Sarah Amack resigned as Littles Teacher. I hired Jaslen Corona as an Assistant Teacher in her place. I assigned Kendra as the Lead Teacher with her many years of experience and her Associates Degree in Early Childhood Education.

Ashley Grassia found a better paying job at a public school and resigned as well. I am currently filling in her duties until someone else can replace her teacher qualifications.

Respectfully Submitted March 11, 2021