

# Community Christian School Board Meeting

## November 16, 2020

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

Patrons: Deb Fitts, Natalie Howard, Brandon Yuill, Becca Tompkins, Dana Cardwell, and Amanda Strong

1. Call to order by President, Robert Rogers at 6:36pm
2. Approval of Agenda: Arlene made a motion to approve the agenda. Steph seconded the motion carried with 6 ayes and 0 nays
3. Pledges, Devotions & Prayer: Arlene Philippians 1: 1-11 How do you make sense of the good news of Jesus when life is hard? The board was encouraged to pray for one another and then wot consider who they needed to invest their time in.
4. Approve Minutes: Kosha 6 ayes, 0 nays.
5. Professional Development: Deirdre Amundsen  
The board has been given a book called Serving God on the Christian School Board by Ray Lowrie to read. Deirdra did a quick overview of the book and the board after reading 1 chapter has decided to do a separate work session where they can discuss the book in more detail.
6. Essential Reports
  - A. Financial: Kosha talked about the funds brought in from the Clean City Scramble. There had been \$18,000 budgeted but we only brought in 12,338.
  - B. Admin Report
    - ❖ Administrator
      - General review (see attached).
        - Family First Coronavirus will be reimbursing the school to help cover the cost for teachers who have had to quarantine
        - A Math club has been started for the 4th and 5th graders two afternoons a week and is going well
        - Deirdre did the Coffee Talk at KCMI which helps promote our school
      - 5C General review (see attached)
        - Heating system is still not working correctly Deirdra is going to talk to Mike Clements to see if him and Lee Muhr can take a closer look at the pipes where steam may be escaping
    - C. Public Relations: Steph hopes to meet with Deirdra before the end of the year to discuss steps that will need to be taken for the beginning of the year
7. Strategic Planning: The board looked briefly at the SWOT Analysis. At our next work session we will look at this in more depth to help us understand it better so that we can move forward with a plan

8. Old Business:

- Clean city Scramble: Already discussed during the financial report
- Google Forms: Robert and Sarah have been working on these forms for our parents. They shared a rough draft of what they have and explained how they are using the schools mission statement as a base to work the survey around. There is still work to be done but should be ready soon to send out.

9. New Business:

- Money from the Land Sale: It was mentioned that some of this money may need to be used to help repair the heating in 5C. We also discussed the possibility of improvements to the playground including playground equipment replacing some of the asphalt with grass. Becky suggested that sending a survey to the parents would help us see what they would like to see done. Sarah said she would work up a survey to send the parents and is also going to talk to Mike Cement about the cost of removing asphalt.
- School Leadership Frame: Deirdra walked us through the many responsibilities that she has in our school The categories being Instructional Leadership, Operational Leadership, and Advanced Leadership and all the facets under each category. Many schools have different people who cover these different areas and Deirdra has been doing them all alone. The board asked her to prioritize the top five areas that she feels she needs help with so the board can find ways to support her to help her from getting burned out.
- Sponsorship incentives: Becca Thompkins discussed the schedule for fundraising that the fundraising committee has come up with. The committee had hoped to add an incentive for our families who were able to get people to sign up in our sponsorship plan. What they would like to do is offer \$25 off of registration for the families who sign someone up. Board decided that the benefit of this idea would far outweigh the loss and gave them the permission to go forward with that idea.

10. Patrons Comments: None

11. Next meeting: December 14, 2020 @ 6:30pm.

12. Executive Session: No business  
6 ayes and 0 nays

Meeting Adjourned at 8:21pm.

Respectfully Submitted,  
Arlene Barnes  
Secretary of the Board

## Administrator's Report --- November 16, 2020

### FAITH OVER FEAR

#### 20-21 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

#### PRINCIPAL'S DESK ITEMS:

##### Instructional Leadership:

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

- Curriculum Meeting for Brandy, Darcy & Val every other Wednesday from 3:45-4:15  
Focuses this month: Lesson Planning, Rubric Grading
- NEW Devotional for teachers --- #fruited by Bonnie Hunter & Bethany Fleming
- Stress Management Strategies added to Weekly Updates for staff during this difficult time
- Divided Fankhauser's class into 2 groups daily for Shared Reading, Amundsen teaches higher level group in Computer Lab while Fankhauser teaches Shared Reading & Phonics
- Teacher Evaluations -- November 16-23
- Daily Intervention (15 minutes per day) began Mon, 9/21 for students scoring 50%ile or below in Reading on Fall MAPs Assessments, Great progress with students participating

##### Operational Leadership:

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

- Technology: Brian Nichols (parent) has repaired/updated desktops computer lab, installation postponed due to illness
- Approved for Rule 14 Compliance by Rick Myles on October 21 via Zoom
- COVID Updates:
  - Claimed \$ 7,130.05 for Covid-related staff absences under the Family First Coronavirus Response Act guidelines
  - At this time, our CCS family is relatively healthy with 1 staff member and 9 students in quarantine. We've had only 3 positive cases with 32 others required to quarantine since school started in August.

##### Advanced Leadership:

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

- Congrats to Cass & Deirdre for being awarded KCMJ Teacher of the Week in October!
- Clean City Scramble -- 106 lbs of trash collected, \$ 13,478 raised
  - 7 families raised over \$ 500 each
- Math Club
  - Ms. Frizzell is sponsoring Math Club on Tuesdays & Thursdays for students in 4/5th grade, offers games & works specifically with kids needing extra assistance
- Red Ribbon Week Activities
  - Dress up days with a focus on wellness each day
- Veterans Day
  - Students made posters, signs, rocks & delivered to Veterans Home
- KCMJ Coffee Talk Appearance on Friday, 11/13
  - Discussed effects of Covid, shared this year's theme

Respectfully Submitted on November 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 November 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

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, awaiting repairs

Lauren Whaley resigned from after school care. Her last date is November 13, 2020. We are currently looking for a replacement that meets the requirements of a daycare/ after school program teacher.

**Respectfully Submitted on November 13, 2020**

## Profit &amp; Loss Budget vs. Actual

Accrual Basis

September 2020 through August 2021

	Sep '20 - Aug 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
Payroll Reimbursement Hot Lunch	1,356.39	10,000.00	13.6%
Fund Raising			
Chocolate Bar Sales CCS Office	0.00	1,000.00	0.0%
Fund Raising First Semester			
Clean City Scramble Cost	1,651.09	0.00	100.0%
Clean City Scramble Donations	12,838.18	18,000.00	71.3%
Fund Raising First Semester - Ot...	200.00	0.00	100.0%
Total Fund Raising First Semester	14,689.27	18,000.00	81.6%
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	14,689.27	49,000.00	30.0%
Donations			
Sponsorship	6,500.00	20,000.00	32.5%
Memorials	20.00	0.00	100.0%
Donations - Other	2,402.00	15,000.00	16.0%
Total Donations	8,922.00	35,000.00	25.5%
5C Daycare	20,998.50	90,000.00	23.3%
CCS Hot Lunch	0.00	400.00	0.0%
Fees			
Activity Fees	10.00		
Total Fees	10.00		
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	172,485.40	439,475.50	39.2%
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 - ...	1,739.34	6,000.00	29.0%
Total Books / Tests / Desks / Chairs	1,739.34	6,200.00	28.1%
Total Classroom Supplies	962.95	7,100.00	13.6%
Technology	1,163.58	4,500.00	25.9%
5C Child Care Expenses	2,657.71	16,000.00	16.6%
Building Expense			
Telephone/Internet Comm.	363.75	1,500.00	24.3%

	Sep '20 - Aug 21	Budget	% of Budget
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	1,982.71	5,000.00	39.7%
Boiler Exp.	0.00	1,500.00	0.0%
Maintenance	3,247.87	5,500.00	59.1%
<b>Total Building Expense</b>	<b>8,206.70</b>	<b>36,000.00</b>	<b>22.8%</b>
<b>Insurance</b>			
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%
<b>Total Building Insurance</b>	<b>2,732.22</b>	<b>11,350.00</b>	<b>24.1%</b>
<b>Total Insurance</b>	<b>3,636.72</b>	<b>14,750.00</b>	<b>24.7%</b>
<b>Office</b>			
Background Checks	15.50	50.00	31.0%
Office - Other	-122.15	1,000.00	-12.2%
<b>Total Office</b>	<b>-106.65</b>	<b>1,050.00</b>	<b>-10.2%</b>
<b>Gross Salaries &amp; Wages</b>			
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%
<b>Total Gross Salaries &amp; Wages</b>	<b>110,366.95</b>	<b>419,740.92</b>	<b>26.3%</b>
<b>Payroll Taxes</b>			
Comp FICA	6,842.75	0.00	100.0%
Comp MCARE	1,600.36	0.00	100.0%
Payroll Taxes - Other	0.00	34,350.00	0.0%
<b>Total Payroll Taxes</b>	<b>8,443.11</b>	<b>34,350.00</b>	<b>24.6%</b>
<b>Special Event/Prof. Dev.</b>			
ACSI & Events	1,702.17	2,000.00	85.1%
Special Event/Prof. Dev. - Other	120.00	1,000.00	12.0%
<b>Total Special Event/Prof. Dev.</b>	<b>1,822.17</b>	<b>3,000.00</b>	<b>60.7%</b>
<b>Total Expense</b>	<b>138,233.44</b>	<b>541,290.92</b>	<b>25.5%</b>
<b>Net Ordinary Income</b>	<b>34,251.96</b>	<b>-101,815.42</b>	<b>-33.6%</b>
<b>Other Income/Expense</b>			
Other Income			
Interest	28.44	0.00	100.0%
<b>Total Other Income</b>	<b>28.44</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>28.44</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>34,280.40</b>	<b>-101,815.42</b>	<b>-33.7%</b>