

Approved May 31st, 2016

Grace Christian School Board Meeting Minutes April 25th, 2016

Meeting called to order 6:33 pm

Opening Prayer

Board Members in Attendance: Ken Housh, Scott Reeve, Matthew Sexton, Brian Bradshaw, and Steve Levi.

Head of School: Todd Zimmerman

Visitors: Dan Ross

Finance Report

Reviewed finance committee meeting minutes from March.

Reviewed the Profit and Loss, 30/60/90, and the Balance Sheet - Discussion on budget vs actual.

Motion to approve March financial report - Motion to approve by Brian Bradshaw, Second by Scott Reeve

The next finance meeting 3rd week of May.

Minutes Review and Approval

Review and discussion on March open meeting minutes. Motion for approval of the meeting minutes: Motion to approve by Ken Housh, Second by Scott Reeve.

Chairman's Report

Next Board Meeting: Tuesday May 31st at 6:30pm.

Evaluation forms sent to board members to evaluate the Head of School. Scott Reeve will be requesting evaluations from the staff similar to last year.

Executive Elections:

Chairman - Nomination: Matt Sexton - Declined, Nomination Joe Pepple - Accepted. No additional nominations received. Motion for Joe Pepple to be Chairman for 2016/2017 by unanimous ballot by Matt, seconded by Scott Reeve.

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Vice Chairman - Nomination: Gary Bluschke - Accepted, Nomination: Matt Sexton - Accepted, Paper votes cast by the board members and after counting Matt Sexton was approved as the Vice Chairman for 2016/2017.

Treasurer - Nominations Ken Housh - Accepted - No additional nominations received. Motion for Ken Housh to be Treasurer for 2016/2017 by unanimous ballot by Matt, seconded by Scott Reeve.

Secretary - Nominations: Scott Reeve - Accepted. No additional nominations received. Motion for Scott Reeve to be Secretary for 2016/2017 by unanimous ballot by Matt, seconded by Ken Housh.

Principal Zimmermans Report

Signed up for All-Star drivers education program. Awaiting for approval from the state to be a host location.

Copier information returned. \$327 per month for 60 months.

Financial Audit report arrived from the auditor for use to review. Todd will e-mail the audit to the board members. 2016 Audit scheduled for the 3rd week of August.

Accreditation update: Todd just returned from assisting on an accreditation at Rockford Christian school and has several items that need to be updated as a result. 1) Staff applications need to be updated and 2) Board needs to come up with a 5 year strategic plan for the audit team.

Discussion on the calendar for next year and the amount of days the school has to be in session.

Discussion on 504 Plans and the work load impact to the staff as a result.

May 4th All-Staff meeting at 3:00pm.

Reviewed new Grace Christian full-time and home school policy submitted for approval. Motion to approve Brian Bradshaw, Seconded Ken Housh.

Sam Bear resigning as part-time preschool assistant.

Building and Grounds Report

Grounds work day accomplished moving Head of School office and created conference room. Still working on the issue with the electric on the sign out front.

Working on additional quotes for the parking lot.

Discussion on 5-10 year plan for repair/replace equipment in the school. Furnaces, parking lot, roof, ect.

Looking for additional help to mow and maintain the lawn.

Academic Report

Meeting tomorrow.

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Advancement Committee Report

Golf

Many requests out for sponsors. We have a few of the 250.00 at current
Post cards mailed to B&I, misc donors and past years golfers

Golf email campaign sent through Constant Contact. Will resend again in two weeks day of
team has been assembled

We need for board members to push with any company, agency or churches associated with
sign up and registration forms can be found on GCS website or available in front office.

We have numerous door prizes

Contacting Herald Palladium a fm Tri County Newspapers this week for ads (hoping for free)

Rummage

Dates have been announced need for first weekend in August 5-6. Sheryl Bontrager is leading
the effort and will be soliciting volunteers for help on the project. We've have announced to the
school family and will start advertisements early summer.

Fundraisers

GCS cook book project is underway. Plan is to use this for fall into a Holiday fundraiser. The
design will consist of elementary student art woven into the cookbook. Who would want to buy
something that includes "Little Johnny's" artwork! We are working with the art dept. Cynthia
Trapp is leading the charge on content and design.

Met via phone conference with a company that has a home warranty fundraiser. After the calls,
the consensus was to not sign on at this time.

Grants

Upton: waiting on check dispersant for the foundation. Will be able to begin making phone
purchase after funds are received, sometime in May.

We were awarded Heart of Cook grant for new main doors.

Applying for Meijer grant for \$10,000 for potential Accelerated Reader program.

Had phone conference with Foundation Research for potential membership into their grants/
foundations databank. We would have access and direct matches for grant projects through this
program. Committee recommends to purchase membership. Looking for ways to fund, through
potential donors. 1 year membership is \$4,000 as opposed to a 5 year for \$9,000.

Branding

Will be hosting a GCS Branding focus group soon to look at ways we can be sure the school is
marketed effectively, accurately and with consistency. Date to be announced soon, hoping for
May.

Committee is recommending a film redesign of the GCS website to allow for more functionality
and ability to take full advantage of newer technologies. (Matt - I need to schedule a short
meeting with you to discuss technologies and your committee). Costs for this are minimal and
will be donated. Hoping for redesign prior to accreditation this fall.

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B&I

Looking as revising the current program to allow for more efficient billing and prospecting methods. Adding a higher level tier with a "lifetime" kind of donor level. More details to come. This will in time to kick off the new school year B&I drive

A standardized B&I "Support out Partners" leaflet was designed and approved for all school functions/programs. This should be the only B&I Donor leaflet used in any school materials. This ensure accuracy of names and representation of all donors. This was used in Friday's elementary musical program.

Promotions

A GCS float will be constructed to display in the upcoming Blossomtime Youth Parade. More information is in communique.

Recruitment

Putting together plan to visit area churches through the summer to encourage and build enrollment, as well as display the exciting things that are happening at GCS.

Technology Report

To be fiscally responsible, the technology committee met with two outside consultants on the direction the school should go with its needs today and in the future. AT&T fiber vs T1 and costs. Analog phone line needed for faxes and the alarm system to dial out. Added 4 additional url's to GCS bringing the total to 5 now - gracechristian.education, gracechristianwatervliet.org, gcspatroits.com, gcspatroits.org, and gcspatriots.info

New Business

Dan Ross spoke with the board about a request on his son's behalf. For the last 2 years, his son Ross's has been in dual enrollment with Liberty University. Core classes were not taken at Grace, but rather at Liberty University. Junior and Senior year core classes were run through Liberty University. Dan's request is that Joel receive a diploma from Grace Christian at graduation. Board discussed the request and decided that the request is not going to be granted at this time.

Closing Prayer

Open Portion of the meeting ended at 9:45 pm.