

## **ICACSA Meeting Minutes**

1/23/2018 Meeting

Draft

The meeting started shortly after 7:00 pm, with Mike Annis opening in prayer.

### **Attendance**

- Board Members: Mike Annis, Bob Coons, Mark Jessop, Eric Johnson, Sean O'Rear, Kari Miller, Natasha Miller, Sarah Norpel
- Absent: Gale Boldt, Stanley Carmouche
- **Total Attendance: A quorum was not met.**

### **I. Opening Prayer (Mike Annis) - 7:00pm**

**II. Approval of Minutes - 7:05pm** - Minutes not approved this meeting. No quorum was met.

### **III. Update from Head of School (Mike Annis)**

a. Science Curriculum Review: The school is on a seven year cycle to review curriculum. This year science is the subject being reviewed. Mr. Annis explained the process of looking at possible science curriculums including reviewing the Grantwood AEA FOSS science kits we have been piloting this year in 4th and 6th grades. He explained the deficits in our current science curriculum that this particular curriculum could address. He further explained that strong science standard skills are taught with this particular curriculum, but this is a secular curriculum, so these skills are not specifically taught from a Biblical worldview. We are in the midst of looking at teacher manuals for this curriculum and particularly at the manuals for life sciences and how we would approach these subjects from a Biblical worldview.

b. PreK Enrollment Update: We are sitting at 20 students in the 5 day program which is at capacity, and 5 students in the 3 day program, which is the norm for this time of year.

c. Re-enrollment Information: Paper packets will be sent out this week. Re-enrollment starts next week. A question was asked about possible summer programming options and cost effective options. More information to come in the coming weeks.

### **IV. 2018-19 Budget (Mark Jessop)**

a. Mark explained the school is down on tuition income for this year, however we are not in fundraising season yet. BASP continues to see increased usage. Budget, income and expenses are at neutral year to date, still looking at a projected deficit overall for this year.

b. The school has set a fundraising goal of 5% (within range for operations).

c. Payroll advances: The school has a multiyear plan in place for teachers to be at 70% of Iowa City School equivalent with an additional allotment for those with master's degrees.

- c. There is a budgeted marketing cost increase for this year. The school is outsourcing marketing to an external company.
- d. An external audit of the school was performed in line with accreditation guidelines. All was within acceptable limits.
- e. Annual Fund 2017 Update/Announcement: Goal of \$100,000 for technology and tuition assistance. This goal was met with \$163,000 brought in this year.
- f. Tuition 2018-19: There will be a 3% increase in tuition for 2018-2019 with a forecasted enrollment of 190 students. A question was asked about how far into a school year parents can pull a student out before getting their tuition refunded. Answer: If pulled out mid year for any reason other than moving they do get the majority of that tuition back (10%). A second question was asked about if staff Christmas gifts budgeted. Answer: Yes, however based on circumstances the amount can be changed. A third question was asked of why is the teacher budget salary down from last year? Answer: Some classes may possibly not need aids, some classes may not exceed cap, co-teacher situations. Changes in staff are a result of enrollment projections. A fourth question was asked about possible future fundraising options and better ways of communicating those options to the school body. Answer: This question will be explored more.

## **V. Continuous School Improvement Plan (Natasha Miller)**

The Continuous School Improvement Plan is a 5 year plan to guide what we do as a board. It is a living document, subject to revisions.

- a. Why have a plan? The plan is driven by mission and vision of the school. The plan is about being purposeful with our time and resources. We also need to present a 5 year plan for accreditation.
- b. Work done to date: The work on this plan started a year ago. The board looked at the previous plan. There are five main categories. These include the following: Leadership, facilities, finance, community relations and instructional programming. This plan is to be reviewed every year.
- c. Work yet to be done: The board is in the midst of finalizing the details of the finance and community relations categories.
- d. Future leadership - Board Candidacy. There is an election coming up in May of new board members. The board specifically needs a member gifted in finance. There will be three board positions coming open.

## **VI. Accreditation (Kari Miller)**

- a. Purpose of accreditation: The purposes of pursuing accreditation include looking at the school's strengths and areas of improvement. There are eight self study sections/standards that are almost completed. These are being sent to committee chairs at the end of February. The school will have a site evaluation in April where these standards will be reviewed.
- b. What to expect for the site visit coming up in April 2018: There will be an accreditation committee coming during April 9-12. This visit will include a dinner with board and teachers, two days spent on site at the school, observation of classrooms and conversations with parents and students. On the last day the accreditation committee will

present an overview of their findings. Mr. Annis will attend an official meeting in June with the ACSI accreditation committee.

### **VII. Marketing (Bob Coons)**

- a. Marketing Strategy 2018-19: There have been several steps taken in the marketing arena recently. Research surveys and focus group studies were completed in the recent past. The findings of these were that people in the area do not know who we are, and the school needs to increase the awareness of our presence in the community. This year a marketing team was created. A digital marketing campaign will be starting next month to include geofencing and focusing on several social mediums to increase the awareness of the school in the community. A question was asked about if we currently rent out the gym for clubs. Answer: We do rent out space currently.
- b. A marketing committee has been formed recently to further explore the school's marketing options. The school is also working in partnership with an outside advertising agency to help explore our options.

### **VIII. Fundraising - Sara Sunblad**

- a. Sara Sunblad gave a progress update (in Gale Boldt's absence) on the EFE fundraising banquet on March 2.
- b. Invites were sent out January 24. Facebook activity to come. The school is still in need of silent auction items and business sponsorships. We have \$20,000 in verbal commitments to date. The goal is \$75,000. A question was asked about putting EFE needs in the newsletter or another way of getting this information out to the school body. Answer: This will be explored further.

### **VIII. Closing Prayer (Mike Annis) - 8:10 pm**

The meeting was closed in prayer by Mike Annis.

Minutes respectfully submitted,

- Sarah Norpel