



**GCA BOARD REDACTED MINUTES
December 11, 2023**

**SPECIAL LOCATION AND TIME
7:00 PM Chorale Concert, 2nd Presbyterian, Newark
8:15 PM HOS Conf Room**

Closed Meeting

1. **Call to order** was made by Dan Keiser.
2. **Roll Call** – Leah Latshaw, Tim Martin, Percella Gualtieri, Steve Hitchcock, Dan Keiser, Brad Pilkington, Clay Jenkins, Debbie Patton, Head of School Josh Sexton.
3. **Prayer and Devotion** – Chorale Concert
4. **Prayer Requests**

(Prayer Cards were rotated.)
5. **A motion to approve the minutes from the meeting on November 20, 2023 was made by Brad Pilkington and seconded by Percella Gualtieri. The vote to approve the motion passed.**
6. **Enter votes from November 20, 2023 meeting into the record:**

None
7. **Enter email votes into the record:**

None
8. **An Emergency Board meeting was held December 7, 2023 at 9:00 PM via Zoom.**
 - a. **Call to order** was made by Dan Keiser.
 - b. **Roll Call** – Leah Latshaw, Tim Martin, Percella Gualtieri, Dan Keiser, Brad Pilkington, Clay Jenkins, Debbie Patton, Head of School Josh Sexton.
 - c. **The following motion made by the Financial Committee was discussed and considered:**

“A motion to authorize Head of School and Administrative Team to pursue purchasing additional property was made by Dan Keiser and seconded by Clay Jenkins.”

- d. The vote to approve the Financial Committee motion passed unanimously. Clay Jenkins reported that Steve Hitchcock voted prior to the emergency meeting on December 7th, 2023 to approve the same motion from the Financial Committee.**
- 9. Student Leadership Presentation – None**
- 10. Faculty Presentation – None**
- 11. Administrative Presentation – None**
- 12. Financial Report**
- a. Financial report
 - b. See attached
- 13. Approve financial report – Motions and Vote**
- a. A motion to approve the financial report was made by Leah Latshaw and seconded by Debbie Patton. The vote to approve the motion passed**
- 14. Finance Committee**
- a. Clay Jenkins, Chair

GCA School Board Meeting
Treasurer's Report

Financials are for period ending October 2023

Cash Review

- Total Cash on hand was \$978,533
- We have designated and restricted assets of \$846,815
- Leaving us with \$131,717 of operating cash available

Income Statement Summary

	October			2023-2024		
	Actual	Budget	Var to Budget	Actual YTD	Budget YTD	Var to Budget
Total						
Income	\$265,944	\$264,251	\$1,693	\$799,577	\$824,761	(\$25,184)
Expenses	\$265,959	\$252,384	\$13,575	\$913,748	\$919,216	(\$5,467)
Subtotal	(\$14)	\$11,867	(\$11,882)	(\$114,171)	(\$94,455)	(\$19,716)
Capital Expenditures	\$53,256	\$0	\$53,256	\$125,740	\$0	\$125,740
Net Operating Income	(\$53,271)	\$11,867	(\$65,138)	(\$239,912)	(\$94,455)	(\$145,457)

Finance Committee Notes

- Met on December 6. Attendees: April Dusthimer, Clay Jenkins, Leah Latshaw, Dan Keiser, Josh Sexton, Jason Stump.
- Reviewed financials through October. Key notes:
 - Negative net income is expected early in the school year with expenses incurred in July and August and tuition income only recognized starting in August. The monthly budget shows YTD net income turning positive in December.
 - YTD net income is within \$20K of budget excluding capital expenditures.
 - Capital expenditures row includes payments for 5th Street Gym renovation which will be reclassified to be paid out of bank loan rather than the yearly P&L.
 - Income side will improve as EdChoice and Jon Peterson scholarship funds come in from the state.
- Discussed preliminary 2024-2025 budget, including tuition, salaries, and the need for additional space with enrollment projected to grow.
- A motion to authorize Head of School and Administrative Team to pursue purchasing additional property was made by Dan Keiser and seconded by Clay Jenkins. The motion will be carried into a meeting with the Board for a vote.

15. Education Committee

- a. Leah Latshaw, Chair
- b. See Attached

16. Advancement Committee

- a. Debbie Patton, Chair
- b. See Attached

17. Facilities Committee

- a. Dan Keiser, Chair

- b. Did Not Meet, next meeting December 13th, 2023.

18. Board Development Committee

- a. Brad Pilkington, Chair
- b. Met November 30th, 2023.
- c. Will meet with a board candidate.

19. Administrator Report - Josh Sexton, Head of School

- a. See attached (Please note that Townhall Meetings and GCA email communications are excellent resources for information for key topics.)
- b. Will meet with parents December 15th as a “focus group”.

20. Old Business

- a. Athletic Logo Committee met with Timberline, offered suggestions/comments, and are waiting for next pass. We are pausing and preparing for roll out which requires proper timing and budget.
- b. Transparency and Reporting to our Community (Parents, Community, Alumni) (purpose: vision casting to community, awareness of current events)– brainstorming ideas: communication process, newsletter, annual report, townhalls, closed meetings, social media, staff presentation, admin presentation, etc.
- c. Follow up on Parent Volunteer Group (formerly Fan Club, could be called Parent Council or similar, could fulfill functions like opening night, coordinate volunteers, teacher appreciation, etc.) – Could live in Advancement Committee? Or Executive Committee
- d. Review Emergency Succession Plan
- e. Exec Committee to Review Policy 3.4 and Lee and Leah
- f. Plan for getting 3 month reserve in place by Finance Committee
- g. Exec Committee to Review Language of Policy 4.3
- h. Exec Committee to Review Language of Policy 4.4.10, 15, 16 – refer back to Policy 2.1.10
- i. Exec Committee to Review Language of Policy 4.5.4
- j. Facility (5th Street Gym) Use by outside entities

21. New Business

- a. None

22. Parking Lot Item

- a. Expand the list of colleges in the front lobby to properly reflect the accomplishments of our students (7.6.2020) – In process
- b. Provide parent education and resources to connect to core values and philosophy of education (7.25.2020)

23. Meeting Adjournment

Respectfully submitted,

Tim Martin