



GRANVILLE
CHRISTIAN
ACADEMY

GCA BOARD REDACTED MINUTES

October 14, 2024

6:30 PM

Closed Meeting

1. **Call to order** was made by Leah Latshaw.
2. **Roll Call** – Jennifer Clifford, Martin Demczyk, Percella Gualtieri, Steve Hitchcock, Leah Latshaw, Tim Martin, Brad Pilkington, Head of School Josh Sexton, Joe “Grizz” Smith, Sean Smith
3. **Reading of GCA’s Vision & Mission**
4. **Guest Presentation (Student, Faculty, Administration)** – Bill Musolf
Mr. Musolf provided an Admissions process overview, and key statistics from the last four years of GCA Admissions. Several areas were covered including follow-ups with family inquires, website improvements, meeting with marketing, transitioning to electronic enrollments (and re-enrollments), electronic student files and the “GCA Family Partnership Commitment“ agreement.
5. **Devotion** – Brad Pilkington
“Encouragement from Isaiah 55” was the theme of the devotion. Brad then read Chapter 55 of Isaiah. The three takeaways were “1) God is the real source of nourishment and enjoyment, 2) God’s way and thoughts are higher than ours, 3) Our joy and our peace are the objective. Our abundance and prosperity that God has produced will be a sign to others that they should heed.”
We as a board sang the worship song “Be Exalted, O God” by Brent Chambers.
6. **Prayer** – Percella Gualtieri
7. **A motion to approve the minutes from the meeting on September 9, 2024 was made by Joe Smith and seconded by Sean Smith. The vote to approve the motion passed.**
8. **Finance Committee Report** (Sean Smith, Chair)
 - a. Financial report

GCA School Board Meeting
Treasurer's Report – October 2024

Financials are for period ending August 2024

Cash Review

- Total Cash on hand was **\$457,690**
- We have designated and restricted cash funds of **\$527,400**
- Leaving us with **-\$69,709** of operating cash available (See comments below)

Income Statement Summary

	August			2024-2025		
	Actual	Budget	Var to Budget	Actual YTD	Budget YTD	Var to YTD Budget
Total						
Income	\$311,092	\$348,772	(\$37,680)	\$377,683	\$403,231	(\$25,548)
Expenses	\$340,190	\$334,361	\$5,830	\$537,730	\$495,573	\$42,157
Subtotal	(\$29,099)	\$14,411	(\$43,510)	(\$160,047)	(\$92,342)	(\$67,705)
Capital Expenditures	\$7,406	\$0	\$7,406	\$17,343	\$0	\$17,343
Net Operating Income	(\$36,505)	\$14,411	(\$50,916)	(\$177,390)	(\$92,342)	(\$85,048)

Finance Committee Notes

- Met on October 9. Attendees: Sean Smith, Leah Latshaw, Josh Sexton, Joe Smith, Jason Stump,
- August financial statements:
 - Negative net operating income - Less actual income vs. budgeted income. No Jon Peterson Scholarship income received in the month of August. Will begin receiving funds in September.
 - Decrease to cash on hand primarily caused by balance sheet adjustments to reconcile net income to net cash and negative net operating income at the beginning of the school year.
 - \$7,406 capital expenditures were for fixed asset purchases, including payments to JBA Architects for the Westgate building.
 - Board Reserve, which is included in the “designated and restricted cash funds”, is more than enough to cover the cash deficit while we wait for revenue to come in to cover the early-year expenses.

Board Action Item: A motion is made to accept Board Policy Manual revisions brought forward by the Finance Committee. Motion is made by Joe Smith, seconded by Leah Latshaw. (On Agenda - Old Business)

b. A motion to approve the financial report was made by Sean Smith and seconded by Joe Smith. The vote to approve the motion passed.

c. Updated committee mission/purpose statement: The Finance Committee monitors and invests the school’s financial resources, keeps the Board informed, and assists and supports the Head of School in the management of those resources.

9. Education Committee Report (Percella Gualtieri, Chair)

a. see attached

10. Advancement Committee Report (Steve Hitchcock, Chair)

a. see attached

11. Board Development Committee Report (Brad Pilkington, Chair)

12. Administrator Report (Josh Sexton, Head of School)

- a. see attached

13. Old Business

- a. Board Policy Manual Updates (see handout)
 - i. Exec Committee to Review Policy 3.4 and Lee and Leah
 - ii. Exec Committee to Review Language of Policy 4.3
 - iii. Exec Committee to Review Language of Policy 4.4.10, 15, 16 – refer back to Policy 2.1.10 – *see attached recommendations submitted by Finance Committee*
 - iv. Exec Committee to Review Language of Policy 4.5.4
 - v. **A motion to approve the proposed changes to Policies 4.3 and 4.5 was made by Joe Smith and seconded by Brad Pilkington. The vote to approve the motion passed.**
 - vi. **The Finance Committee motioned to accept revisions to Policy 4.4 as presented. The board vote to approve the motion passed.**
- b. Annual staff/board Christmas party (goal: 1 small item for everyone, 10-12 raffle gifts)

14. New Business

- a. Quarterly strategic plan update by HOS
- b. Staff job description and performance evaluation update by HOS (See BPM 4.1)
- c. Upcoming meeting dates & potential changes:
 - i. November 11 – moved to November 18
 - ii. December 9 – moved to December 17

15. Meeting Adjournment

Respectfully submitted,

Tim Martin