



GRANVILLE
CHRISTIAN
ACADEMY

GCA BOARD REDACTED MINUTES
September 9, 2024

6:30 PM

Closed Meeting

1. **Call to order** was made by Leah Latshaw.
2. **Roll Call** – Jennifer Clifford, Martin Demczyk, Steve Hitchcock, Leah Latshaw, Tim Martin, Head of School Josh Sexton, Joe “Grizz” Smith, Sean Smith
3. **Reading of GCA’s Vision & Mission**
4. **Devotion** – Grizz Smith

“**Why are we** (the Board) **here?**” God, in His Word, has many things to say about raising children. See Psalm 27:3 and Psalm 22:6. If the GCA Board wants GCA Bible teaching to permeate, they must be people of the Word, constantly in prayer and to watch over and ensure the teaching of Christ happens here. His teaching quiets the mind and settles the heart. God’s leading is that His will be done. This board is not about secular business as other “boards are”, but a Christian centered ministry. Policy decisions are informed by the Word of God. From the roll call onward in our meetings, the 1st business is God’s leading. We are called to be servants fulfilling His will. Devotions and prayer are a priority, not just entries into the Board minutes. Psalm 119:105 states “Your word is a lamp unto my feet and a light to my path.” We are people of the Book. We are blessed.
5. **Prayer Requests**
6. **Prayer** – Percella Gualtieri
7. **A motion to approve the minutes from the meeting on August 12, 2024 was made by Joe Smith and seconded by Sean Smith. The vote to approve the motion passed.**
8. **Guest Presentation (Student, Faculty, Administration)** – none (invitations have been made, schedule is getting established)
9. **Finance Committee Report** (Sean Smith, Chair)
 - a. Financial report

GCA School Board Meeting
Treasurer's Report – September 2024

Financials are for period ending July 2024

Cash Review

- Total Cash on hand was **\$605,461**
- We have designated and restricted cash funds of **\$402,875**
- Leaving us with **\$202,585** of operating cash available

Income Statement Summary

	July			2024-2025		
	Actual	Budget	Var to Budget	Actual YTD	Budget YTD	Var to YTD Budget
Total						
Income	\$66,591	\$53,018	\$13,573	\$66,591	\$53,018	\$13,573
Expenses	\$198,288	\$171,741	\$26,547	\$198,288	\$171,741	\$26,547
Subtotal	(\$131,697)	(\$118,722)	(\$12,974)	(\$131,697)	(\$118,722)	(\$12,974)
Capital Expenditures	\$9,937	\$0	\$9,937	\$9,937	\$0	\$9,937
Net Operating Income	(\$141,633)	(\$118,722)	(\$22,911)	(\$141,633)	(\$118,722)	(\$22,911)

* Budgeted numbers are in draft status for the month of July

Finance Committee Notes

- Met on September 4. Attendees: Sean Smith, Leah Latshaw, Joe Smith, Josh Sexton, Jason Stump, Clay Jenkins
- July Financials:
 - Negative net operating income (Net loss) – Negative net income through July of the new school year is normal, as tuition income isn't recognized until the school year begins, and we are incurring expenses.
 - Decrease in cash on hand primarily due to net loss in July.
 - The \$9,937 capital expenditure is for the new water meter at the 5th St. Gym.
- 2023-24 year-end financials are still being finalized. See motion below regarding net income.
- Reviewed updated 2024-25 budget, to be presented for approval at the September 9th Board meeting. See motion below regarding 2024-25 budget.

Board Action Item: A motion is made to split the net income from the 2023-2024 school year 40/40/20 into the Board Reserves, Head of School Discretionary and Future Facilities funds. Motion is made by Joe Smith, seconded by Sean Smith.

Board Action Item: A motion is made to approve the 2024-25 budget as recommended by the Head of School. Motion is made by Sean Smith, seconded by Leah Latshaw.

- b. A motion to approve the financial report was made by Joe Smith and seconded by Tim Martin. The vote to approve the motion passed.**
- c. The vote to approve the motion from the Finance Committee to split the income from the 2023-2024 school year 40/40/20 into the Board Reserves, Head of School Discretionary and Future Facilities funds was approved.**
- d. The vote to approve the motion from the Finance Committee to approve the 2024-25 budget as recommended by the Head of School was approved.**

10. Education Committee Report (Percella Gualtieri, Chair)

- a. see attached

11. Advancement Committee Report (Steve Hitchcock, Chair)

- a. see attached

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

- a. Updated committee mission/purpose statement
 - i. Purpose: The Board Development Committee works to cultivate potential Board members and mentor existing Board members; conduct Board training at Board meetings, retreats, etc.; recommend changes in Board structure and function; recommend changes of Board and/or Board Committee personnel and/or leadership; and recommend, revise, and maintain compliance with Board policies and bylaws.
 - ii. Product(s): The Board Development Committee develops, implements and oversees the Board Selection Process; New Board Member Orientation Program and Continuing Education of current members; the Board Evaluation Process; all Board Member Job Descriptions and Evaluation Process; and the Board Policy Manual. This includes the development and use of all associated handouts and forms.

13. All Committee Chairs were encouraged by the Board Chair to review and refine their committee's Mission/Purpose statements and bring to the Board for review and discussion.

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

- a. see attached

15. 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
 - iv. Exec Committee to Review Language of Policy 4.5.4
 - v. Board Policy Manual Suggested Changes
 - 1. ENDS CHAPTER 1.0 Policy 1.7 “Desired Student Outcomes”

Change title to “**Portrait of a Graduate**” and update all foundational documents with most current versions (see Statement of Faith, Philosophy of Education, Portrait of a Graduate)
 - 2. GOVERNANCE PROCESS CHAPTER 2

Policy 2.4.2c “Board members and their immediate family members may not work for the organization in any position other than coaching. **Exceptions to this policy must be disclosed and approved unanimously by the entire Board.**”

- vi. **A motion to approve both Board Policy wording changes for Policy 1.7 and 2.4.2c above was made by Steve Hitchcock and seconded by Joe Smith. The vote to approve the motion passed**

16. New Business

- a. Review and approve budget (3rd look)
- b. Update on head stewardship work
- c. Annual staff/board Christmas party (goal: 1 small item for everyone, 10-12 raffle gifts) **Board members were asked by the Board Chair to consider how they intend to contribute to the staff raffle gifts, either by supplying a gift basket for auction or donating funds for that purpose and to report those decisions in the October Board meeting.**

17. Meeting Adjournment

Respectfully submitted,

Tim Martin