



# GRANVILLE CHRISTIAN ACADEMY

## GCA BOARD REDACTED MINUTES

February 10, 2025

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
3. **Reading of GCA’s Vision & Mission**
4. **Guest Presentation (Student, Faculty, Administration)** – Dan Stoffer  
As Spiritual Life Director for GCA, Dan Stoffer reviewed his Spiritual Life Update handout of: 1. What has been done, 2. What is being worked on, and 3. Celebrations (successes). Numerous actions and plans were reviewed. Dan answered questions from the board members.
5. **Devotion** – Jennifer Clifford  
“Deeply Rooted” – An analogy was presented between the Banyan tree in Lahaina, on the Hawaiian island of Maui, and our students in GCA. The Banyan tree has extensive roots and in this local fire at Lahaina, survived because of its extensive root system and the work of the arborists, landscapers and volunteers. Our work at GCA helps students to develop deep and extensive roots in Christ to enable them to thrive. Parallels were drawn; *Arborists* – GCA Board, *Landscapers* – Teachers and Staff, *Volunteers* – GCA family volunteers, *Tree* – Students. See Jeremiah 17:7-8, Ephesians 3:14-17, Psalm 1:1-3.
6. **Prayer (rotate prayer cards)**
7. **Motion to approve the minutes for January 13, 2025 moved by Joe Smith, seconded by Percella Gualtieri. Motion passed.**
8. **Finance Committee Report** (Sean Smith, Chair)
  - a. Financial report see attached

GCA School Board Meeting  
Treasurer's Report

## Financials are for period ending December 2024

### Cash Review

- Total Cash on hand was **\$535,869**
- We have designated and restricted cash funds of **\$536,659**
- Leaving us with **-\$790** operating cash available

### Income Statement Summary

	December			2024-2025		
	Actual	Budget	Var to Budget	Actual YTD	Budget YTD	Var to YTD Budget
<b>Total</b>						
Income	\$325,289	\$324,772	\$517	\$1,728,938	\$1,785,152	(\$56,214)
Expenses	\$271,922	\$307,486	(\$35,564)	\$1,695,564	\$1,774,366	(\$78,802)
Subtotal	\$53,367	\$17,286	\$36,081	\$33,374	\$10,786	\$22,588
Capital Expenditures	\$10,676	\$0	\$10,676	\$64,391	\$0	\$64,391
<b>Net Operating Income</b>	<b>\$42,691</b>	<b>\$17,286</b>	<b>\$25,405</b>	<b>(\$31,017)</b>	<b>\$10,786</b>	<b>(\$41,803)</b>

### Finance Committee Notes

- Met on February 5th. Attendees: Sean Smith, Leah Latshaw, Joe Smith
  - Finance Committee meeting closed to board members only this month to review Head of School (HoS) evaluation.
- December financial statements:
  - Net operating income of \$42,691 is positive for the month of December.
  - Cash on hand has increased from \$529,985 in November to \$535,869 in December.
  - Operating cash available (\$790) is negative in the month of December.
    - Board Reserve, which is included in the "designated and restricted cash funds", is more than enough to cover the cash deficit.
- The capital expenditures for December include:
  - Pro Playgrounds Westgate: \$6699 - Not included in capital expenditure totals (paid for by other funds)
  - Uline Lunch Tables Westgate: \$9,271.70
  - Decorators Den Carpet for Admissions area: \$1,403.87

**b. Motion to approve the financial report moved by Joe Smith, seconded by Brad Pilkington. Motion passed.**

## 9. Education Committee Report (Percella Gualtieri, Chair)

a. see attached

## 10. Advancement Committee Report (Steve Hitchcock, Chair)

- a. Updated committee purpose statement: The Advancement Committee exists to support GCA in the execution of its mission through community relationships, fund raising initiatives, and an active alumni association. The success of the Advancement Committee is achieved through the implementation of following:
- Donor Engagement Programs
  - Community Foundation, Corporate Sponsorship and Grants,
  - Volunteer Programs
  - Alumni Engagement Programs

Planned Giving  
Fundraising Events

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

- a. see attached
- b. Full board evaluation results from January 2025 retreat (see attached)
- c. Updated committee purpose statement: The Board Development Committee works to maintain compliance with Board policies and Bylaws, recommend changes in Board structure and function, evaluate Board members and the overall effectiveness of the Board, cultivate potential Board members and mentor existing Board members, and conduct Board training at Board meetings, retreats, etc. Products: The Board Development Committee develops, implements, and oversees the Board Policy Manual and Bylaws, the overall Board evaluation process, Board member job descriptions and evaluation process, the Board member selection process, and orientation and continuing education of all board members. This includes the development and use of all associated handouts and forms.

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

- a. see attached

**13. Old Business**

- a. HOS Evaluation
- b. ACSI Accreditation (January retreat)
- c. 990 Review
- d. **Motion to approve 990 as revised moved by Joe Smith and seconded by Brad Pilkington. Motion passed.**

**14. New Business**

- a. Follow-up from board training with Joe Bradley on 2/6/25
- b. Teacher appreciation in May – volunteers to co-facilitate are Joe Smith and Percella Gualtieri.

**15. Meeting Adjournment**

- a. **Motion to adjourn meeting moved by Percella Gualtieri and seconded by Brad Pilkington. Motion passed.**

Respectfully submitted,  
Tim Martin