Covenant Classical School Board Meeting Minutes

Date Meeting: October 12, 2017

Attendees: Brylan Gann, CCS Board Chairman

Russ LeJeune, CCS Board Director

Karen Kern, CCS Board Director

Ashton Gantz, CCS Board Director

Jane Dearing, Co-Head of School

Stephanie Prince, Co-Head of School

Brylan Gann opened the meeting allowing Jane Dearing to begin the meeting with the financial information provided by Cherita Herrin for ACCS tax requirements.

The first item reviewed was the CCS Financial Policies Manual. The CCS board voted with unanimous consent to approve the Financial Policies Manual.

The next item reviewed was the CCS Records Retention Policy. The CCS board voted with unanimous consent to approve the Record Retention Policy.

The next item reviewed was the Tax Return for 2016 – 2017 fiscal year as prepared by Potter & Company. The CCS Board voted with unanimous consent to approve the Tax Return.

The final financial information item reviewed was the communication to parents on how to obtain financial statements. The CCS Board of Directors discussed the need to provide a notification to all parents stating that detailed financial statements are available upon request in the school office. The CCS Board voted with unanimous consent to approve the use of email notification to parents stating they can request financial statements in the school office.

The Heads of School provided an update on the September 2017 budget. There was also an overview of the Canaan Fund for the new Board Directors. The budget was unanimously approved by the CCS Board.

The Heads of School provided an update on the Schola Inbound Marketing. The next step is sending all families the marketing survey. The projected date for the survey is the week of October 16th. There will be training for the Deans and the Development Team on 10/19/17.

There is a possibility of connecting our current website to Hubspot. The funds will need to be raised for this. Hubspot tracks the traffic from our website. This would provide information to help our Marketing build campaigns.

There was a discussion about the formation of Committees of the Board. Currently the Development Committee is chaired by Russ LeJeune. There is a need for a Finance Committee to be chaired by a Director of the Board. Once this committee is formed the Advancement Team would like to partner with this committee.

The Heads of School discussed the use of My Registry. The Chairman of the Board provided a quick demonstration of the site. There was a discussion of the many uses for this site. There were potential items discussed for inclusion on the site. The Heads of School were given approval for the roll out of this program to the families.

The Heads of School provided the Board with possible dates for the Accreditation site visit. The dates are January 29 – 31; February 5 – 7; February 26 – 28. Once they have received confirmation from ACCS the Heads of School will let the Board know.

The next update was on the Coffee for the Curious. There were eighteen individuals at the first meeting.

The next update was on security training for the CCS staff. The staff will receive Active Shooter training. The Heads of School are currently investigating what other schools similar to CCS have in place.

The final update was on the construction. The playground is currently in progress.

The meeting was closed in prayer.

Respectively submitted,