



TPCA BOARD OF DIRECTORS

*TPCA exists to challenge and educate students within the framework of a Biblical worldview while leading them to a personal faith and **transformed life** in Jesus Christ.*

DATE: FEBRUARY 17, 2011

LOCATION: TPCA

START TIME: 6:00 PM

Open Session Agenda

Welcome & Agenda Review- Tim George

Devotion – Kerry Walker

Academic Staff Report – Tammy Veselsky, Shane Schaffer, William Lance.....15 Mins

External Relations Report – Toni Kanzler15 Mins

Finance Committee Report – Dave Gatman15 Mins

Building Foundations – Kerry Walker.....15 Mins

Board Minutes; Open Session – John Shubat 5 Mins

Comments – Visitors15 Mins

Adjourn Open Session

Item Requiring Board Action

Attachments

STAFF REPORT – ACADEMICS	2
Early Childhood – Mrs. Tammy Veselsky	2
Elementary School- Mr. Shane Schaffer.....	2
Secondary School – Mr. William Lance	3
EXTERNAL RELATIONS.....	4
Admissions:.....	4
Retention:.....	5
Marketing & Promotion:.....	5
FINANCE & OPERATIONS – MR. DAVE GATMAN.....	6
Income Statement – January 31, 2011	6
Balance Sheet – January 31, 2011	8
BUILDING FOUNDATIONS	8
Upcoming Academy events:	8
CALENDAR OF BOARD MEETINGS FOR 2010-2011	8
BOARD MINUTES, OPEN SESSION – DECEMBER 16, 2010	9
Board Members Present:	Error! Bookmark not defined.
Ex-Officio Members Present:	Error! Bookmark not defined.
Minutes:.....	Error! Bookmark not defined.



TPCA BOARD OF DIRECTORS

*TPCA exists to challenge and educate students within the framework of a Biblical worldview while leading them to a personal faith and **transformed life** in Jesus Christ.*

Staff Report – Academics

Early Childhood – Mrs. Tammy Veselsky

Work in the area of curriculum planning continues in the EC department. Initial curricular ideas, schedules, and a needs list are being compiled to facilitate a Parents Day Out program for the fall. The current plan is to offer a Monday, Wednesday or Monday and Wednesday class to our parents of toddlers from 18-24 months old. The class will meet from 9:00-11:30 to mirror the class times of the current Twos program. A letter is being sent to parents informing them of this new class.

The EC students completed a service project with Wheeler Mission of collecting winter items for the homeless families that they serve. Students collected hats, gloves, mittens, socks, and scarves. A scale was kept in the EC foyer so that the students could see the increase of items brought each day they attended school. On February 7th during both chapel services a representative from Wheeler shared with the students how Wheeler serves others. The goal for our department was to collect 200 items; the students exceeded this goal by bringing in 250 items. The students were excited about this way of ‘simply serving’.

Time was spent in the EC January staff meeting reviewing the Academy's current mission statement and core values. The EC staff collaborated to provide input regarding these two areas. The EC staff affirmed biblically based learning as the reason families come to TPCA. Other items that made the list were academic excellence, love, relationships, and nurturing environment. Discussion focused on these areas will continue over the next several months.

Applications and Q/A sessions continue in the office and the hallways about registration plans for this fall. Details are being finalized for ‘Bump Day’ for our older EC students on February 23rd. The EC students will go over to the ‘big school’, spend time in a kindergarten class, and tour the larger areas of the school. . . .

Elementary School- Mr. Shane Schaffer

On January 25, Mr. Lance, Mr. Schaffer, and Mrs. Harris attended an InSAI (Indiana Student Achievement Institute) Conference on Learning. Some of the breakout sessions included RTI (Response to Intervention/Instruction) and Using Data to Make Decisions. This information was then shared with Mrs. Tracy Krueger, our Resource Teacher, for future planning. One important idea gained from the conference was a quote from the keynote speaker, Mike Mattos. He said, “We’re not preparing kids for Mayberry; we are preparing them for Blackberry.”

On January 28, the students participated in Bostick Service Day. The students and teachers do serve throughout the year, but they had a specific focus of serving on this day. The grade levels served in the following ways:

- Kindergarten collected books for Riley Hospital patients.
- First grade collected 1,233 sharpened pencils for Kenyan students.



TPCA BOARD OF DIRECTORS

*TPCA exists to challenge and educate students within the framework of a Biblical worldview while leading them to a personal faith and **transformed life** in Jesus Christ.*

- Second grade collected approximately 360 cans of food for the Westside Food Pantry.
- Third grade served book buddies (kindergarten students) by reading to them.
- Fourth grade made recycling boxes for various school supplies (to be collected later) for those in need.
- Fifth grade made scarves for the homeless.

On January 29, our competitors at the ACSI Spelling Bee (at Horizon Christian) did very well. Our award winners were:

- Caroline Carr—First grade; second place
- Elijah Escoto—Second grade; third place
- Connor Craig—Fourth grade; third place
- Jillian Ogden—Fifth grade; fourth place
- Spencer Tinkey—Fifth grade; first place

Congratulations to Spencer Tinkey who went to the final round spelling against sixth, seventh and eighth graders. Spencer placed fourth overall and will be going to the regional Spelling Bee in April in Rockford, Illinois! We appreciate the teachers, Carolyn Bieberich, Katy Matthews, Kelly Wassner, and Jana Foster, for volunteering to judge the Spelling Bee and Sally Teachout for coordinating everyone involved.

The faculty is preparing for the DIBELS Handheld Training on February 17. All staff in Kindergarten – 5th grade will be trained in the use of the handheld devices. This system will help us to make data-driven decisions and will increase instructional time throughout the year.

The faculty is preparing students to take the ISTEP+ test during the February 28 – March 11 testing window. One specific strategy is that teachers in Grade 2-5 are giving their students a sample ISTEP+ writing prompt. The teachers will soon meet together (grades 2 & 3 and grades 4 & 5 separately) to grade them. They will utilize the same rubric that the state examiners use and discuss any interventions that apply to their class or any individual student(s).

Mr. Schaffer and Mr. Scott Smiley have begun meeting regarding how to best use technology to assist TPCA teachers and staff in making data-driven decisions. More information will be forthcoming..

Secondary School – Mr. William Lance

With the successful culmination of the high school J-Term travel and experiences, the secondary faculty is finalizing the details for the American Heritage Tour for the 8th grade students. They are also in the beginning stages of planning for the 6th and 7th grade spring trips to Cincinnati and Chicago.

The secondary faculty and their Community Service Initiative (CSI) teams served the community in a myriad of tangible ways on Bostick Service Day including working with Response Church, Glick Center, Zionsville Food Bank, Center for Women and Children at Wheeler Mission, Brookside Community Church, Gleaners Food Bank, and several projects at



TPCA BOARD OF DIRECTORS

*TPCA exists to challenge and educate students within the framework of a Biblical worldview while leading them to a personal faith and **transformed life** in Jesus Christ.*

the Academy. We continue to read "A Hole in our Gospel" and look for tangible ways to express our faith in our community. Plans are being made for Pastor Appreciation Chapel on March 16th and Spiritual Emphasis week in April.

Nearly sixty middle school students are participating in basketball this season. The 5th and 6th grade boys finished second in the IISL conference with only two losses the entire season. The 7th and 8th grade girls are currently undefeated as they prepare for their tournament in early March. Our high school girl's team is currently 8 -3 and is preparing for the Indiana Christian School Tournament February 19th through March 5th. The high school boy's team beat our cross-town rival Columbus Christian at Conesco Field House on February 8th. The Athletic Director, Amy Berens, is already working on the tennis and track schedule for this spring and looking forward to a busy summer of athletic camps.

Mrs. Harris and the secondary staff are beginning to make plans for this year's first ISTEP+ testing window February 28th through March 9th. Mr. Schaffer has graciously offered to work with the secondary staff on March 15th to create a secondary data wall. Mrs. Morrison, Mrs. Mueller and Mrs. Kelley continue to prepare our high school students for their end of course assessments in Algebra, English and Biology. Mrs. Malott and Mrs. McGuire are working to prepare our AP students for their exams in early May as well...

External Relations

Admissions:

The admissions department is currently in the busiest time of our annual admissions cycle. Several new efforts and initiatives have been implemented to improve family retention, in particular.

We conducted 24 tours in January, which is a 26% increase over January last year and is the highest number in the past four years. We received 53 student contacts since the last board meeting on January 13th. There were three new students who began class since our last report: 2 in 7th grade and 1 in high school. We have one student for 1st grade this year who is in the *screening process for admission*.

The 2011-2012 registration period for current students began on January 17th, two weeks later than the prior year. The start date was moved to allow us to release tuition rate information with the registration forms instead of after forms were distributed. We lost one week due to snow day cancellations. As of February 4th, we have 142 students enrolled for next year. This is lower than this time last year, but should be expected for the reasons noted here. We are receiving an average of 6 calls per *day from prospective families*.

We will soon announce the addition of a Mother-Day Out program in Early Childhood, which will offer one or two day options for children age 18 months - 23 months of age. This will help meet the needs of children who miss our August 1 age requirement for entry into the Twos class. We are grateful that TPCC has allowed us to utilize additional *space for this new program*.



TPCA BOARD OF DIRECTORS

*TPCA exists to challenge and educate students within the framework of a Biblical worldview while leading them to a personal faith and **transformed life** in Jesus Christ.*

Mrs. Kanzler will join 17 other USA schools in China from February 16 - March 1 as she interviews Chinese students to enroll at TPCA for this fall. The goal is to select 5 students. A committee is being formed to formalize plans and policies related to our international student program.

The Encounter High School event is on Wednesday, February 16th. Our Encounter TPCA: Elementary event, which was postponed due to the snow cancellations, is now rescheduled for March 9th.

Retention:

We had 25 families attend our Kindergarten Round-Up event and 15 families attended our Encounter Middle School event. This represented a strong turnout and improvement over last year. Nearly 30% of those in attendance were families not currently enrolled at TPCA. Feedback from both events has been very positive. Current families leave greatly encouraged about the future of their children's education at TPCA and are even more committed. Prospective families state that the event is impressive, moving them to make a decision for enrollment.

In partnership with several TPCA families, we sent letters to all families written by our parents and containing their personal testimonies in support of TPCA. Parent feedback has been very positive.

We have communicated twice with parents concerning admissions news and updates, will be reminding families of upcoming registration dates and Bump Week events, and will be calling all families before March 1 who have not yet registered to determine their intention, remind them of tuition assistance, etc..

Marketing & Promotion:

Mrs. Kanzler and Mr. Shaffer represented TPCA on February 8th at a school fair at Westside Christian School, which announced it is closing at the end of this school year. They talked with nearly 20 families about TPCA.

The icy weather destroyed some of our Encounter promotional banners, but we were still able to promote the events on the TPCC driveways. We issued or have planned press releases for the Samaritan's Feet varsity basketball game, ACSI re-accreditation and the upcoming recruitment trip to China. An online news item about spelling bee winners, that we provided the Indianapolis Star, was picked up for print publication in the Star West, North, Zionsville and Hendricks County sections.

Our Facebook page is in beta testing and we have begun a Blog on our TPCA website.

We are working with TPCC to highlight TPCA in March as a key ministry in the weekly "Now Serving" segment. This will involve TPCC producing a video segment that shares the Academy's story and how we fit into TPCC's ministry focus. TPCA is also going to be one of just a few



TPCA BOARD OF DIRECTORS

*TPCA exists to challenge and educate students within the framework of a Biblical worldview while leading them to a personal faith and **transformed life** in Jesus Christ.*

ministry partners of the church that will be listed as an option for sacrificial giving as the church studies the book, *Radical*, in coming months.

Finance & Operations – Mr. Dave Gatman

Expenditures for the month of January were lower than anticipated due to several expenses associated with high school and middle school trips not due until February. As a result, payables increased slightly as of the end of January. Bills are being paid on time and we remain current with our vendors.

Receivable balances remained flat during January and are at normal levels. Additionally, interest expenses related to the swap continue to run high at \$11,000 per month. However, March interest rate swap expense will be just below \$10,000.

Incoming cash was strong for January due in large part to a \$100,000 gift from Traders Point Christian Church (TPCC) to Building Foundations. Management anticipates strong giving over the next several months as a matching gift from TPCC to Building Foundations was announced in early February.

A status update on TPCA's finances and operations was provided to elementary, secondary and early childhood staff meetings. The update was a summary of past board reports as well as highlighting current and upcoming events such as enrollment for the 2011-2012 school year.

Intent letters for the 2011-2012 school year will be going out to teachers and staff in February.

In the cafeteria, a salad bar option was added to the menu in January and will continue to be used throughout the school year on select days.



TPCA BOARD OF DIRECTORS

*TPCA exists to challenge and educate students within the framework of a Biblical worldview while leading them to a personal faith and **transformed life** in Jesus Christ.*

Income Statement - January 31, 2011

	Actual for the YTD ending 1/31/2011	YTD Budget	Variance from YTD Budget	Annual Budget
Revenues				
Tuition and Fees	\$2,025,783	\$1,953,900	\$71,883	\$3,256,500
Food Service	\$65,071	\$64,200	\$871	\$113,000
Extension Programs	\$50,105	\$59,680	(\$9,575)	\$142,800
Financial Aid	(\$422,031)	(\$410,715)	(\$11,316)	(\$694,025)
Contributions	\$221,053	\$160,000	\$61,053	\$320,000
Rental Income	\$2,140	\$2,000	\$140	\$4,000
Other Income	\$38,564	\$32,150	\$6,414	\$73,700
Total Revenues	\$1,980,685	\$1,861,215	\$119,470	\$3,215,975
Transfers				
Annual Giving Transfer	\$0	\$0	\$0	\$0
Satisfaction of Restrictions	\$0	\$0	\$0	\$0
Transfers	\$58,472	\$39,000	\$19,472	\$55,000
Total Transfers	\$58,472	\$39,000	\$19,472	\$55,000
Total Revenue and Transfers	\$2,039,157	\$1,900,215	\$138,942	\$3,270,975
Expenses				
Salaries	\$905,773	\$908,215	(\$2,442)	\$1,782,463
Payroll Taxes	\$56,550	\$67,376	(\$10,826)	\$134,752
Health Insurance	\$73,954	\$66,132	\$7,822	\$132,265
Other Benefits	\$35,888	\$26,250	\$9,638	\$52,500
Professional Development	\$1,822	\$5,700	(\$3,878)	\$9,500
Equipment	\$31,962	\$31,580	\$382	\$60,000
Supplies	\$61,058	\$61,955	(\$897)	\$90,150
Utilities	\$68,566	\$70,806	(\$2,240)	\$147,344
Maintenance	\$11,792	\$16,920	(\$5,128)	\$33,200
Insurance	\$10,446	\$11,500	(\$1,054)	\$23,000
Professional Services	\$106,900	\$88,275	\$18,625	\$148,089
Food Service	\$57,272	\$50,400	\$6,872	\$81,500
Interest Expense	\$170,405	\$130,608	\$39,797	\$261,217
Bad Debt Expense	\$88	\$2,250	(\$2,162)	\$4,500
Academic Support & Special Events	\$74,730	\$71,800	\$2,930	\$103,550
Travel & Meals	\$579	\$925	(\$345)	\$2,250
Printing & Publications	\$3,585	\$8,750	(\$5,165)	\$11,000
Memberships/Dues/Subscriptions	\$13,666	\$11,625	\$2,041	\$13,750
Marketing/Recruitment/Public Relations	\$8,086	\$5,850	\$2,236	\$10,000
Other Expenses	\$14,276	\$11,950	\$2,326	\$23,000
Total Expenses	\$1,707,397	\$1,648,868	\$58,529	\$3,124,030
NET SURPLUS/(DEFICIT)	\$331,760	\$251,347	\$80,414	\$146,945



TPCA BOARD OF DIRECTORS

*TPCA exists to challenge and educate students within the framework of a Biblical worldview while leading them to a personal faith and **transformed life** in Jesus Christ.*

Balance Sheet - January 31, 2011

	Operations	Restricted	PTF	Building	Total	July 31, 2010
Assets						
Cash	\$ 24,913	\$ 684	\$ 44,817	\$ -	\$ 70,414	\$ 77,560
Tuition receivables	\$ 41,295	\$ -	\$ -	\$ -	\$ 41,295	\$ 45,548
Other receivables	\$ 2,982	\$ -	\$ -	\$ -	\$ 2,982	\$ 45,402
Investments	\$ -	\$ 320,079	\$ -	\$ -	\$ 320,079	\$ 286,878
Pledge receivables	\$ 6,745	\$ 310,079	\$ -	\$ -	\$ 316,824	\$ 338,160
Due to/from accounts	\$ 11,000	\$ -	\$ -	\$ (11,000)	\$ -	\$ -
Other assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fixed assets	\$ -	\$ -	\$ -	\$ 7,296,941	\$ 7,296,941	\$ 7,165,619
Total Assets	\$ 86,935	\$ 630,842	\$ 44,817	\$ 7,285,941	\$ 8,048,535	\$ 7,959,169
Liabilities & Fund Balance						
Liabilities						
Advance deposits & prepaid tuition	\$ 338,677	\$ -	\$ -	\$ -	\$ 338,677	\$ 690,490
Accounts payable & other liabilities	\$ 207,926	\$ 1,500	\$ -	\$ -	\$ 209,426	\$ 77,792
Short-term debt (line of credit)	\$ 49,068	\$ -	\$ -	\$ -	\$ 49,068	\$ -
Long-term debt	\$ -	\$ -	\$ -	\$ 5,700,264	\$ 5,700,264	\$ 5,767,569
Total Liabilities	\$ 595,671	\$ 1,500	\$ -	\$ 5,700,264	\$ 6,297,435	\$ 6,535,852
Total Fund Balance	\$ (508,736)	\$ 629,342	\$ 44,817	\$ 1,585,677	\$ 1,751,100	\$ 1,423,317
Total Liabilities & Fund Balance	\$ 86,935	\$ 630,842	\$ 44,817	\$ 7,285,941	\$ 8,048,535	\$ 7,959,169

Building Foundations

A letter was mailed to all current families and donors as a way of updating progress toward the Building Foundations goal of \$400,000 at the beginning of the month. A calendar of events associated with Building Foundations has been developed with the input of Gordon Venturella and will provide a framework for strategic development activities and communication for the next 6 months.

Upcoming Academy events:

February 28 through March 9th – ISTEP Testing + (Writing emphasis)

- March 3 – 11 Book Fair in the Media Center
- 4 Breakfast with Superintendent and leadership team members
- 5 – 12 8th grade American Heritage Tour
- 7 PTF Meeting, 6:30 pm
- 16 Pastor Appreciation Day
- 16 Middle School Sports Banquet, 6:00 pm (tentative)
- 18 PTF Teacher and Me Auction at TPCA

Calendar of Board meetings for 2010-2011

Following is the schedule for the new school year



TPCA BOARD OF DIRECTORS

TPCA exists to challenge and educate students within the framework of a Biblical worldview while leading them to a personal faith and **transformed life** in Jesus Christ.

Name	08/26/10	09/16/10	10/21/10	11/18/10	12/16/10	01/20/11	02/17/11	03/17/11	04/21/11	05/19/11	06/16/11
Brammer, Howard											
Brownlee, Dan											
Dull, Tracy											
Felton, Doug											
George, Tim											
Grandy, Charlie											
Mixon, Lela											
Pancake, Tony											
Rascoe, Lars											
Shubat, John											
Walker, Kerry											

Board Minutes, Open Session - January 20, 2011

Board Members Present:

Dan Brownlee, Tracy Dull, Doug Felton, Tim George, Charlie Grandy, Lela Mixon, Lars Rascoe, John Shubat and Kerry Walker

Ex-Officio Members Present:

Dave Gatman, Shane Schaffer and Tammy Veselsky

Minutes:

Call to Order: The meeting was called to order by the Chairman, Tim George, with a quorum present.

Welcome: Tim reviewed the agenda items. There were several guests in attendance.

A. John opened with a devotion

B. Academic Staff Report: Staff reports were discussed.

C. Building Foundations report: Kerry reported on the results of the Building Foundations program. He indicated another letter would be sent soon to the school families and donors.

D. Finance Committee Report: Dave reported on the financial information included in the meeting packet, including the balance sheet and the income statement.

E. Board minutes: _____ moved and _____ seconded the approval of the minutes from the December 17, 2010, Open Session minutes to be approved as presented. The motion passed.

F. Visitor Comments: (7:10) The Board heard comments from visitors on non-agenda items. Subjects included:



TPCA BOARD OF DIRECTORS

*TPCA exists to challenge and educate students within the framework of a Biblical worldview while leading them to a personal faith and **transformed life** in Jesus Christ.*

- Expression of thanks for the modest tuition increase
- Remember the students on J-term trips, especially those in Nicaragua, and praise to the Lord for the good work He is doing in the students' hearts.

Note: Prayer requests and praises have been moved to the beginning of the Executive Session.

Adjournment: The Open Session of the board meeting was adjourned.

Respectfully submitted,

Secretary

John Shubat