



# 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: MAY 19, 2011

LOCATION: TPCA

START TIME: 6:00 PM

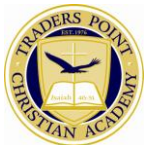
## Open Session Agenda

- Welcome & Agenda Review - Tracy Dull
- Devotion - Tracy Dull
- Development Summary - Dr. Gordon D. Venturella CFRE..... 45 Mins
- Academic Staff Report - Tammy Veselsky, Shane Schaffer, William Lance..... 15 Mins
- External Relations Report - Toni Kanzler..... 15 Mins
- Finance Committee Report - Dave Gatman..... 15 Mins
- Introduction of 2011-2012 Budget - Doug Felton..... 30 Mins
- Nomination Committee Update – Kerry Walker..... 15 Mins
- Change of Date for June Board Meeting - Tracy Dull..... 5 Mins
- Board Minutes; Open Session - John Shubat ..... 5 Mins
- Comments - Visitors..... 15 Mins
- Adjourn Open Session

Item Requiring Board Action

## Attachments

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### **Staff Report - Academics**

#### **Early Childhood - Mrs. Tammy Veselsky**

The EC department has experienced a wonderful year of change and growth! The end of the year has been marked by many special events. Mothers were invited to play in the fours and fours plus classes. The students pampered their moms with back massages, manicures, special activities, and gifts. All of the mothers left with smiles on their faces. Plans are being made for parents/friends to visit our twos classes on May 18 and 19. A certificate of completion will be given to each student at the end of this class. EC programs are scheduled for May 23, 24 and 25. Times are:

Monday, May 23, 6:00 PM -Threes Plus/12:30 class (Remender/Morris)  
Monday, May 23, 7:30 PM - Fours Plus AM and PM Classes (Brown)  
Tuesday, May 24 6:30 PM - Threes 8:30 (Morris) and 9:00 (Lavender) Classes  
Wednesday, May 25 6:00 PM – Fours 9:00 and 12:30 Classes (Schmitz)  
Wednesday, May 25 7:30 PM – Fours 8:30 Class (Morris)

The year is concluding with evaluations of staff and students. Goals for the next school year have been discussed and staff scheduling for fall has begun. Much of the staff scheduling for fall is pivotal on enrollment numbers. At this point, only one staff member will not be returning to the EC department due to a move out-of-state. Student developmental records will go home and conferences held.

Work is continuing towards marketing our Parent Day Out program. An Open House is planned for May 23 and 25 from 11:00 AM-1:00 PM on these two days. Ads are scheduled to be run in the TPCC church paper and in the Zionsville newspaper. Preliminary plans are being made to add a 'Jr. Lunch Bunch' to this program that parents could add to their child's day when they attend PDO.

The science and health task force has worked hard this semester. Work began in November and will be concluded by the end of the summer. In the area of science, foundational documents were reviewed/rewritten, TPCA distinctive statements written, curriculum/resource materials selected, and recommendations given to the principals. A list of recommendations to be given to science teachers will be created and given to staff at the end of the year or early in August. The health documents have been reviewed and some have been rewritten. The 'I Can' statements for grades 6-8 have been written and are being reviewed. Work for high school health will be completed over the summer months.

Room usage and scheduling for the fall has begun. Two classrooms will be moved and some equipment replaced for several rooms over the summer. Scheduling for rooms used and events in the church will be done by the end of the month. The end of the year is always bittersweet in the EC department: grateful to see growth, but sad to see some leave the EC department. God has truly blessed this year!

#### **Elementary School - Mr. Shane Schaffer**

As we wrap up this school year, everyone is working hard to finish strong. The Northwest Evaluation Assessment (NWEA) results are being compiled and will be shared in the June report. Initial indications are that students did very well. Also, students in grade 3-5 finished the ISTEP+ test and results will be shared when they become available. Currently, the staff is testing the K-5 students using the DIBELS (Dynamic Indicators of Basic Early Literacy Skills) handhelds. This information will be a good baseline for teachers to make data driven decisions for the 2011-2012 school year.

Throughout the 2010-2011 school year, 54% of elementary instructional and co-curricular staff participated in a professional development workshop or conference. The remaining staff have been asked to research opportunities of interest. Additionally, these attending staff members shared the information with other staff during 6 in-house professional development workshops. Approximately 72%



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of our instructional staff attended one or more of the teacher-led workshops. A group of TPCA staff will be attending the Midwest Conference on Differentiated Instruction in Chicago this summer (July 18-21). This is one of the most prominent conferences for staff to learn best practices for K-12 from the nation's leading experts in differentiated instruction (DI). DI refers to the methodology and teaching strategies used in the classroom to help all students achieve and learn most effectively regardless of their ability.

Fruit of the Spirit Night was a success. There were over 180 students (EC-5<sup>th</sup> grade) and parents that attended on Friday, April 29. Fruit of the Spirit Night consists of various family-friendly games, each signifying one of the Fruits of the Spirit. A special thank you goes to the many volunteers that enabled the event to run smoothly. Special recognition also goes to Vicki Lehr for leading the endeavor.

Mr. Schaffer has been meeting with many of the elementary staff to discuss year-end evaluations. It is a great time to discuss strengths of the staff and to share goals for the upcoming school year.

### **Secondary School - Mr. William Lance**

Secondary students are preparing for second semester final exams. The juniors have completed Advanced Placement (AP) exams in Spanish and in World History. Our sophomores have completed the End of Course Assessment (ECA) in English. Biology and Algebra I students are scheduled to take the ECA during the week of May 16. One of our international students took the Graduation Qualifying Exam (GQE) and successfully passed it after being prepared by our teaching staff. Middle school students completed the second portion of the ISTEP+ and NWEA (Math, Reading and Language Usage). All of our juniors and seniors have taken the SAT or the PSAT and are prepared to work on college applications this fall.

We have thirty middle school students participating in track and are being coached by Mr. Johnston, Mr. Mueller and Mrs. Brickey. They will be competing in the IISL Conference Championship on May 16 at the International School. We have one more week of our tennis spring league which is preparing the student athletes for the launch of the middle school tennis team next spring. Mrs. Berens, TPCA Athletic Director, is preparing schedules for fall and winter sports. Call outs for cross-country and spring practices for volleyball and basketball are in full swing.

Mrs. Powell and Mr. Perry are preparing our middle school band and choir students for the Spring Concert at Traders Point Christian Church on May 23. Mrs. Powell is preparing the high school choir students for "An Evening with Andrew Lloyd Webber" as a part of our first annual High School Honor Night on May 20. Parent volunteers continue to work on the plans for 8th grade graduation on May 27 at Traders Point Christian Church followed by a reception at the Academy.

### **External Relations**

#### **Admissions:**

As of May 6, we have 559 students enrolled and in screening for this fall. This is higher than this year's enrollment, and is roughly 10% more than enrolled at this time last year of 507. There are an additional 28 current and prospective student registrations or applications expected this month. We have admitted 100 new students for next year (68 EC, 23 EL, 8 MS and 1 HS) and have 24 new students in screening (15 EL, 7 MS and 2 HS) for a total of 124 expected new students. Our budgeted goal is 134 new students, so if all students are enrolled, we will have met 93% of our goal. Since last month, inquiries for Early Childhood have increased, and we continue to talk with prospective families in all divisions.



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### **Retention:**

We have 79% of our students returning for next year, compared to 70% this time last year. Many grade levels are at 80% or above. More registrations are incoming as Mrs. Kanzler contacts families who have not yet registered. We will be sending weekly news emails to families over the next few weeks to provide information about plans for this fall. We hope this will not only inform, but also generate excitement about next year and continue to help parents be confident in their decision to partner with TPCA. There is much to be excited about: staff professional development, facilities additions, technology upgrades, and new curriculum resources.

### **Marketing & Promotion:**

Since last month, we have issued and had published press releases about a grant to develop our tennis program, promote our new Parents Day Out program in Early Childhood, Summer Camp opportunities, and Luka Zivkovic's NCAA signing with Fordham University. The TPCA ad appears in the Indianapolis Monthly City Guide this month, and we have an ad appearing in the Symphony on the Prairie program book all summer. We also have two new opportunities related to the home educators convention June 3-4. We will have TPCA information postcards in the bags that each family receives at the convention, and we have sponsored the top two cash prizes for the convention student Art and Writing competitions. This really extends our reach into this market with TPCA's name and logo appearing in a number of prominent ways at this convention. We are careful to be promoting only part-time student opportunities. Mrs. Berens and Mrs. Kanzler will be developing plans to stock promotional items and apparel in a bookstore for student and family purchase or order this fall, with a kick-off at Back to School Night on August 10.

### **Finance & Operations - Mr. Dave Gatman**

Payables in April remained at normal levels. TPCA continues to pay its bills on time and remains current with our vendors.

Receivable balances increased slightly due to middle school field trip fees. Interest expense continues to run high; this is primarily due to the interest rate swap expense. The lunch program has had solid lunch revenues, but has experienced increased costs due to a general increase in food prices during the school year.

April tuition and fees returned to normal levels, and 2011-2012 tuition deposits are also on target through April. In April, TPCC's matching gift was \$8,500 reflecting \$17,000 of donations received in March. Through the first week in May, Building Foundations has received \$246,840 in gifts and \$27,344 from TPCC's matching gift.

Management continues to solidify plans for adding six classrooms for the next school year. Upon reviewing various proposals, a six-classroom modular unit is the leading solution for secondary classrooms. Management will be finalizing its plans and also seeking final approval from TPCC and financing partners in May.



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## Income Statement – YTD ending April 30, 2011

	Actual for the YTD ending 4/30/2011	YTD Budget	Variance from YTD Budget	Annual Budget
<b>Revenues</b>				
Tuition and Fees	\$ 3,014,439	\$2,930,850	\$83,589	\$3,256,500
Food Service	\$101,683	\$ 100,200	\$ 1,483	\$113,000
Extension Programs	\$82,367	\$ 94,920	\$(2,553)	\$142,800
Financial Aid	\$(628,516)	\$(616,073)	\$(12,444)	(\$694,025)
Contributions	\$296,957	\$240,000	\$ 56,957	\$320,000
Rental Income	\$4,810	\$3,000	\$ 1,810	\$4,000
Other Income	\$ 61,717	\$48,225	\$13,492	\$73,700
<b>Total Revenues</b>	<b>\$ 2,933,457</b>	<b>\$2,801,122</b>	<b>\$132,335</b>	<b>\$3,215,975</b>
<b>Transfers</b>				
Annual Giving Transfer	\$0	\$0	\$0	\$0
Satisfaction of Restrictions	\$0	\$0	\$0	\$0
Transfers	\$76,773	\$54,000	\$22,773	\$55,000
<b>Total Transfers</b>	<b>\$76,773</b>	<b>\$54,000</b>	<b>\$22,773</b>	<b>\$55,000</b>
<b>Total Revenue and Transfers</b>	<b>\$3,010,230</b>	<b>\$2,855,122</b>	<b>\$155,108</b>	<b>\$3,270,975</b>
<b>Expenses</b>				
Salaries	\$1,365,305	\$1,362,322	\$2,983	\$1,782,463
Payroll Taxes	\$88,218	\$101,064	\$(12,846)	\$134,752
Health Insurance	\$108,699	\$99,199	\$9,500	\$132,265
Other Benefits	\$49,542	\$39,375	\$10,167	\$52,500
Professional Development	\$3,819	\$8,550	\$(4,731)	\$9,500
Equipment	\$52,691	\$46,171	\$6,520	\$60,000
Supplies	\$79,392	\$78,182	\$1,210	\$90,150
Utilities	\$98,139	\$106,210	\$(8,071)	\$147,344
Maintenance	\$17,532	\$25,600	\$(8,068)	\$33,200
Insurance	\$18,669	\$17,250	\$1,419	\$23,000
Professional Services	\$135,717	\$121,306	\$14,410	\$148,089
Food Service	\$86,281	\$74,850	\$11,431	\$81,500
Interest Expense	\$254,061	\$195,913	\$58,148	\$261,217
Bad Debt Expense	\$88	\$3,375	\$(3,287)	\$4,500
Academic Support & Special Events	\$98,001	\$94,300	\$3,701	\$103,550
Travel & Meals	\$1,680	\$1,387	\$293	\$2,250
Printing & Publications	\$5,032	\$10,375	\$(5,343)	\$11,000
Memberships/Dues/Subscriptions	\$15,492	\$13,187	\$2,304	\$13,750
Marketing/Recruitment/Public Relations	\$9,678	\$8,075	\$1,603	\$10,000
Other Expenses	\$18,228	\$17,925	\$303	\$23,000
<b>Total Expenses</b>	<b>\$2,506,263</b>	<b>\$2,424,616</b>	<b>\$81,646</b>	<b>\$3,124,030</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$503,967</b>	<b>\$430,506</b>	<b>\$73,461</b>	<b>\$146,945</b>



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## Balance Sheet – April 30, 2011

	Operations	Restricted	PTF	Building	Total	as of July 31, 2010
<b>Assets</b>						
Cash	\$ 3,011	\$ 684	\$ 54,507	\$ -	\$ 58,202	\$ 77,560
Tuition receivables	\$ 50,741	\$ -	\$ -	\$ -	\$ 50,741	\$ 45,548
Other receivables	\$ 2,982	\$ -	\$ -	\$ -	\$ 2,982	\$ 45,402
Investments	\$ -	\$ 340,074	\$ -	\$ -	\$ 340,074	\$ 286,878
Pledge receivables	\$ 60,865	\$ 301,079	\$ -	\$ -	\$ 361,944	\$ 338,160
Due to/from accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fixed assets	\$ -	\$ -	\$ -	\$ 7,296,941	\$ 7,296,941	\$ 7,165,619
<b>Total Assets</b>	<b>\$ 117,599</b>	<b>\$ 641,837</b>	<b>\$ 54,507</b>	<b>\$ 7,296,941</b>	<b>\$ 8,110,884</b>	<b>\$ 7,959,169</b>
<b>Liabilities &amp; Fund Balance</b>						
<b>Liabilities</b>						
Advance deposits & prepaid tuition	\$ 131,045	\$ -	\$ -	\$ -	\$ 131,045	\$ 690,490
Accounts payable & other liabilities	\$ 160,554	\$ 1,500	\$ -	\$ -	\$ 162,054	\$ 77,792
Short-term debt (line of credit)	\$ 150,905	\$ -	\$ -	\$ -	\$ 150,905	\$ -
Long-term debt	\$ -	\$ -	\$ -	\$ 5,671,826	\$ 5,671,826	\$ 5,767,569
<b>Total Liabilities</b>	<b>\$ 442,504</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ 5,671,826</b>	<b>\$ 6,115,830</b>	<b>\$ 6,535,852</b>
<b>Total Fund Balance</b>	<b>\$ (324,905)</b>	<b>\$ 640,337</b>	<b>\$ 54,507</b>	<b>\$ 1,625,115</b>	<b>\$ 1,995,054</b>	<b>\$ 1,423,317</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 117,599</b>	<b>\$ 641,837</b>	<b>\$ 54,507</b>	<b>\$ 7,296,941</b>	<b>\$ 8,110,884</b>	<b>\$ 7,959,169</b>

## Upcoming Academy Events:

### Upcoming Academy Events - May 19 - end of year

May	20	HS Honor Night, 7:30 PM
	23-25	EC Programs (see EC report for dates/times)
	23	Secondary Spring Program, 7:00 PM, TPCC
	26	MS Honors Chapel, 1:15 PM in the TPCA Bostick Athletic Facility
	27	8th Grade Graduation and Reception, TPCC/TPCA
	31	Kindergarten Closing, TPCA
June	01	Year-end breakfast and chapel for volunteers Elementary Afternoon Field Day



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## Calendar of Board meetings for 2010-2011

Following is the schedule for the new school year

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 – April 21, 2011

### Board Members Present:

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

### Ex-Officio Members Present:

**Dave Gatman, Toni Kanzler, William Lance, Shane Schaffer and Tammy Veselsky**

### Minutes:

**Call to Order:** The meeting was called to order by the Chairman, Tim George, at 6:08 p.m. with a quorum present.

- A. Welcome: Tim reviewed the agenda items. There were several guests in attendance.
- B. Dan opened the meeting with a prayer and the board announced it would be adjourning the open session by 7:00 in order to attend the Academy's Maundy Thursday service.
- C. Academic Staff Report: (6:10) Board members asked questions about the written staff report. Some of the items discussed included: Grandparents Day; Parents Day Out; Staff development; advanced placement education training to expand our AP offerings; Spiritual Emphasis and Holy Week. Study table participation and spring sports participation is high. The board acknowledged the large cross erected in the main hallway to which students are attaching notes. The board congratulated Luka Zivkovic (senior) who recently signed a scholarship offer to play basketball at Fordham, and Alex Olah (junior) who recently signed a letter of intent to play basketball at Northwestern respectively.
- D. External Relations Staff Report: (6:27) Toni reported that enrollment for next year stands at 541 today, which is far ahead of last year at this time, with about 35 more potential applicants in the pipeline. The prospect for surpassing our enrollment goal of 573 is good. We will open an



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additional 6<sup>th</sup> grade class to accommodate growing enrollment. We have a waiting list for 3<sup>rd</sup> grade. 8<sup>th</sup> grade is close to being full. Retention has improved. Last year overall retention was 69%. This year the rate is running about 77%, with every demographic showing improvement, and Tony expects the final retention rate to be higher.

- E. Finance Committee Report: (6:36) Dave reported on the financial information included in the meeting packet, including the balance sheet and the income statement. He discussed options for the additional space needed for high school next year. We likely will be adding six classrooms outside the north hallway, utilizing modular construction with all the classrooms under a single roof. The leadership team is analyzing the best financial options (including purchase vs. lease) and this expense has been included in the 2011-12 budget. They will bring a final recommendation to the Board.

- F. PTF Officers Slate: (6:51) Tracy presented the proposed slate of officers for PTF for the 2011-12 school year:

President: Heather Quilhot

Vice-Pres: Niki Ford

Secretary: Elizabeth Vannoy

Treasurer: Jennifer Lynch

The board discussed the candidates, all of whom are offering to serve for a second straight year, with Mrs. Lynch moving into a third year. Dan moved that the slate of officers be approved, along with a waiver of the two year term limit for the Treasurer. Doug seconded the motion and, after discussion, the motion passed. The board thanked the volunteers who have offered to serve as PTF officers. They accomplished much this year and the board appreciates their service.

- G. Board minutes: (6:54) Charlie moved and Dan seconded the approval of the minutes from the March 17, 2011, Open Session as corrected to delete some of the detail contained in item C. The motion passed.

- H. Visitor Comments: (6:56) The Board heard comments from visitors on non-agenda items. One visitor expressed concern about two subjects:

- Lack of gradation in our grading process, in which only solid letter grades are assigned, without any plus or minus options
- Class load requirements at the elementary level

Tim thanked the Visitors for coming and invited them to attend the Maundy Thursday service in the cafeteria.

At this time, the Board members expressed appreciation to Tim for his service to the Academy, as he leaves for a three year assignment in South Africa. He was presented with a gift from the Board.

Adjournment: The Open Session of the board meeting was adjourned at 7:00 p.m. and all the Board members moved into the cafeteria for the service.

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

**Respectfully submitted,**

**John Shubat, Secretary**