



# 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: DECEMBER 15, 2011

LOCATION: TPCA MEDIA CENTER

START TIME: 6:30 PM (NOTE: THIS IS A CHANGE FROM THE NORMAL STARTING TIME)

## Open Session Agenda

Welcome & Agenda Review - Tracy Dull

Devotion - Lars Rascoe

Approval of November 17, 2011 Open Session Board Minutes - Tracy Dull  .....5 Mins

Presentation - Mark Kowal, Dads' Club ..... 15 Mins

Presentation of Kindergarten Options for 2012-2013 - Shane Schaffer, Elementary Principal..... 15 Mins

Nominating Committee - Tracy Dull.....5 Mins

Financial Report (including 2012-2013 tuition rates) - Dave Gatman  .....30 Mins

Review and Recommendations on Board Governance Policy Document, Sections I and II - Tracy Dull ..... 10 Mins

Comments - Visitors..... 5 Mins

Please note that this time is an opportunity for visitors to share comments with Board members. We encourage specific questions to be handled with the appropriate administrator outside of board meetings.

Adjourn Open Session

Item Requiring Board Action

## Attachments

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## **Board Minutes, Open Session – November 17, 2011**

### **Board Members Present:**

Howard Brammer, Lorie Broyles, Dan Brownlee, Carol Sparks Drake, Tracy Dull, Doug Felton, Tony Pancake, Lars Rascoe, John Shubat, and Kerry Walker

### **Ex-Officio Members Present:**

Dave Gatman, William Lance, Shane Schaffer and Tammy Veselsky

### **Minutes:**

Call to Order: The meeting was called to order by the Chair, Tracy Dull, at 6:04 p.m. with a quorum present.

- A. Welcome: Tracy reviewed the agenda items. There were several guests in attendance.
- B. Tony opened the meeting with a devotion focused on Chapter 4 of *Serving God on the Christian School Board*, noting that our God is a God of order who calls those with different gifts and talents to use those together for him. He discussed Romans 12:6-8 and 1 Corinthians 12:12, reminding us that if we are uncomfortable, God may be preparing us for something in the future.
- C. Board minutes: (6:13) Doug moved and Tony seconded the approval of the minutes from the October 18, 2011, Open Session as presented. The motion passed
- D. Presentation by PTF Auction Chairs: (6:16) Shannon and Heather reported the preliminary results of a very successful auction. About 400 were in attendance and it looks like the outcome will be about \$79,000 in net proceeds. There was discussion about the use of electronic devices and possible changes for next year, including working to obtain more sponsorships next year. Overall the auction was a success and the board members expressed appreciation for all their hard work, and the work of the many volunteers. Tracy presented them with gifts from the board as a token of our appreciation.
- E. Financial Report: (6:35) Dave handed out the Capin Crouse report, dated July 31, 2011 and 2010, for board members to review, noting that there were no issues raised during the review by the independent accountants. An electronic copy is available to those who need one. He also handed out a draft of next year's proposed tuition rates and enrollment projections. He noted we had a record number of people (about 430) participate in our annual Thanksgiving lunch. The board discussed possible incentives to encourage retention. The administration will consider some ideas and report back at the December meeting.
- F. Fundraising Update: (7:01) Kerry reported on fundraising plans for next year, including a goal of \$400,000, broken down as: \$250,000 for tuition assistance, \$75,000 for technology, \$25,000 for professional development, and \$50,000 for programs (e.g., fine arts). Kerry has instituted a policy of meeting face-to-face with all new families. He also plans written communications to potential donors regarding the SGO incentives. Letters will also be sent to new families introducing them to the need for giving to the Building Fund. Letters will also go out to returning families. Plans are currently in the works for fundraisers for the Spring. Kerry requested prayer for potential donors.
- G. Review and Recommendations on Board Governance Policy Document, Section I and II: (7:15) The board discussed the current language and potential changes to Sections I and II. Tracy would like to approve a new Vision Statement at the December meeting. Kerry gave a report about the Leadership Team's meeting to consider the Mission Statement for the Academy, which will also be discussed in December.



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H. Visitor Comments: (7:30) The Board heard comments from visitors on non-agenda items. Subjects included:

- A question about where the Values Statement from the policy governance document is available for review.
- A recommendation for a retreat/lock-in for in the fall for 8<sup>th</sup> graders to build unity and excitement for high school and to encourage retention.
- A request for any ideas/feedback for next year's auction.

Tracy thanked the visitors for coming.

Adjournment: The Open Session of the board meeting was adjourned at 7:38

Respectfully submitted,  
John Shubat, Acting Secretary



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### **Staff Report - Academics**

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

The Early Childhood department has had a very busy month filled with Christmas walks, gatherings, parties, and programs. The students have been reminded of the Christmas story in many ways throughout the month. What fun they have with this special story!

Parent/teacher conferences went very well. So much is learned during this time with the parents.

The EC staff will spend January 3 in a professional development day. Several staff will finish their CPR/First aid certification. Other staff will spend time with cross age group meetings, age group meetings, as well as working on their professional portfolios. Time will also be spent in reviewing the curriculum guide and how to effectively use it in the classroom. Mr. Walker will spend some time discussing the foundational statements with the entire staff. Mr. Schaffer has arranged for an autism specialist to come and discuss ways we can better work with children with autism.

The EC department will have a personnel change over the holidays. As many already know, Edna Mae, EC assistant, and JK Stevens, former Headmaster, will be relocating to the Chicago area at the beginning of January. Edna Mae has been with the EC department for many years and will be missed greatly. The process to fill this vacancy is underway. The EC department will also be adding a few new students after the Christmas holidays. God has blessed us with great students and families!

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

The Elementary Christmas program on December 5 was a success. Mrs. Evans, Mr. Johnston and the many volunteers are to be commended for their efforts. It was a Spirit-filled evening. We are also appreciative of Traders Point Christian Church for allowing us the opportunity to use their facility.

The leadership team is exploring how we can best meet the needs of students in the three hour half-day kindergarten program. TPCA is considering adjusting the three hour program to a five hour program beginning with the 2012-2013 school year to better meet the expanding standards of the kindergarten curriculum. We have been informally seeking input from current kindergarten and early childhood parents. In January, members of the leadership team will meet with parents to help answer any questions and seek additional input.

Plans for the Academy-wide Professional Development Day on January 3 are being finalized. One topic that will be addressed is a Make-And-Take workshop on serving students with Autism Spectrum Disorder (ASD). We strive to provide the most current information available so that our teachers can meet the needs of the students.

With regards to school safety, we are scheduled to receive a new keyless entry security door system over Christmas Break. It will give us more control and flexibility with regards to access to TPCA.

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

The secondary staff has nearly completed the planning stage for all of the second semester travel. The high school students will leave for Nicaragua and the west coast on January 5. Mrs. Malott will be leading the trip to Nicaragua, and Mr. Easley will be leading the west coast trip.

Mr. Mueller has coordinated a Chinese language class for students at the Academy which met on three Saturdays this fall. He has begun the process of planning a spring class as well.



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Our high school choir, eighth grade choir and their parents hosted our first Madrigal dinner in the Academy gym on Saturday, December 3. Mrs. Powell and her students did a great job singing and acting. Matt Krueger provided a great ham dinner for all that attended. In addition, the middle school students also performed well at their Christmas choir and band concert hosted at Traders Point Christian Church on December 12.

After a prolonged delay we distributed the tablets to all of the high school students on Thursday, December 8. Currently we are still waiting on CurriculumLoft, the operating system, which will be made available mid-January. Students and teachers are being trained on how to maximize this new technology in the learning process.

## **External Relations**

### **Admissions**

Enrollment, as of December 8, 2011, is 611 students as compared to 561 at this time last year. This is our highest enrollment, ever! Prospective parent contacts are becoming more brisk, as expected at this time of year. We are talking with several families about enrollment for second semester. Mrs. Kanzler continues to review our admission process to refine and improve it for our families. We are prepared for current student 2012-2013 registration, scheduled to begin January 16. There seems to be a high level of anticipation for registration, which is very exciting. Mrs. Kanzler has contacted families in grades with lower enrollment, asking them to talk with others about TPCA and encourage them to consider enrolling their student at the Academy.

### **Marketing**

A full color ad was placed in the Broadway series play, *Beauty and the Beast*, last month. Last week, a press release was issued about the recent hiring of Kyle Johnson, who will step in as secondary History teacher when Mrs. McGuire retires this month. Kyle will also serve as director and head coach of our football program. This is very exciting for TPCA students. Since Kyle has a very strong background in coaching and comes to us from Heritage Christian, the Indy Star ran a feature, nearly full column article on December 8 about his move to TPCA and the impact of that hire for us. Upcoming marketing will include banners and publicity for the Kindergarten Round-Up in January and Encounter events in February and March.

### **Retention**

Mrs. Kanzler and the principals continue talking with staff to provide reminders and "mini-training" on their importance in our student retention efforts. Current 8th graders have completed four separate "Bump Days" in October and November during which they shadowed with our high school students for a day. Feedback was very positive on both their experience and impression of our high school program. Mr. Lance and Mrs. Kanzler are meeting with a number of 8<sup>th</sup> grade families to share about the current happenings and future of our high school. Those meetings have also been very well received. Mrs. Kanzler has also been contacting our new families for this year to see how they are transitioning. The PTF Welcoming Wings program is functioning and serving well. The program co-chairs continue to seek feedback in ways to improve the way the group serves. Mrs. Kanzler sent an exit survey to families who left TPCA after the 2010-2011 school year to seek their feedback. About 20% responded. The leadership team is reviewing the results internally to help guide planning. A survey will go out to new families soon to seek their feedback on the admission process, transition to TPCA, Welcoming Wings program and other areas. Those results will also be used to further inform planning.



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

Payables in November came down to normal levels as the last installment payment associated with the high school modular building was paid the first week of November. TPCA continues to pay its bills on time and remains current with our vendors.

Additionally, receivable balances increased slightly during November. This is due to receiving a few of the second installment for two-pay families in December.

The average daily lunch count remained steady during November. For Thanksgiving lunch, Chef Matt served 419 meals, 100 more than last year.

Budget and tuition planning for the 2012-2013 school year is underway. A final tuition proposal has been prepared and will be presented to the board at December's meeting. Leadership has also reviewed various incentives for incoming freshmen.



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## Operating Income Statement - *through November 30, 2011*

	Actual for the YTD ending 11/30/2011	YTD Budget	Variance from YTD Budget	Annual Budget
<b>Revenues</b>				
Tuition and Fees	\$1,527,829.41	\$1,480,192.64	\$47,637	\$3,733,815
Food Service	\$49,035.60	\$49,000.00	\$36	\$125,000
Extension Programs	\$34,199.32	\$40,700.00	(\$6,501)	\$140,000
Financial Aid	(\$309,429.62)	(\$290,400.00)	(\$19,030)	(\$726,000)
Contributions	\$72,075.29	\$88,000.00	(\$15,925)	\$370,000
Rental Income	\$600.00	\$1,500.00	(\$900)	\$5,500
Other Income	\$26,283.47	\$27,033.32	(\$750)	\$88,650
<b>Total Revenues</b>	<b>\$1,400,593</b>	<b>\$1,396,026</b>	<b>\$4,568</b>	<b>\$3,736,965</b>
<b>Transfers</b>				
Annual Giving Transfer	\$0.00	\$0.00	\$0	\$0
Satisfaction of Restrictions	\$0.00	\$0.00	\$0	\$0
Transfers	\$0.00	\$0.00	\$0	\$75,000
<b>Total Transfers</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>
<b>Total Revenues and Transfers</b>	<b>\$1,400,593</b>	<b>\$1,396,026</b>	<b>\$4,568</b>	<b>\$3,811,965</b>
<b>Expenses</b>				
Salaries	\$675,125	\$677,022	(\$1,897)	\$2,006,963
Payroll Taxes	\$48,196	\$47,667	\$529	\$143,000
Health Insurance	\$47,607	\$49,831	(\$2,223)	\$149,492
Other Benefits	\$3,125	\$13,500	(\$10,375)	\$40,500
Professional Development	(\$3,937)	\$5,667	(\$9,603)	\$18,000
Equipment	\$22,764	\$25,802	(\$3,038)	\$76,955
Supplies	\$64,464	\$50,098	\$14,366	\$90,850
Utilities	\$52,905	\$45,565	\$7,341	\$140,294
Maintenance	\$9,710	\$9,600	\$110	\$27,500
Insurance	\$5,700	\$6,500	(\$800)	\$27,000
Professional Services	\$93,412	\$62,450	\$30,962	\$148,275
Food Service	\$46,468	\$40,820	\$5,648	\$98,200
Interest Expense	\$123,642	\$121,138	\$2,504	\$363,415
Bad Debt Expense	\$70	\$1,500	(\$1,430)	\$4,500
Academic Support & Special Events	\$51,630	\$48,943	\$2,687	\$107,650
Travel & Meals	\$1,112	\$717	\$395	\$2,250
Printing & Publications	\$3,174	\$817	\$2,357	\$11,150
Memberships/Dues/Subscriptions	\$7,169	\$10,250	(\$3,081)	\$13,000
Marketing/Recruitment/Public Relations	\$6,958	\$4,833	\$2,125	\$14,000
Other Expenses	\$5,372	\$9,263	(\$3,891)	\$26,290
<b>Total Expenses</b>	<b>\$1,264,667</b>	<b>\$1,231,981</b>	<b>\$32,686</b>	<b>\$3,509,284</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$135,927</b>	<b>\$164,045</b>	<b>(\$28,118)</b>	<b>\$302,681</b>



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## Balance Sheet - as of November 30, 2011

	Operations	Restricted	PTF	Building	Total	July 31, 2011
<b>Assets</b>						
Cash	\$75,132	\$3,841	\$78,779	-	\$157,752	\$460,782
Tuition receivables	\$59,737	-	-	-	\$59,737	\$71,776
Other receivables	\$15,407	-	-	-	\$15,407	\$5,407
Investments	-	\$296,802	-	-	\$296,802	\$327,495
Pledge receivables	\$68,395	\$285,764	-	-	\$354,159	\$393,936
Due to/from accounts	-	-	-	-	-	-
Other assets	-	-	-	-	-	-
Prepaid expense	\$17,300	-	-	-	\$17,300	-
Fixed assets	\$175,219	-	-	\$7,115,015	\$7,290,234	\$7,115,015
<b>Total Assets</b>	<b>\$411,190</b>	<b>\$586,407</b>	<b>\$78,779</b>	<b>\$7,115,015</b>	<b>\$8,191,391</b>	<b>\$8,374,411</b>
<b>Liabilities &amp; Fund Balance</b>						
<b>Liabilities</b>						
Adv. deposits & prepaid tuition	\$487,172	-	-	-	\$487,172	\$811,219
Accts payable & other liabilities	\$164,447	\$1,500	-	-	\$165,947	\$261,461
Short-term debt (line of credit)	\$115,000	-	-	-	\$115,000	-
Long-term debt	-	-	-	\$5,743,604	\$5,743,604	\$5,848,161
<b>Total Liabilities</b>	<b>\$766,619</b>	<b>\$1,500</b>	<b>-</b>	<b>\$5,743,604</b>	<b>\$6,511,723</b>	<b>\$6,920,841</b>
<b>Total Fund Balance</b>	<b>\$(355,429)</b>	<b>\$584,907</b>	<b>\$78,779</b>	<b>\$1,371,411</b>	<b>\$1,679,668</b>	<b>\$1,453,570</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$411,190</b>	<b>\$586,407</b>	<b>\$78,779</b>	<b>\$7,115,015</b>	<b>\$8,191,391</b>	<b>\$8,374,411</b>



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## 2010-2011 TPCA Operating Budget and Approved 2011-2012 Budget

	2011-2012 Annual Budget	2010-2011 Annual Budget	Increase (Decrease)	%	FORECAST July 31, 2011
<b>Revenues</b>					
Tuition and Fees	\$3,733,815	\$3,256,500	\$477,315	14.7%	\$3,346,886
Food Service	\$125,000	\$113,000	\$12,000	10.6%	\$117,300
Extension Programs	\$140,000	\$142,800	(\$2,800)	-2.0%	\$95,000
Financial Aid	(\$726,000)	(\$694,025)	(\$31,975)	4.6%	(\$710,783)
Contributions	\$370,000	\$320,000	\$50,000	15.6%	\$450,000
Rental Income	\$5,500	\$4,000	\$1,500	37.5%	\$5,500
Other Income	\$88,650	\$73,700	\$14,950	20.3%	\$73,300
<b>Total Revenues</b>	<b>\$3,736,965</b>	<b>\$3,215,975</b>	<b>\$520,990</b>	<b>16.2%</b>	<b>\$3,377,203</b>
<b>Transfers</b>					
Annual Giving Transfer	-	\$0	-		\$0
Satisfaction of Restrictions	-	\$0	-		\$0
Transfers	\$75,000	\$55,000	\$20,000	36.4%	\$101,000
<b>Total Transfers</b>	<b>\$75,000</b>	<b>\$55,000</b>	<b>\$20,000</b>	<b>36.4%</b>	<b>\$101,000</b>
<b>Total Revenue and Transfers</b>	<b>\$3,811,965</b>	<b>\$3,270,975</b>	<b>\$540,990</b>		<b>\$3,478,203</b>
<b>Expenses</b>					
Salaries	\$2,006,963	\$1,782,463	\$224,500	12.6%	\$1,791,788
Payroll Taxes	\$143,000	\$134,752	\$8,248	6.1%	\$131,293
Health Insurance	\$149,492	\$132,265	\$17,227	13.0%	\$146,000
Other Benefits	\$40,500	\$52,500	(\$12,000)	-22.9%	\$52,000
Professional Development	\$18,000	\$9,500	\$8,500	89.5%	\$2,000
Equipment	\$76,955	\$60,000	\$16,955	28.3%	\$87,000
Supplies	\$90,850	\$90,150	\$700	0.8%	\$89,000
Utilities	\$140,294	\$147,344	(\$7,050)	-4.8%	\$130,000
Maintenance	\$27,500	\$33,200	(\$5,700)	-17.2%	\$24,000
Insurance	\$27,000	\$23,000	\$4,000	17.4%	\$25,000
Professional Services	\$148,275	\$148,089	\$186	0.1%	\$161,000
Food Service	\$98,200	\$81,500	\$16,700	20.5%	\$100,000
Interest Expense	\$363,415	\$261,217	\$102,198	39.1%	\$348,243
Bad Debt Expense	\$4,500	\$4,500	-	0.0%	\$3,500
Academic Support & Special Events	\$107,650	\$103,550	\$4,100	4.0%	\$104,000
Travel & Meals	\$2,250	\$2,250	-	0.0%	\$3,000
Printing & Publications	\$11,150	\$11,000	\$150	1.4%	\$9,500
Memberships/Dues/Subscriptions	\$13,000	\$13,750	(\$750)	-5.5%	\$17,000
Marketing/Recruitment/Pub. Relations	\$14,000	\$10,000	\$4,000	40.0%	\$11,500
Other Expenses	\$26,290	\$23,000	\$3,290	14.3%	\$21,000
<b>Total Expenses</b>	<b>\$3,509,284</b>	<b>\$3,124,030</b>	<b>\$385,254</b>	<b>12.3%</b>	<b>\$3,256,824</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$302,681</b>	<b>\$146,945</b>	<b>\$155,736</b>	<b>106.0%</b>	<b>\$221,379</b>
Principal Payments - Mortgage	\$131,757				
Principal Payments - Modular	\$48,53				
<i>Total Principal Payments</i>	<b>\$180,288</b>				



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## Major Events for 2011-2012

Bostick Service Day	January 27
State of the School Address	January 23
The King's Ball	February 11
Pastor Appreciation Day Chapel (K-12)	March 14
Spiritual Emphasis Week	April 9-13
PTF Teacher & Me Auction @ TPCA	April 20
eBay Auction	April 23-27
Secondary Spring Program	May 7
Elementary Spring Program	May 14
Our very first TPCA Commencement	June 1

## Calendar of Board meetings for 2011-2012

Following is the devotional schedule for the new school year

	08.18.2011	09.15.2011	10.13.2011	11.17.2011	12.15.2011	01.19.2012	02.16.2012	03.15.2012	04.19.2012	05.17.2012	06.21.2012
Brammer, Howard								X			
Brownlee, Dan									X		
Broyles, Lorie										X	
Drake, Carol											X
Dull, Tracy											
Felton, Doug	X										
Grandy, Charlie		X									
Mixon, Lela			X								
Pancake, Tony				X							
Rascoe, Lars					X						
Shubat, John						X					
Walker, Kerry							X				