



## Minutes for SHEEP Board Meeting held on December 14, 2020

Those in attendance at the church were: Tiffany Jureczki, Dawn McLendon, David Read, Stefanie Nitschke, Julie Wingate, Carrie Fiedler, Patty Calder, Ann Short & David Bruton

Those in attendance via zoom were: Kristin Lynd, Karen Medina, John Deane, Dawn Allen

Not Present: NA

- **Opening Prayer-** Carrie Fiedler opened us with prayer
- **Public Comments- NA**
- **Approval of Prior Meeting Minutes**
  - Stephanie motioned to approve prior meeting minutes
  - Unanimous approval of November 2020 meeting minutes
- **Financial Report/'21-22 Budget Vote**
  - Monthly overview
    - Current month actuals- tuition looks to be on target
    - School to year actuals look to be on target
    - Net income YTD = \$38,000 and we will expect to dwindle as year goes on into 2021
    - Food and supply budget has been updated past few months
    - Net income for month= -\$4400 for month
  - '20-21 Budget Review/Vote
    - 9 classes in total were budgeted but only 5 assistants
    - Budgeted enrichment Fridays (2/month)
    - Extended care (contingent upon Tiffany review of teacher hours)
    - Included summer school (3 weeks)
    - Included tuition discounts
    - Added fundraising
    - Raised staff salary (\$.25 = teacher & \$.10= assistants)
    - Took \$500 out of staff continuing education (in substitution for on-line classes)
    - Advertising increased
    - Vehicle payment: \$2400 that would be paid over 12 months-and ask vestry if payment can be absorbed for '21-22 year.
    - Proposing ½ payment of shared-use fee to church as a “ministry year” next year
    - Tuition rate raised by 5%
  - David B. motioned to approve budget as is:
    - Discussion: fundraising currently in budget (\$15,000) but this will include both fall and spring fundraisers planned to account for the \$15,000
    - Question about vestry covering costs of “shared-use” fee and vehicle payment and how vestry will accept this proposal. Discussion regarding how to approach vestry and if we should or shouldn't ask for the waiving of the “shared use” fund (approx. \$12,000).

- David B amended previous motion to amend budget to add in \$12000 (\$24000 total) to account for shared-use fee with church
    - Approved-Motioned carried
- **Promise Fund Update**
  - As of 12/10- Collected \$16,497 and 100% participation from staff and school board and 99% from families
  - Spring fundraising: April 24<sup>th</sup> 2021 there will be a band at the Round Up and more details to come
- **Admin Committee Update**
  - 1 meeting with uniform committee and will be meeting after new year to continue discussion and narrow down. Will plan to have final decisions by the time registration opens
- **Marketing Committee Update**
  - Working on identity of St. Helena's Church and School and researching other successful schools and looking at other smaller private schools to compare marketing strategy
  - Once identity is confirmed will look at contemporary method of marketing. More details to come after meeting first of year
- **Director's Update**
  - **Sent out parent survey last week. 29 out of 45 parents have responded.**
    - **Tiffany will circulate results via email**
- **School Board Goal Setting:**
  - Stephanie categorized into the following:
    - **Growth-** primary type of goals sent in
      - Increasing elementary age enrollment
      - Boost advertising to draw more enrollment
      - Grow primary school to have multiple classes in each grade
      - Marketing/advertising
      - Name/identity
    - **Misc:**
      - Signs to be updated through 5<sup>th</sup> grade
      - Clearly define our 5 yr and 10 yr vision.
      - Strengthen relationship between school and church
      - Review enrollment agreement
      - New member onboard training
    - **Staff Survey:**
      - Sent by Tiffany to all staff members
      - Results sent by Stephanie
  - **Decision for Admin Committee to write measurable attainable goals and those will be presented at January meeting and open for discussion**
- **New Business:**
  - **April: Update on school zone project. City would like map on where exactly flashers can be placed and April will include letter for justification as well.**
- **Closing Prayer:**
- **Next school board meeting will be held: January 11, 2021**