



Minutes for SHEEP Board Meeting held on October 12, 2020

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

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

- **Opening Prayer- David opened with prayer**
- **Public Comments- NA**
- **Approval of Prior Meeting Minutes**
 - **David Read motioned to approve minutes (with addition of Patty and David R to attendance of Sept meeting). Kristin will update and file approved minutes**
- **Financial Report**
 - Ann emailed monthly financial report
 - 2 months (ending Sept)
 - Current month was close to budget- -\$6799 and expenses are staying stable within our categories
 - Will plan to make a motion around December regarding transfer of funds from growth fund.
- **Update from Admin Committee**
 - Met to discuss:
 - Standardizing process of tuition reimbursement
 - David and Dawn have drafted process document and will be finalized and voted on at next visit
 - How director will be evaluated was discussed and outlined
 - Evaluation to be held in Feb of each year
 - Discussion about hiring own book-keeping
 - Will need to discuss with Mary Kathryn Duffy about school-specific questions
 - What software to use
 - How to create church credit card
 - How many hours will be allocated? Part-time/full-time
 - Outlined responsibilities
 - Suggestion to go through finance committee to hire/train/etc.
 - Job description for board members and onboarding process
- **Update on Annual Fund**
 - ThanksGIVING Promise Fund
 - Goal is \$15,000
 - 100% participation from staff, school board
 - Hosting benefactor HH at Tusculum Brewing Company on 27Oct
 - Targeting families that have given in the past
 - October 30th mass mailout
 - ~400 mailers to go out

- Will include brochure, pledge card and introduction letter
 - **Will start social media campaign around Nov 2nd**
 - Videos, pictures, etc.
 - **PromiseFUN day**
 - Kids wear pjs and doughnuts
 - **Other ideas**
 - Yard signs
 - Banners for front yard/playground fence
 - **Question:**
 - **How long will campaign last?**
 - Aggressively through November but can donate until May 2021 (end of fiscal year)
- **Director's Update**
 - **BISD Title II and Title IV money**
 - Title II- \$472 for professional development
 - Title IV- \$104 for "something you wouldn't normally do"
 - **Local preschool directors meeting with Tiffany on a regular basis**
 - **Enrollment**
 - Same as last month
- **Take away from board retreat**
 - **Email Stefanie goals for school board**
- **New Business**
 - **Question: Are we part of "Amazon Smile"?**
 - Answer- we can't commercially advertise for the church/school
 - **Finance committee to schedule a meeting**
 - Stephanie/David to begin strategizing for 2021 budget
- **Closing Prayer: Dawn closed us in prayer**
- **Next school board meeting will be held: November 9, 2020**