



St. Helena's

Episcopal Church and School

Minutes for SHEEP Board Meeting held on October 1, 2018

Those in attendance were Julie Vickery, Stefanie Nitschke, Carol Gish, Melissa Hart, Tiffany Jureczki, Rev. David Read, Karen Medina, Margarita Mejia, Patty Calder, Patti Baron and Dawn McLendon.

- Dawn opened the meeting with a prayer.
- **Meeting Minutes** – There were no corrections to the September 2018 minutes.
- **Public Comments** – There were no public comments.
- **New Business** – Dawn let the board know that there was a minor typo in the previously updated bylaws and that she will make the correction.
- **Financial Update** – St. Helena's accountant was unable to provide a report because this meeting fell on the 1st of the month and bank updates were not accessible. The accountant has suggested that the board meets the second week of the month to alleviate this issue; however, no motion was made to change meeting times. In addition, Shepherds will use money in their account from last year to replace the mountain on the playground, and they want to have a t-shirt fundraiser in the next month.
- **Calendar Report** – Tiffany provided a copy of the October 2018 SHEEP News. It included the following calendar updates:
 - **10/3** – Individual Pictures
 - **10/8** – Kinder & 1st Holiday
 - **10/11** – Joshua Springs
 - **10/22-26** – Parent Conferences
 - **10/30** – Pumpkin Carving
 - **10/31** – Trick-or-Treating to Care Choice
 - **11/27** – Raising Cane's Fundraiser
- **Primary School Yard** – Updates to the yard will take place during a "Do Good Date" workday on October 27. DGD is a local outreach program at St. Helena's where childcare is provided while parents work on community projects and personal growth/bonding. Flyers will be distributed to get volunteers for this project. Dawn outlined the following improvements/follow-ups/finishing touches:
 - Flower boxes
 - Boat gardens-donated canoes will be converted to gardens
 - Fencing
 - Painting
 - Outdoor kitchen
 - Picnic Tables-Mike McLellan is making picnic tables

- **Budget Process** – The board began the budget creating process for 2019-2020. Tiffany provided the board with a side-by-side comparison of the existing 2018-2019 budget and the proposed first-draft of the 2019-2020 budget. Notable changes are as follows:

Projected 2019-2020 Tuition: \$334,116

Based on these numbers:

	2018-2019/Monthly	Proposed 2019-2020/Monthly	Proposed Staff Tuition 2019-2020
3 Day Pre-K	335	341	255.75
4 Day Kinder	454	461	345.75
5 Day 1 st & 2 nd	530	543	407.25

The reality is that our **expenses will increase an extra \$27,578 for 2019-2020**. The following are causes for this increase:

- Automatic 2% staff salary increase \$4081.22
- Subsequent pension increases \$186.11
- Subsequent Sibling Discounts/Scholarships/Staff Discounts \$2800
- New fire inspection fee \$100
- Fee increases \$15
- Field trips \$300 based on amount spent this year
- Student Bag order \$647 based on minimum order purchase
- Background checks/Fingerprinting/Diocese Background Checks \$715
- Share rate + 30% of cleaning company and Sexton’s salaries \$12,400 (our largest discrepancy)

To close this gap, Dawn and Tiffany proposed the following cuts and fee increases to last year’s budget:

- Reduce advertising by \$500
- It’s not necessary to paint this year—a savings of \$3500
- Increase registration fee \$10/child
- Increase supply fee \$25/child
- Increase Mom’s Monday \$25/child

Discussion Points:

The Additional-Monthly-Hours Expense

Dawn clarified that the additional-monthly-hours expense for teacher and assistant’s salaries is any hours worked outside of the 8:30-2:20 workday. SHEEP estimates these hours and ask employees to stay within those allotted hours. This is a recent labor law that only applies to private school workers.

3% of Tuition Share Rate

There was discussion about the 3% of tuition share rate that SHEEP pays to St. Helena’s. Father David was asked his recommendation based on his experience with church and school relationships. He said there are many ways to approach this issue: simple square footage, utility division, tuition share percentage, etc. There is not a perfect answer, and this bears more discussion.

SHEEP Tuition Increase

SHEEP tuition will have to increase for 2019-2020; however, concerns as to what is a *reasonable and appropriate* amount were discussed.

Dawn referred to valuable data that Emily Bubela collected on the other accredited and unaccredited pre-schools and daycares in Kendall County. The conclusion is that SHEEP falls in the middle, neither the most

expensive nor the least. However, SHEEP is more expensive than full-time daycare when the breakdown is cost per hour.

Dawn also cautioned that we not go too high with our tuition increase. She emphasized the goals of SHEEP:

- Keep tuition affordable for our demographic
- Offer Christ-centered instruction
- Maintain a healthy program
- Provide nurturing guidance
- Refrain from becoming a daycare

Budget Committee

Father David proposed that we set up a budget committee. He suggested we start on the income side and determine what our max income amount will be and budget around it. He said it might take several drafts, but it keeps the numbers from being random. He also posed the question: What would a three-year budget look like?

A budget committee was formed that will meet before our next meeting. This committee will work with Ann Shorter to finalize a budget that can be presented to Vestry and approved by January 2019.

Budget Committee Members:

Patty Calder
Tiffany Jureczki
Carol Gish
Stephanie Nitschke

- **Future Meeting Dates** – Meeting dates for the remainder of the 2018-2019 school year are below. All meetings will take place at 6:00 PM. Please note that the date for December's meeting has been updated to 12/10.
 - Monday, 11/5
 - **Monday, 12/10**
 - Monday, 1/7
 - Monday, 2/4
 - Monday, 3/4
 - Monday, 4/1
 - Monday, 5/6
- Father David closed the meeting with a prayer.
- The next meeting date is **November 5, 2018** at 6:00 p.m.

