

Christ Classical Academy, Inc.

Minutes of 10-06-2015 Board Meeting at CCA

Attended: David Healy, Carl A. Moore, Jr. (Chair), Kristina Osterhous, Paul Shackelford, Daniel Yang

Also Present: Head of School Amy Hines, Hope Carrasquilla, as Faculty Representative, Peggy Browning, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_

Not able to attend: Paul Gilbert and Jerry Peacock

A quorum being present to a properly called meeting, the Chair opened the meeting at 6:10 p.m. by asking for a word of prayer from David Healy. The meeting proceeded according to the previously circulated agenda (the numbers below corresponding to the Agenda items), and other materials provided both at and before the meeting (see separate attachments).

Old Business:

(1) The Chair noted the approval by email consent of the minutes related to the September 1, 2015 meeting of the Board and that those minutes had been provided to the Head of School for posting as appropriate on the School's website.

There being no further old business, the meeting proceeded to –

New Business:

(2) The Chair welcomed the guests and representatives and opened the floor for any questions or comments. There being none, most of the remainder of the open session was taken with discussions related to future space needs and options.

(3) Regarding those issues, the Head of School to preface the discussion noted generally that the administration was considering three space options, generally corresponding to the short-, middle- and long-term. Short-term and middle-term options would include additional space or improvements at the Church of the Nazarene while also exploring taking a second location where upper grades would meet. Long-term plans would contemplate the relocation of the entire school to a site that would be able to accommodate a student body of approximately 300 students.

Daniel Yang joined the meeting.

The Board received with thanks a report from Peggy Browning regarding potential sites to relocate the entire school, namely at the current VA hospital and Single Day surgery sites (see accompanying materials). She also provided an update regarding adding portable

classrooms to the current site. An extended discussion was held regarding the advantages and disadvantages of each option culminating in a motion from the Chair, duly seconded, that the property committee also explore the feasibility of purchasing the current location (particularly from a zoning perspective) and, if feasible, to approach the Church regarding their interest to consider a sale leaseback transaction.

(4) The Head of School provided a summary of her previous, written report regarding the status of the school, generally noting that –

(a) Enrollment was at 185 students with an estimated, likely enrollment next year in the 200 – 205 student range;

(b) While the School can finish the current academic year with its current level of administrative staff, additional staff will need to be hired next year to provide front and back office support.

(c) There were no issues regarding faculty and staff to report.

(d) 5 year planning committees were generally proceeding well/

(e) She attended a work shop, written materials provided, regarding emerging issues in the law of discrimination as they may pertain to faith-based institutions such as CCA.

There was a brief break and the Board went into executive session at 7:30 p.m.

#### Executive Session

(5) The Board received current financial statements from Paul Shackelford who generally noted that (i) income and expenses were tracking budget targets, (ii) cash on hand was adequate and (iii) the school has this year been receiving Step Up scholarship money on an accelerated basis from last year which has aided cash flow needs. The current positive financial environment also reflected greater enrollment than the level anticipated in the current budget. While a positive this year, and as was previously noted, both current enrollment and any future growth is going to require more administrative staff (Paul Shackelford, for example, continues to personally perform what really should be a CCA bookkeeper's tasks). Those matters could make the next academic year more challenging.

He and the Head of School also noted that CCA may be reaching an enrollment threshold that would require that the School obtain audited financial statements to allow continue participation in the Step Up program and other scholarship programs. Obtaining audited financial statements may require significant expense.

(6) The Chair reported that a social meeting of the high school students and families had occurred, with future meetings planned.

(7) The Board generally discussed inviting another parent to join the Board.

Other matters: Paul Shackelford noted that he would face increasing difficulties attending the meeting in person given his other family commitments. Jerry Peacock also provided an email memorandum containing facilities update that is included in the attached materials.

The meeting concluded at 8:15 p.m. with the next meeting scheduled for November 3 with the time and place of the meeting to be determined by the Chair.

Attest: \_\_\_\_\_  
David Healy, Secretary

Date: October \_\_\_\_, 2015

Approved: \_\_\_\_\_, 2015