



# MINUTES

Cranbrook Christian School Society  
**2024 Annual General Meeting**  
October 30, 2024

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**Mission Statement:** The mission of Kootenay Christian Academy is to assist families by providing students with a Christ-centered, biblically directed education which inspires students to pursue excellence in academics, moral character, and service to others.

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Meeting Chair: Jennifer Bird

Recorded by: Brad Malfair

1. Welcome message & Opening Prayer (Jennifer Bird)
2. Meeting called to order 6:39pm
3. Approval of Agenda
  - 3.1. **Motion: To accept the 2024 Annual General Meeting agenda. M/S/C (Motion #1AGM24, October 2024)**
4. Approval of Minutes of the 2022 AGM
  - 4.1. **Motion: To accept the 2022 Annual General Meeting Minutes. M/S/C (Motion #2AGM24, October 2024)**
5. Chairperson's Report (Jennifer Bird)

Thanks and appreciation for Des McKay, Isabelle Castella, all the staff and teachers, families. Opening Prayer; Lord, we invite your presence here this evening. We ask that you lead our discussions, you show us your vision for KCA and place your desires upon our hearts. Show us how we can serve as your hands and feet – in a physical sense as we hope to expand our space and also in a spiritual sense as we seek to expand your family. Help us to magnify you in all we do, treating each other with kindness, respect. Thank you for this place to express our faith openly and confidently entrust our children to learn and grow.

Quorum achieved, 136 voting members present, at 5% that number is 7

Board members all present:

Jen Bird, Board Chair

David Clark, Vice Chair & Chair of the HR Committee

Bruce Seitz, Treasurer and Chair of the Policy Committee

Brad Malfair, Secretary and Chair of the Building Committee

Craig Janzen, Chair of the Capital Campaign Committee

Rob Anderson, Chair of the Strategic Planning Committee

Paul Reimer, Chair of the SGA Committee

Chris Niemand

Board training this year: Board Governance Workshop, Sexuality and same gender attraction workshop.

The guiding principles include: Imago Dei, Love, Belonging, Unity, Duty of Care and Policy Development.

Capital Campaign planning: Kathy Kitts from SCSBC presented ideas and plans that include setting up donation software, \$7million in the next year target.

Fundraising: K Fun 5 and PAC are main fundraisers. Trisha Reimer has a part time position as fund raising coordinator to oversee all fundraiser. This role will encompass all existing fundraising initiatives, including the Parent Advisory Council, Missions Group, Christmas Hampers, and major campaigns such as the Capital Campaign.

Staffing: New teachers are now offered continuing contracts with a standard 3-month probationary period.

Compensation: implemented salaries consistent with SCSBC guidelines for teachers last year and Education Assistants, Preschool Educators, Teachers on Call and Category A for teaching staff this year.

Tuition: Removal of new family discount and referral rewards program. A discounted tuition rate of \$1,000 per student for families with over three children. An increase in tuition of 6% for the 2024/25 school year for elementary and intermediate grades. The increase in tuition at 8% for higher cost programs including middle and high school.

New Child Care facility: Support being sought from City of Cranbrook, application made for up to 110 child facility.

New Playground grants being sought.

Policy Updates: Travel Expense, Student Safety, School Access, Responding to Child Abuse, Transportation, Evergreen Certificate, Supervision, Personal Information Protection Act, Potable Water Testing, Emergency Lockdown, Challenge and Equivalency, Student Handbooks policies.

First Grade 12 graduating class, twelve students!

Jen has served two consecutive three year terms on the CCSS Board and is stepping down as Chair. Thank you Jen!

#### 6. Principal's Report (Des McKay)

The School had its 6 year audit. Members of the Independent Schools audit group ( Ministry of Education BC) came to KCA in the first week of October. They spent two days inspecting the premises of the school but more importantly the policies, curriculum and overall performance of the school programs. This consisted of interviewing administrators, teachers, observing classroom teaching, analysis of incorporation of mandatory curriculum in BC schools.

KCA received an excellent rating as in the best this group has ever seen. Des in particular thanked every staff member and teacher as they were the ones who did all the hard work and it payed off! A lively round of applause was given to the wonderful staff and teachers for achieving such an excellent review! A special mention was made by the group of Christa Farmer-Shave for her exemplary work on policies and the Independent Education Plans and assessments.

Des also commended Isabelle Castella on her work in the Vice Principal position. Overall Des was very thankful for the school community.

#### 7. Treasurer's Report (Bruce Seitz)

Proverbs 16:3: "Commit to the Lord whatever you do, and He will establish your plans." This verse reflects the heart of our mission as we steward the resources entrusted to us with both faith and responsibility, for the growth of our school and the glory of God.

The number of students grew from 212 to 245

- Revenue: We recorded a total revenue of \$3,297,843 an increase of 21% from last year, primarily driven by the increase in the Provincial Ministry of Education grant funding per student and the tuition from the increase in the number of students.
- Expenses: Our operating expenses were \$3,300,704, this is an increase of 26% compared to last year which goes hand in hand with the increase in revenues.
- Surplus/Deficit: We ended the year with a deficit of \$2,861, which is in line with society standards.

We have hired Karen Fox as our Bookkeeper. We are in the process of doing a thorough review of all accounts and financial policies with the goal to have the society follow all financial standards and practices. KCA financials were audited as required by law by a third party, and BDO has found the financial statements to be sound.

In this new budget we have increased our planned revenue by 15% compared to last year's budget. Tuition fees are a large portion of our income with the Provincial grants being the largest portion. Fundraising makes up the remaining portion.

We have allocated a 13% increase in payroll. This is to maintain competitive salaries and professional development opportunities, and to retain and attract excellent Christian educators.

We have 5% of the Grant amount in a contingency fund .

**Motion: To accept the Treasurer's report as presented. M/S/C (Motion #3AGM24, October 2024)**

#### 8. Building Committee Report (Brad Malfair)

The legal work has and is being completed to finish the subdivision of the property and meet the requirements to obtain a building permit. During this legal work it was discovered one of the lots was not released from the ALR back in the 1980s. This has slowed the process down but as of mid-September this step has been completed. Once this is completed we can pursue financing for the purchase. The next step will be to embark on an ambitious capital campaign program to potentially raise \$7million in the first year.

The Board approved funding for an outdoor learning space including benches, sunshades and outdoor white board/instruction center. Work on this will commence in the spring. The Board is also committed to a new playground facility. Work was done on this in 2020, so we will be reviving those proposals and grant applications.

Volunteers: We need to organize a comprehensive list of volunteers and their skills. This will keep our costs down and build relationships in our KCA community. Administration or PAC will manage this. Eventually when the Society owns the property there will be lots to maintain and fix, as well as hire a maintenance coordinator.

We want to develop our sports programs. This requires volunteer coaches. Even if you don't know the sport your time to supervise is needed. Some middle school grades didn't get to play last year because there was no one to coach them. The grade eight girls missed out on volleyball this year and last. This is detrimental to their sports development as even if they play next year the teams they play will have two years' experience against them. Some areas that need volunteers include: Sports team coaches, or just another adult to supervise, The Christmas hamper program run by Tammy Bain, Helping primary aged children read or read to them, there are opportunities to help with classroom work such as possibly marking tests.

Membership: Our bylaws state: membership is to be made annually to the Board.

Voting member, and associate memberships are available. A parent or guardian for each student is required to be a member, we also welcome community members who want to be part of the KCA community but do not have a child attending.

Please comply with the request from administration in the spring to renew your memberships. Multiple reminders are unnecessary and a waste of the front office staff's valuable time.

## 9. Election (Jennifer Bird)

9.1. Explanation of election process

9.2. Introduction of Candidates

9.3. Ryan Donald voted in by anonymous ballot

**Motion: To destroy the ballots. M/S/C (Motion #4AGM24, October 2024)**

## 10. General Question Period

There were three questions from society members present.

A question was asked about Bus service. KCA is not going to provide bus service. Leah has made multiple enquiries with SD5 to allow KCA students on bus routes that have many empty seats. Unfortunately every attempt has been denied by SD5. Local politicians have been involved to no avail. Leah asked for prayer and anyone who is interested in bussing for their children to get involved in requesting SD5 to allow KCA or other independent school students bus access.

A question was asked about school sports and joining BC school sports program. The Board is unanimous in supporting joining the BC School Sports program. There is a \$1000 fee to join. Josiah will pursue this matter as he is the sports coordinator.

Brandon asked why the payroll expense was less this year than last with fewer people on the payroll. Des answered the savings came from better stewardship and management of job duties.

## 11. Board Director Recognition

Jennifer Bird has served two consecutive terms on the Board and the society recognized her contributions.

## 12. Meeting Adjournment

**Motion: To adjourn the meeting. M/S/C Motion #5AGM24, October 2024)**

**Adjourned meeting at 8:13**