



**The Covenant Preparatory School
Board Meeting Minutes
October 4, 2018**

Attending Members: Shaun Dean
Alex Sagebien
Shawn Hill
Robert White
Kyle Lipstreu

Also Attending: Lorraine Hill

The Board meeting started at 6:30 pm at the Upper School Campus. Robert opened with a word of prayer. The first 30 minutes of the meeting were open to parents to address the Board. However, no parents attended the meeting.

Robert made a motion to approve the minutes from the September 4, 2018 Board meeting. Shawn seconded the motion and all members voted to approve. The motion passed.

Lorraine provided an update on financials and 2017-2019 cash flow. Current year revenue vs. expenses is showing a net surplus. Lorraine reviewed some key school metrics including staffing and enrollment. Total staff turnover decreased from 31% during the 2016-2017 academic year, to 15% for the 2017-2018 academic year. From an enrollment standpoint, percentage of accepted applicants compared to submitted applicants increased from 90% to 93% between 2017-2018 and 2018-2019 academic years. In addition, the percentage of returning students compared to possible returning students increased from 74% to 80% between 2017-2018 and 2018-2019 academic years. Lorraine indicated that projected headcount is forecasted between 295-300.

Lorraine provided an update on a school Marketing Plan. The plan is based on internal and external marketing. There has been a focused effort on increased usage of social media. The 25th anniversary celebration will be a big opportunity to market the school with parents and alumni. Lorraine also reviewed a list of school rankings in the Houston areas as published in the Houston Business Journal.

Shawn Hill left the meeting at 9:05 pm.

Lorraine provided an updated on miscellaneous items including new campus development discussion.

The Board then went into Executive Session.



The meeting adjourned at approximately 9:55 p.m. The next Board Meeting is scheduled for November 6, 2018 at the Upper School Campus. Topics will include interview of a potential new Board member, and discussion on preliminary tuition rates for next year.

Respectfully Submitted,

Alex Sagebien,
Secretary