PCS Board of Directors Meeting Minutes
October 15, 2026

Present: Sarah West, Travis Reimche, Katie Reindl, Brett Harmelink, Lindsay Truax, Julie Dietrich, Seth Anderson, Dean Tomlinson (Virtual), Craig Jasperse (arrival at 5:04 PM)

Guests: John Frosig, Eide Bailly Representative; Eileen Appel, Finance Director; Jennifer Penney, Bookkeeper/HR

The regular meeting of the Park Christian School "PCS" Board of Directors was called to order by Sarah West, Chair, at 4:00 PM on October 15, 2026.

4:00 PM Motion to approve the agenda (M/S/C)

4:01 PM A welcome was given to guest, John Frosig from Eide Bailly.

4:02 PM Brett Harmelink shared a devotion centered on God's unchanging nature (Malachi 3:6). He reflected on how, while circumstances constantly change, Scripture provides a firm foundation and reminds us that God remains steadfast, faithful, and our refuge. Relevant passages included Psalm 102, James 1:17, Psalm 46, and Deuteronomy 31. Board members were encouraged to consider where they seek stability, remember God's presence during challenges, hold fast to His promises, and give thanks for His faithfulness. The devotion concluded with prayer.

4:07 Motion to approve consent agenda (M/S/C)

4:08 PM John Frosig from Eide Balley presented the audit in place of Blake. PCS was given a clean opinion, the best opinion that Eide Bailly can provide. Financial highlights were shared. John shared two letters. A significant duties finding is common to an organization of PCS's size. There are some mitigating controls in place that do help reduce the risk associated with these findings. There are improvements that have happened over this last year to reduce the risk. Eileen and Jenny were commended for the excellence of their work.

4:26 PM Motion to accept the audit report (M/S/C)

Member Church Addition Guidelines Review

- The Board reviewed proposed updates to the Member Church Addition Guidelines, including changing the application deadline from April 1 to March 1 and clarifying that applications should be submitted to the Board Chair.
- Required application materials were discussed, including affirmation of the Statement of Faith, a presentation to the Board and Member Church Representatives explaining the church's desire to become a member church, and congregational minutes showing acceptance.
- It was noted that applications should ideally be submitted by October 15 to allow Board review before the November Church Representatives meeting.
- Board members discussed whether to include information regarding bylaws and constitution requirements, as well as whether those documents should be shared with applicant churches.
- Additional discussion included identifying whether a prospective member church intends to appoint a board member if eligible, simplifying section 3C, and removing duplicate or unnecessary items from the guidelines.
- Several edits and clarifications were suggested. The Board noted that member churches would still need to unanimously approve any new member church applicants.
- The revised guidelines will be presented at the November meeting.

Search Committee Update

- The PCS President position was posted and went live on Tuesday.
- Applications will be collected over the next several weeks, with a clearer picture of the candidate pool expected by mid-November.
- The committee will conduct the initial screening of candidates.
- Additional posting opportunities were discussed, including ACSI, Herzog, and Van Lunen.

Foundation Board

- The Board revisited the idea of establishing a foundation, recognizing it as a longstanding strategic initiative that could provide long-term financial stability, support teacher retention, help keep tuition affordable, and encourage legacy giving.
- It was noted that foundational documents, including draft articles, had previously been developed, but the process was not completed to the point of filing for 501(c)(3) status.
- Discussion centered on identifying individuals willing to lead the effort and bring the project to completion.

- Board members emphasized the importance of the foundation remaining closely connected to and accountable to the Board of Directors and School President to ensure alignment with the school's mission and priorities.
- The Board discussed having legal counsel review the existing documents and considering a future vote on allocating funds to support the foundation's development.
- The most recent foundation documents will be located and distributed to the Board for further review and discussion.
- Board members shared insights regarding governance, potential challenges, and the value of pursuing legacy giving opportunities through a foundation structure.

5:04 PM Craig Jasperse joined

5:04 PM Motion to approve policy 3.2 as written (M/S/C)

5:05 PM Motion to accept Monitoring Report 2.3, 2.4, 2.5 (M/S)

Discussion: Administration reported that the proposed 2026-27 budget is based on reasonable and anticipated revenue and expense projections. The current year's budget was adjusted after enrollment numbers were finalized in September, resulting in measures to reduce expenses in response to slightly lower-than-expected enrollment.

5:10 PM Motion to accept Monitoring Report 2.3, 2.4, 2.5 (C)

President's Report

- Highlighted recent Friday Feedback communications focused on the school's five core values.
- Discussed the church reference form and continued evaluating requirements and expectations for references as part of strengthening partnerships between the school, churches, and Christian families.
- Updates and celebrations included a successful Grandparents Day, continued promotion of the *Pride and Prejudice* production, and ongoing planning for a November Preview Day.
- Ashley Simmons has been hired as the Marketing and Admissions Director and will begin on November 2.
- Excitement continues to build around the "*And Now the Unveiling"* event and the proposed Performing Arts Center/auditorium project. Early renderings and project budget information wa shared, with the total project budget being refined to approximately $15 million.
- Discussion focused on project funding, fundraising progress, potential bridge-loan considerations, and identifying the level of pledged support the Board would like to see before authorizing the project to move forward for bidding. The goal is to be prepared for further discussion in November and potential action in the coming months.
- The President encouraged Board members to attend the upcoming PAC event and expressed gratitude for God's continued provision and blessings.

5:53 PM Motion to accept president report (M/S/C)

Next Meeting – Member Church/Board Meeting, 8:15 AM -2:00 PM, November 18, 2026, at Triumph Lutheran Brethren Church, Moorhead

5:55 PM Closing Prayer: Brett Harmelink

5:57 PM Motion to Adjourn (M/S/C)

Respectfully Submitted

Lindsay Truax
Board Secretary