

# MINUTES

## Heritage Christian School Board Meeting - Open

October 24, 2013

The meeting was opened with devotion and prayer by Kristi Rotzoll at 6:37 PM.

### **In attendance**

Scott Montgomery, Steve Liu, Kristi Rotzoll, Mark Jessup, Jennifer Olsen, Steve Sherman, and Mike Annis. Troy Miller was not in attendance.

Teachers/staff present - None

### **Approval of Minutes**

Scott provided hard copies of the October 10 meeting minutes – Mike made two small revisions which have been updated.

- ***Kristi Rotzoll motioned for the approval of the minutes;***
- ***Steve Sherman seconded;***
- ***The motion passed unanimously***

### **Administrator Report**

Mike met with Phil Holman and the architect for the building expansion about current thoughts on expansion, timelines, and goals for the school.

Mike noted that based on that meeting he will be meeting with the full staff (including part time staff) at 3:30 on November 4 to share timelines and thoughts about the expansion as well as brainstorm the expansion project. Following that meeting Mike will build a program description document that will outline the expansion efforts and long term needs of the school and how they might best be addressed. Mike will present that report to the board on December 12 for review. Once approved by the board that document will be presented to Phil Holman and the architect to design the kind of facility is needed for Heritage long term (the anticipated timeline for that document to be finalized will be April 2014).

Mike presented a proposal to bring on a full time marketing professional to lead marketing efforts for Heritage that will be needed in order to raise the public's awareness of Heritage especially given our planned path for building a new facility and raising enrollment. While we know God's hand will be in the raising of families and children to come to Heritage – there is a responsibility we have to ensure we're doing all we can to raise the awareness of Heritage in the community. In looking at current funds – both restricted and non-restricted – Heritage has the needed funds to be able to afford the investment in the coming year.

Based on the conversation,

- ***Steve Sherman motioned that the board allocate funds to hire Kallen Hawkinson to be offered a full time marketing position for Heritage Christian School;***
- ***Kristi Rotzoll seconded the motion;***
- ***The motion passed unanimously.***

### **Committee Reports**

#### **Fundraising**

No report

#### **Marketing**

No report

#### **Education**

No report

**Faculty/Prayer**

No report

**Finance**

Mark discussed initial thoughts on potential budget for next fiscal year and the impact on needed revenue (and by extension tuition).

**Facilities**

No report

**Adjournment**

Mark closed the meeting in prayer and the meeting was adjourned at 8:15 PM