

Heritage Christian School Board Meeting Minutes – Open

2/11/2016 Meeting

Approved 2/25/2016

The meeting started at 6:30 pm with a devotional provided by Bob Coons. Jen Olsen led the devotional in Bob's absence. Mark Jessop then opened in prayer.

Attendance

Board Members: Mark Jessop, Steve Liu, Jen Olsen, Sean O'Rear, and Steve Sherman.

Absent: Mike Annis, Bob Coons, and Todd Pierce.

Teachers/Staff: none

Others: none

Approval of Minutes

Minutes from the 1/28/2016 Open Meetings were reviewed.

Motion was made by Mark Jessop to approve amended minutes.

Motion was seconded by Sean O'Rear.

No further discussion.

Vote 5-0 to approve.

Administrator's Report

- The report was submitted ahead of time and was reviewed in Mike's absence.
- Please see report.

Fundraising – Steve Sherman

- Final preparations are under way for EFE which will be held on 2/20/2016.

Facilities – Sean O'Rear

- A brief update was given. No major issues at this time.

Finance – Mark Jessop

- Please see report.
- Financials through 12/2015 were available. Income is \$5,000 below and Expenses are \$16,000 below for a net \$11,000 above through 12/2015.

Capital Campaign – Mark Jessop

- Work continues with meetings with potential donors.
- The Committee is working with Ron Haas to coordinate a potential event to be held in a Committee member's home for potential donors scheduled for the end of the month.

Board Roles and Responsibilities– Jen Olsen

- The Board worked on reviewing/editing the drafts for the role descriptions of President, Vice President, Treasurer and Secretary.
- Work will continue at the next meeting.

Adjournment

The Open Session was closed with group prayer.

Note: There was NOT an Executive Session on 2/11/2016.

Minutes respectfully submitted,

- Steve Liu

Administrator's Report February 2016

Open Session

Education Goals:

1. Re-Enrollment – Re-enrollment is underway. Communication has been sent to parents this week encouraging re-enrollment, especially in 2nd, 3rd and 8th grades as those classes are close, if not higher than 20 students. Several perspective parents are considering Heritage with children in multiple grades. Waiting lists have been started and families will continue to be encouraged to submit an application and get on the list. Reenrollment for 2016-2017 currently stands at 110. Open enrollment begins on Wednesday, February 17, 2016. Currently the following grades have students on the waiting list:
 - a. Kinder (1)
 - b. 1st (2)
 - c. 2nd (2)
 - d. 3rd (1)
 - e. 5th (2)

2. 2016-2017 School Calendar Update: The following dates are set for 2016-2017:
 - a. August 23, 2016 – First day of school
 - b. **November 21-25 – Thanksgiving Break** (P/T Conferences on November 21/22 (8:30am-7pm)
 - c. December 22-January 3 – Christmas Break
 - d. March 13-17, 2017 – Spring Break
 - e. **May 26, 2017 – Final day of school for PK**
 - f. May 31, 2017 – Final day of school

For understanding, ½ days of school serve to provide time for professional development (PD) for faculty and staff. They are a tradition at Heritage. ½ days of school are marginally beneficial for instruction and PD alike but we have figured out how to use them adequately. Most faculty and staff have communicated no strong feelings and will support either direction. Parent feedback on ½ days has been mixed.

A brief survey will be conducted to determine the best approach to ½ days of school. Responses will be reviewed and a decision made by March 1, 2016. The goal is to do what is best for the school and its families.

Faculty/Staff Goals:

1. Letters of Intent were issued to Faculty and Staff on Wednesday, February 1, 2016. To date, 18 of 25 have been returned. The deadline for returning Letters of Intent is Friday, February 12, 2016. The following faculty and staff have submitted letters stating that they will not be returning for the 2016-2017 school year. Positions are being posted as vacant as letters of intent are received.
 - a. Kallen Hawkinson – Marketing Director
 - b. Matt Bolger – P/T Pre-Algebra and Algebra
 - c. Stephanie Annis – PK-5th grade Art
 - d. Kim Schau – Teacher aide (1st grade)

2. Spring teacher observations will begin in March.

Finance Report - General

February 2016

Mark Jessop, Chair

Mission: To provide a Christ-centered, academically challenging education that reinforces the parent's responsibility to raise children who love and serve Jesus Christ.

Vision: To strive for excellence as we prepare our students to: defend their faith, excel in future studies, and impact their community.

Goals:

- To provide a 5-year rolling working budget to the Board
- To provide oversight of administration regarding working within the budget
- To provide input to the Board when appropriations of resources are necessary

Committee Members:

- Finance Chair: Mark Jessop
- Bookkeeper: Lisa Turnbough
- Administrator: Mike Annis

Recent Activities:

- Continuing to work with the Timothy Group on the capital campaign
- Recommended a 5% tuition increase for K-8th in the 2016/2017 school year
- Financial Reports
 - o Reviewed December 31, 2015 financial statements. Details in Executive Report: YTD Summary below:
 - YTD Income is **\$5k below budget** (not good)
 - Tuition income is \$12k below (change in enrollment numbers)
 - BASP is \$4k above budget
 - Fundraising is \$2k above budget
 - Other is \$1k above budget
 - YTD Expenses is **\$16k below budget** (great)
 - *Fundraising*: \$1k above – timing
 - *Instructional Items*: \$3k below – curriculum / timing
 - *Occupancy*: \$9k below – all areas
 - *Office Expense*: \$1k below – IT
 - *Other*: \$2k below - advertising
 - *Payroll Expense*: \$1k above
 - Net: **Positive \$11k above budget** (annual budget shows an expected net loss of \$42k)

Things to do/complete:

- Teacher Salary Review – for implementation in 2016/2017.
- Create/Revise Investment Policy
- Create approval process for major financial transactions