

## **Heritage Christian School Board Meeting Minutes – Open**

10/09/2014 Meeting

(Approved 11/14/2014)

The meeting started at 6:30 pm with prayer and devotional, provided by Steve Sherman, presented by Mark Jessop

### **Attendance**

Board Members: Mike Annis, Mark Jessop, Todd Pierce, and Kristi Rotzoll were present. Steve Liu was not present. Jen Olsen and Bob Coons called in at 6:30.

Teachers: Matt Ellerie, Mary Mysnyk, and Nichole Early were in attendance.

Others: none

### **Approval of Minutes**

- Open Meeting minutes from 9/11/14 were distributed and discussed.
- Executive Meeting minutes from 9/11/14 were distributed and discussed.
- Both Open and Executive minutes were approved without changes.

**Motion was made by Todd Pierce to accept proposed changes to both Open and Executive mentioned minutes.**

**Motion was seconded by Kristi Rotzoll.**

**No further discussion.**

**Vote was 5-0 in favor of accepting amended minutes.**

**Teacher Report:** Nothing significant to report. The teachers are preparing the students for the Iowa Test of Basic Skills next week. Matt Ellerie and Mary Mysnyk gave feedback to the board and Mike, regarding what they have experienced since the beginning of the school year.

- Matt Ellerie: He feels blessed to be part of Heritage. His questions are answered quickly by the administrator and staff and parents offer praise, with specific examples, about his performance. He is pleased with his experience professionally and with his family.
- Mary Mysnyk: The support she is receiving is almost overwhelming. She is thankful that the path, of her walk with God, has led her to Heritage.

**Administrator's Report:** see report for specific details

- Mike had nothing remarkable to add to the report that was submitted prior to the meeting.

### **Committee Reports**

Fundraising – no report

- Steve reported that there have been no major changes since the last board meeting and progress with the Annual Fund is going well.

Marketing/Communication – no report.

- Kallen has been sharing best practices with Des Moines Christian to improve the schools Marketing strategy

#### Faculty/Prayer – no report

- Kristi reported that Mike has helped with the development of questions for the survey monkey that will be sent to parents next month. Kristi asked the board to review the questions and Mike sent them to the teachers gather feedback. All requests to change or add questions is due back to Kristi by November 1<sup>st</sup>.

Facilities – a detailed report will be sent next week, Todd distributed hard copies of the report and an email from Troy Miller.

- Todd has created a spare parts list for replacement bulbs and ballasts for hallway lights and emergency lights. He will continue to solicit donations from suppliers for all parts needed.
- Next, we discussed the potential of adding a solar array to the school to offset future utility costs and reduce the environmental footprint. Troy Miller, a former Heritage Board Member, with Moxie Solar, is in the process of reviewing Heritage's previous electric bills and evaluated the size of system the school could support. They determined the school's south facing roof could support a 73.15kW system, the estimated cost of parts and installation is \$220,000. Moxie would use this cost to develop a Power Purchase Agreement (PPA), find an investor(s) to purchase the agreement, and install the system. The PPA is a 10 year agreement that locks in the school's kW/h rate, which is paid to the investor(s). Throughout the life of the 10 year contract, Moxie Solar would be required to maintain and repair the system. At the end of the agreement, Heritage would own the array and would assume upkeep responsibilities. The manufacturer's warranty for each panel is 25 years, meaning Heritage would use the power created by the panels, at no cost, for 15 years.
- Jen asked Todd to research the disposal process of panels when they become nonfunctional, the typical cost of maintenance through years 1-10 and beyond 10 years.
- In closing, Todd will ask Troy to complete the analysis to present to the board at the second meeting in October.

#### Curriculum – no report

- Mike is in the process of finalizing the benchmarks for standards and teachers are reviewing texts. The teachers are scheduled to be finished by November 1<sup>st</sup> and they will be made available to the public after Christmas. The process is moving along as expected.

Finance – a detailed report will be sent next week.

- Mark's initial impression is that we are trending normal to slightly positive compared to the same time frame last year. We are slightly above our income goal and slightly below our expense goal, as expected. He also reported we have approximately \$24,000 remaining in the Annual Fund after earmarked expenses are deducted. This provides us cash to leverage for future projects.

### Updates from Polcy/Bylaws/Role descriptions sub-committee's –

- Jen is emailing benchmark information she collected from the schools we agreed to compare for this process. Her recommendation is to push these out to committee members to help with meetings and process. Jen has committee members established and is beginning work.
- Kristi has sent emails to potential committee members and will report back when the list is finalized.
- Todd received email addresses for potential committee members, will send invitations Friday, and report back when the list if finalized.

### **General Business**

Primus Construction – Bart Woods of Primus Construction presented his companies design build proposal. The bullet points below are highlights of the presentation. A detailed version of the presentation is available upon request.

- Opened by sharing general history of Primus, which he purchased 13 years ago.
- Build experience with Cedar Valley Christian and Isaac Newton Academy.
- All design work done “in house”
- Proposes VSP as the Civil Engineering Firm.
- Customer’s primary concerns with Design/Build are the amount of trust they put in a single firm.
- Company focus on relationships and customer satisfaction. Only uses qualified sub-contractors (subs).
- As requested, Mark provided a copy of our contract with Larrison & Associates to review.
- Reviewed each phase of project in detail.
- If awarded the contract, Primus would be able to move quickly through phase I (Project Programming and Schematic Design) and into phase II (Design Development). Primus would provide a detailed rendering of the project, hard copies of the proposal, and estimated total cost of the project +/- 5%.
- Phase III (Construction Document), review final bids from subs while working closely with City Developing Department to prevent future issues.
- Phase IV (Construction), tentatively planned to start in late September or early October of 2015. Request Heritage identifies one person on our team to represent the school during weekly or bi-weekly meetings. Strongly recommends this person have a fundamental understanding of the construction process. Purpose of meetings is to keep everyone aware of progress e.g., short and sweet. It is realistic to have building permits by early October and by the end of October we will have a good feel for whether the plan will be completed on time. Weather plays a big factor in the success of the project.
- Phase V (Project Close-Out), creation of formal punch lists with specific time frames, warranty info turned over to Heritage, and final change orders approved by all parties.
- Questions –
  - Jen – Is the +/-5% for materials and labor? Please explain the use of contingency fees.
  - Bart – It is based on final construction cost, some line items contain an additional contingency fee which is based on experience.

- Jen – can you help make the process more affordable?
- Bart – yes, we have a team that assists with finding available grants and incentives for non-profit entities like Heritage.
- Bart’s final points of emphasis: the primary driver of change orders is the owner. Bart and his team will deal with any changes that were a result of planning so, in his experience, the frequency of change orders is low. Before leaving Bart expressed his appreciation for the opportunity to bid on the project and his passion for projects that support Christianity.

Timothy Group – Pat McLaughlin, President/CEO and Founder of the Timothy Group joined the Board Meeting via conference call.

- The Timothy group is a consulting firm that specializes in organizing, evaluating, and assist Christian organizations with fundraising activities.
- Pat opened by explaining that over \$335 Billion was collected through philanthropic donations in 2013, and that the Timothy group can help Heritage achieve success in the upcoming fundraising campaign.
- The organization conducts 10-15K phone interviews with past contributors to create a feasibility study, which helps establish a target range for the campaign.
- After the feasibility study they provide various levels of support from providing tools, materials, and training to organizing and running the campaign.
- Upon completion of the feasibility study the organization can decide if they want to utilize services of Timothy group.
- Based on experience, Pat feels that organizations raising \$500,000 or more should hire a campaign coordinator to ensure campaign success.
- Joe recommends looking for someone within the organization to fill the role as they will be more familiar with the donors and campaign goals.
- Timothy group has experience training campaign coordinators with little to no experience.
- Mark asked for an estimate of what Timothy group would charge for a \$2,000,000 campaign. Joe said approximately \$3,000 - \$4,000 per month.
- By the end of the meeting, the group agreed to request a proposal from Timothy group. Joe agreed to send a proposal to Mike on Monday.

### **Adjournment**

Jen reminded the sub-committee members to schedule meetings as they will replace the second monthly board meeting. The meeting was closed with prayer.

Minutes respectfully submitted,  
- Todd Pierce

**Addendum:**

On 10/20/2014, via e-mail, a motion was made by Mark Jessop to proceed with the Timothy Group in terms of help with the Capital Campaign based on their detailed proposal. The motion was seconded by Krisit Rotzoll.

After discussion, the vote occurred via e-mail from 10/20/2014 to 10/21/2014, at which time, the motion was approved 7-0.

Via e-mail, a motion was made on 11/14/2014 by Steve Liu to approve minutes, and was seconded by Kristi Rotzoll. No further discussion.

Vote was 7-0 for Approval of minutes.