

Heritage Christian School Board Meeting Minutes – Open

11/13/2014 Meeting

(Approved 12/11/2014)

The meeting started shortly after 6:30 pm with a devotional presented by Todd Pierce and then he opened in prayer.

Attendance

Board Members: Mike Annis, Bob Coons, Mark Jessop, Steve Liu, Jen Olsen, Todd Pierce, Kristi Rotzoll and Steve Sherman.

Teachers/Staff: none.

Others: Kim Pierce

Approval of Minutes

- Minutes from the 10/9/2014 meeting will be circulated among the Board for approval via e-mail later in the week.

Teacher Report: None

Administrator Report

Please see Mike Annis' report for details.

One item that Mike specifically mentioned was the need to approve funds for a new color printer to replace the broken one in the office.

Motion was made by Steve Liu to approve the purchase of a new color printer for the office.

Motion was seconded by Mark Jessop.

No discussion.

Vote 6-0 to approve the motion (Kristi Rotzoll was unable to make the meeting until later, so was not present for voting on this particular motion).

Design Build

There was much discussion regarding choosing Hunter versus Primus as the company to use for the design build of the addition for the school. Both companies have met with the Board and given their presentations and initial proposals. The Board, both individually as well as collectively, has spent considerable time in prayerful consideration about this decision over the course of the last few weeks and months.

Motion was made by Kristi Rotzoll to vote to choose Hunter as the design build company to use for the HCS addition.

Motion was seconded by Mark Jessop.

No further discussion.

Vote was 4-2, with 1 member abstaining, to approve the motion to use Hunter.

Capital Campaign

Mike Annis gave an update on the meetings he has had with Kallen and Ron from the Timothy Group. Plans are in the place to start the Feasibility Study, and he and Kallen are working on putting together a Case Statement which will be used for the pursuit of funds.

One issue the Board needs to consider is to decide what to include in the Capital Campaign. Will it be just the expense of the new addition, or will it include both the new addition as well as the mortgage on the current building as well. A brief discussion was carried out and the Board will continue to pray about this as a decision was not needed tonight.

Subcommittee Updates

Bylaws Subcommittee

- Jen Olsen gave an update on the subcommittee.
- Specifically, there has been work to clean up the formatting of the bylaws as well as clarification of the changing roles of the Board membership, the language concerning Association Meetings and voting.
- They are also working on contingency plans for the Board (such as in cases where the Board is one member short)

Policies Subcommittee

- Todd Pierce gave an update on the subcommittee.
- Using other various school policy manuals in conjunction with the one at Heritage, they decided between the choice of a vague versus detailed policy manual, that it would be best to go with a more detailed approach.
- With that in mind, the subcommittee will go through section 100 of the policy manual as a team and bring the recommended changes to the Board. After getting the feedback, the subcommittee will make any necessary adjustments and then move on to the rest of the sections of the Policy Manual.

Board Roles Subcommittee

- Kristi Rotzoll gave an update on the subcommittee.
- They have a target of finishing up Board Application materials by the December Board meeting.
- In addition, they will be working on Board Candidate Interview questions as well as putting together a PowerPoint presentation that can be used for people who are potentially interested to run for the Board.
- Finally, they are hoping to have recommendations by June in terms of a new Orientation for Board members.

Committee Reports:

Fundraising

- Steve Sherman gave the report.
- EFE – there will be a planning meeting scheduled for 11/20/2014. He will keep much of the infrastructure in place that Chris Campbell as well as other volunteers have developed over previous years.
- Operation GOOD – he is working on the possibility of finding someone to take over this endeavor. Cherrie Weih and Nicole Early will work closely to ensure a smooth transition.
- Annual Fund – packets were sent out already via the mail to family and friends of Heritage.

Marketing and Communication – no report

Faculty and Prayer

- Kristi Rotzoll gave the report.
- She is working on the Survey Monkey in preparation of teacher, staff, and Board surveys for the parents.

Facilities

- Todd Pierce gave the report.
- He will be working on taking time to do an inventory of the supplies/equipment that already exists at Heritage.

Curriculum – no report.

Finance

- Mark Jessop gave the report.
- Financially, things look good for the year. YTD, we are 8,000 in the black and 6,000 below in expenses.

Pre-K Tuition for 2015-16 School Year

Pre-K tuition for next school year needs to be set in light of enrollment starting the first week of December. A recommendation of raising tuition between 4-5% for the upcoming school year for Pre-K was made after going through the finances and rationale for doing so. A discussion followed.

Motion was made by Mark Jessop to raise Pre-K tuition for the 2015-16 school year by 5%.

Steve Liu seconded the Motion.

No further discussion.

Motion was approved 7-0.

Adjournment

The open session was closed and the Board moved to Executive Session.

Minutes respectfully submitted,

- Steve Liu