

Heritage Christian School Board Meeting Minutes – Open

12/11/2014 Meeting

Approved 1/8/2015

The meeting started shortly after 6:30 pm with a devotional presented by Mark Jessop 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: Emily Jensen.

Others: Carol Holman.

Approval of Minutes

Minutes from the 11/13/2014 meeting were reviewed and corrections made.

Motion was made by Todd Pierce to approve amended minutes.

Motion was seconded by Steve Sherman.

No further discussion.

Vote 7-0 to approve.

Teacher Report: None

Administrator Report

Please see Mike Annis' report for details.

Mike mentioned that the requirements for the reporting of Independent Accreditation was taking significant time and attention.

Subcommittee Updates

Bylaws Subcommittee - Jen Olsen

- Recently, they have worked on the Duties of the Board of Directors. They hope to have this part completed after one more meeting.
- In light of the Board switching over to more of a Governance role, two important issues/policies will need to be clarified:
 - 1) Policies need to be in place to ensure that proper hiring of both staff and teachers becomes the direct responsibility of the Head of School (and not the Board)
 - 2) Proper controls need to be specified in terms of the day to day operations of finances. The Head of School should have enough latitude to run the day to day operations of the school without requiring Board approval.

Board Roles Subcommittee - Kristi Rotzoll

- New Board applications will include questions on demographics as well as 5 questions pertaining to the biblical background of the applicant. Kristi is hoping to distribute the applications at the next Board Meeting.
- At the next Subcommittee meeting, they will work on timelines for interviews for the next set of Board Candidates as well as review the Board Candidate interview questions.

Policies Subcommittee - Todd Pierce

- Please see Todd's Subcommittee report.
- Their goal is to give the Head of School the framework necessary to run the school.

Committee Reports:

Fundraising - Steve Sherman

- Please see Steve's Committee report.

Marketing and Communication – no report

Faculty and Prayer - Kristi Rotzoll

- Thus far the turnout for the Survey Monkey has been poor at 10%. There is still time for parents to take the surveys. Cut off date is 12/19/2014. There will be e-mail reminders sent out to parents to take the survey if they have not already done so.

Facilities - Todd Pierce

- Please see Todd's report.

Curriculum – no report.

Finance - Mark Jessop

- Please see Mark's report.

Adjournment

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

Minutes respectfully submitted,
- Steve Liu

Addendum

On 12/15/2014, via e-mail, Mike Annis asked the Board for approval of to amend the letter of intent (increasing it by \$3,585) to include increasing the parking lot by 100 stalls.

Motion was made by Todd Pierce to approve the above.

Motion was seconded by Bob Coons.

No further discussion.

A vote by e-mail was concluded on 12/17/2014 with a 7-0 vote to approve.