

Heritage Christian School Board Meeting Minutes – Open

5/26/2016 Meeting

Approved 6/9/2016

The meeting started at 6:30 pm. Jen Olsen led the devotional and opened in prayer.

Attendance

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

Board Members Elect: Kari Miller, Natasha Miller, and Eric Johnson

Absent: Sean O’Rear

Teachers/Staff: none

Approval of Minutes

Minutes from the 4/28/2016 Open and Executive sessions were reviewed.

Motion was made by Mark Jessop to approve minutes.

Motion was seconded by Bob Coons.

No further discussion.

Vote 6-0 to approve.

Association Minutes from the 5/12/2016 meeting were reviewed

Motion by Todd Pierce to post Draft minutes on the website.

Motion was seconded by Steve Sherman.

No further discussion.

Vote 6-0 to approve.

Administrator Report – Mike Annis

- Please see report

IT Proposal Discussion

- Mike presented a couple IT Proposals for Data Back Up for the school’s server. This is in light of the recent ransomware attack that the school suffered.

Motion by Mark Jessop to approve IT expenditure for Data Back Up of the school’s server for an amount up to \$5,000 per year, not to exceed \$15,000 for three years.

Motion was seconded by Todd Pierce.

No further discussion.

Vote was 6-0 to approve.

Fundraising – Steve Sherman

- Nothing new to report.

Facilities

- No report

Finance – Mark Jessop

- Financials through the end of April were available to review. It is looking more like the school will break even for the current school year.
- Please see report.

Capital Campaign – Mark Jessop

- Work continues. No further update at this time.

Onboarding of New Board Members – Jen Olsen

The following will be discussed and reviewed at the next two Board meetings, after which, the new Board Members will transition on to the Board, and Steve Sherman and Steve Liu will transition off due to the end of their terms.

- By Laws – Jen Olsen
- Governance vs Operational (Traditional) Board – Jen Olsen
- Institutional Statements – Mark Jessop
- Policies (200, 300, 400) – Todd Pierce
- Policies (500, 600, 700) – Bob Coons
- Board Reports – Steve Liu
- Committee Roles & Responsibilities – Steve Sherman

Adjournment

The Open Session was closed and the Board went in to Executive Session.

Minutes respectfully submitted,
- Steve Liu

Administrator's Report
May 2016
Open Session

Enrollment: Enrollment is 197 (202 projected).

1. Pre-k 3 day – 8 (Projected 10)
2. Pre-k 5 day – 15 (Projected 16)
3. Kindergarten – 17 (Projected 20)
 - i. **One student, not counted above, is in process**
4. 1st grade – 26 (Projected 23)
5. 2nd grade – 22 (Projected 20)
6. 3rd grade – 21 (Projected 22)
7. 4th grade – 14 (Projected 13)
 - i. **This does not include one currently enrolled student who we have been told will re-enroll. (Pierce)**
8. 5th grade – 18 (Projected 19)
9. 6th grade – 17 (Projected 19)
10. 7th grade – 19 (Projected 19)
11. 8th grade – 20 (Projected 21)
 - i. **One student, not counted above, is in process**

Program Development:

1. Updating P/S Handbook for 2016-2017 school year – June 30, 2016 – This will be posted to the school's website with revisions highlighted.
2. Updating Employment Handbook for the 2016-2017 school year – June 30, 2016
3. Development of process for conducting criminal background checks for volunteers – July 15, 2016
4. Working to complete Crisis Management Procedure documents.
5. Proposal for Server Back Up: Following the ransomware virus that HCS contracted three weeks ago, Erbs has provided a proposal and quotes, at our request, for a system through which the server would be backed up in a more secure fashion. The proposal and quotes are attached for discussion. Steve Schallau supports this move for the good of the school.

Faculty/Staff:

1. Open Positions:
 - a. Director of Marketing – **Update: Two candidates have been interviewed. One was not seen as a good fit and the other was offered and accepted another position. Kallen has posted the job on other job boards and has received inquiries already. At present, there are currently no new candidates.**
 - b. P/T PK-5th Art – One candidate has expressed interest in the Art position. To date, no one has officially applied.
 - c. P/T PK-4th Music Appreciation/Heritage Singers Director – To date, there has been no expressed interest in the music position at Heritage. **As was done two years ago, I am offering this as two positions (as an alternative to being combined) to see there may be those who might want one portion but not the other. Kallen is also posting this position on other job boards in an attempt to find the right person.**
 - d. P/T Math (2 classes per day: (1) Pre-Algebra and (1) Algebra) – To date, no one has expressed interest in the math position at Heritage. Ideas are being generated to cover those classes in the absence of a part-time hire. **I have asked Shari Montgomery to consider this role if no candidate is identified.**

- e. P/T Computer (schedule is being determined) – To date, no one has expressed interest in teaching computer at Heritage.
- f. P/T Teacher Aid – With Kim Schau not returning to Heritage as a teacher aid, there is a need for a new hire for the 3rd grade classroom.

Finance Report - General
May 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
- Financial Reports
 - o Reviewed April 30, 2016 financial statements. Details in Executive Report: YTD Summary below:
 - YTD Income is **"at" budget** (good)
 - Tuition income is \$7k below (change in enrollment numbers)
 - BASP is \$9k above budget (conservative budget)
 - Fundraising is \$1k below budget
 - Other is \$1k above budget
 - YTD Expenses is **\$40k below budget** (great)
 - *Fundraising*: \$11k below – actively managed
 - *Instructional Items*: \$2k below – curriculum / timing
 - *Occupancy*: \$18k below – all areas (\$9k utilities)
 - *Office Expense*: \$2k below – IT
 - *Other*: \$1k below - advertising
 - *Payroll Expense*: \$6k below - lower health insurance costs
 - Net: **Positive \$40k above budget** (annual budget shows an expected net loss of \$42k)

Things to do/complete:

- Teacher Salary Review – for implementation in 2017/2018.
- Create/Revise Investment Policy
- Create approval process for major financial transactions