

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

7/9/2015 Meeting

Approved 7/30/2015

The meeting started shortly after 6:30 pm with a devotional which was provided by Todd Pierce. Bob Coons opened with prayer.

### **Attendance**

Board Members: Bob Coons, Steve Liu, Jen Olsen, and Sean O’Rear, Mark Jessop participated via phone for part of the meeting. Mike Annis, Todd Pierce and Steve Sherman were unable to attend.

Teachers/Staff: none

Others: none

### **Approval of Minutes**

Minutes from the 6/25/2015 Open Meeting were reviewed.

**Motion was made by Bob Coons to approve amended minutes.**

**Motion was seconded by Steve Liu.**

**No further discussion.**

**Vote 4-0 to approve**

### **Facility Committee Report – Todd Pierce, transitioning to Sean O’Rear**

- Please see report

### **Policy Committee Report – Todd Pierce and Bob Coons**

- Please see report

### **Finance Report – Mark Jessop**

- See attached report
- Mark was called to go over the report as well as to clarify questions. In addition, some of the Executive financials were reviewed as well.

### **Policy Manual Review**

- Due to a number of members not being able to attend, it was decided that the review of Section 800 would be done at the next scheduled meeting.

### **Adjournment**

The Open Session was closed with group prayer.

Minutes respectfully submitted,

- Steve Liu

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Note: There was no Executive Session on 7/9/2015.

## **Facility Committee Report**

**July, 9<sup>th</sup>, 2015**

**Todd Pierce, Chair transitioning to Sean O'Rear**

**Mission:** To provide guidance, vision, and leadership to the School Administrator and Board of Directors, in all matters related to the care and maintenance of school properties.

### **Goal:**

- To maintain facilities that are safe, secure, clean, energy efficient, and encouraging of academic excellence.
  - Address issues in a timely and cost effective manner.
  - Identify areas for improvement, analyze viable alternatives, and make recommendations to the Board of Directors.

### **Committee Members:**

- Faculty Chair: Todd Pierce
- Administrator: Mike Annis

### **Recent Activities:**

- I sent an email to the Facility Committee and have had very little response.
- Mike has completed the first task on the list of project work he has compiled, which is:
  - Switch contents of Mary Mysnyk's room and Shari Montgomery's room. I'm giving Mary the larger classroom for MS science.
- Restroom in Teacher's Lounge needs lights fixed, either ballast or switch replaced. I have the Menards rebate and will pick up the parts we need to repair.

### **Future Projects:**

- Sheet rock repair – 2 phase project (These are the ones I know of)
  - Director of Curriculum and Instruction Office
  - Miss Early's classroom – crack above the sink
  - New Science classroom (Shari Montgomery's old classroom)
  - Matt Ellerie's classroom
- Remove the big wooden boxes from the gym storage. This will require a pick-up truck and someone willing to burn them/dispose of them. If we get Dave Olsen to help out, we can ask him to bring his truck. Since he lives past me, he can either drop them off for me to burn or burn them at his place.
- Remove the "Pray for the Nations" bulletin board and move it to the bulletin board in front of the media center. This seem odd but I believe it will be easier to remove the whole board than it will be to recreate it on a new board.
- Fill in holes left over from the "Pray for the Nations" bulletin board
- Paint the caulk line in the PK classroom
- Replace the coat hanger from the boys' bathroom stall on the west end of the building – may need screws for that as I was only about to recover one of them.
- Evaluate storage on the east end of the building (behind the boys' bathroom). Consider the configuration of shelves for optimum use of space.
- Place corner protectors on all sheetrock corners in the hallways

- Remove the overgrown mess on the west end of the parking lot. This will require a pickup truck, as well. I'd cut the shrubs off at ground level and Round-Up the stumps (as well as the weedy mess that's growing along that fence).

## **Policy Committee Report**

**July 9th, 2015**

**Todd Pierce, Co-Chair and Bob Coons, Co-Chair**

**Mission:** • Revise the current Heritage Christian School Policy Manual to clearly communicate rules and guidelines for the administrator, faculty, and parents.

### **Committee Members:**

- Faculty Co-Chairs:
  - Todd Pierce and Bob Coons
- Committee Members:
  - Lisa Turnbough
  - Rae Moser
  - Scott Montgomery
  - Bill Horning
- Administrator
  - Mike Annis

### **Recent Activities:**

- The board has completed review of section 100, 600, and 700.

### **Future Activities:**

- We will begin reviewing Section 800 during the meeting of the 9<sup>th</sup>.

**Finance Report - General**  
**July 2015**  
**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:**

- Financial Reports
  - o Reviewed April 30, 2015 and May 31, 2015 financial statements. Details in Executive Report: YTD Summary below:
    - YTD Income is **\$8k above budget** (Good)
      - Fundraising is \$12k above – Operation G.O.O.D.
      - Tuition income is \$4k below (students that have moved)
    - YTD Expenses is **\$13k below budget** (Good)
      - *Fundraising Expense*: \$1k above
      - *Instructional Items*: \$4k below – curriculum
      - *Occupancy*: \$9k below – repairs, snow removal and utility costs
      - *Office Expense*: \$10k above – one time unbudgeted expense
      - *Other Expense*: \$3k above – 2012 legal fee
      - *Payroll Expense*: \$14k below
    - Net: **Positive \$21k above budget** (annual budget shows an expected net loss of \$2k)

**Things to do/complete:**

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