

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

3/24/2016 Meeting

Draft

The meeting started at 6:30 pm with a devotional Steve Liu. He then opened in prayer.

### **Attendance**

Board Members: Mike Annis, Bob Coons, Steve Liu, Jen Olsen, Sean O’Rear, and Todd Pierce.

Absent: Mark Jessop and Steve Sherman

Teachers/Staff: none

Others: none

### **Approval of Minutes**

Minutes from the 3/3/2016 Open and Executive session were reviewed.

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

**Motion was seconded by Todd Pierce.**

**No further discussion.**

**Vote 5-0 to approve.**

### **Head of School Report – Mike Annis**

- A fifth grade teacher for the 2016-2017 school year has been hired.

### **Fundraising – submitted by Steve Sherman**

- Work is being done with Kirsten Novak and Teri Swank to identify all key roles as well as next year’s speaker for EFE.
- Teri will act as an advisor for next year’s EFE. A Chair for EFE will need to be identified.
- Speaker for next year’s EFE has not yet been identified, but they are working off of the list of candidates from last year.
- All committee chairs will be in place for the new Fundraising Chair, when they take over.

### **Finance – submitted by Mark Jessop**

- YTD through January 2016 financial statements, the budget is a net positive \$34k above budget.
- Please see report.

### **Facilities – Sean O’Rear**

- April 16<sup>th</sup> will be the next school wide clean up day. Invitations for volunteers will be sent out via Signup Genius.
- A fire-safe cabinet has been purchased to store flammables in the mechanical room.
- Three local businesses have been asked for bids for mulch.

### **Update on Candidates for Board Election**

- Potential candidates have picked up their application packets and will be turning them in, if they have not already.
- Due to scheduling conflicts, the 2 interview dates for the candidates will be 4/12/2016 as well as the second regularly scheduled Board meeting in April.

### **Adjournment**

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

Minutes respectfully submitted,

- Steve Liu

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### **Follow Up Notes:**

- Board needs to discuss whether to conduct exit interview with families leaving the school
- Policy for repair item costs that need Board approval (max of xx before needing approval)
- Worldview spiritual assessment tool for Board candidates

## Finance Report - General

March 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 January 31, 2016 financial statements. Details in Executive Report: YTD Summary below:
    - YTD Income is **\$13k above budget** (great)
      - Tuition income is \$6k below (change in enrollment numbers)
      - BASP is \$5k above budget (conservative budget)
      - Fundraising is \$13k above budget (EFE sponsors)
      - Other is \$1k above budget
    - YTD Expenses is **\$21k below budget** (great)
      - *Fundraising*: \$1k above – managing below budget
      - *Instructional Items*: \$3k below – curriculum / timing
      - *Occupancy*: \$10k below – all areas (\$6k utilities)
      - *Office Expense*: \$2k below – IT
      - *Other*: \$2k below - advertising
      - *Payroll Expense*: \$3k below (lower health insurance costs)
    - Net: **Positive \$34k above budget** (annual budget shows an expected net loss of \$42k)

### Things to do/complete:

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