

Heritage Christian School Board Meeting Minutes – Open

6/18/2015 Meeting

Approved 6/25/2015

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

Attendance

Board Members: Mike Annis, Mark Jessop, Steve Liu, Jen Olsen, Sean O’Rear, Todd Pierce and Steve Sherman.

Bob Coons was unable to attend due to a prior commitment.

Teachers/Staff: none

Others: none

Approval of Minutes

Minutes from the 5/21/2015 Open meeting as well as the 5/14/2015 and 5/21/2015 Executive Meetings were reviewed and corrections made.

Motion was made by Mark Jessop to approve amended minutes.

Motion was seconded by Todd Pierce.

No further discussion.

Vote 6-0 to approve.

Administrator Report – Mike Annis

- Enrollment for 2015-16 is currently at 195 students. There is a possibility of adding an additional 3rd grade as well as a Pre-K student.
- We are still actively looking for a candidate for the 5th grade teaching position.
- Mike just returned from a recent Accreditation Meeting. Heritage is currently scheduled for a site visit in Spring 2018 for re-accreditation.
- Exemplary Accreditation. Mike stressed the importance of pursuing this “high bar” goal for 2018. Even if it is not reached for the 2018 cycle, it is a “long term” goal that the school needs to strive for. It is a worthwhile pursuit and striving for it will aid the school in pursuing Excellence in terms of providing a Christ Centered Academically Challenging Education.
- Pre-K. The Heritage Pre-K program needs to be licensed by Department of Human Services by 12/1/2015. This is a requirement by the state for all schools with Early Education programs. With the help of Ray Small, the school is actively working on making sure we will be in compliance.
- Parent/Student Handbooks. Work on updating the handbook continues. July 15, 2015 is the target date to get the new updated versions available.
- Back to School Night. This is currently set for 8/21/2015. Mike has been working with Kristi Rotzoll in making sure that changes are made to maximize the effectiveness of this night.
- Mike discussed upcoming changes that will be made to Awards Day as well as the Thanksgiving Day Lunch. More details to come later.

- Finally, Mike gave a quick update on the “book club” meetings that have been taking place regularly over the summer with the teachers. They are covering a book and it has fostered great discussion and bonding in an environment outside of the school building.

Fundraising – Steve Sherman

- EFE has been tentatively scheduled for 2/20/2016 for next year.
- The committee continues to examine all aspects of the event. Future changes will likely be a more intentional emphasis on the fund raising aspect of the event. Other likely changes will be a greater emphasis on speakers with a message regarding the value of Christian Education, the possibility of having families be table hosts for the banquet as well as other ideas.

Facilities – Todd Pierce

- Some of the projects slated for the summer include: continuing the moving of classrooms, sheet rock repair of certain classrooms, and cleaning out of the gym storage room.

Finance – Mark Jessop

- Financials through the end of March were available. Please see attached report.

Adjournment

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

Minutes respectfully submitted,

- Steve Liu

Finance Report - General
June 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 Finalized 2015/2016 Budget
 - o Reviewed March 31, 2015 financial statements. Details in Executive Report: YTD Summary below:
 - YTD Income is **\$5k below budget** (Bad)
 - Fundraising is \$1k below – not meeting EFE goal, offset by positive other fundraising
 - Tuition income is \$4k below (students that have moved)
 - YTD Expenses is **\$14k below budget** (Good)
 - *Fundraising Expense*: \$1k above
 - *Instructional Items*: \$3k below – curriculum
 - *Occupancy*: \$9k below – repairs, snow removal and utility costs
 - *Office Expense*: \$3k above – one time unbudgeted expense partially offset by lower IT costs
 - *Other Expense*: \$3k above – 2012 legal fee
 - *Payroll Expense*: \$9k below
 - Net: **Positive \$9k 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