

Heritage Christian School Board Meeting Minutes – Open

9/22/2016 Meeting

Final

The meeting started at 6:30 pm. Sean O’Rear led the devotional and opened in prayer.

Attendance

Board Members: Mike Annis, Mark Jessop, Natasha Miller, Kari Miller, Sean O’Rear, Eric Johnson, Todd Pierce, Gale Boldt, Jen Olsen

Absent: Bob Coons

Teachers/Staff: none

Minutes of the 9/8 Open session were reviewed.

Motion was made by Mark Jessop to approve the minutes as amended.

Seconded by Natasha Miller.

No further discussion.

Vote 6-0 to approve.

Jen Olsen, Gale Boldt Abstained.

Committee reports:

Administrator – No update.

Facilities – Sean O’Rear – Nothing new to report.

Treasurer – Mark Jessop (see attachment)

- There was a discussion about the size of our Pre-K class and the need to hire an aide. The position is not budgeted, but the need is present.

Motion made by Mark Jessop to approve funding for a Pre-K aide.

Seconded by Gale Boldt

No further discussion.

Vote 8-0 to approve.

Accreditation – Kari Miller

- A discussion was carried out regarding the assignment of board members to standards being reviewed during the accreditation audit. Kari created a list of potential candidates and asked everyone to prayerfully consider a position.

Marketing – Nothing to report.

Fundraising – Gale Boldt

- Update Sara Sundblad has volunteered to be sponsorship chair for the EFE Banquet. She has started to look for corporate sponsors and is off to a good start.

Mission and vision consultant discussion – Eric Johnson led discussion

- See attached.

Adjournment

The Session was closed in prayer.

Minutes respectfully submitted,

- Todd Pierce

Finance Report - General
September 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:

- Revised 2016/2017 Budget
- Financial Reports
 - o Reviewed July 31, 2016 and August 31, 2016 financial statements. Details in Executive Report: YTD Summary below:
 - YTD Income is **\$2k above budget** (good)
 - Tuition income is \$1k below
 - BASP is \$1k above budget
 - Fundraising is \$1k below budget
 - Other is \$1k above budget
 - YTD Expenses is **\$22k below budget** (great)
 - *Fundraising*: \$1k above
 - *Instructional Items*: \$9k below – timing
 - *Occupancy*: \$5k below – timing and utilities
 - *Office Expense*: at budget
 - *Other*: at budget
 - *Payroll Expense*: \$8k below - timing
 - Net: **Positive \$24k above budget** (annual budget showed a projected net gain of \$17k)

Things to do/complete:

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