

**Heritage Christian School Board Meeting Minutes – Open**  
07/13/2017 Meeting

The meeting started at 6:30 pm, Stanley Carmouche led the devotional and opened in prayer.

**Attendance:** Mike Annis

**Board Members:**

Sarah Norpel	Gale Boldt	Sean O’Rear
	Eric Johnson	StanleyCarmouche

Absent: Natasha Miller      Bob Coons      Mark Jessop      Kari Miller

**Teachers/Staff:** None

Minutes of the 06/22 Open session were reviewed.

**Motion was made by Gale Boldt to approve the open meeting minutes as amended.  
Seconded by Sean O’Rear  
No further discussion  
Vote 5-0 to approve**

**Motion made by Gale Boldt for Mike Annis to move forward on the overhead projectors and choose which bid to accept as long as the difference is not greater than \$5,000.**

**Seconded by Stanley Carmouche  
No further discussion  
Voted 5-0 to approve**

**Administrators Report: Mike Annis**

Mike Annis provided a detailed update covering multiple topics. (See attached)  
One topic involved a question to the Board about reallocating funds, originally donated to the building project, to support technology integration.

**Facilities Report: Sean O’Rear**

Sean provided a detailed update covering multiple topics: (See attached.) One topic involved payment for indoor painting upkeep.

**Motion was made by Sean O’Rear to approve funding not to exceed \$1,000 to purchase any painting supplies that would be needed to start the indoor painting upkeep project.  
Seconded by Gale Boldt  
No further discussion**

**Vote 5-0 to approve**

## **Fundraising Report: Gale Boldt**

Gale provided a detailed update covering multiple topics: (See attached.) One topic involved EFE speaker recommendations.

## **Ad Hoc Policy Discussion**

Eric provided a detailed update covering multiple topics: (See attached.) One topic involved Board/Staff/Faculty connections and board policy ownership.

Treasurer to review section 300 of Policies regarding gifts in kind.

**Motion was made by Eric Johnson that as written Policy 324 is a governance policy, and that policy 323 is an administrative policy.**

**Seconded by Sean O'Rear**

**No further discussion**

**Vote 5-0 to approve**

### **324 Opening a Second Section of a Class**

In accordance with goals established for class sizes in Policy 734, Heritage Christian School will consider opening a second section of a class if the following criteria are met:

1. Ten or more students must be on the waiting list for the class. The office will contact all families to confirm that they will enroll when the class opens prior to making the decision.
2. Heritage will only consider a second section of a class if there are two sections of the preceding grade levels.
3. Heritage will not open a second section of a class after May 1 unless a classroom teacher is confirmed and space within the facility exists.

Minutes respectfully submitted,

Sarah Norpel

**Finance Report - General**  
**July 2017**  
**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 May, 2017 financial statements. Details in Executive Report: YTD Summary below:
    - YTD Income is **\$35k above budget** (great)
      - Tuition income is \$4k below
      - Fundraising is \$28k above
      - BASP is \$10k above
      - Other is \$1k above
    - YTD Expenses is **\$24k below budget** (great)
      - *Fundraising*: \$11k below – active management & new venue
      - *Instructional Items*: \$3k below – decreased curriculum expense offset by increased athletic expense
      - *Occupancy*: \$8k below – utilities, cleaning supplies, janitorial services, lawn care and maintenance
      - *Office Expense*: \$6k below – IT & Christmas bonus (moved to payroll expense)
      - *Other*: \$1k above – increased marketing offset by interest expense
      - *Payroll Expense*: \$3k above – Christmas bonus (moved from office expense)
    - Net: **Positive \$59k above budget** (annual budget showed a projected net gain of \$17k)

**Things to do/complete:**

- Teacher Salary Review.
- Create/Revise Investment Policy
- Create approval process for major financial transactions

## **Facilities Committee Report**

**Date: 07/13/2017**

**Chairperson: Sean O'Rear**

***Heritage Christian School exists to serve Christ by partnering with parents to provide biblically faithful, academically excellent education.***

***Our Vision at Heritage Christian School is to be a leader in developing passionate life-long learners committed to Christ.***

### **Committee Members:**

- Chairperson: Sean O'Rear
- Faculty/Staff: Mike Annis

### **Recent Activities:**

- Shelving donated by Plumb Supply Company installed upstairs and in gymnasium office.
- Jake Carroll (father of Luke Carroll) has offered his services to paint some areas of the school. The only cost to the school would be for the supplies.

### **On-going Activity:**

#### **Summer Project:**

- Back to school clean-up day scheduled for August 12<sup>th</sup>. Compiling list of jobs to be done.
- Inspection of the playground equipment, see what might need maintenance, and develop a proposal for the expense. Recommendations: hinges on the swing set, rubber coating cracking on chains, pea gravel (hard) underneath all of our play equipment and timbers surrounding the swing set are bowing and creating a trip hazard.

### **Electrical**

- Sensors or relays to run sensors of hall lights now appear to be working. Will continue to monitor.
- Motor on the right end of the bleachers (as you face them) used to retract them not working, need to set up time to replace motor and test bleachers.
- Safety light replaced over the summer in the gym blows glass fuse inside fixture when tied to light fixture outside building. Found bad bulb in outside fixture, need to replace and rewire to test.
- Issue with fixture in room 112, bulbs not working after replacing ballast.

### **Water Leak**

- The doors upstairs going out to the roof allows water to leak into the building. The water appears to be running down the duct work over the kitchen damaging ceiling tiles and leaking into light fixtures. The leak was thought to have to do with double doors leading to the roof. I stopped to check the situation after a rain storm, it was completely dry inside of door. More assessment needed, we have talked about possibly changing from double doors to single door at the time the siding issue gets resolved.