

**Heritage Christian School Board Meeting Minutes – Open**  
August 10, 2017 Meeting

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

**Attendance:** Mike Annis

**Board Members:**

	Gale Boldt	Sean O’Rear
Sarah Norpel	Eric Johnson	
Stanley Carmouche	Natasha Miller	Kari Miller

Absent: Bob Coons, Mark Jessop

**Teachers/Staff:** None

Minutes of the 06/22 Executive session were reviewed.

**Motion was made by Natasha Miller to approve the executive meeting minutes as amended.**

**Seconded by Gale Boldt**

**No further discussion**

**Vote 6-0 to approve**

Minutes of the 07/13/2017 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**

**Abstain Natasha Miller, Kari Miller**

**Administrators Report: Mike Annis**

Mike Annis provided a detailed update covering multiple topics.

One topic involved the classroom projector project, crisis management, nursing home visits.

**Motion was made by Gale Boldt to approve the purchase amount of \$600 a year for the texting availability to the entire parent body for administration at Heritage.**

**Seconded by Stanley Carmouche**

**Discussion included specific reasons to use this service, specific groups included and emergency communication.**

**Vote 7-0 to approve**

### **Facilities Report: Sean O'Rear**

Sean provided a detailed update covering multiple topics: (See attached.) One topic involved back to school work day, changes to building sign mission statement, painting of hallway/gym.

### **Fundraising Report: Gale Boldt**

Gale provided a detailed update covering multiple topics: One topic involved EFE speakers.

### **Accreditation Report: Kari Miller:**

Kari provided a detailed update covering multiple topics: One topic involved documents needed to present for accreditation, ownership of policies.

Minutes respectfully submitted,

Sarah Norpel

**Finance Report - General**  
**August 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 June, 2017 financial statements. Details in Executive Report: YTD Summary below:
    - YTD Income is **\$36k above budget** (great)
      - Tuition income is \$4k below
      - Fundraising is \$28k above
      - BASP is \$11k above
      - Other is \$1k above
    - YTD Expenses is **\$10k below budget** (great)
      - *Fundraising*: \$11k below – active management & new venue
      - *Instructional Items*: \$2k below – decreased curriculum expense offset by increased athletic expense
      - *Occupancy*: \$8k below – utilities, cleaning supplies, janitorial services, and maintenance
      - *Office Expense*: \$4k below – IT & Christmas bonus (moved to payroll expense)
      - *Other*: at budget – increased marketing offset by interest expense
      - *Payroll Expense*: \$15k above – Christmas/Special bonus (moved from office expense), additional aide costs for 3-day PreK, and professional development for new positions
    - Net: **Positive \$46k 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: 08/10/2017**

**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:**

- Complied list for August 12<sup>th</sup> back to school work day.
- Ordered coated chain replacements for playground equipment.

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

- Need to order hinges for swing set.
- Discussion on going on replacing pea gravel base around playground equipment, pea gravel (hard) underneath all of our play equipment and timbers surrounding the swing set are bowing and creating a trip hazard.
- Lock mechanism on fire door (right side) going into gym needs repair. Will not open with key.

### **Electrical**

- 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.
- 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. Checked 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.