

Heritage Christian School Board Meeting Minutes – Open

1/14/2016 Meeting

Approved 1/28/2016

The meeting started at 6:30 pm with a devotional by Sean O’Rear. He then opened with prayer.

Attendance

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

Absent: Bob Coons.

Teachers/Staff: none

Others: none

Approval of Minutes

Minutes from the 12/10/2015 Open and Executive Meetings were reviewed.

Motion was made by Mark Jessop to approve amended minutes.

Motion was seconded by Steve Sherman.

No further discussion.

Vote 6-0 to approve.

Administrator’s Report – Mike Annis

- Changes will be made for tuition deposits for re-enrollment for the upcoming 2016-17 school year. For current HCS families, the \$350 deposit for a single student remains the same. But for current HCS families re-enrolling multiple students, there will be a flat rate deposit of \$500 for the family. For families new to Heritage, the deposit will remain at \$350 for each student enrolled.
- Progress is almost complete for the required DHS licensure of the BASP.
- There is continued progress with updating the Crisis Management Plan.
- Plans are in place to cover the two classes that will be affected by maternity leave of two of the teachers for this school year.
- There will be upcoming work on examining Maternity Leave and proposing of covering some of the leave as paid time.
- There are changes to the 2015 building code that could affect building expansion. Mike has been and will continue to keep apprised of the situation.
- Teacher surveys sent out to parents resulted in an overall 59% response rate, which is historically one of the highest rates.
- Please see report for additional details.

Fundraising Report – Steve Sherman

- Please see report.

Facilities Report – Sean O’Rear

- No report.

Finance Report – Mark Jessop

- See report.
- YTD through November 2015 financials, Income is \$5K below while Expenses are \$9K below, for a net \$4K above budget.

Capital Campaign Update – Mark Jessop

- Continued work with the Timothy Group.

On Boarding – Jen Olsen

- Jen discussed the importance of having role descriptions for Board Members. This will help in future recruiting and on boarding of Board members.
- To that end, there was a brainstorming session in terms of qualities that are important for Board Members. Work on this will be continued at the following Board meeting.

Adjournment

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

Minutes respectfully submitted,
- Steve Liu

Administrator's Report

January 2016

Open Session

Day to Day Organization:

1. Heritage enrollment has increased by one student in 1st grade and is expected to increase by an additional two students (5 day PK and 1st) during the week of January 25, 2016.
2. PK enrollment for the 2015-2016 school year is (5) for 3 day PK and (11) for 5 day PK.
3. Re-Enrollment packets will be sent home on January 29, 2016. The content of packets will remain the same as in previous years. The only change to the process is a change regarding the tuition deposit for currently enrolled families. Previously, tuition deposits of \$350 per child were required upon reenrollment. This has been changed for current families.
4. Maternity leave coverage has been determined for both Mrs. Collins and Mrs. Super and details are being finalized.
5. Paperwork has been submitted to DHS regarding the licensing of Heritage Christian School's BASP program. Updates will be provided.
6. Work continues on Heritage Christian School's Crisis Management Plan following A.L.I.C.E. training in December. Leadership (and backup leaders) are being defined and role responsibilities are being clarified.

Facility:

1. To experience a 7% discount for a portion of our lawn service, Heritage Christian School has prepaid for that portion (fertilizer and chemicals) for 2016. Upon researching the cost paid for lawn care between March and June 2015, the approved annual budget should sustain the prepayment without going over budget.
2. 2015 International Building Code (IBC): Language in the 2015 IBC mandates that schools, when building (either new construction or an addition), must incorporate into the construction of a storm shelter large enough to hold the entire occupancy. The specifications for this shelter are very detailed and will dramatically affect the cost of the building project. North Liberty is still using 2009 IBC but it has been communicated that the 2015 IBC will soon be adopted. How soon has been asked of the City but no timeline has been given. Hunter Company is looking into the situation. They have recommended that someone from Heritage approach the city to try to obtain answers. Answers are imperative for planning fundraising for the building project.
3. Investigation of the malfunction in the fire window for the kitchen reveals the switch is bad. The cost of replacing the switch is \$1957. The window does function (raises and lowers) but is not currently connected to the fire alarm system. A repair of the system has not yet been scheduled.

Upcoming Tasks:

1. Parent surveys have been completed. Overall participation was 59% with most teacher receiving over 50% participation. Middle School (with the exception of Mr. Bolger who received 79%) averaged around 43%. Results have been compiled and were largely positive. These will be shared with individual teachers before January 22, 2016. A synopsis will also be presented to the Board of Directors at the second meeting in January 2016.
2. Letters of Intent for faculty and staff will be presented to employees on January 29, 2016. At this point, the following positions are expected to be vacant:
 - a. PK-5th grade Art Appreciation teacher
 - b. 5th grade classroom teacher
 - c. Marketing Director

Upcoming Tasks:

1. 2016-2017 school calendar
2. Post vacant employment positions
3. Prepare the use of Annual Funds 2015

Upcoming Events:

1. ICACSA Meeting – January 26, 2016

Finance Report - General
January 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.
- Presented 2016/2017 Budget draft to Board.
- Financial Reports
 - o Reviewed October 31, 2015 and November 30, 2015 financial statements. Details in Executive Report: YTD Summary below:
 - YTD Income is **\$5k below budget** (not good)
 - Tuition income is \$11k below (change in enrollment numbers)
 - BASP is \$5k above budget
 - Other is \$1k above budget
 - YTD Expenses is **\$9k below budget** (good)
 - *Fundraising*: \$1k above – timing
 - *Instructional Items*: \$2k below – curriculum / timing
 - *Occupancy*: \$6k below – all areas
 - *Office Expense*: \$2k below – IT
 - *Other*: \$1k below - advertising
 - *Payroll Expense*: \$1k above
 - Net: **Positive \$4k 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

January 14, 2016

Fundraising Report

Steve Sherman

EFE Update

Speaker is Barnabas Piper. To see a little about him follow this link.

<http://www.outreach.com/events/christian-speakers/Barnabas-Piper.aspx>

Sponsorship:

1. All of our past donors received a letter and the sponsorship packet
2. The Sponsorship calling team started making calls this week
3. Official Invitations will be printed this week and mailed out Friday
4. Please let the board know that they will likely get a call from Kirsten Novak asking if they would like to be a sponsor. There is no obligation but we want to make a personal call takes place to invite them to take advantage of the sponsorship benefits
5. We are in need of a detailed orientated person. This person would be responsible for taking charge of tracking sponsors and updating lists to ensure thank you's are sent out and promised benefits are being provided (please ask the board if they know anyone that would be willing do take this job on. This is in need quickly). Please provide me with any names you or the board can think of

Marketing:

1. Parent communication will be sent home on Friday as a reminder for early ticket sales (Jan 22)
2. Church outreach communication went out yesterday

Pre-reception event

1. The planning is underway
2. This will be a meet and greet event for top level sponsors (refer to run of show doc.)

Barnabas' travel is booked and Mike will be picking him up from the airport day of

Book sales:

His books will be available for purchase before and after the event. We also got 20 of his newest book donated that we will be using for gift bags. He will be signing books and taking pictures after the event is over.

Important dates:

Monday Jan 18th Sponsorship meeting 6:30, Chair meeting to follow at 7:30pm
Jan 22nd is the last day for early ticket prices (we need parents to buy tickets and work on filling tables ASAP!!)