

MINUTES

Heritage Christian School Board Meeting - Open

May 8, 2014 (approved 5/22/2014)

The meeting was opened with devotion and prayer by Steve Liu at 6:35 PM.

In attendance

Board Members Present: Jen Olsen, Kristi Rotzoll, Steve Liu, Mark Jessop, Troy Miller, Scott Montgomery, Steve Sherman and member-elect Todd Pierce

Others Present: Joy Bartholomew, Nichole Early, Lysia Peters, Brian Neal

Approval of Minutes

Troy Miller will send Scott the minutes from the previous meeting.

Teacher Report

Lysia Peters presented a report from the teachers and wondered when parents would be notified about the results as well as a plan for filling the open position at the Fall Association Meeting. Jen commented that the results would be announced in the newsletter as well as a plan for an announcement of a special election at the Fall Association Meeting.

Administrator Report

Mike provided an update on school expansion for next year and how the school will handle space challenges for next school year. The first most noticeable change due to expanding for another 1st grade section will be that the school will reclaim the library space for another classroom. This also gives us a chance to touch every book in the library and determine which volumes to purge. Students are purchasing books from the library and those funds will be used to add to the future library collection. The space that is being reclaimed is a small space but thankfully the class that will claim that space is a smaller class.

Mike discussed the future of curriculum with the departure of Julie Vahle. Currently we are reviewing the math curriculum and will be looking at adoption of new math texts next year.

Mike reported that the school faculty and staff will be going through a Biblical World View training program that will help ensure that all subject areas are taught through a biblical world view. This program helps ensure that Heritage continues to offer our students the best possible educational opportunities in a Christ centered environment.

Mike reported that he has participated in a number of ACSI site visits. He reported that in each of those visits he leaves both thinking about new opportunities for Heritage but also leaves thankful for the foundation that is already laid at Heritage.

Mike reported that Heritage will be losing our lawn contractor and we will begin to look for a new contractor based on bids being submitted to the school.

Mike reported that the design team has met a number of times and reviewed a number of critical factors for the school curricular environment as well as additional facility concerns (e.g., traffic flow, etc.). Mike noted that a report will be presented to the board on Thursday May 8 that will outline information relative to the future expansion and building plans for the school.

Mike also provided the marketing report stating that Heritage is going to where the people are this year as opposed to just waiting for people to come to us. Heritage has been engaged in a number of outreach opportunities in the community to ensure Heritage is putting our name in front of as many families in the community as possible including putting yard signs in the community. Heritage has updated our Facebook and Twitter feeds as well as sought out innovative ways to market the school – we will continue to seek those opportunities.

Mike also noted that enrollment for next school year has increased to 205 from 203. He also noted that with a full class moving up to fifth grade the school is out of lockers so the school will need to increase the number of lockers over the summer to accommodate the additional students.

Committee Reports

Fundraising – Steve reported that Operation G.O.O.D is this Friday our target was \$24,750 and so far we have raised approximately \$35,000. We have enough drivers for the event, which is a praise.

Steve reported that the final EFE numbers came in at approximately \$42,000, which was just shy of the \$45,000 goal. He will be working with Chris on next year's EFE speaker as well overall planning.

Total fundraising for the year is just over \$180,000 for all fundraising activities this year.

Marketing – Steve praised Kallen's efforts in the marketing work and noted that a new marketing strategy will be put together over the summer. As we move into next year a number of parents will be needed to review the plan and offer comments and suggestions for future improvement.

Education/Curriculum – No report.

Faculty/Prayer – Kristi Rotzoll provided updated on the Day of Prayer – 35 people turned out for the Day of Prayer Opening Ceremony. Throughout the day people prayed throughout the building and it was an awesome experience. If you've never done it, please be a part of next year's DOP.

In terms of faculty, Kristi reported that we have hired four (4) new teachers for next year. A brief bio of each teacher is available on the Heritage Blog and Kristi shared a brief quote from each teacher about his or her excitement at being at Heritage next year.

- Mary Mysnyk will be teaching middle school literature and science.
- Matt Ellerie will be teaching middle school bible and history.
- Serah Snell will be teaching P.E. and serve as the school's athletic director.
- Valerie Letenyei will be the new music teacher and Heritage Singers teacher.

Kristi reported that there are still a number of other open positions that we are still recruiting and interviewing for and will continue to seek God's direction in that recruitment effort.

Finance – Mark Jessop provided an updated on the school's finances. So far this year the school is about \$6,000 above projected revenue and \$8,000 below projected expenses so the school currently is operating with a positive \$14,000 – on a projected loss of approximately \$15,000. This is a major praise and we are thankful to God for his blessings on the school.

We are trying to rely less on fundraising for school operations – the current fundraising effort is 7% of budget and the board is trying to keep it at 5%.

Payroll is the school's largest expense for next year with general operation occupancy costs and mortgage second and third. The current budget for next year anticipates an approximate shortfall of \$50,000 that the school will cover through savings.

Facilities – Troy reported that a couple of items remain undone from the recent workday – moving excess 4x4's from the playground and some minor sheet rock repairs in some classrooms – that will be addressed over the summer.

Other Business – Mike shared a presentation with board and one recommendation from the design team (as well as three options also considered) as a result of their work.

After discussion of the options – and the recommendation from the design committee – the board granted approval for a final design option for the future building design.

Scott Montgomery motioned that the board approve Option #4 (the design committee's recommendation) as the option for future building expansion;

Steve Sherman seconded the motion;

There was no additional discussion;

The motion passed 7-0

The board also discussed the school pursuing "Exemplary" accreditation through ACSI – the standard is more rigorous than our current level of accreditation and through discussion the board believes that pursuing this level of accreditation is needed as the school, the board, and administration continue to mature.

Scott Montgomery motioned that the board approve the pursuit of the Exemplary Accreditation program through ACSI;

Mark Jessop seconded;

There was no additional discussion;

The motion passed 7-0.

Jen discussed the possibility of a board retreat for the FY14-15 board. The board is considering June 28 as the possible date for the retreat – a decision will be made at the next board meeting after board members have had a chance to review personal calendars.

The board also discussed the procedure for filling the open board seat as the bylaws require that the board operate with 7 board members. Both Scott Montgomery and Troy Miller did not offer to extend their terms of office by an additional year as provided in the bylaws.

The board agreed that we should make an announcement in the upcoming newsletters requesting association members consider running for the open board seat and holding a special election at the September Association Meeting.

Steve Sherman motioned that the board make the recruitment announcement as discussed and hold a special election at the scheduled September Association Meeting.

Steve Liu seconded the motion;

There was no additional discussion;

The motion passed 7-0

Executive Session – the board adjourned to executive session at 8:25 PM

Adjournment

The board closed in group prayer at 9:20 PM