

Heritage Christian School Board Meeting Minutes – Open
09/14/2017 Meeting

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

Attendance:

Board Members:

Sarah Norpel	Eric Johnson	Sean O'Rear
Natasha Miller	Mark Jessop	Stanley Carmouche
		Kari Miller

Absent: Gale Boldt
Tardy: Bob Coons

Teachers/Staff: None

Minutes of the 08/24/2017 open session were reviewed.

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

Seconded by Kari Miller

No further discussion

Vote 7-0 to approve

Facilities Report: Sean O'Rear:

Sean provided a detailed update covering multiple topics: (See attached.) Topics involved bleachers and playground upkeep.

Finances Report: Mark Jessop:

Mark provided a detailed update covering multiple topics: (See attached.) Topics involved curriculum cost, recent financial status overview ongoing teacher/staff education, etc.

Motion was made by Mark Jessop to move \$29,500 from operating cash (part of last year's surplus) to a restricted account for teacher/staff education.

Seconded by Stanley Carmouche

No further discussion

Vote 7-0 to approve

Motion was made by Mark Jessop to approve the hiring of Winkel, Parker and Foster CPA to conduct an external audit of HCS finances - with fees not to exceed \$9,000 to be paid out of the annual fund.

Seconded by Kari Miller

No further discussion

Vote 7-0 to approve

Motion was made by Mark Jessop to approve the transfer of \$7,300 from the annual fund to the rainy day fund.

Seconded by Sean O'Rear

No further discussion

Vote 7-0 to approve

Motion was made by Mark Jessop to approve the transfer of an additional \$10,000 from the operations account to the rainy day fund.

Seconded by Natasha Miller

No further discussion

Vote 7-0 to approve

Fundraising Report: Stanley Carmouche:

Stanley provided a detailed update covering multiple topics: One topic involved STO investigation.

Accreditation Report: Kari Miller:

Kari provided a detailed update covering multiple topics: (See attached.) Topics involved whether or not to include Early Education in accreditation review, evaluation of Art, Music, Band and PE, etc.

Minutes respectfully submitted,

Sarah Norpel

Facilities Committee Report

Date: 09/14/2017

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:

- Coated chains on playground equipment replaced.
- Replaced left faucet module (as you face sink), in east boys bathroom.

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.
- The glass in the right entrance door to the west hallway has a defect materials covered by warranty. Installer has offered to cover labor, typically only cover for first year.

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 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.

Accreditation Committee Report

Date: September 2017

Chairperson: Kari Miller

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: Heritage Christian school will offer an exemplary education presenting students who: defend their faith, excel in future studies, and impact their community.

Recent Activities:

-Mike and Kari had a phone conversation with Sue on August 29th. Here is a link to the questions we discussed and her answers. [Questions from phone conversation](#)

-We set up a face to face meeting with Sue on September 25th. She will be at Heritage starting at 10am until the end of the day.

-Key documents that we have completed and ready for her to review on September 25th:

- a. Institutional Statements
 - i. Statement of Faith
 - ii. Mission and Vision
 - iii. Core Values
 - iv. Expected Student Outcomes
- b. Non-Discrimination Statement
- c. Board Policy Manual-still working
 - i. P/S Handbook
 - ii. Employee Handbook
 - iii. Crisis Management Plan
- d. Financial Review Scheduled
- e. Written Curriculum Samples
- f. CSIP/Strategic Plan-still working

-After our visit with Sue she will be able to confirm with ACSI that we are ready for our site visit and we will then have access to the e platform to begin working on.

-We need to decide if we are going to work on getting EE (Early Education, PK) accreditation. Right now we would be non-compliant on many of the standards. It will affect the overall accreditation to have non-compliant on EE. Mike would suggest that we wait on pursuing the EE accreditation.

-For standard 5 we don't have to have Art, Music, PE or Band do a narrative, but Sue said it would be best practice. I am working with Shari on what that would look like and how we will evaluate these areas.

On-going Activity:

- Keep in communication with committee chairs on progress of work.
- Being working with committee chairs on a timeline for materials to be submitted.
- Board members should begin getting self-studies for review.

Finance Report - General
September 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:

- Requested external audit proposal
- Financial Reports
 - o Reviewed July 31, 2017 and August 31, 2017 financial statements. Details in Executive Report: YTD Summary below:
 - YTD Income is **\$5k above budget** (good)
 - Tuition income is \$2k below
 - Fundraising is \$2k above
 - BASP is \$4k above (some of it timing of payroll expense)
 - Other is \$1k above
 - YTD Expenses is **\$5k above budget** (not good)
 - *Fundraising*: \$2k above – timing
 - *Instructional Items*: \$9k above – timing of curriculum expense
 - *Occupancy*: \$2k below – utilities & janitorial services, partially offset by maintenance
 - *Office Expense*: \$4k below – IT & copy/printer lease
 - *Other*: at budget
 - *Payroll Expense*: at budget
 - Net: **At budget** (annual budget showed a projected net loss of \$23k)

Things to do/complete:

- Teacher Salary Review.
- Create/Revise Investment Policy

- Create approval process for major financial transactions