

**Heritage Christian School Board Meeting Minutes – Open**  
April 12, 2018 Meeting

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

**Attendance:** Mike Annis

**Board Members:** Bob Coons      Gale Boldt      Sarah Norpel      Mark Jessop  
Sean O'Rear      Kari Miller      Natasha Miller      Eric Johnson      Stanley Carmouche

Absent: None.

**Teachers/Staff:** None.

Loxley Eckles and Lee Eckles from Yellow Blue LED.

Minutes of the March 8, 2018, open session were reviewed.

**Motion was made by Natasha Miller to approve the open meeting minutes.**

**Seconded by Mark Jessop**

**No further discussion**

**Vote 9-0 to approve**

**Abstain: None.**

Minutes of the March 8, 2018, executive session were reviewed.

**Motion was made by Gale Boldt to approve the open meeting minutes as amended.**

**Seconded by Mark Jessop**

**No further discussion**

**Vote 9-0 to approve**

**Abstain: None.**

**Administrators Report: Mike Annis**

Mike Annis provided a detailed update covering multiple topics. (Please see below for details.)

**Accreditation Report: Kari Miller**

Kari provided a detailed update on the recent accreditation visit.

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

Sean provided a detailed update covering multiple topics: One topic included a discussion of possible contractors for heating and air conditioning maintenance and a lighting proposal from Yellow Blue LED. (See attached.)

From 7:00-7:30 two members (Loxley Eckles and Lee Eckles) from Yellow Blue LED came in to talk about a lighting proposal (changing over the school's current lights to LED lights).

**Motion was made by Eric Johnson to accept the bid from Prybil Contractors for Heritage's heating and air conditioning maintenance needs.**

**Seconded by Stanley Carmouche**

**No further discussion**

**Vote 9-0 to approve**

**Abstain: None.**

**Finances Report: Mark Jessop:**

Mark provided a detailed update covering multiple topics: (See attached.)

**Fundraising Report: Gale Boldt:**

Gale provided a detailed update covering multiple topics: (See attached.)

**Board Candidate Interview: (7:45)**

**Motion was made by Eric Johnson to advance the candidate in the board member candidate process.**

**Seconded by Mark Jessop**

**No further discussion**

**Vote 9-0 to approve**

Minutes respectfully submitted,

Sarah Norpel

## Head of School Report

April 2018

### Open Session

Re-enrollment 18/19 (Total 164): Enrollment growth for 2018/19 continues to be slow. Efforts have increased to follow up on tours and contacts. Still communicating with four families who have toured yet have not enrolled. To date, one tour is a known result of current marketing efforts.

18/19	17/18
PK3 – 8	PK3 – 9
PK5 – 20	PK5 – 20
K – 16	K – 19
1 – 16	1 – 14
2 – 12	2 – 23
3 – 15	3 – 15
4 – 16	4 – 19
5 – 18	5 – 15
6 – 14	6 – 18
7 – 15	7 – 17
8 – 14	8 – 17

#### Faculty/Staff:

1. Review and discussion on policy draft *Qualifying Degrees for Post Graduate Degree Compensation* (attached).
2. Interviewing candidates for open positions. Currently, two strong candidates have been interviewed for the vacancy in 1<sup>st</sup> grade. Two additional interviews are scheduled for the 1<sup>st</sup> grade role. Two interviews have been conducted for the middle school position. The search for the right candidate for that position is ongoing.
3. Evaluations have occurred for the office staff. Faculty evaluations will start the week of April 16, 2018

#### Academics:

1. Investigations and work continues on replacing the reading screener currently used by Heritage Christian School. While the plan is to bring in a new tool, a final decision has

not been made on which tool. There will be a cost associated with this tool though those specifics are not known at this time.

2. Investigations and work has begun to bring in a new assessment tool for Pre-Kindergarten. At present, the Gold Assessment is being discussed as the most comprehensive, user friendly tool that will equip Heritage Pre-K teachers with the data to better monitor student growth against a nationally normed, standardized assessment. Kari Miller has connected Heritage to a specialist at GWAEA who will help make the right decision in accordance with the school's stated goals.
3. Curriculum drafts for Science have been completed for the implementation of FOSS Kits at Heritage. Teacher meetings are scheduled to discuss the drafts and the use of the kits. Since FOSS kits do not promote a biblically faithful worldview of science, additional discussions are planned to insure that the tool is used well and faithfully in accordance with what God's Word says.

#### Technology Expansion Update:

1. Erbs has been given permission to upgrade the wireless infrastructure within the facility within the scope of the Annual Fund allocation on the needs list. The deadline for full operation is August 1, 2018.
2. Erbs has been given permission to build Heritage Christian School's second mobile computer lab in accordance with the Annual Fund needs list. The deadline for full operation is August 1, 2018.
3. Following the completion of #1 and #2 above (if resources are available), plans are in place to add student computers to 2<sup>nd</sup> and 3<sup>rd</sup> grade in accordance with the strategic plan.
4. Heritage Christian School server is in need of upgrade. It has reached the end of its supported life. Investigations are ongoing to determine the most cost effective way to approach this task including moving the server to the cloud. According to both Steve Schallau and Erbs, this task needs to be done within the next year (the risk of a breakdown increases if this task is pushed beyond the summer of 2019).

#### Further Updates:

1. 7<sup>th</sup> and 8<sup>th</sup> grade students returned safely from the Creation Museum trip. As was shared prior to the trip, a donor supported our students' attendance with a \$4500 donation. In communication with parents, the request was made to pass that gift along to the next group of students if they did not need the financial assistance. Parents passed along \$2345 of that donation to offset the cost of the next trip in 2020.
2. Summer Programing: At present, participation commitment in the summer camps offered at Heritage is low. Efforts will continue to boost enrollment for those camps and a decision will be made on May 18, 2018 on all camps except the Programming and Robotics class which has enough participation to meet the expectations of those offering the classes.

#### Current/Upcoming Work:

- Begin response to accreditation recommendations
- Faculty evaluations
- Update P/S Handbook
- Update Employment Manual

## **Facilities Committee Report**

**Date: 04/12/2018**

**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 Activity:**

- Seeking contractors to evaluate issue with fire door in kitchen and give estimate for repairs.

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

- Investigating different materials that can be used to replace pea gravel base around playground equipment. Reinstalled two timbers that were creating the worst trip hazard around swing set.
- Examining different possibilities for replacing lights throughout the building to LED bulbs.
- Seeking bids to replace ERV unit and quarterly HAVC maintenance.
- ERV Unit has been ordered to replace burned out unit, will be scheduled as soon as the unit comes in.

### **Electrical**

- Safety light replaced in the gym blows glass fuse inside fixture when tied to light fixture outside building.

## Finance Committee Report

Date: 4/12/2018

Chairperson: Mark Jessop

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### Committee Members:

- Chairperson: Mark Jessop
- Faculty/Staff: Lisa Turnbough
- Faculty/Staff: Mike Annis

### Recent Activities:

- Reviewed February 2018 and March 2018 Financial statements
- Income statement summary (as of March 31, 2018)
  - YTD Income is **\$16k below budget** (not good)
    - Tuition income is \$21k below (loss of students after start of year)
    - Fundraising is \$7k below (timing / lower EFE sponsor donations)
    - BASP is \$10k above (higher usage)
    - Other is \$2k above
  - YTD Expenses is **\$5k below budget** (good)
    - *Fundraising*: \$8k below – timing / management of expenses
    - *Instructional Items*: \$2k above – timing of curriculum expense
    - *Occupancy*: \$1k above – snow removal and utilities partially offset by janitor expense
    - *Office Expense*: \$2k below – IT and copier
    - *Other*: at budget – lower interest expense below offset by higher marketing expense
    - *Payroll Expense*: \$2k above – higher insurance costs
  - Net: **Negative \$11k below budget** (annual budget showed a projected net loss of \$23k)

### On-going Activity:

-Continue to revise the Finance CSIP

## **Fundraising Report**

**Date: 04/11/2018**

**Chairperson: Gale Boldt**

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### **Committee Members:**

- Chairperson: Gale Boldt
- Faculty/Staff: Mike Annis

### **Recent Activities:**

- **Transportation is still being evaluated for overall school use and fundraising events**

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

- **Operation Good**
  - **Packets went out last week Friday**
  - **Heritage Long sleeve T-shirts being provided for all students, staff, and volunteers**
  - **2 – 16 passenger vans have been reserved in case we don't have enough volunteers for driving**
  - **K-3 will pull mustard week**
  - **4<sup>th</sup>-8<sup>th</sup> will be doing local NL projects. These projects will be identified by the City of NL**
- **EFE**
  - **New Structure with Heritage employee, Lisa Turnbough – Chair**
  - **Angie, Silent Auction & Sara Sundblad, Sponsorship**
  - **Friday, March 1 2019**