

**Heritage Christian School Board Meeting Minutes – Open**  
August 9, 2018 Meeting

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

**Attendance:** Mike Annis Lisa Turnbough joined for the finance report

**Board Members:** Gale Boldt Sarah Norpel Eric Johnson  
Kari Miller Josh Nimmo (joined by phone)

**Absent:** Natasha Miller Unyime Ituk

**Teachers/Staff:** None.

Minutes of the July 26, 2018, open session were reviewed.

**No quorum met.**

**Finance Report: (See attached.)**

Lisa Turnbough gave an update on finances for May 2018 and June 2018.

**Motion was made by Gale Boldt to approve the May 2018 finance executive report as submitted by Lisa Turnbough as written.**

**Seconded by Kari Miller**

**No further discussion**

**Vote 5-0 to approve**

**Abstain: None.**

**Motion was made by Gale Boldt to approve the June 2018 finance executive report as submitted by Lisa Turnbough as written.**

**Seconded by Kari Miller**

**No further discussion**

**Vote 5 -0 to approve**

**Abstain: None.**

**Motion was made by Kari Miller to raise the BASP pay rate for both teachers and aids to \$14 per hour for teachers and to \$12 per hour for aids.**

**Seconded by Eric Johnson**

**No further discussion**

**Vote 5 -0 to approve**

**Abstain: None.**

**Motion was made by Eric Johnson to approve governance policy 310.1 as amended (See below).  
Seconded by Gale Boldt  
No further discussion  
Vote 5 -0 to approve**

#### 310.1 Spending Within a Line Item

Facilities, Marketing and Fundraising members whose roles are tied to a budget line item may spend up to 10% of that budget without requiring a vote from the Board of Directors. If an expenditure exceeds 10% of a given line item, the item must be brought to the Board of Directors for a vote.

### **Administrators Report: (See attached.)**

Mike Annis gave an update on the topics listed below.

### **Facilities Report:**

Eric Johnson gave an update on the following topics: Updates on siding, upcoming fall workday, bathroom faucets.

### **Marketing: Josh Nimmo**

Josh gave an update on current marketing committee endeavors. Topics included recruiting new members for the marketing committee, ongoing services provided by Maudience, continued Facebook digital campaign.

Kari Miller led a discussion on updating the Head of School job description and evaluation process.

Minutes respectfully submitted,

Sarah Norpel

## Head of School Report

August 2018

### Open Session

Re-enrollment 18/19 (Total 169): Enrollment growth for 2018/19 continues to be slow. Efforts have increased to follow up on tours and contacts.

18/19	17/18
PK3 – 12	PK3 – 9
PK5 – 20	PK5 – 20
K – 13	K – 19
1 – 18	1 – 14
2 – 12	2 – 23
3 – 14	3 – 15
4 – 17	4 – 19
5 – 18	5 – 15
6 – 14	6 – 18
7 – 16	7 – 17
8 – 15	8 – 17

At present, one child is on the waiting list for PK 5 day.

One student is in the enrollment process (6<sup>th</sup> grade boy) not included in the number above.

One former student is expected to re-enroll (7<sup>th</sup> grade girl) though enrollment may be temporary as the family is moving to CA. She's not included in enrollment numbers yet.

#### Faculty/Staff:

1. While the search continues for a Middle School Science and Literature teacher, plans are in place to cover that teaching assignment.
2. Still actively seeking a solution for a technology teacher. The need has been presented through Facebook, in local churches, through direct contacts, and the school's website. At present, there are no leads for this role.
3. Still actively seeking 2-3 BASP supervisors. The need has been presented through the same avenues used in #2 with only one general inquiry. This, too, is a serious need as

enrollment in the BASP has surpassed the ratio for the current number of supervisors. Brenda is posting the need on Hire a Hawk. This platform was used last year with no success.

4. LUNCH SERVERS: There is a need for 6-7 volunteer lunch servers. Brenda has worked all summer to recruit lunch servers with very little success. The hot lunch program cannot work without volunteer support and there are no employees that can cover this. Two volunteers are required per day from 11-12:30. At present, Brenda has one for Monday, one for Wednesday, and one for Thursday. Without volunteer servers, we cannot offer hot lunch.

#### Academics:

1. Poised to launch STAR 360. Kari Miller and Shari Montgomery have been instrumental in designing the implementation process.
2. Purchase of CurriculumTrak subscription on hold. The timing of the purchase is not crucial – it can be done after the school year begins.

#### Technology Expansion Update (just keeping this expense on the radar):

1. 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).

#### Facility:

1. The ERV replacement should be completed on Tuesday, August 7, 2018. Once complete, Heritage will complete its filing with insurance to cover the expenses incurred.
2. Back to School Work Day is scheduled for Saturday, August 11.
3. Drainage in the mechanical area between the school wing and gym needs to be addressed. The drain that is to divert rainwater into storm drains is frequently covered by leaves/debris. There are 2-3 gutter downspouts that deliver rainwater to this area. The result is water overflowing into the storage area across from the office and the storage area behind the kitchen.

#### Further Updates:

1. Parent/Student Handbook and Employee Manual are updated. The revised P/S Handbook is on the school's website. All employees have been provided the updated employee handbook.
2. Consider how the school should present the ACSI reaccreditation team report to the families and the broader community. **It is advised that time be spent this summer developing a response plan to recommendations listed in the report (both major and minor). In October, I am required to submit an annual report to ACSI that outlines our plan to address the two major recommendations. Those two recommendations must appear in our strategic/CSIP plan.**

3. Ghurties Frozen Yogurt will provide frozen yogurt and toppings for the Back to School night.

Current/Upcoming Work:

Develop a comprehensive plan for employee evaluations that meets the intent of the major recommendation given by ACSI.

## Finance Committee Report – May 2018 Financials

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YTD Income is **\$2K above budget** (good)

- Tuition Income: \$21K below budget
  - Under budget due to loss of students
- Fundraising: \$17K above budget
- BASP: \$3K above budget
- Other: \$2K above budget

YTD Expenses is **\$5K below budget** (good)

- Fundraising: \$9K below budget
- Instructional: \$4 above budget
  - Over budget in curriculum & music
- Occupancy: \$6 above budget
  - Over budget in maintenance/repairs, snow removal & utilities
- Office: \$3K below budget
- Other: \$1K below budget
  - Professional fees & advertising was offset by mortgage interest
- Payroll: \$6K above budget
  - Over budget in salaries, professional development and substitute wages
- BASP: \$7K below budget

YTD Net: **\$7K above budget**

## Finance Committee Report – June 2018 Financials

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YTD Income is **\$10K above budget** (good)

- Tuition Income: \$21K below budget
  - Under budget due to loss of students
- Fundraising: \$19K above budget
- BASP: \$4K above budget
- Other: \$8K above budget

YTD Expenses is **\$2K below budget** (good)

- Fundraising: \$8K below budget
- Instructional: \$3 above budget
  - Over budget in curriculum & music
- Occupancy: \$4 above budget
  - Over budget in maintenance/repairs, snow removal & utilities
- Office: \$3K below budget
- Other: \$1K below budget
  - Professional fees & advertising was offset by mortgage interest
- Payroll: \$10K above budget
  - Over budget in benefits, salaries, professional development and substitute wages
- BASP: \$7K below budget

YTD Net: **\$12 above budget**