



Christian Heritage School

"Together building a caring, Christian, learning community that is dedicated to training minds, inspiring hearts, and shaping character, to equip our students for a life of passionate faith, pursuit of excellence, and joyful service to the Lord Jesus Christ."

Fall Community Member Meeting – October 20, 2020, 7pm at CHS

Agenda

- 1) Worship – **Joanne Hall**
- 2) Devotional – **Bryan Schroeder**
- 3) Welcome and opening prayer- **Kari Tannas**
- 4) Approval of the agenda –
- 5) Approval of minutes from Fall Society Meeting (2019) –
- 6) Reports –

a. Presidents Report – Kari Tannas

“My son, do not forget my teaching, but keep my commands in your heart, for they will prolong your life many years and bring you peace and prosperity. Let love and faithfulness never leave you; bind them around your neck, write them on the tablet of your heart. Then you will win favour and a good name in the sight of God and man. TRUST in the Lord with all your heart and lean not on your own understanding; in all your ways submit to Him, and He will make your paths straight” Proverbs 3:1-6

We are very grateful to have in-class learning begin again this fall at CHS after a break that lasted more than five months due to the world wide pandemic COVID-19. There was much uncertainty as we wondered if we would be able to return to classes in our building again this fall. Every staff member has worked tirelessly to implement new policies and put in the extra time required to ensure an environment that makes it possible for students to return to school. We are so grateful for teachers and staff that are going above and beyond every day!

I continue to be honoured to serve alongside the other volunteers that make up our CHS board. We are blessed to have a group of people that work in unity to serve in their positions and do their best for the school. I pray they will all be blessed for their time they have given. As always, we welcome feedback and strive for open communication within the school. I’m always available for questions or concerns. Feel free to find me in the hallways, drop a note at the office or email me at tktannas@gmail.com.

The gym expansion continues to be at the forefront of board discussion. We have not given up hope and trust God’s timing and provision as we continue to pursue options for our building expansion. We are in the final stages of having stamped drawings completed. We will then proceed to look at options for a city building permit. Due to the current uncertainties, the board has decided not proceed any further than a permit if we feel that there is still a risk for school closure. We will also be required to have high enough student numbers in order to have the appropriate cash flow within our budget to secure financing for our project when the time is right. It is still our hope and prayer that conditions will be favourable in the spring to make the decision to go ahead with building.

We are looking to add new board members. If you know someone that would be a good fit or you yourself feels led to join us, please prayerfully consider this important role. Any society member can nominate new board members and we vote on these at our bi-annual meetings.

CHS Mission Statement - "Together building a caring, Christian, learning community that is dedicated to training minds, inspiring hearts, and shaping character, to equip our students for a life of passionate faith, pursuit of excellence, and a joyful service to the Lord Jesus Christ."

Respectfully Submitted by Kari Tannas – President

b. Treasurers Report – Tony Keown

1. Year-end June 30, 2020

Currently our auditors BDO are finalizing their audit procedures of our June 30 th year-end financial statements. Pre-audited financial statement has CHS end the year with gross revenue of \$1.37 million, and gross expenses of \$1.48 Million, which netted us with a deficit of \$118 thousand. There were some extraordinary onetime items that had occurred during the school year which resulted in this deficit. There were some previous accounting errors discovered that had to be corrected which resulted in a significant increase to our expenses.

2. Budget 2020/2021

The current school year budget is attached for review as there was not a society meeting in the spring to approve the budget. The key assumptions used in this budget are the following:

- student FTE 153, increase in government funding of 0.52%, increase in tuition fees of 3%, and increase in payroll of 2%. With these key assumptions CHS is budgeting to have a net surplus of \$1,292.

3. Tuition Assistance program

The tuition assistance program is currently on target to provide \$120,000 in aid to families that need assistance paying for school tuition. This is comparable to previous years tuition assistance amounts.

4. Cash / Mortgage Balance

As of September 30th CHS has \$76,747 in our capital/building fund, and current borrowings of \$445,836. Borrowings consist of a \$349,613 mortgage, a loan for \$75,604, and a line of credit of \$20,619. Typically, CHS is using the line of credit at the start of the school year until government funding comes in. The loan for \$75,604 was taken out in the year to help cover for the accounting errors that were discovered in the year.

Respectfully submitted

Tony Keown, MBA, CPA, CA

CHS treasurer

	Actual June 30th	Budget 2020/2021	Expected Change YoY
Ordinary Income/Expense			
Income			
4000 · GRANTS			
4010 · Operating Grant	911,708	868,260	
COVID expense recoup - SAFE SCHOOLS		23,979	
Special Needs, Text Books, health Grants		30,630	
Total 4000 · GRANTS	911,708	922,869	11,161
4100 · TUITION			
4110 · Regular Tuition	521,075	527,110	
4120 · Tuition Assistance	(119,364)	(120,000)	
4125 · Teachers Discount	(20,369)	(20,000)	
4126 · Early Payment Discount	(4,956)	(11,500)	
4127 · Tuition Donation	-	-	
4128 · Referral Discount	(4,000)	(1,500)	
4129 · Pastor Discount	(6,480)	(6,000)	
4135 · Before After School Income	12,902	17,000	
4140 · Kindergarten Tuition	17,804	26,260	
4145 · Afternoon Kindergarten Discount	(11,760)	(20,000)	
Total 4100 · TUITION	384,852	391,370	6,518
4200 · DONATIONS			
4210 · General	11,763	15,000	
4220 · Library	268	1,800	
Total 4200 · DONATIONS	12,031	16,800	4,769
4300 · FUNDRAISING			
4320 · Vista	36,092	50,000	

4340 - Other Fundraising	946	2,500	
Total 4300 - FUNDRAISING	37,039	52,500	15,462
4400 - OTHER REVENUE			
4410 - New Student Registration	225	200	
4430 - Interest Income	840	800	
4450 - Credit Union Patronage/Misc Div	259	-	
Total 4400 - OTHER REVENUE	1,324	1,000	(324)
4500 - SPECIAL PROJECTS			
4515 - 7/8 Retreat	1,089	1,280	
4520 - Sports Fees	940	900	
4530 - Hot Lunch	9,134	500	
4540 - Field Trips	1,596	3,000	
4560 - Special events	3,931	2,100	
4570 - Grade 8 fundraising	1,584	-	
4500 - SPECIAL PROJECTS - Other	325	500	
Total 4500 - SPECIAL PROJECTS	18,599	8,280	(10,319)
Total Income	1,365,553	1,392,819	27,266
Expense			
5000 - PAYROLL			
5005 - Teaching Staff Salary	631,084	767,601	136,516
5010 - Support Staff Salary	136,357	167,625	31,268
5015 - Teachers Assisant Salary	187,749		(187,749)
5017 - Before/After School Salary	8,148	16,156	
5020 - Substitute Payroll	7,188	9,100	
5030 - Payroll Expenses (EI, CPP)	63,676	55,000	
5040 - Workers Compensation Expense	1,281	1,500	

5060 · Pension Expense	103,745	50,000	
5070 · Group Insurance Expense	29,503	27,000	
5080 · Staff Professional Development	5,363	5,000	
5095 - Wage Subsidy	(20,335)	(25,000)	
Total 5000 · PAYROLL	1,153,759	1,073,981	(79,777)
5100 · INSTRUCTIONAL EXPENSE			
5110 · Classroom Supplies	14,002	17,100	
5115 · Student Supplies	(5,478)	(5,700)	
	8,524	11,400	
5120 · Teacher Accounts			
5121 · Caroline Campbell	264	350	
5122 · Lori Neil	460	350	
5124 · Raquel Peters	287	350	
5130 · Lori Soder	266	350	
5131 · Sarah Morgan	145	350	
5132 · Tori Buizer ***	449	350	
5133 · Alyia Buhr	111	300	
5134 · Karen Otto	268	350	
5135 · Trista Godfrey	256	250	
5136 · Cheri Hamm	16	350	
NEW *** - Tim Frykoda		250	
5137 · Resource	5,390	1,000	
Total 5120 · Teacher Accounts	7,912	4,600	(3,312)
5138 · *** Bible Class Text Books	647	3,120	
5150 · Phys Ed Equipment	1,875	1,500	
5155 · Gym Rental			

	9,210	9,500	
5170 · Speech Pathology	12,650	12,000	
Total 5100 · INSTRUCTIONAL EXPENSE	40,818	42,120	1,302
5200 · ADMINISTRATION EXPENSES			
5205 · Memberships			
5206 · Christian Stewardship Int Dues	974	1,000	
5207 · MB Fed of Independant Schools	1,485	1,500	
5208 · Can Council Christian Charity	895	900	
5205 · Memberships - Other	1,479	1,500	
Total 5205 · Memberships	4,833	4,900	67
5220 · Gifts & Sympathy			
5221 · Gifts	535	700	
5222 · Staff Recognition	3,268	3,000	
5223 · Student Recognition	868	150	
Total 5220 · Gifts & Sympathy	4,672	3,850	(822)
5230 · Advertising (Positions)	71	100	
5235 · Marketing	4,026	6,000	
5240 · Bookkeeping Contract	12,736	13,500	
5241 · Audit Expense	6,141	5,500	
5242 · Annual Return Fee	80	80	
5250 · Service Charges	27,502	1,000	
5251 · Telpay Fees	730	840	
5260 · Bad Debt Expense	42,865	10,000	
5265 · Office Supplies	12,353	9,000	
5275 · Telephone Expense	1,914	2,500	
5290 · Technology			
5291 · Photocopy Lease	2,064	3,000	

5292 · Photocopy Service	9,419	5,000	
5293 · Computer Supplies	268	800	
5294 · Computer Service	1,596	2,300	
5295 · Computer Software	1,271	1,500	
5296 · Computer Hardware	7,505	6,000	
5297 · Internet	604	560	
Total 5290 · Technology	<u>22,727</u>	<u>19,160</u>	<u>(3,567)</u>
Total 5200 · ADMINISTRATION EXPENSES	140,649	76,430	(64,219)
5300 · FUNDRAISING EXPENSE			
5320 · Vista Expense	35,630	50,000	
Total 5300 · FUNDRAISING EXPENSE	35,630	50,000	14,370
5400 · BUILDING AND YARD			
5280 · Bus Expense	7,834	7,000	
5410 · Hydro	15,432	16,000	
5415 · Water	2,338	2,250	
5420 · Property taxes ****	354	500	
5425 · Yards and Roads	3,244	3,000	
5430 · Garbage Removal	2,934	3,000	
5435 · Building Insurance	13,294	26,000	
5445 · General Repairs	7,528	10,000	
5450 · Janitorial Expense	11,033	17,000	
5455 · AAA Alarm	417	850	
5460 · Cleaning	20,227	29,172	
Total 5400 · BUILDING AND YARD	84,635	114,772	30,137
5500 · SPECIAL PROJECTS EXPENSE			
5515 · 7/8 Retreat	2,073	2,200	

5525 - Special Events	8,691	6,500	
5530 - Before/After School Expenses	1,329	2,500	
Total 5500 - SPECIAL PROJECTS EXPENSE	12,093	11,200	(893)
5600 - Capital Expense			
5620 - Mortgage Interest	13,006	18,024	
5650 - NEW GYM	3,200	5,000	
Total 5600 - Capital Expense	16,206	23,024	6,818
Total Expense	1,483,790	1,391,527	(92,262)
Net Ordinary Income	(118,236)	1,292	
(118,236)	1,292	119,528	

Respectfully submitted by Tony Keown – Treas

c. Academic Resource Report – Bryan Schroeder

Vision: To educate and equip children with Kingdom of God views and values

2020-2021 THEME: Abound In Hope! Romans 15:13

CHS Fall Society Meeting

October 19, 2020

Principal's Report

Written by Bryan Schroeder

I'm so thankful that students are back and schools remain open! I celebrate that we made it through September and now students and staff members (and parents!) have found the new groove with public health protocols in place. The staff and I are all working hard and are committed to our mission despite many challenges. The challenges are stretching us as we face them together, but we are doing it by God's grace. I believe God gives His grace as He grows us to be more like Him. We must continue to speak "Grace! Grace! Grace!" to what God calls us to do, and then do it! (Zechariah 4:7 NKJV) Thank you to each parent for continued prayers, support, patience, and persistence.

Students

- Total enrolment: 153
- Our grade 7 international student has not attended yet
- We miss and bless the families that moved away, are home schooling, or chose a different school this year.

Staff

- All staff are working diligently.
- Mrs. Dyck taught grade 1 for a few weeks and coached Mrs. Lade into the role as well, since Mrs. May wasn't able to continue teaching due to health concerns. Welcome Mrs. Lade!
- Students will start receiving supports from the Resource Department soon
- We welcomed Mr. Johnson as our PE teacher, Ms. Stone and Mrs. Jager as our grade 5 teachers, Mr. Martens as our grade 6 teacher, Mrs. Hall returned in grade 7, and Mrs. Hamm became our gr. 2 teacher. Ms. Johannsson continues to work as our Speech and Language Pathologist and Heather Keeble serves as our Occupational Therapist. Praise God for each one of our staff members!

Programming

- We purchased subscriptions to Mathletics (customizable online math program) and Keyboarding Without Tears (Gr. 1-5 literacy and typing program).
- We will rent the Richmond Park MB Church gym again for PE classes.
- We are running a six week volleyball program twice a week for gr. 7 & 8 students.
- Our grade 5 & 6 students were trained by Constable Potter so that they can safely patrol our parking lot.

Other

- I continue to make small tweaks to our school plan as necessary. We will see what else needs to change once the snow comes! Transitions take up a lot of time so we're continually discussing how to improve inside-outside effectiveness and efficiency.

Here are a few summarizing highlights from Spring 2020, since we didn't have a Spring Society Meeting due to COVID-19:

I was very happy with the persistent teaching and facilitation of learning that continued from our teachers and EA's throughout the Spring. Video conferencing continued, a certain pattern of remote learning was discovered, and Google Classrooms were alive and active. Some students and families did not engage with remote learning but the vast majority did. Parents continued to drop off completed student-work packages at school and pick up new ones for K-3 students.

Mrs. J. Peters organized a very successful family parade and it was SUCH a blessing to have approximately 60 vehicles (just a guess!), full of CHS students and (grand)parents, come through our parking lot to celebrate staff and the community we have here.

I was thankful that our teachers, students, and parents were able to confidently and safely wrap up the 19-20 school year even though it was different.

I give glory to Jesus Christ for His presence, leadership, wisdom, love, and grace. His Spirit leads us and conforms us to the image of Christ day by day.

*Respectfully submitted by **Bryan Schroeder – principal***

c. Parent Council Report –

Parent council suspended regular monthly meetings at the start of the pandemic. Prior to the move to remote learning, we prepared a meal for teachers during parent teacher student conferences, organized a Family Fun Night at the Sportsplex and a staff appreciation week in February, purchased medals for the chess club and completed a Forbidden Flavours coffee fundraiser. Last year, Parent Council donated \$1000 towards the asphalt pad that Student Council put in on the east side of the playground, bought jerseys for volleyball, and purchased a set of guided reading books. We also gave \$600 for the purchase of science equipment, including microscopes. In June, we donated \$300 towards the grade 8 farewell.

For the 2020-21 school year, we plan to meet as necessary for activities such as fundraising and staff appreciation.

*Respectfully submitted by **Trista Godfrey***

d. Physical Resource Report – Michael Peters

This year a lot of time was spent making sure everything in our building was up to date with all Covid-19 school requirements for the start of our 2020/2021 school year. The major things that were done were:

- Installed new touchless taps and paper towel dispensers in all of the bathrooms in the school to limit germ spreading
- 2 new sinks were added in the school as well as more hand sanitizer dispensers
- temporary wall was added between the Grade 4/5 and 6/7/8 entrances
- arrows and dots on the floor were added for clarity on physical distancing
- designated areas were created for students for the start/end of the school day
- renewed contract with Pro Janitorial to continue with evening cleaning of the school to keep our school clean and eliminate as many germs as possible.

Some other things that have happened at the school this year that are physical resource related but not Covid-19 specific are:

- new lease with Gold photocopiers which means a new color photocopier in the photocopy room as well as a 2 nd black and white photocopier for the west end of the school
- Shelving added in the school
- Rooftop HVAC units were serviced, and air exchange units are going to be serviced
- CHS bus was serviced
- Lots of grounds maintenance and school maintenance has been done and is continually being done (Thank you Mr. Lisa)

God bless,

*Respectfully submitted by **Michael Peters – Physical Resource***

e. Promotions Report – Michael Peters

This year has been an interesting year to say the least. We, as a board, have run a lot of different promotions this year that haven't been done in the past to ensure that we could keep enrolment up during these challenging times. These are some of the things we have done this year to promote the school:

- Free tuition for new families was offered for the first 4 months of the 2020/2021 school year to encourage new families to try out our school.
- A 10% discount was offered on tuition this year if tuition was paid in full for the 2020/2021 school year before the end of June.
- Ivy Bridge Marketing was hired to run all of our social media accounts in an effort to increase our exposure to our community. It also gives our Westman community as well as our Christian Heritage School community a chance to see all of the great things

happening at our school.

- Our website got a new, modern look and is very user friendly and easy to access. It provides lots of information for parents or guardians of children at the school as well as for new families who are considering the school.

If you have ideas or feedback on how we could do a better job of promoting the school, please feel free to come talk to me or send me an email at mikepeters1984@gmail.com
God Bless,

*Respectfully submitted by **Michael Peters – Promotions Committee***

f. I.T. Committee Report – Michel Latreille

Greetings from the IT Committee! The second half of the 2019/20 school year and this school year have highlighted how important it is to have reliable IT infrastructure. This includes all of the hardware and software that allows us to be connected within the school and also connected to our families outside of the school.

- This year the IT committee has purchased a Lumens DC193 document camera which allows for staff to copy and project a physical book (live or pre-recorded) to students online and to their homes. This will be such a great way to connect to students through online learning.
- An Apple iPad was purchased for resource as an added tool to help students learn and interact in a new way.
- We improved the connectivity in the east end of the school by installing a newer and faster access point. We will be looking into issues in the west end of the school and will be coming up with a solution soon.

Respectfully submitted by Michel Latreille

g. Building Expansion Report

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7) Other Business: Vote to add Tayona as a board member

Close in prayer:

8) Motion to Adjourn :