

Christian Heritage School Society of Brandon
Fall Society Meeting - minutes
October 21, 2019

Board President Kari Tannas called the meeting to order at 7:04pm. Board Treasurer Tony Keown acted as recording secretary.

1. Welcome and opening prayer – Kari Tannas
2. Worship – Armando Ruiz
 - a. “Lord, I Need You” – Matt Maher
 - b. “10,000 Reasons (Bless The Lord)”
3. Devotional – Bryan Schroeder “Do it Jesus’ way – sing and pray”
 - a. Let your children see that you rely on God. It’s not all about you and it’s not all about them. Position ourselves to do it Jesus’ way, sing and pray. David did it and you can do it too.
4. Approval of the agenda – motion by Terry Browett and second by Jenn Peters to approve the agenda as amended for meeting date to read October 21st.
5. Approval of minutes from Spring Society Meeting – April 29th, 2019
 - a. Motion made by Jenn Peters to approve the April 29th Spring Society meeting minutes, second by Amanda Pries. All in favor, carried.
6. Reports –
 - a. Presidents Report – reviewed and presented by Kari Tannas
 - i. Discussed any society member can nominate for board members. We currently have 7 board members and always welcome additional nominations for new board members. Only caveat is that you must be a society member to be a board member.
 - ii. Discussed about the gym build process. Provided a brief overview of the current process. Currently the drawings are under review so that we can have structural drawings completed from the engineer. Mechanical and Electrical drawings need to be completed after the structural drawings, then we can apply for a building permit. Continue to pray for this process and for God’s guidance and favor in this process. Question from Terry Browett about the Gym Build and the budget amount for this project and the amount in the current building fund. Board Treasurer Tony Keown noted that we currently have \$1.1 million for the gym build in our 2019/2020 budget. Once we receive final mechanical and electrical drawings we will tender those out to see what our final project costs will be.
 - b. Treasurers Report – Tony Keown reviewed the treasurer’s report. Tony Keown makes a motion to approve the treasurer’s report as presented and second by Jenn Peters. All in favor, carried.

- c. Academic Resource Report. Bryan Schroeder reviewed his academic resource report.
 - d. Parent Council Report – reviewed the parent council report provided by Joanne Hall, PC Secretary. It was noted for families to continue to review the lost and found items and see if there are any pieces of items for your family.
 - e. Physical Resource Report – Butch Pries reviewed the physical resource report submitted by Mike Peters. Question from Terry Browett about what is the plan for our current road. Discussed that the current road will not be here once all the plans are complete in Bellafield. A new road will come from that new development with a potential to open south to Patricia. This can change as we have heard numerous items from the City on the plans for the road, which have not all be consistent. Kari Tannas thanked the board members for volunteering their time throughout the summer months to mow and weed wack the CHS grounds.
 - i. Terry Browett asked a question about the soccer field and what we do for renting that out. Bryan Schroeder mentioned that our contract with the soccer club is not renewed and so currently not. This will be looked into going forward as another source of income for the school.
 - ii. James wanted to thank the board for bringing in the extra gravel. Asked if he can move the gravel pile around if the pot holes keep showing up and underneath the school bus. Butch mentioned that the intention for the pile of gravel is for the mud hole in the staff parking lot entrance, but would appreciate it if the holes are continued to be filled as needed.
 - f. Promotions Report – Kari Tannas reviewed the promotions report submitted by Michael Peters. There was a brief discussion around the children shirts that were provided this year. As well, it was discussed if the teachers wanted to have a CHS shirt, the Board is in favor of this. Would need to have further discussion with the teachers to see if all would be in favor. There was a discussion around are the Santa Clause parade and that CHS was looking at entering a float into this year’s parade which is 3 weeks away.
 - g. IT Committee Report – Kari Tannas reviewed the IT report submitted by Michel Latreille.
 - h. Building Expansion Report – as discussed previously under the presidents report.
7. Other Business – Question rose from James around the structural drawings if we can have a deadline for the engineering drawings? I.e. In order to speed up the process. Currently we do not have a specific answer for that as we are being told that the drawings should be completed any day now. Discussed that the board would be calling the engineer more frequently to expedite this process. Question from Armando Ruiz about how long the build would take once they start the build? At this time we do not know the completion timeframe. Comment from Raquel Peters that the attendance is not that good for the society meeting. How can we increase the attendance? Suggestion that maybe we should have the society meeting after school so that once parents come here they stay for the meeting. Another suggestion is to send home what we are going to be discussing in brief (a few bullet points) what is going to be discussed and keep the meeting short < 1 hour. Comment was made that parents don’t want to come back in the evening after the school pickup. Terry Browett suggested using the emergency contact list by calling the day before as a reminder of the meeting next night.

Discussed to have door prizes and hand out at the meeting. James suggestion to change the name from "Society Meeting" to something more attractive and less formal.

8. Motion by Terry Browett second by Raquel Peters that meeting be adjourned at 8:13pm.
9. Close in Prayer – Bobbie Taggart



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 Society Meeting – October 23, 2019, 7pm at CHS

Agenda

- 1) Welcome and opening prayer- Kari Tannas
- 2) Worship – Armando Ruiz
- 3) Devotional – Bryan Schroeder
- 4) Approval of the agenda –
- 5) Approval of minutes from Spring Society Meeting –
- 6) Reports –

a. Presidents Report – Kari Tannas

I will praise the Lord at all times. I will constantly speak his praises. I will boast only in the Lord; let all who are helpless take heart. Come, let us tell of the Lord's greatness; let us exalt his name together.
Psalm 34:1-3

What a blessing it is to have students openly worshipping and being mentored to know the Lord at CHS. We currently have 155 students. Praise the Lord! Each student at CHS will be impacted by the Lord and has the opportunity to further God's Kingdom! We are so grateful for each staff member that pours into our children each and every day

We continue to have a Board-Staff Liaison role which is fulfilled by the current board President. This role serves to improve communication and openness between teachers/staff and the board. While Mr. Schroeder is always available for communication, I also welcome feedback as well. Feel free to find me in the hallways, drop me a note off at the office or email me at tkannas@gmail.com .

We are hoping to receiving the completed drawings for the school gym and will then move on to acquiring a city permit for our project. Although the process has been much slower than we would have liked, we continue to trust the Lord's timing. Please continue to pray for the success of this project, for wisdom as we make decisions, and favour to keep the process moving forward.

We are looking to add new board members. If you know of someone or feel led to join us, please prayerfully consider this important role. We have snacks and quite a good time! We are honoured to spend time at each meeting praying for CHS. We pray for a heart of wisdom to

hear the Lord's voice and that He would make CHS strong by His favour and grace.

I would like to thank each parent that chooses Christian Heritage School for their family. This is an eternal investment that will reap lifetime rewards for your children! We are so thankful for the dedicated staff, for parent council and their dedication to school community, and the many parent volunteers and prayer warriors that make the school a better place!

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."

Written and Submitted by Kari Tannas - President

Respectfully Submitted by Kari Tannas – President

b. Treasurers Report – Tony Keown

October 21, 2019

1. Year-end June 30, 2019

Currently our auditors BDO are finalizing their audit procedures of our June 30th year end financial statements. Pre-audited numbers had us end the year with gross revenue of \$1.45 million, and gross expenses of \$1.42 million which netted us with a surplus of \$30,819.

2. September 30, 2019 Financials

Currently our gross revenue as of September 30th is \$143,547 and our gross expenses are \$174,604. This is currently a net deficit of \$31,057. The reason for the current deficit is that our expenses continue to occur throughout the months of July and August for payroll and repairs and maintenance whereas our income from the government and tuition starts in September. This is expected to correct itself over the coming months as our gross monthly income will be higher than our gross monthly expenses.

3. Cash / Mortgage Balance

As of September 30th CHS has \$138,276 in cash accounts, \$76,002 of this is sitting in our building fund reserve. The current mortgage on our property is down to \$357,034.

4. Bookkeeping / Invoice Changes

We've implemented a few changes this year the first being all families were invoiced at the start of the school year rather than month to month. By doing so the school is able to track what the net amount owing is each month. As well, if a family calls the office to ask what the remainder of their tuition is due, we are able to now have that information available while on the phone with them.

5. Educational Aid Fund

The 2019/2020 school year's educational aid fund is on target to help families with approximately \$111 thousand in tuition funding. This is below the prior year's amount that ended the June 30th year-end at \$146 thousand.

Respectfully submitted

Tony Keown, MBA, CPA, CA

CHS treasurer

Christian Heritage School
Profit & Loss
 July through September 2019

	TOTAL
Ordinary Income/Expense	
Income	
4000 · GRANTS	
4010 · Operating Grant	94,664.10
Total 4000 · GRANTS	94,664.10
4100 · TUITION	
4110 · Regular Tuition	52,689.00
4120 · Tuition Assistance	-10,292.00
4125 · Teachers Discount	-1,991.38
4126 · Early Payment Discount	-484.25
4127 · Tuition Donation	0.00
4128 · Referral Discount	-350.00
4129 · Pastor Discount	-648.00
4135 · Before After School Income	1,756.00
4140 · Kindergarten Tuition	1,960.00
Total 4100 · TUITION	42,639.37
4200 · DONATIONS	
4210 · General	80.00
4220 · Library	10.00
Total 4200 · DONATIONS	90.00
4300 · FUNDRAISING	
4320 · Vista	3,322.35
4340 · Other Fundraising	20.00
4300 · FUNDRAISING - Other	924.25
Total 4300 · FUNDRAISING	4,266.60
4400 · OTHER REVENUE	
4410 · New Student Registration	75.00
4430 · Interest Income	238.95
Total 4400 · OTHER REVENUE	313.95
4500 · SPECIAL PROJECTS	
4515 · 7/8 Retreat	849.15
4520 · Sports Fees	445.06
4530 · Hot Lunch	14.00
4560 · Special events	40.00
4500 · SPECIAL PROJECTS - Other	225.00
Total 4500 · SPECIAL PROJECTS	1,573.21
Total Income	143,547.23
Expense	
5000 · PAYROLL	
5005 · Teaching Staff Salary	52,106.58
5010 · Support Staff Salary	10,692.00
5015 · Teachers Assisant Salary	19,630.59
5017 · Before/After School Salary	1,056.78
5020 · Substitute Payroll	437.50
5030 · Payroll Expenses (EI, CPP)	4,541.26
5060 · Pension Expense	15,075.28
5070 · Group Insurance Expense	6,778.62
5080 · Staff Professional Development	752.18
Total 5000 · PAYROLL	111,070.79
5100 · INSTRUCTIONAL EXPENSE	
5110 · Classroom Supplies	7,082.46
5115 · Student Supplies	-5,330.83

Christian Heritage School
Profit & Loss
 July through September 2019

	TOTAL
5120 · Teacher Accounts	
5121 · Caroline Campbell	110.65
5122 · Lori Neil	131.82
5124 · Raquel Peters	72.65
5130 · Lori Soder	265.51
5131 · Sarah Morgan	97.40
5132 · Tori Wirch	83.89
5133 · Alyia Buhr	110.59
5134 · Karen Otto	40.64
5135 · Trista Godfrey	80.66
5137 · Resource	2,267.35
Total 5120 · Teacher Accounts	3,261.16
5138 · Text Books	646.64
5150 · Phys Ed Equipment	1,532.64
5155 · Gym Rental	112.50
5170 · Speech Pathology	2,340.00
Total 5100 · INSTRUCTIONAL EXPENSE	9,644.57
5200 · ADMINISTRATION EXPENSES	
5220 · Gifts & Sympathy	
5222 · Staff Recognition	125.00
Total 5220 · Gifts & Sympathy	125.00
5230 · Advertising (Positions)	20.22
5235 · Marketing	2,384.54
5240 · Bookkeeping Contract	2,524.95
5242 · Annual Return Fee	80.00
5250 · Service Charges	194.30
5251 · Telpay Fees	160.00
5265 · Office Supplies	2,631.70
5275 · Telephone Expense	491.18
5290 · Technology	
5292 · Photocopy Service	1,293.30
5293 · Computer Supplies	48.86
5294 · Computer Service	714.52
5295 · Computer Software	1,183.74
5296 · Computer Hardware	6,951.82
5297 · Internet	147.79
Total 5290 · Technology	10,340.03
Total 5200 · ADMINISTRATION EXPENSES	18,951.92
5300 · FUNDRAISING EXPENSE	
5320 · Vista Expense	9,067.55
Total 5300 · FUNDRAISING EXPENSE	9,067.55
5400 · BUILDING AND YARD	
5280 · Bus Expense	1,517.71
5410 · Hydro	2,297.51
5415 · Water	575.14
5425 · Yards and Roads	381.45
5430 · Garbage Removal	733.56
5445 · General Repairs	1,667.80
5450 · Janitorial Expense	3,123.44
5460 · Cleaning	5,247.84
Total 5400 · BUILDING AND YARD	15,544.45

6:16 PM

10/16/19

Accrual Basis

Christian Heritage School

Profit & Loss

July through September 2019

	TOTAL
5500 · SPECIAL PROJECTS EXPENSE	
5515 · 7/8 Retreat	2,073.31
5525 · Special Events	824.21
5530 · Before/After School Expenses	132.55
Total 5500 · SPECIAL PROJECTS EXPENSE	3,030.07
5600 · Capital Expense	
5620 · Mortgage Interest	4,094.89
5650 · NEW GYM	3,200.00
Total 5600 · Capital Expense	7,294.89
Total Expense	174,604.24
Net Ordinary Income	-31,057.01
Net Income	<u>-31,057.01</u>

c. Academic Resource Report – Bryan Schroeder

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

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 joyful service to the Lord Jesus Christ.

2019-2020 THEME: Ambassador for Christ, based on 2 Cor. 5:14-21

Students

- Current Enrolment: 155 (147 FTE)
- Raised \$1,726 for Cancer Research in September and participated in a Terry Fox walk and run (gr. 5-8), organized by Mrs. Soder
- A few different classes had outdoor field trips while the weather cooperated in Sept.
- Grade 7/8 students went to Camp Koinonia for their annual Kick-Off Retreat with Mrs. Buhr, Mrs. Godfrey, and Mr. Frykoda at the beginning of September
- Students participated in a Chess Tournament at CHS in June – thank you Mr. Leelaratne
- Qualifying students participated at the City Track Meets in June
- Students participated in the Jump Rope for Heart day on May 30th (nearly \$5,000 raised for the Heart and Stroke Foundation!) – Thank you Mrs. Godfrey for organizing this!
- Grade 8's shared in chapel why their mission trip experience to Calgary was important to them. They showed some videos and pictures and shared testimonies from it.
- Fundraising efforts were made for Pregnancy Support Centre in June
- Grade 4-8 had their annual Track and Field Meet on May 10th. ACA and LCS joined us again for a fun day at the Sportsplex. A highlight was students receiving ribbons for 1st, 2nd, and 3rd placements in their events. Qualifying students will attend the City Meets (Gr. 4-6: June 11, Gr. 7-8: June 12).
- April was I Love to Read – thank you Mrs. Dyck!

Staff

- Mr. Krahn has been another positive addition to our staff as an EA. Mrs. Hamm shadowed Mrs. Neil in the grade 2 classroom for 2 weeks and as of Oct. 15th is teaching grade 2. Mrs. Neil is now officially our Resource Teacher while Mrs. Dyck is on leave.
- We welcomed back Mrs. Morgan from Maternity Leave in Sept.
- We welcomed Mr. Kiota as an Educational Assistant in Grade 2 in Sept.
- We welcomed Mr. Lisa as our Custodian in Sept.

- Professional Development Day was held on Tuesday Sept. 3 (Topics: Spiritual Growth, Teacher Development, and Keyboarding Without Tears)

Programming

- Mr. Ruiz is beginning our gr. 6-8 volleyball program.
- 23 Chromebooks were purchased so that each grade (Gr. 1-8) could use them every other day for approximately 30 minutes to learn Digital Citizenship and Communication, typing fluency, and how to interact in online environments. Keyboarding Without Tears is our new program initiative this year.
- Our BSD shared service agreements are the following: Shops (Industrial Arts) and Home Ec., Transportation, and Band classes.
- Nikki Loeppky is teaching private piano lessons at CHS this school year
- We hosted our 2nd annual Welcome to Kindergarten event and had 14 families show up to participate in May. We also had community representatives from the BPS, Elspeth Reid Centre, City Library, our SLP (Tammy Johansson), Sally Bender, and our OT (Heather Keeble).

Other

- I attended a District Principal meeting at Linden Christian School on Oct. 4th.
- In May we hosted Darcy Bayne, the Liaison of the Independent Education Unit. She visited each classroom, talked with each teacher, provided a host of resources to support our initiatives and provided a follow up email thanking us for having her. She is the former principal of Springs Christian Academy in Winnipeg and it was an honour to host her. MFIS is privileged to have her in her current role – please pray for her.

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

d. Parent Council Report –

The CHS Parent Council meets the third Tuesday of every month. It currently has 8 members and is always ready to welcome newcomers!

Highlights from the Summer:

- PC has almost completed their rink improvement project. This past summer, all rotten boards have been torn out and replaced, steel supports have been installed, and brand-new rink boards were purchased and installed. The outside of the rink has been prepped for painting, and that will take place in the spring. Thank-you to all the volunteers who generously donated their time, energy and equipment!
- PC made a significant donation to the CHS student council middle years play area project and looks forward to supporting their work this year.
- The outdoor learning area continues to grow! A tool shed and a variety of tools were

purchased last year. More garden plots were dug and used. PC plans to continue equipping the learning area with supplies to support outdoor educational activities.

- PC gave financial support to the Chess Club towards the purchase of new boards, timers and medals.

Additional Projected Activities for 2019-2020:

- run the Farm to School fundraiser in the fall, with the highest sellers going as a group to Samaritan House to deliver donated vegetables.
- sponsor a Family Fun night at the Sportsplex in February. CHS families and friends will be invited to swim and enjoy food and fellowship.
- prepare hot meals for teachers during both the fall and spring PTS conferences. PC also plans to prepare an appreciation lunch closer to the end of the year for teachers and all support staff.
- plan activities for “Teacher Appreciation Week”
- continue to support teachers with financial assistance for small classroom purchases
- continue to organize and monitor Lost and Found as needed.
- support local business, Forbidden Flavours, with a coffee fundraiser in February.
- keep in constant contact with the lunch program supervisors, to provide support for the purchase of food supplements for students who have forgotten their lunches.
- facilitate the running of a student skate swap.
- offer support to help run any book fairs.
- continue to promote the celebration of our multicultural school community by organizing information displays and quizzes from a variety of countries. The ongoing goal of PC is to celebrate every country that our student body represents.
- continue to run promotions for the sale of Vista cards. PC will run a Christmas promotion, “Turkey Dinner with all the Trimmings” prize. PC will also have Vista available for last minute Christmas shoppers at the school Christmas Concert.
- continue running the Mom’s Pantry fundraiser in the spring.
- PC plans to continue with organizing and sponsoring the CHS year-end celebration in June.

Respectfully Submitted by Joanne Hall, PC Secretary

e. Physical Resource Report – Michael Peters

This year has gotten off to a good start. Here are a few things that have happened since the last meeting in April:

- Hired a new custodian named Joe Lisa this fall who is driving the bus in the morning and does custodial work as well in the morning
- Pro Janitorial is continuing to do the janitorial work in the evening at the school for another year.
- Driveway just got graveled this last Saturday with the help of Hank and a tractor from Brentwood Village
- A new toilet was installed to replace a broken toilet in the boy's bathroom
- Lawn mower and weed whipping was done at the school this summer by the board members with the new to us ride on mower. Lawn mower worked very well but our weed whip has decided to stop working and we will be replacing it before next summer.

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

f. Promotions Report – Michael Peters

Here is our update for promotions:

- 8 tickets were purchased for the 'Walk the Talk Mental Health Awareness' event on November 6th. All funds raised will go to Brandon Wheelchair sport and leisure for developing wheel chair sports in Westman. The tickets will be given away on Pure Country radio station in groups of 2 on behalf of CHS.
- CJRB Christmas segments will be running again this year during the Christmas season.

God Bless,

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

g. I.T. Committee Report – Michel Latreille

So far this year CHS has purchased 23 Chromebooks and an annual subscription for gr. 1-8 students to participate in a program called Keyboarding without Tears.

We had Brandon computers install new Wi-Fi access points throughout the school. This has enhanced our Wi-Fi connectability.

The hunt for a camera for the CHS bus is on hold as the supplier that provided an original quote has not been very easy to make contact with. We suspect that it is due to the single unit that we need a camera on compared to a full fleet that they normally provide services for.

Finally, we have continued our annual subscription with Mathletics, a customizable online math program which students and teachers have been enjoying.

Respectfully submitted by Michel Latreille

h. Building Expansion Report

- 7) Other Business
- 8) Motion to Adjourn