

SESSION 6

Effective Board Practices |
Board Meetings

Board Meetings

- Cadence
- Notice
- Agendas
- Meeting materials

As a school matures, the Head of School will delegate meeting preparation and presentation to the executive and support staff.

Effective Board Meetings

- Quorum (simple majority)
- Minutes are recorded
- Annual notice of meeting dates and times

- Follow clear, strategic agenda – what happens over the full school year to set the annual agenda
- What are the most important issues on which the board needs to focus (2-4 things)
- What is most important at this time
- Due diligence or responsibilities
- Ongoing education – curriculum over the course of a year to support decision making
- Adhere to consistent decision making protocol
- (Roberts rules of order, for example) present data and committee recommendation with rational, engage in debate, vote

Heritage Board of Trustees

Meeting Dates 2022 – 2024

Draft V16.0

Meeting Process Overview

- Four (4) Board meetings per year, one (1) strategic planning retreat, and one (1) Board dinner in the September or October of each year
- President of the Board facilitates all meetings
- Hybrid meeting model of evenings and mornings
- Board meeting duration is targeted for 2 – 2.5 hours
- All documents placed in Google Drive no later than Wednesday before the Board meeting
- Expectations are that Board members will read all documents in advance be prepared for discussions/questions
- Reports will not be re-read during meetings
- Possibly use some of the board agenda for committees to have time during or before board meetings to meet
- Executive committee meetings to follow board meetings

2022

July 18, 2022 Monday

President's and Headmaster Electronic Report Update Due to Board

August 8, 2022, Monday 7:30am - 9:30am

Location: Heritage Preparatory School | Facilitator: Woody Faulk

Purpose: Regular Board Meeting, Final approval of 2022-2023 Budget (Due to Board from HOS and Business Manager).

September 15, 2022 Thursday 7:00pm - 10:00pm

Location: Skinner Residence, 1815 Heritage Way

Purpose: Board & Spouse Dinner

November 14, 2022 Monday 5:30pm - 8:30pm [Confirm no 2024 HPS Calendar conflicts]

Location: Heritage Preparatory School | Facilitator: Woody Faulk

Purpose: Regular Board Meeting; present 2023-2024 proposed budget and new initiatives for consideration – based upon next academic year student projections; initial tuition adjustments; board election); Self-Evaluation of the Board

2023

January 23, 2023 Monday, 5:30pm - 8:30pm [Revised: Confirm no 2024 HPS Calendar conflicts]

Location: Heritage Preparatory School | Facilitator: Woody Faulk

Purpose: Regular Board Meeting, finalize next year's tuition based upon early draft of

2023- 2024 budget, Annual Election of the Existing Board, New Board Nominees Presented and Voted Upon; Annual Review of the Bylaws

March 24 – 25, 2023 Friday 12:00pm – 9:00pm, Saturday 8:00 – 4:00pm

Location: Examples: Barnsley Gardens, Serenbe

Facilitator: Board President or Possibly Outside Invited Facilitator: TBD

Purpose: Board Retreat, Longer Term Planning Issues, New Board Members Begin Their Terms

May 1, 2023, Monday 7:30am - 9:30am [Confirm no 2023 HPS Calendar conflict w/ school trips]

Location: Heritage Preparatory School | Facilitator: Woody Faulk

Purpose: Regular Board Meeting

July 10, 2023 Monday

President's and Headmaster Electronic Report Update Due to Board

July 31, 2023 Monday 5:30pm - 8:30pm [Confirm no 2024 HPS Calendar conflicts]

Location: Heritage Preparatory School | Facilitator: Woody Faulk

Purpose: Regular Board Meeting, Final approval of 2023-2024 Budget (Due to Board from HOS and Business Manager).

September 7, 2023 Thursday 2023, 7:00pm - 10:00pm [Confirm no 2024 HPS Calendar conflicts]

Location: TBD

Purpose: Board & Spouse Dinner

November 13, 2023 Monday 5:30pm - 8:30pm [Confirm no 2024 HPS Calendar conflicts]

Location: Heritage Preparatory School | Facilitator: Woody Faulk

Purpose: Regular Board Meeting; present 2024-2025 proposed budget and new initiatives for consideration – based upon next academic year student projections; initial tuition adjustments; board election); Self-Evaluation of the Board

2024

January 22, 2024 Monday, 5:30pm - 8:30pm [Revised: Confirm no 2024 HPS Calendar conflicts]

Location: Heritage Preparatory School | Facilitator: Woody Faulk

Purpose: Regular Board Meeting, finalize next year's tuition based upon early draft of 2024 - 2025 budget, Annual Election of the Existing Board, New Board Nominees Presented and Voted Upon; Annual Review of the Bylaws

March 22 - 23, 2024 Friday 12:00pm - 9:00pm, Saturday 8:00 - 4:00pm

Location: Examples: Barnsley Gardens, Serenbe

Facilitator: Board President or Possibly Outside Invited Facilitator: TBD

Purpose: Board Retreat, Longer Term Planning Issues, New Board Members Begin Their Terms

May 6, 2024, Monday 7:30am - 9:30am [Confirm no 2023 HPS Calendar conflict w/ school trips]

Location: Heritage Preparatory School | Facilitator: Woody Faulk

Purpose: Regular Board Meeting

July 15, 2024 Monday

President's and Headmaster Electronic Report Update Due to Board

July 29, 2024 Monday 5:30pm - 8:30pm

Location: Heritage Preparatory School | Facilitator: Woody Faulk

Purpose: Regular Board Meeting, Final approval of 2023 - 2024 Budget (Due to Board from HOS and Business Manager).

September 12, 2024 Thursday 7:00pm - 10:00pm [Confirm no 2024 HPS Calendar conflicts]

Location: TBD

Purpose: Board & Spouse Dinner

November 4, 2024 Monday 5:30pm - 8:30pm [Confirm no 2024 HPS Calendar conflicts]

Location: Heritage Preparatory School | Facilitator: Woody Faulk

Purpose: Regular Board Meeting; present 2024 - 2025 proposed budget and new initiatives for consideration - based upon next academic year student projections; initial tuition adjustments; board election; Self-Evaluation of the Board

Key Focus Areas for 2023 - 2024 Academic Year

1. Retention Goal – 95% retention from the current 2022 – 2023 school year. Said another way, we want to retain 95% of our current students from this current school year to continue at Heritage for the 2023-2024 school year.
2. Admissions Direction* - Grow total number of students from 275 (total number of students enrolled August 2023) students (which was 7% enrollment growth over 2022 – 2023 school year) to 300 students, another 9% enrollment growth, for the 2024 – 2025 school year (by 8/14/24).
3. Budget - Achieve the 2023 – 2024 Budget. Said another way, achieve both our Income and Expense targets.
4. Development Goals
 - a. Heritage Fund Participation: Board (100%) Faculty/Staff (100%) Parent (90+%)
 - b. Heritage Fund Dollars: \$600K (\$766,334 last year)
 - c. Total Dollars Raised: \$1,200,000 (\$1,281,334 last year) HF + Fall Auction + Golf Challenge
 - Heritage Fund \$700K (\$766,334 last year)
 - Fall Auction \$400K (\$430K last year)
 - Golf Challenge \$100K (\$85 last year)
 - d. Educational Assistance Fund (Apogee): \$250K (\$264,228 last year)
1. HPS Campus Strategy Plan
 - a. Develop a detailed phased Master Campus Plan for North and South Campus with first draft due at the March Board Retreat. Board must approve budget expense for professional fees to develop conceptual plan (~\$50K).
 - b. If agreed upon by the Board, raise \$1.3M for the South Campus Second and Third Floor Renovation fund with goal of securing by 12/31/23.
 - c. Develop phasing and funding strategy for Master Campus Plan with completion of Phase I by August 2026.
1. Other
 - a. Teacher Retention 90% for 2022 – 2023 school year (absent family moves or maternity)

** Direction, Not Goal – Heritage values quality students over quantity students. It is crucial we remain aligned on this foundational principle. Student growth has both positives and negatives.*

These KFA's are the most important items for the year. These six will be reviewed at each of our Board Meetings and President is responsible for ensuring these are accomplished.

Heritage Board Meeting

August 15, 2023

**Heritage Preparatory School
North Campus Founder's Hall
7:00am – 9:00am**

- I. **Call to Order 7:00am** (Mr. Woody Faulk)
- II. **Prayer Time – Prayer Time** (Mr. Greg Bloodworth)
- III. **Old Business**
 - Minutes from May 1, 2023 Board Meeting (Mr. Woody Faulk)
- I. **New Business**
 - President and Headmaster Reports
 - Questions Only - President's Report (Mr. Matt Skinner)
 - Questions Only – Headmaster's Report (Mrs. Erin Hames)
 - Strategic Issues
 - Strategic Issue 1 – Update and Discussion of North Campus Plan (Design Charette was in May) and Next Steps
 - Strategic Issue 2 – Discuss and Decide the Full Capacity for HPS (366 or 450) and When to Grow
 - Synthesis Between Issue 1 and Issue 2
- I. **Good of the Order**
 - Board Dinner Date Change from September 9 to February 8 or 9
- I. **Adjourn**

Executive Session