

Iowa City Area Christian School Association
Spring Meeting
Approved Minutes

On May 6, 2014, a meeting of the Iowa City Area Christian School Association (ICACSA) was held at Heritage Christian School at 7:00 PM.

The meeting was attended by 29 people.

Board Members Present: Jennifer Olsen, Scott Montgomery, Mark Jessop, Troy Miller, Kristi Rotzoll, Steve Liu, and Steve Sherman.

Board Members Absent: None

- I. Meeting was opened in prayer by Mike Annis
- II. Anthony Schalau motioned for approval as amended, Mr. Wichhart seconded and the minutes of Association were approved (January 28, 2014)
- III. **President's Report** – Jen asked that the association prayerfully consider opportunities to volunteer at the school. She asked that everyone pick one thing that they can do passionately for the school and commit to doing that for a year.

IV. Committee Reports

- a. **Faculty and Prayer** – Kristi Rotzoll provided an update on the Day of Prayer – 35 people turned out for the Day of Prayer Opening Ceremony. Throughout the day people prayed throughout the building and it was an awesome experience. If you've never done it, please be a part of next year's DOP.

In terms of faculty, Kristi reported that we have hired four (4) new teachers for next year. A brief bio of each teacher is available on the Heritage Blog and Kristi shared a brief quote from each teacher about his or her excitement at being at Heritage next year.

Mary Mysnyk will be teaching middle school literature and science.

Matt Ellerie will be teaching middle school bible and history.

Serah Snell will be teaching P.E. and serve as the school's athletic director.

Valerie Letenyeyi will be the new music teacher and Heritage Singers teacher.

Kristi reported that there are still a number of other open positions that we are still recruiting and interviewing for and will continue to seek God's direction in that recruitment effort.

- b. **Facility Update – Troy Miller.** Troy reiterated a number of Mike's comments about the facility enlargement. He also reported on the success of the recent

work day and some minor repairs that have taken place over the past few weeks. Troy reported that we have recently signed a contract with a new HVAC company to complete routine maintenance.

- c. **Curriculum - Scott Montgomery.** No formal report as the curriculum committee has deferred the adoption of math textbooks until next year. Scott made a plea for parents to be a part of next fall/winter adoption review – especially in the absence of Julie Vahle.
- d. **Fundraising – Steve Liu.** Steve reported that Operation G.O.O.D is this Friday, our target was \$24,000 and so far we have raised \$35,000.

Steve reported that the final EFE numbers came in at \$42,000, which was just shy of the \$45,000 goal.

Total fundraising for the year is just over \$180,000 for all fundraising activities this year.

- e. **Finance – Mark Jessop.** Provided an update on the school's finances. So far this year the school is about \$6,000 above projected revenue and \$8,000 below projected expenses so the school currently is operating with a positive \$14,000 – on a projected loss of approximately \$50,000. This is a major praise and we are thankful to God for his blessings on the school.

We are trying to rely less on fundraising for school operations – the current fundraising effort is 7% of budget and the board is trying to keep it at 5%.

Payroll is the school's largest expense for next year with general operation occupancy costs and mortgage second and third. The current budget for next year anticipates an approximate shortfall of \$50,000 that the school will cover through savings.

Question: Is the Annual Fund still being used for large purchases?

Answer: Yes, we still try to pay for major purchases through the Annual Fund but we also are increasingly using portions of the Annual Fund for tuition assistance.

Question: Does the Marketing Director's pay come out of payroll or the Development budget?

Answer: It will be coming out of the Development budget not the operating budget (payroll).

- f. **Marketing – Steve Sherman.** Steve praised Kallen's work in the marketing work and that a new marketing strategy is being put together over the summer. As we move into next year a number of parents will be needed to review the plan and offer comments and suggestions for future improvement.

Steve reported that we have more Heritage car stickers available tonight and that early in the fall we will do another drop off sticker drive.

- V. **Administrator Report – Mike Annis.** Mike reported that the school year continues to go well and the school has overcome a number of challenges throughout the year and has continued to operate in a manner of excellence.

Mike provided an update school expansion for next year and how the school will handle space challenges for next school year. The first most noticeable change due to expanding for another 1st grade section will be that the school will reclaim the library space for another classroom. This also gives us a chance to touch every book in the library and determine which volumes to purge. Students are purchasing books from the library and those funds will be used to add to the future library collection. The space that is being reclaimed is a small space but thankfully the class that will claim that space is a smaller class.

Mike discussed the future of curriculum with the departure of Julie Vahle. Currently we are reviewing the math curriculum and will be looking at adoption of new math texts next year.

Mike reported that the school faculty and staff will be going through a Biblical World View training program that will help ensure that all subject areas are taught through a biblical world view. This program helps ensure that Heritage continues to offer our students the best possible educational opportunities in a Christ centered environment.

Mike reported that he has participated in a number of ACSI site visits. He reported that in each of those visits he leaves both thinking about new opportunities for Heritage but also leaves thankful for the foundation that is already laid at Heritage.

Mike reported that Heritage will be losing our lawn contractor and we will begin to look for a new contractor based on bids being submitted to the school.

Mike reported that the design team has met a number of times and reviewed a number of critical factors for the school curricular environment as well as additional facility concerns (e.g., traffic flow, etc.). Mike noted that a report will be presented to the board on Thursday May 8 that will outline information relative to the future expansion and building plans for the school.

Mike also provided the marketing report stating that Heritage is going to where the people are this year as opposed to just waiting for people to come to us. Heritage has been engaged in a number of outreach opportunities in the community to ensure Heritage is putting our name in front of as many families in the community as possible including putting yard signs in the community. Heritage has updated our Facebook and Twitter feeds as well as sought out innovative ways to market the school – we will continue to seek those opportunities.

Question: Have the yard signs gone out?

Answer: Yes, they are in the office and all have been claimed. If you're not on the list and would like to be, contact Kallen.

Question: How is the enrollment in 7th and 8th grade looking next year?

Answer: Next year we expect our 7th and 8th to hold relatively stable with only a loss of one student. Both grades will have 15 enrolled.

- VI. Election of Officers. Jennifer Olsen turned the meeting over to Steve Sherman to conduct the election of officers. Two candidates were presented for three open positions: Jennifer Olsen and Todd Pierce.

Each candidate shared their testimony as well as answered questions from the membership.

Both candidates were approved with at least a majority plus 1 and are approved by the association as members of the Board of Directors.

- VII. Mike Annis closed the meeting in prayer and the meeting was adjourned.