

MINUTES

Heritage Christian School Board Meeting - Open

October 10, 2013

The meeting was opened with devotion and prayer by Kristi Rotzoll at 6:35 PM.

In attendance

Scott Montgomery, Steve Liu, Kristi Rotzoll, Steve Sherman, Jennifer Olsen, and Mike Annis.

Teachers/staff present – Jesse Foresto

Approval of Minutes

Scott will resend the last two sets of meeting minutes for board review. The rest of the minutes that have been approved have been sent to the office for posting on line.

Teacher Report

Jesse Foresto was present and noted that the teachers had no questions or concerns to bring before the board.

Administrator Report

Mike reported that currently the school is stretched thin – especially in personnel – finding a middle school history and language arts teacher is still a concern. A candidate is being considered to fill the long-term sub position for the class beginning in the spring, but currently Mike and the staff are doing their best to fill in and keep the classroom staffed and functioning.

The board agreed that they would divide the class list and make phone calls to parents in the middle school to ensure there are no issues from a parent perspective regarding the substitute situation in the middle school.

Mike also reported that he has been working on a possible outreach relative to Pre-K opportunities at the Iowa City Public Library as well as other locations of a similar nature. The board brainstormed a number of potential other opportunities where the school might be able to connect with parents.

Mike requested that the board consider looking at extending a full time Marketing position beginning in January in order to begin planning for next year's enrollment campaign as well as a future building campaign and continued planning for future growth. The board will take this request under consideration and determine how we might address the issue.

Committee Reports

Fundraising – See written report for additional details. Annual Fund is about ready to go out. The needs list is being finalized and will be ready to send by October 18. Kallen is checking in to printing options and will have information in the next few days.

Steve will be working with Mark to ensure we have Heritage Hands helping in the envelope stuffing of the Annual Fund information.

Marketing – Steve reported that Kallen continues to be very helpful in the marketing aspects of the school. She will be putting out a press release for the Veteran's Day program shortly.

Steve reported that we continue to look for a chairman of the design committee – our original prospect is no longer available.

Education – No formal report, however, Scott raised the issue that we have removed one of the 5th grade literature books and replaced it with The Lion, the Witch, and the Wardrobe. The board discussed that prior to Julie's departure the Curriculum Director will review each of the current literature books we teach in middle school for appropriate content and formalize the list for the coming year.

Faculty/Prayer – Kristi submitted a draft class size capacity policy for review. Mike will be review the document and the board will take up consideration over the next several board meetings.

Finance – No Report

Facilities – No Report

Executive Session – the board adjourned to executive session at 8:00 PM

Adjournment

Scott Montgomery closed the meeting in prayer and the meeting was adjourned at 8:45

