

Heritage Christian School Board Meeting Minutes – Open

12/10/2015 Meeting

Approved 1/14/2016

The meeting started at 6:30 pm with a devotional by Mark Jessop. He then opened with prayer.

Attendance

Board Members: Mike Annis, Bob Coons, Mark Jessop, Steve Liu, Jen Olsen, and Todd Pierce.

Absent: Sean O’Rear, Steve Sherman.

Teachers/Staff: none

Others: none

Approval of Minutes

Minutes from the 11/12/2015 Open and Executive Meetings were reviewed.

Motion was made by Mark Jessop to approve amended minutes.

Motion was seconded by Todd Pierce.

No further discussion.

Vote 5-0 to approve.

Administrator’s Report – Mike Annis

- Please see report.

Fundraising Report – Provided by Steve Sherman

- EFE is set for 2/20/2016 and the speaker is Barnabas Piper. EFE Chair Teri Swank and her committee have been working hard getting things prepared for the event.

Facilities Report – Sean O’Rear

- No report.

Finance Report – Mark Jessop

- No report

Capital Campaign Update – Mark Jessop

- Meetings have begun with major donors.

Policy – Todd Pierce

- Board continued to finalize sections 200 and 300.

Survey Monkey – Bob Coons

- Bob is still waiting for input/feedback from a couple board members. Once he has heard back, he will work on putting together questions for the survey in terms of the Board’s survey to the families.

Adjournment

The Open Session was closed and the Board went to Executive Session.

Minutes respectfully submitted,

- Steve Liu

Administrator's Report

December 2015

Open Session

Education Goals:

1. Results from Iowa Assessments are in and have been sent home.
2. PK enrollment for the 2015-2016 school year has begun. Current enrollment in PK for 2015-2016 is (2) for 3 day PK and (6) for 5 day PK. Four families have either taken a tour or are scheduled to take a tour. These have been added to Insightly – the program used to track effort focused on prospective families.
3. The search continues for a long-term substitute teacher for Mrs. Collins and Mrs. Super. The goal is to have a substitute teacher secured for Mrs. Collins by Christmas as her due date is in early February.
4. Details are being finalized regarding BASP and oversight by the Department of Human Services. Brenda Wichhart has worked through many of the details preparing for the site visit. Attempts are being made to schedule an inspection by the state Fire Marshall. This process needs to be concluded by December 31. There is no reason to believe that we will not meet the deadline. Updates will be provided.
5. Another family has communicated to the school that they will be moving out of the area in February 2016. The result is a loss of two students, one in 3 day PK and the other in 1st grade.
6. Application documents and process have been updated. The following revisions were made:
 - a. The "Welcome" letter was amended to more clearly establish Heritage as a school committed to Christ and the authority of Scripture.
 - b. Student application – Statement of Cooperation and Statement of Financial Commitment were amended to clarify expectations enrollment in Heritage Christian School
 - c. A section was added to the Parent/Student Handbook (pp 8) that further clarifies expectations for families and students.
 - d. All parents will be "interviewed". This conversation will be a culminating one where all expectations are revisited and insurance is sought that parents and the school are on the same page before final registration.

Marketing/Communication Goals:

1. The second Annual Fund mailing is scheduled to go out by December 18, 2015. At present, the Annual Fund has generated about \$8,200 in donations. This is on pace with donor response at this same time 2014.

Facility Goals:

1. Investigation of the malfunction in the fire window for the kitchen reveals the switch is bad. The cost of replacing the switch is at \$1957. The window does function (raises and lowers) but is not currently connected to the fire alarm system. A repair of the system has not yet been scheduled.

Leadership Goals:

1. Fall teacher observations are underway and approximately half of the teachers have been formally observed. The remaining teachers will be observed over the next two weeks. These are in addition to shorter, more frequent observations that have been conducted during math classes by Shari Montgomery. The notes from these observations will be used in evaluations at the end of the school year.
2. Parent Opinion Surveys have begun. Questions were reviewed and revised with teacher input. In an effort to increase participation, a few changes have been made:
 - a. Teacher-specific survey links are being sent out to parents in that teacher's class, only.
 - b. Surveys are being sent out in grade-level batches (PK-2, 3-5, 6-8), once each week between December 4 and December 18. All links will remain open until January 8, 2016.
3. ALICE Training – December 14, 2015 – Members of Iowa City Police Department, Iowa City SWAT, and North Liberty Police Department will be on campus on Monday, December 14, 2015 from 3:30-5:30pm to further train faculty and staff in how to handle active shooter/hostile intruder situations. Approximately 1/3 of 7th/8th grade students will participate in this training with expressed permission from parents.

Upcoming Tasks:

1. Employment documents and process review and revision
2. Crisis Management Policy and Procedure Guide

Upcoming Events:

1. Christmas Concert – December 15
2. Last day of school before Christmas – December 18
3. School resumes on January 4, 2016