

Iowa City Area Christian School Association
Fall Meeting

On September 23rd, 2014, a meeting of the Iowa City Area Christian School Association (ICACSA) was held at Heritage Christian School at 7:00 PM.

Board Members Present: Steve Liu, Jennifer Olsen, Todd Pierce, Kristi Rotzoll, Steve Sherman, and Mark Jessop.

Board Members Absent: None

- I. Meeting was opened in prayer by Mike Annis

- II. **Approval of Minutes** – Anthony Schau motioned for approval of minutes as amended, Jen acknowledged the motion and requested a vote, the minutes of Association were approved by unanimous decision (May 6th, 2014).

- III. **Election of Officers** – Jen introduced the candidates, Barb Mueller and Bob Coons, and asked them to tell the association about themselves and share their testimony. Following their testimonies, Jen opened the floor for the associations to ask questions to the candidates. The following questions were asked to:
 1. Both candidates:
 - a. Who is Jesus?
 - b. What special gifts/abilities, do you feel, you bring to the position?
 - c. What, do you feel, is the primary purpose of Heritage Christian School?
 2. The Board of Directors:
 - a. During the initial interview, how did you determine the candidates were qualified to be evaluated by the association?
 - b. What roles, on the board of directors, are available to the candidates?

3. After the candidates and the board answered questions, Mark Jessop and Kristi Rotzoll collected the ballots and conducted a formal count.

IV. Administrator Presentation – Mike prepared PowerPoint slides and distributed them to the association prior to the start of the meeting. The presentation explained, in detail, the reason the board has decided to pursue Exemplary Accreditation through ACSI. He walked through each slide; describing the four major points ACSI uses to determine Exemplary Accreditation.

1. Governance.
2. Financial Viability.
3. Data Driven Decision Making.
4. Professional Growth.

In closing, Mike challenged the association to attend the January meeting and support this initiative by volunteering for one of the following committees.

1. By-Laws Evaluation Committee
2. Policy Evaluation Committee
3. Board Candidate Screening/On-Boarding/Orientation Process and Head of School Role Description Review Committee.

V. Administrator Report – Mike Annis. Mike reported that the first six weeks of school have gone very well. The new teachers are working hard to bring excellence to the students. The veteran teachers are doing a tremendous job of mentoring and providing guidance to the new teachers. He stressed God’s faithfulness in providing an outstanding faculty, in spite of the unpredictable nature of the profession.

Regarding enrollment, Mike reported that the goal in the spring was 216 students and currently there are 209. He explained that the large size of the current 8th grade class, following a small class, is an indication Heritage is growing. He further explained that we are seeing increased enrollment in recent years, compared to the unpredictability we have seen in the past.

Mike also announced that the parent's side of Renweb will be made available in October. Renweb is software that provides parents information about students, school lunches, and other important material. The faculty has been testing the software throughout the year and will help parents work through the roll out process.

VI. Committee Reports

1. **Fundraising** – Steve Sherman opened by describing himself, his family, and history with Heritage. He described the schools three major fundraising campaigns, Educating for Eternity banquet, Operation GOOD, and the Annual fund, their purpose, and how the funds are used to further the school. Steve also announced that Kevin Sorbo would be the guest speaker at the EFE banquet on February 28th. Steve closed by explaining that volunteers are needed to help organize and execute each campaign.
2. **Faculty** – Kristi Rotzoll began by describing herself, her family, and history with Heritage. Kristi updated the association on the status of the open Pre-K teacher's aide position. She emphasized the need to fill the role as soon as possible. Next, Kristi discussed the parent feedback survey, scheduled for November. The purpose of the survey is a platform for parents to provide feedback about the teachers, school, and other areas. She reinforced the importance of the survey and how the school uses data collected to identify areas of strength and opportunities for improvement. This is an example how Heritage uses data to assist in decision making, which falls in line with our pursuit for Exemplary Accreditation.
3. **Curriculum** – Kristi opened by explaining that Julie Vahle, working remotely, is currently reviewing the curriculum for Math. She encouraged parents interested in helping to contact her after the meeting. Next, she talked about the Scholastic Book Fair, that it helps the school with fundraising, and

our opportunity to improve this process in the future. She asked the association to consider forming a committee to brainstorm better options.

4. **Prayer** – Kristi encouraged the group to sign up for the upcoming “Day of Prayer” on October 4th. The day is broken into 30 minute time slots and there are 10 slots remaining. She also reported that the role of Monthly Prayer Coordinator has been filled through volunteerism and to look for information soon, via email.

5. **Facilities** – Todd Pierce opened by describing himself, his family, and history with Heritage. Todd discussed a meeting he and Mike had with Advance Builders on Monday the 22nd to inspect a roof leak. After reviewing warranty info they determined that Advance had installed the roof and they offered to repair the roof at no charge. Next, Todd explained he was working with Van Meter, his employer, to build a list of replacement parts for hallway lights and emergency lights. Finally, Todd described an area at the front of the building that needs to be repainted. He is working with Jon Weih to determine a cost effective solution that’s both durable and aesthetically pleasing. Todd further explained that anyone interested in helping with future projects was welcome to sign up for the facilities committee or contact him directly.

6. **Finance** – Mark Jessop opened by describing himself, his family, and history with Heritage. Mark explained the schools financial results for the 2013-2014 school year by breaking down enrollment, fundraising, and expenses. To explain enrollment, Mark detailed the difference between our enrollment goal and current enrollment. He clarified that the goal during the budgeting process was 220 students, in May, 204 students were enrolled, and on the first day of school 209 students were enrolled. The difference between the enrollment goal and actual enrollment is approximately \$22,000. Next, Mark discussed fundraising. During the budgeting process, the operational

fundraising goal, Operation GOOD and EFE, raised approximately 5% of our operating costs. Operation GOOD slightly exceeded the goal for 2013-2014 and EFE fell slightly short of goal. As a result, income generated through fundraising efforts was flat. However, expenses for the year were lower than planned, due to savings in the areas of payroll, utilities, and facilities. As a result, we were able to transfer a surplus of \$10,000 into the Rainy Day fund increasing the account to approximately \$51,000. Following the financial update, Mark said that the teacher's salaries will be reviewed this year and solicited volunteers to form a subcommittee. He also explained that Heritage Hands (which is responsible for organizing Donuts for Dad's, Muffins for Mom's, Veteran's Day Ceremony, and Bonfires) meets on the 2nd Wednesday of every month.

VII. President's Report – Jen Olsen thanked everyone for understanding the importance of attending the meeting and taking time out of their schedules to support Heritage. She challenged the association to prayerfully consider serving on one of the committees and that the school's success depends on their involvement. Jen finished the meeting by announcing that Bob Coons had won the election and was approved by the association as the newest member of the Board of Directors.

VIII. Mike Annis closed the meeting in prayer and the meeting was adjourned.

Minutes respectfully submitted,

- Todd Pierce