

## **Heritage Christian School Board Meeting Minutes – Open**

1/8/2015 Meeting

Approved 1/22/2015

The meeting started shortly after 6:30 pm with a devotional presented by Todd Pierce and then he opened in prayer.

### **Attendance**

Board Members: Mike Annis, Mark Jessop, Steve Liu, Todd Pierce, Kristi Rotzoll and Steve Sherman.

Unable to Attend: Bob Coons and Jen Olsen.

Teachers/Staff: None.

Others: None.

### **Approval of Minutes**

Minutes from the 12/11/2014 meeting were reviewed and corrections made.

**Motion was made by Mark Jessop to approve amended minutes.**

**Motion was seconded by Todd Pierce.**

**No further discussion.**

**Vote 5-0 to approve.**

**Teacher Report:** None

### **Administrator Report**

Please see Mike Annis' report for details.

- Mike will have more details regarding the waiver request for an early start date for the 2015-16 school year. We should plan to discuss at the next Board meeting.
- Options are being explored in terms of updating the computers, including discussion of the mobile lab.
- There will be a Curriculum Meeting with the teachers to discuss the two math texts being considered for next school year. After that meeting, the texts will be open for public review.
- 2015-16 Curriculum Review for History. In order to do the subject of History justice in terms of the curriculum review, Mike suggested postponing the review until the following year (2016-17). The reasoning is that in the upcoming fall, the teachers will be asked to implement a new Math text as well as take part in the Biblical Worldview course. These endeavors are all important and will be time consuming. He does not want to overload the teachers to the point that they can not do justice to all areas. The Board had a brief discussion regarding this and agreed that the Mike's suggestion was sound. He will draft a formal proposal with the details.

- The Capital Campaign feasibility study through the Timothy Group is under way. Packets with surveys have been sent out. We hope to have results of that study by March.

## **Subcommittee Updates**

Bylaws Subcommittee – Jen Olsen, not present

- Mike reported that the Subcommittee was working on the Bylaws.

Policies Subcommittee - Todd Pierce

- Todd reported that the shell for the policies have been outlined. They will continue to work on the filling that outline in. Their main goal is to provide direction for the Head of School, versus being prescriptive in terms of day to day operations of the school.

Board Roles Subcommittee - Kristi Rotzoll

- Kristi reported that the Board Application has been narrowed down to 9 questions including spiritual discipline, corporate worship, and service, particularly in the context of why the candidate feels led to serve on the Board. She will be sending out these questions to the Board.
- At an upcoming informational meeting, Kristi will have a PowerPoint presentation to show in terms of what the application process entails to become a Board Member.

## **Committee Reports:**

Fundraising - Steve Sherman

- Work continues with preparation for EFE. He is finalizing logistics (travel, etc) with Kevin Sorbo, the guest speaker.
- The Annual Fund raised over \$120,000. Praise God for entrusting us with this.

Marketing and Communication – no report

Faculty and Prayer - Kristi Rotzoll

- Will send out survey results for both the Administrator/Board as well as the Teacher surveys.

Facilities - Todd Pierce

- Please see Todd's report.

Curriculum – Kristi Rotzoll.

- Kristi reiterated the importance of the Board being involved in looking at the Curriculum during the upcoming reviews.

Finance - No report for the Open Session.

## **Adjournment**

The open session was closed and the Board moved to Executive Session.

Minutes respectfully submitted,

- Steve Liu

**January 8, 2015**  
**Fundraising Committee Report**  
**Steve Sherman**

**Educating for Eternity.**

Kevin Sorbo contracted for EFE.

- 1 Packets for the event are going home tomorrow
- 2 Speakers room has been reserved
- 3 Questionnaire from Sorbo's agency has been returned
- 4 Menu has been finalized. Same as last year
- 5 Posters and cards are available to be posted around town.
- 6 Electronic purchasing of tickets is available and operational. I tried it and it works. The link will be posted on our Facebook page and other media tomorrow.
- 7 Flights are being finalized for Mr. Sorbo. Room is reserved.

Advertising on Life 101.9. Nothing new has been done here.

Next things to be done.

- 1 Need people to put posters around town.
- 2 Need people to buy tickets and share the link on facebook etc..and talk it up.
- 3 Need to decide MC/Host and entertainment  
Singing etc.
- 4 Produce video

**Operation Good.**

Barb Mueller is in charge of this and keeping in contact with Cher. Sign up has gone well. 20+ people already.

**Annual Fund**

Kallen, Mike, Terri Swenk, and Steve S.

Mike will share about this praise report.

**Security Task Force**

Members: Steve Sherman, Anthony Schau, Alicia Dawson, and Bill Campbell.

Nothing new to report.

## Administrator's Report January 2015

### Open Session

#### Education Goals:

1. Enrollment: Heritage has added two kindergarten students, one in each kindergarten class. An initial meeting has occurred with a third family considering a mid-year transition with two children in lower elementary.
2. Capital Campaign:
  - a. Interviews are being set up for donors to meet with Ron Haas of the Timothy Group. There will be an estimated 25 interviews conducted between January 20-23.
  - b. Case statements and paper surveys will be sent to an additional 225+ constituents on Friday, January 9. Those surveys returned will be organized by the Timothy Group.
3. Building Expansion:
  - a. Hunter Company is doing the initial work on our project. Land surveying has been completed and initial construction drawings are being drafted. Details are being ironed out and some initial permitting work is being done with the city. Further phases will be conducted pending the outcome of the feasibility study and fundraising.
  - b. A meeting will be held on Thursday, January 15, 2015 at the school with Hunter Company's Saren Johnson, their chosen architect and civil engineer to brainstorm/discuss ideas for the overall design.
4. School Calendar 2015-2016: The state board of education announced on December 12, 2014 that they will no longer grant school districts automatic waivers to start earlier than September 1. I would propose that the Board of Directors review and vote on a Start Date Waiver Request Resolution during the board meeting of January 22, 2015. This may complicate things for Heritage families on a number of fronts. Here is what I know today:
  - a. Heritage will apply for a waiver but I will be drafting two school calendars. One has school starting on August 19 and the other on September 1 if our waiver request is denied.
  - b. ICCSD plans to request a waiver.
  - c. CCA does not plan to request a waiver.
  - d. Reporting that includes the waiver request must be submitted by March. At this point, I am uncertain when districts are notified whether their requests were approved or denied.
5. Inclement Weather Make-Up Days 2015: As January 19 is within two weeks, that day will not be reclaimed as a make-up snow day. The first day I plan to reclaim as a make-up day (if necessary) is Monday, April 6, then Monday, February 16. As we no longer have any flexibility in the number of school days required (the board cannot waive making up one or two missed days as it has in the past), it is important to keep in mind that every day missed will have to be made up even if that means returning to school the first week of June.
6. Work is being done to evaluate the middle school schedule for the reintroduction of 7<sup>th</sup> Math. Heritage has not offered this class for several years but evidence suggests that a number of 7<sup>th</sup> grade students need math instruction at this level rather than taking pre-algebra at the 7<sup>th</sup> grade level. An initial investigation is being done to determine the instructor needs but it appears as though someone will be needed to teach at least one math class. This move will increase the excellence of middle school math instruction by

allowing the instructors to challenge the different level classes appropriately rather than trying to significantly differentiate within one class. The model being developed will be designed in the following manner:

- a. 6<sup>th</sup> Math – All 6<sup>th</sup> grade students will take 6<sup>th</sup> math
  - b. 7<sup>th</sup> Math – 7<sup>th</sup> grade students who do not meet Pre-Algebra entrance requirements will take this class. This is one class for which an instructor would be needed.
  - c. Pre-Algebra – 7<sup>th</sup> grade students who meet Pre-Algebra entrance requirements will take this class with 8<sup>th</sup> grade students who do not meet Algebra entrance requirements. Depending on scheduling, it is possible that an instructor may be needed to teach an additional class if the schedule cannot be designed to offer this as one class. The possibility exists that 7<sup>th</sup> and 8<sup>th</sup> grade students may have to be split.
  - d. Algebra – 8<sup>th</sup> grade students who meet Algebra entrance requirements will take this class.
7. IT Committee is going to revisit the introduction of the mobile lab. This is expected to be a two phase project. The first phase will be to purchase and integrate the laptops into the standing computer lab. The second phase will be to implement the mobility of the lab.

#### Leadership Goals:

1. 2014-2015 Curriculum Review:
  - a. January 16, 2015 - A meeting will be held with math teachers, myself and Julie Vahle (via Skype) to discuss the two math texts in consideration.
  - b. January 26, 2015 – Public review of texts will begin. This period will last for two weeks.
2. 2015-2016 Curriculum Review:
  - a. According to the curriculum review cycle, history is to be reviewed during the 2015-2016 school year. I propose that the Board vote to delay that review for one year. Two tasks will be on the agenda next year that will make the addition of the curriculum review overwhelming for many teachers.
    - i. Starting in August, those teachers not currently in the biblical worldview pilot project will begin their course. There is outside work involved in this course that will be in addition to their current work load.
    - ii. Implementing a new math curriculum will be labor intensive for those teachers doing it (all but 2).
3. Employee Handbook and Parent/Student Handbook Overhaul: With the board committee work being finalized in the near future, the Employee Handbook and the Parent/Student Handbook will need to be overhauled to that they flow well from the by-laws and board policy manual. It is imperative that they are comprehensive enough to communicate all procedure and expectations that are not classified as policy.

#### Marketing Goals:

1. Kallen will begin attending the 1<sup>st</sup> board meeting of each month to report on marketing and communication activities and seek input and answer questions from the Board.
2. A whole-school open house is being planned for the first week of March.
3. Working with Lisa Turnbough, Kallen has added the capability to our website for online donations. She is working to increase the functionality of the school's website and welcomes input and feedback for it.

#### Faculty/Staff Goals:

1. Letters of Intent will be issued to Faculty and Staff on Monday, February 2, 2015 to determine what positions may be vacant for the 2014-2015 school year.
2. Teacher observations have resumed as of January 8, 2015