

ICACSA Meeting Minutes

5/7/2015 Meeting

Approved 1/26/2016

The meeting started shortly after 700 pm, with Mike Annis opening in prayer.

Attendance

- Board Members: Mike Annis, Bob Coons, Mark Jessop, Steve Liu, Jen Olsen, Todd Pierce, Kristi Rotzoll and Steve Sherman.
- **Total Attendance: 75 members**
- **Quorum: 74 members**

Election of New Board Members

- There were 4 candidates for the 2 open spots on the Board. The candidates were: Sean O'Rear, Mark Jessop, Larry Espy, and Ryan Miller.
- The candidates all introduced themselves, talked about their connection to Heritage, and gave their testimonies. They then answered questions from the Association including why they felt led to serve, whether they were ready for the commitment demanded of them and whether each candidate was involved in a men's bible study group.
- After all questions were answered, a vote was carried out with closed paper ballots. The ballots were counted by Bob Coons and Todd Pierce.
- The results of the vote were announced later during the meeting with the two elected members being Mark Jessop and Sean O'Rear.

Approval of Minutes

- Minutes from the 1/27/2015 Association meeting as well as the 3/26/2015 Special meeting were distributed. Only the 1/27/2015 minutes were addressed in terms of formal approval. After the minutes were reviewed and corrections discussed, the following motion was carried out:

Motion was made by John Dewitt to approve the 1/27/2015 minutes with the discussed corrections.

Motion was seconded by Doug Wichhart.

No further discussion.

Vote was taken by oral vote. Motion carried.

Vote on Revision of By-Laws

- As previously discussed at the 3/26/2015 Special ICACSA Meeting, the proposed revisions to the school's By Laws were previously distributed and discussed at that meeting. Quorum was not met at that time, so no vote was taken on the By Laws.
- It was announced previously that a vote on the proposed By Laws would be made at the current 5/7/2015 ICACSA meeting. In addition, if there was any further discussion to be had following the 3/26/2015 meeting, that there would be an opportunity to do so at the April board meeting.

Motion was made by Scott Montgomery to approve the proposed changes to the By-Laws as previously distributed and reviewed.

Motion was seconded by Jen Anderson.

No further discussion.

An Oral Vote was taken and all were in favor with none against or formally abstaining. Motion carries.

Administrator's Report – Mike Annis

- Mr. Annis thanked the Association for taking time to attend the meeting. He summarized the school year and stated that it had been a good year. He was grateful for the faithfulness shown by the teachers, faculty and staff in that all were expected to return for the next school year.
- Enrollment for the 2015-16 school year was great for K-8, but low for Pre-K with only 18 students enrolled thus far for Pre K. This is well below projection. He asked for prayer for wisdom in how to handle the low enrollment thus far for Pre K.
- An update on the building was given. The Timothy Group was finishing up their feasibility study and will present their findings to the Board at the next meeting. The report will help to frame expectations and give a better handle on how to direct efforts for the Capital Campaign. In addition, Mr. Annis reiterated that Hunter Company has been in contact with the city in terms of the plans for the new building.
- Now that the proposed By Law changes were approved tonight, work will continue to finish up revisions to the Policies of the school. This is spearheaded by a committee led by Todd Pierce and will ensure that the policies will support the newly approved By Laws. In addition, work will continue on a new Parent Student Handbook and the hope is to have it out to parents by the end of June. Changes in terms of new or revised sections of the handbook will be color coded for ease of review, particularly for parents who are already familiar with the existing handbook.
- School Calendar: the school calendar has been set for the 2015-16 school year with the start of school being August 24, 2015. Heritage will register the school year as hours of instruction instead of days of instructions. This will maximize flexibility while still being in compliance with the State. In the end, counting hours of instruction will result in a school year that is not too much different for next year than it was this year in terms of the overall changes to the calendar.

Marketing Report – Kallen Hawkinson

- Kallen gave an update on the recent efforts for marketing Heritage Christian School. Some of the efforts this school year included: utilizing Facebook to fuel word of mouth through social media, and participating in the Iowa City Mom's Blog, Grace MOPS group, and One Book Two Book.
- Efforts next year will be concentrated on increasing Pre-K and kindergarten enrollment.
- Kallen emphasized that word of mouth is the key to getting families in the community introduced to Heritage Christian School.
- In addition, this summer, the first Heritage Annual Report will be completed with a target date of July.

Fundraising Report – Steve Sherman

- Annual Fund, EFE and Operation GOOD with the 3 major fundraisers for the past school.
- He thanked all that participated and contributed to the fundraising efforts.

Faculty & Prayer Report – Kristi Rotzoll

- Kristi thanked Ms. Early and Mrs. Wichhart for their organization and participation in the recent Day of Prayer at Heritage.
- Shari Montgomery was recently announced as the new Director of Curriculum which creates a need for a new 5th grade teacher opening for the next school year.

Facilities Report – Todd Pierce

- Todd recognized the individuals who participated in the recent Spring Work day.
- In addition, a row of trees were planted along the parking lot in compliance with one of the requests with the city in terms of reviewing plans for the building expansion.
- Todd mentioned that plans for a long jump pit to be used for track would have to wait until next year.

Curriculum Report – Kristi Rotzoll

- The Math Curriculum was reviewed this past year and resulted in a recommendation and approval of a new curriculum starting next year consisting of My Math (Pre K), Math in Focus (K-6th grade), and Glencoe Pre-Algebra and Glencoe Algebra.

Finance Report – Mark Jessop

- Mark gave an update on the 2014-15 school year finances through the available February 2015 financials. Thus far, income is \$39K below budget and expenses are \$10K below budget for a net income of \$29K below budget. Once the final numbers are available for the rest of the school year including the funds raised from Operation GOOD, final year end numbers will be closer to \$4-6K below budget, which is close the expected loss of \$2K set for the budget.
- In terms of the 2015-16 school year, we are currently at a projected loss of \$73K. Tuition was already set at a projected enrollment of 204 students. Thus far, enrollment is at 195 students with the most room for growth in the Pre-K classes. This potential deficit will be addressed at the next Board meeting.

The meeting was closed in prayer by Mike Annis.

Minutes respectfully submitted,
- Steve Liu