

Heritage Christian School Board Meeting Minutes – Open

7/30/2015 Meeting

Approved 8/13/2015

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

Attendance

Board Members: Mike Annis, Bob Coons (was late due to other commitments), Steve Liu, Jen Olsen, Sean O’Rear, and Todd Pierce.

Mark Jessop participated via phone for part of the meeting.

Steve Sherman were unable to attend.

Teachers/Staff: none

Others: none

Approval of Minutes

Minutes from the 7/9/2015 Open Meeting were reviewed.

Motion was made by Sean O’Rear to approve amended minutes.

Motion was seconded by Todd Pierce.

No further discussion.

Vote 4-0 to approve (Bob Coons was not present at the time of voting, Mark Jessop abstained since he was not present for the previous meeting).

Administrator’s Report – Mike Annis

- Please see report
- Current enrollment is at 198 students
- North Liberty Traffic Study has been completed and they have sent a report. Mike has asked them for a layman’s interpretation of what the findings are.

Fundraising Committee

- **Please see report submitted by Steve Sherman**

Facilities Committee Report – Sean O’Rear

- Sign Up Genie will be used for the upcoming Back to School workday

Finance Report – Mark Jessop

- June financials were not available yet since end of year financials take longer to receive.

On Boarding – Jen Olsen

- Jen has been working on this and once it is formatted, will distribute to the Board for review.
- There was a discussion about the possibility of using Strengthfinder 2.0 as a way to help archive the talents of the potential candidates for Board and Committee members.

Capital Campaign

- There was a discussion regarding the selection of the start date of the previously Board approved proposal by the Timothy Group for help with the Capital Campaign. The Timothy Group has been previously notified that we accept their proposal and that we would let them know at a later date on the start time.

Motion – Todd Pierce motioned that we notify the Timothy Group that our desired start time would be 9/1/2015.

Motion was seconded by Steve Liu.

No further discussion.

Vote was 6-0 to approve.

Policy Manual Review

- Section 800 was reviewed and updated.

Adjournment

The Open Session was closed and the meeting went to Executive Session

Minutes respectfully submitted,

- Steve Liu

**Administrator's Report
July 2015**

Open Session

Enrollment for 2015-2016:

1. Enrollment is 198 (204 projected). It is unclear why PK enrollment is down from last year.
 - a. Pre-k 3 day – 8 (Projected 18)
 - b. Pre-k 5 day – 14 (Projected 18)
 - c. Kindergarten – 26 (Projected 21) (Exceeds projection by 5 students)
 - d. 1st grade – 23 (Projected 22) (Exceeds projections by 1 student)
 - e. 2nd grade – 22 (Projected 22)
 - f. 3rd grade – 13 (Projected 13)
 - g. 4th grade – 18 (Projected 16) (Exceeds projections by 2 student)
 - h. 5th grade – 19 (Projected 19)
 - i. 6th grade – 19 (Projected 18) (Exceeds projections by 1 student)
 - j. 7th grade – 22 (Projected 22)
 - k. 8th grade – 14 (Projected 15) (One student in process not included in this number)

Program Development:

1. **Parent/Student Handbook** has been updated and posted on the school website.
2. **Faculty Handbook** revision is underway and will be concluded by August 7, 2015.
3. **Welcome Packets** – With changes to the Back to School Night and Parent Orientation Nights, a “Welcome Packet” has been developed and sent to all new families. Note that there is no “New Family Orientation” as has been done in the past. The welcome packet is designed to replace that evening. The packet contained the following items and was designed to help parents establish appropriate expectations (feel in the know) for the first week of school (prior to Parent Orientation Nights).
 - a. Welcome letter from Head of School, including a description of key “back to school” events/topics that new families might not know. These descriptions included the page numbers in the P/S Handbook where more details could be found.
 - b. Hard copy of the Parent/Student Handbook
 - c. Official school calendar
 - d. Class supply list
 - e. Class schedules (depending of the ages of the children enrolled)
 - f. Diagram of vehicular traffic pattern
4. **Back to School Night** – The Back-to-School Night is ready. Note that there will be no sign-ups done on Back to School Night. The following schedule is in place:
 - a. 6:30-7pm – Open House – Teachers will be in classrooms to welcome families that want to stop in. School supplies may be dropped off, if desired. At 6:50-6:55, parents will leave children in the appropriate classrooms with the teachers. Teachers will work with Kristi Rotzoll to provide child-care from 7:7:30pm. Child care will be provided to children ages 1-14. As the teachers will be working child-care, a slide show introducing all employees will be scrolling in the gym before and after the welcome and introductions.
 - b. 7-7:30pm – Welcome and Introductions – I will welcome all parents and share goals/highlights for the year (and some logistics). Each Board member will be introduced. Collectively, the board (plus Natasha Miller for HANDS) will have 10-12 minutes introduce themselves.
 - c. 7:30pm-8:30pm – Families will be reunited and be invited for frozen yogurt.

5. **Parent Orientation Nights** – The following changes have been introduced to this event:
 - a. PK has been added to this event. Previously, there had been a separate night for them.
 - b. Orientation has been split into two nights to allow parents with both elementary and middle school children the opportunity to hear from all teachers rather than picking who they would have to skip.
 - i. PK-5th grade event is on August 25
 - ii. 6th-8th grade event is on August 27
 - c. Tables previously set up in the gym on the Back to School Night will be set up during Parent Orientation Nights. These will be hosted to communicate the volunteer/committee opportunities that exist this year (board committees (facility, fundraising, capital campaign, ICACSA, etc.) and HANDS. It is highly recommended that each committee have something to hand parents that gives a more comprehensive description of what they are volunteering for.
 - d. A questionnaire will be provided for families to complete (voluntarily) regarding volunteering. This questionnaire may be filled out while present or may be turned in at a later day and will ask (1) level of desire to volunteer, (2) profession, (3) areas of strength/passion, (4) availability. All sign-ups will be done through Sign-Up Genius after the Parent Orientation Nights.
6. **DHS Licensure** – After significant work, Heritage has been notified in writing that the Pre-Kindergarten program does not have to be licensed by DHS. The Before and After School program does.

Faculty/Staff:

1. **5th grade Teacher** – Two interviews will be conducted on Wednesday, July 29 to conclude the pursuit of a 5th grade teacher for the 2015-2016 school year. If neither candidate is the right fit or the one that declines the offer of employment, the two 1st grade classes will be collapsed down to one class, an aide will be hired to support 1st grade, and Laura Bailey will be moved to 5th grade. The decision will be made on or before the close of business on Friday, July 31, 2015.
2. **Hiring Adjustments** – Enrollment does not support the need of a teacher aide for 5th grade. Enrollment supports an aide in the 5 day PK classroom.

Facility:

1. **Traffic Study by North Liberty** – Attached is the traffic study conducted by the city of North Liberty. All comments are favorable. I have asked for a layman's interpretation and what bearing the study has on our ability to build the north loop that connects at our current exit.
2. **Work Nights** – A work night is scheduled for Wednesday, July 29. An additional work night may be scheduled for the Back to School work day scheduled for Saturday, August 15.
3. **Feature Wall** – See attached proposal

July 30, 2015
Fundraising Report
Steve Sherman

EFE - Report

The Marriott has been secured for Saturday, February 20, 2016. Other details of the event are under review by the EFE committee. Changes to improve the event will be implemented this year. It will be of similar format but there will be obvious improvements. Looking forward to a great event.

Security

A meeting is being scheduled before school starts.

Operation Good

Barb Mueller has agreed to manage this great event again.