

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

11/12/2015 Meeting

Approved 12/10/2015

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, Mark Jessop, Steve Liu, Jen Olsen, Sean O’Rear, Todd Pierce and Steve Sherman.

Teachers/Staff: none

Others: none

### **Approval of Minutes**

Minutes from the 10/22/2015 Open and Executive Meetings were reviewed.

**Motion was made by Todd Pierce to approve amended minutes.**

**Motion was seconded by Mark Jessop.**

**No further discussion.**

**Vote 7-0 to approve.**

### **Administrator’s Report – Mike Annis**

- Please see report.

### **Fundraising Report – Steve Sherman**

- Please see report.

### **Facilities Report – Sean O’Rear**

- Please see report.

### **Finance Report – Mark Jessop**

- No report

### **Capital Campaign Update – Mark Jessop**

- Mark gave an update on the activities of the Campaign.
- Work is being done to organize a potential list of top 30-50 potential donors.
- Meetings with potential top donors have begun.

### **Survey Monkey Surveys to Parents**

- In aligning with a Governance Board model, the surveys this year will be done a bit differently. Mike will be in charge of the survey that will be sent out regarding the teachers and the school.
- The Board will be responsible for a survey regarding feedback on issues important to the Board. To that end, Board members were asked to provide Bob Coons feedback in terms of the key areas/topics that the Board would like included in that survey for further discussion at the next scheduled Board meeting (12/10/2015).

**Policy – Todd Pierce**

- The Board continued to work on the review of Sections 100 and 300 before moving on to Executive Session.

**Adjournment**

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

Minutes respectfully submitted,

- Steve Liu

# Administrator's Report November 2015

## Open Session

### Education Goals:

1. Results from Iowa Assessments are in and will be sent home on November 20, 2015 with report cards. Data from those tests will be evaluated and communicated in the next few months.
2. Parent/Teacher Conference Sign-Ups are being conducted through Sign-Up Genius. This approach will be evaluated for its success for use in future years.
3. PK enrollment for the 2015-2016 school year begins November 30, 2015 for current families and opens to the public on December 1, 2015. In light of this, tuition for Pre-Kindergarten needs to be determined for the 2015-2016 school year.
4. 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.
5. Thanksgiving Lunch is scheduled to take place on Friday, November 20. Changes were made to the event to more closely align with our goal of instilling a sense of community and reinforcing to our students and families the meaning of "thanksgiving". To date, there has been a mixed response but 102 adults are scheduled to have lunch with us that day. The schedule for that event is as follows:
  - a. 11:30-11:50am – Chapel – This will allow all of us to worship together.
  - b. 11:55am-12:25pm – Lunch – This will allow more of a whole community experience as, in the past, about 1/3 of the group could be in the gym at any given time.
  - c. 12:25-1:00pm – Recess – This will allow addition time for the kids to play together and parents to visit.

### Marketing/Communication Goals:

1. The first run of The Annual Fund 2015 has been mailed and should be arriving in mailboxes within the next 2-3 days.
2. Veterans' Day Celebration was successful. Attendance by those outside of the school body was approximately the same as in previous years.

### Facility Goals:

1. Raynor had to be called in to address a malfunction with the fire door that covers the kitchen window. It appears the battery designed to serve as back-up power failed. That has yet to be confirmed and it is unknown at the time of this report what that service call will cost.

### Leadership Goals:

1. Fall teacher observations are scheduled to occur over the next three 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.

### Upcoming Events:

1. Picture Retake Days – November 13
2. Parent Teacher Conferences – November 23-25
  - a. November 23/24 – starting at 12:30-7:00pm
  - b. November 25 – 8:00-10:00am
3. Thanksgiving Holidays – November 26-27– No School
4. P/K Enrollment – November 30/December 1

**November 12, 2015  
Fundraising Report  
Steve Sherman**

**EFE Update**

Date of the event is February 20<sup>th</sup>, 2016 (Marriott is held)

Event is back on as originally scheduled. Not subject to Capital Campaign event.

Chairs are Set

- Teri Swank, Chair
- Kirsten Novak, Co-Chair

Committee Heads are being set

EFE Key players so far:

- IT Team – Dave Lutsko
- Ticket Committee – Deb Dohrn
- Marketing and Outreach – Lisa Turnbow and Kallen Hawkinson
- Entertainment/Venue – Alicia Dawson
- Emcee – Jon Weih

Many decisions are in the process of being made.

- Speaker
- Ticket Prices
- Timeline of event
- Details of the event itself
- Entertainment
- Marketing plans and sponsorships

Teri is creating a lot of documentation for each committee in hopes that it will facilitate easier transitions from one person to the next as well as streamline the running of the event.

**Facility Committee Report**  
**November, 12<sup>th</sup>, 2015**  
**Sean O'Rear, Chair**

**Mission:** To provide guidance, vision, and leadership to the School Administrator and Board of Directors, in all matters related to the care and maintenance of school properties.

**Goal:**

- To maintain facilities that are safe, secure, clean, energy efficient, and encouraging of academic excellence.
  - Address issues in a timely and cost effective manner.
  - Identify areas for improvement, analyze viable alternatives, and make recommendations to the Board of Directors.

**Committee Members:**

- Faculty Chair: Sean O'Rear
- Administrator: Mike Annis

**Recent Activities:**

October 29<sup>th</sup> Bryan Hardin (Assistant Fire Chief) was in the school conducting a fire drill. As per Mike the drill went well, there were a few items Mike was able to discuss with Bryan:

1. *Bryan believes our work in the storage area across from the office is sufficient. He's going to double check. If we need to move anything else out, it will be minimal. If he says that, according to code, we are still not okay, I asked about building a wall around that space to provide some separation and he thinks that is good but will check that too.*

2. *We need to replace the batteries in the emergency lights throughout the school. They are all blinking red. He says battery life is typically 3-4 years. We're in our 6<sup>th</sup> year. Mike requested that we move forward and pay for them out of building maintenance. After doing some price checking by Todd and myself we determined that it would be cheapest to purchase them online. The batteries have been received and will be installed soon.*

3. *We need to relocate three of our EXIT signs within the building. In addition, we need to knock out the arrows on the appropriate sides of the signs to direct evacuating traffic. Bryan says that an electrician needs to do that if we don't have enough wire to move the signs. I have looked at the signs and think that we will possibly be able to move one or two of the signs ourselves.*

4. *The alarm/strobe in the 4<sup>th</sup> grade classroom needs to replace. Bryan says they aren't really built to be repairable. I'm going to check and see if the electrician we hire to move the sign(s) can also replace the alarm/strobe.*