

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

2/12/2015 Meeting

Approved 2/26/2015

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

### **Attendance**

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

Teachers/Staff: Nichole Early, Kallen Hawkinson.

Others: Jen Traetow

### **Approval of Minutes**

Minutes from the 1/22/2015 meeting were reviewed and corrections made.

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

**Motion was seconded by Kristi Rotzoll.**

**No further discussion.**

**Vote 7-0 to approve.**

Teacher Report: None

### **Administrator Report – Mike Annis**

- Please see report

### **Marketing Report – Kallen Hawkinson**

- There will be an Open House scheduled for March 10, 2015. New prospective families are invited to attend. They will receive a voucher for attending that can be used for \$100 off of tuition for the 2015-16 school year.
- An ad has been placed in the North Liberty Leader promoting Heritage.
- Kallen will work on a better way of tracking prospective family data in terms of timing of initial contact and follow up, whether the family enrolled, etc.
- Kallen will be working on an Annual Report later in the Spring.
- This summer, Kallen intends to look in to possible grants that can be applied for and if awarded, used for the Capital Campaign.

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

- Please see report

### **Faculty Report – Kristi Rotzoll**

- Please see report

### **Facility Report – Todd Pierce**

- Please see report

#### **Curriculum Report – Kristi Rotzoll**

- Please see report

#### **Finance Report – Mark Jessop**

- Please see report

#### **By Laws Subcommittee Update – Jen Olsen**

- Board members were asked to previously review the new proposed By Laws in preparation to discuss at this Board meeting
- We, as a group, reviewed through the end of Article 6 in terms of edits and suggestions. We will need to come back to Section 5.8 as well as review the rest of the By Laws at the next Board meeting.

#### **Board Membership/On Boarding Subcommittee Update – Kristi Rotzoll**

- There will be an informational meeting on 3/3/2015 for potential Board Member candidates. Kristi plans on presenting a PowerPoint that goes through information on Board structure as well as the application process. There will be two upcoming openings on the Board.

#### **Adjournment**

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

Minutes respectfully submitted,

- Steve Liu

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#### **Addendum:**

Via e-mail, the following motion was voted on and approved on 2/18/2015.

**Motion by Steve Liu to approve Hunter Co to move forward with taking drawings of the site plan for the school building expansion to the City for approval.**

**Motion was seconded by Todd Pierce.**

**No further discussion.**

**Vote was 7-0 to approve.**

**February 12, 2015**  
**Fundraising Committee Report**  
**Steve Sherman**

**Educating for Eternity.**

- 1 Radio ads are running
- 2 Tickets are for sale
- 3 Meeting with Marriott scheduled
- 4 Many more churches put out materials this year
- 5 Spoke to Kevin Sorbo about message
- 6 Sponsorships are being called
- 7 Final details being worked out
- 8 Scott Montgomery is emcee
- 9 Hansons have agreed to give a family testimony
- 10 Music is lined up
- 11 IT/AV is underway

Needs – At least one more adult for Heritage singer supervision. Have one already. Need 6 high school age or college aged people to help with overseeing the children. Will pay them. Youth groups?

**Operation Good.**

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

**Annual Fund**

Kallen, Mike, Terri Swenk, and Steve S.

**Security Task Force**

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

**Faculty Committee Report**  
**February 2015**  
**Kristi Rotzoll, Chair**

**Mission:** To provide a Christ-centered, academically challenging education that reinforces the parent's responsibility to raise children who love and serve Jesus Christ.

**Vision:** To strive for excellence as we prepare our students to: defend their faith, excel in future studies, and impact their community.

**Goals:**

- To provide a Christ-centered, academically challenging education
  - To create an education that is Biblically integrated in all areas
  - To create an excellent academic reputation
- To recruit and retain quality and professional teachers

**Committee Members:**

- Faculty Chair: Kristi Rotzoll
- Teachers: Joy Bartholomew and Nichole Early
- Administrator: Mike Annis
- Director of Curriculum and Instruction: Julie Vahle
- Association Member/Parents: Mary Palmer

**Recent Activities:**

- Response letters were sent electronically to all parents in regards to the Administration/Board survey results.
- Responses to the Teacher surveys were gathered, formatted, and given to the Administrator.
- Teacher Observations were performed on January 27, 2015.
  - I observed 6 of the teaching staff. All did an excellent job, observations forms were filled out and given to the Administrator.

**On-Going Activity:**

- Will try and set up another teacher observation day in March.
  - Originally I was hoping to set up a date in February, but this does not look feasible with my work schedule.

**Facility Committee Report - Open**  
**February 12, 2015**  
**Todd Pierce, 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: Todd Pierce
- Administrator: Mike Annis

**Recent Activities:**

- Last week
  - Mark Robinson repaired the broken locking mechanism in the boys' bathroom on the east wing of the building.
  - Liberty Door repaired the lock on the exterior door of the gym.
  - Greg Lybeck volunteered to repair/replace the lights in the hallway of the middle school wing.
  - Nate Sundblad hauled the chairs that were replaced in Miss Mysnyk's classroom.

**Future Projects:**

1. The locking mechanism for the wheeled music storage cabinet (in the closet behind the girls' bathroom on the east wing) is broken or has come apart. I have the main piece in the office but have not looked at it to see what parts need to be fixed to put it back together.
2. Mike sent two dates to schedule a spring cleaning event.
  - March 4th as that is Saturday before the Open House
  - April 18th as that is the Saturday before Grandparents' Day (Both of these dates are Wednesday's)
3. Sarah Franje would like a long jump pit for the track team.

**Curriculum Committee Report**  
**February 2015**  
**Kristi Rotzoll, Chair**

**Mission:** To provide a Christ-centered, academically challenging education that reinforces the parent's responsibility to raise children who love and serve Jesus Christ.

**Vision:** To strive for excellence as we prepare our students to: defend their faith, excel in future studies, and impact their community.

**Goals:**

- Establish a distinguished Christ-Centered focused learning environment
  - To create an education that is Biblically integrated in all areas
- Develop an undeniable superior academic program balanced with Co-Curricular programs.

**Committee Members:**

- Faculty Chair: Kristi Rotzoll
- Teachers: Those whom teach mathematics.
- Administrator: Mike Annis
- Director of Curriculum and Instruction: Julie Vahle
- Association Member/Parents: Dave Munson, Julie Jessop and Natasha Miller

**Recent Activities:**

- Teacher Observations were performed on January 27, 2015
  - I observed both Miss Franje and Miss Veenstra teaching. Both teachers commented that they were sharing something with their students that they had learned from the World View Matters class.
  - They both did a great job integrating Christ-centered education into their lessons.
    - Miss Veenstra had an excellent handout she shared with the 8<sup>th</sup> graders on how we can bring glory to God in all things, as they were preparing for Interest Fair Projects.
    - Miss Franje and the class read the "Little Engine that Could." She did a great job of encouraging the students to think about God in all situations. From there the kids related the story to Bible Verses and the story of the Good Samaritan.
- Review of Math Curriculum for 2015-2016 school year.
  - Two week open review period for parents will end on February 18, 2015. All comments and questions will be forwarded to the Curriculum Review Committee.
  - Electronic versions of review were above Committee member's for their review.
  - Meeting planned for March 5, 2015. We will meet with Director of Curriculum and Instruction and the Curriculum Committee will vote on the proposed math curriculum.

**On-Going Activity:**

- None at this time.

**Finance Report - General**  
**February 2014**  
**Mark Jessop, Chair**

**Mission:** To provide a Christ-centered, academically challenging education that reinforces the parent's responsibility to raise children who love and serve Jesus Christ.

**Vision:** To strive for excellence as we prepare our students to: defend their faith, excel in future studies, and impact their community.

**Goals:**

- To provide a 5-year rolling working budget to the Board
- To provide oversight of administration regarding working within the budget
- To provide input to the Board when appropriations of resources are necessary

**Committee Members:**

- Finance Chair: Mark Jessop
- Bookkeeper: Lisa Turnbough
- Administrator: Mike Annis

**Recent Activities:**

- K-8<sup>th</sup> tuition rate set (5% increase)
- 2015/2016 draft budget revised
- Discount calculations revised and updated
- Financial Reports
  - o Reviewed November 30, 2014 and December 31, 2014 financial statements. Details in Executive Report: YTD Summary below:
    - YTD Income is **\$6k above budget** (Good)
      - Other Fundraising is \$8k above – gym rental, Target, Stuff Etc.
      - Tuition income is \$2k below (students that have moved)
    - YTD Expenses is **\$5k above budget** (Not Good – but mainly timing issues and a one time special expense)
      - *Fundraising Expense*: \$3k above – EFE speaker down payment
      - *Instructional Items*: \$4k below – curriculum and timing
      - *Occupancy*: \$6k below – utility costs (seasonal)
      - *Office Expense*: \$11k above – one ime unbudgeted expense
      - *Other Expense*: \$2k above – 2012 legal fee
      - *Payroll Expense*: \$2k below
    - Net: **Positive \$1k above budget** (annual budget shows an expected net loss of \$2k)

**Things to do/complete:**

- 2015/2016 final budget
- Teacher Salary Review – for implementation in 2016/2017.
- Create/Revise Investment Policy
- Create approval process for major financial transactions

**Policy Committee Report - Open  
February, 2015  
Todd Pierce, Chair**

**Mission:** • Revise the current Heritage Christian School Policy Manual to clearly communicate rules and guidelines for the administrator, faculty, and parents..

**Goal:**

- Final Draft of Policy Manual presented to the HCS board by February 1<sup>st</sup>, 2015

**Committee Members:**

- Faculty Chair:
  - Todd Pierce
- Committee Members:
  - Lisa Turnbough
  - Rae Moser
  - Scott Montgomery
  - Bill Horning
- Administrator
  - Mike Annis

**Summary:**

- We used the GRCS Policy Manual format to eliminate and rename sections of the HCS Policy Manual.
- We applied current HCS policy to the new format and have added some GRCS policy that we liked and to fill gaps.
- At this point, we need decide what we want/need in the policy manual and will work closely with Mike's committee to rework the Parent/Student Handbook.

**Recent Activities:**

- Sections 100, 600, 700, 800 are ready for review section 200 needs title and content
  - Mike, please briefly explain the work that's been done with sections 100, 600 and 700.
  - Todd, briefly explain the work that's been done with sections 200 and 800
- Sections 300, 400, 500, will be finished in the next few weeks.

**Current Strategy:**

- Cycle through each section with one person (me) filtering out the info I know and adding current policy compared with GRCS,
  - Mike or Lisa follows behind, reading through my edits to add/remove/replace information

**Future Strategy:**

- The work that remains with the policy manual will require a great deal of time and working closely with Mike to add and edit content.



