

Heritage Christian School Board Meeting Minutes – Open

3/12/2015 Meeting

Approved 4/9/2015

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

Attendance

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

Absent: Kristi Rotzoll was unable to attend.

Teachers/Staff: Laura Bailey, Sarah Franje, Kallen Hawkinson, and Tammy Veenstra.

Others: none.

Approval of Minutes

Minutes from the 2/26/2015 Open 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 6-0 to approve.

Teacher Report: Nothing to report per Sarah Franje.

Administrator's Report – Mike Annis

- Please see report

Marketing Report – Kallen Hawkinson

- The recent Open House went smoothly. 10 new families attended, but 7 of those families were already in various stages of the process of exploring/enrolling at Heritage. Considerations are being made to only have an Open House next year for the lower elementary grades.
- Heritage will be involved in two upcoming Easter Egg Hunts. One will be through the Iowa City Mom's Blog and Heritage will be a Top Sponsor for that event. The other Egg Hunt will be through the Iowa Medical Partners group.
- Heritage Yard signs will be arriving soon in the office and emails will be sent out to encourage families to pick one up and display them.
- Preparations are under way for Kindergarten Round Up.

Fundraising Report – Steve Sherman

- Please see report
- The recent Education for Eternity banquet raised over \$38,000.
- Operation GOOD packets will go out on April 1, 2015.

Facilities Report – Todd Pierce

- Please see report

Finance Report – Mark Jessop

- Please see report

Mathematics Curriculum Proposal – Bob Coons

- Bob gave a brief synopsis of the proposal and emphasized how time intensive of a process it was to select the proposed texts and that the Curriculum Committee had approved the Mathematics Curriculum Proposal 5-0 prior to submitting it to the Board for review.
- The proposed curriculum consists of the following texts: My Math (Pre K), Math in Focus (K-6th grade), and Glencoe Pre-Algebra and Glencoe Algebra.

Motion was made by Bob Coons to approve the Mathematics Curriculum Proposal.

Motion was seconded by Mark Jessop.

No further discussion.

Vote 6-0 to approve.

Policy Subcommittee Update – Todd Pierce

- Sections 100, 600, 700, and 800 have been completed and were sent out to the Board.
- Board members were asked to review them and the Board as a group would review them together at a later date.

By Laws Subcommittee Update – Jen Olsen

- Packets with the current and proposed By Laws were sent out earlier today for review for Association Members in preparation of the Association Meeting on 3/26/2015.

Adjournment

The open session was closed with prayer.

There was no Executive Session.

Minutes respectfully submitted,

- Steve Liu

**Administrator's Report
March 2015**

Open Session

Enrollment for 2015-2016:

1. Enrollment is 182 (204 projected). At this time last year, 197 children had enrolled for 2014-2015. It is unclear why PK enrollment is down from last year. Events are underway to boost awareness and enrollment. **Students recorded in red or green are not in the enrollment total until process is completed.**
 - a. Pre-k 3 day – 8 (Projected 18) **(12 at this time 2014)**
 - b. Pre-k 5 day – 9 (Projected 18) **(14 at this time 2014)**
 - c. Kindergarten – 24 (Projected 21) **Four students in process**
 - d. 1st grade – 22 (Projected 22)
 - e. 2nd grade – 22 (Projected 22)
 - f. 3rd grade – 12 (Projected 13) **(One still expected to re-enroll)**
 - g. 4th grade – 14 (Projected 16) **One student in process (Two expected to re-enroll)**
 - h. 5th grade – 19 (Projected 19) **One student in process**
 - i. 6th grade – 17 (Projected 18) **Two students in process**
 - j. 7th grade – 21 (Projected 22) **One student in process**
 - k. 8th grade – 15 (Projected 15)
2. There are two students not returning for the 2015-2016 that were not accounted for in enrollment projections.
 - a. One family (K) is moving from the area.
 - b. One family (7th) is transitioning student to public Jr. High

Program Development:

1. All School Open House: March 10, 2015 – Heritage is hosting an All School Open House. 10 families attended the event. It is still unknown the return on the investment.
2. Kindergarten Round-Up is scheduled for March 26, 2015. All students not currently enrolled in Heritage Christian School are required to participate. Results from screening will be communicated to parents.
3. IT Update: Significant work will be done over spring break. All outdated teachers desktop computers will be replaced and all lab computers will be replaced. Steve Schallau is working with Erbs to get this completed during the week students are out of the building.
4. Parent/Student Handbook Revision: Work is underway to revise the Parent/Student Handbook. Two parents have volunteered to work on this committee. The current handbook is being evaluated and compared to handbooks from like schools. A revised document will be presented to the Board of Directors in June.

Faculty/Staff:

1. A search is currently underway for a full time Director of Curriculum and Instruction. To date, there is one potential candidate with whom discussions are being had.
2. Faculty/Staff are currently being participating in a leadership survey. Surveys are to be completed and submitted by Friday, March 13. All data will be compiled and shared with the Board of Directors at the April meeting.
3. Classroom observations are currently underway.

Facility:

1. Timothy Group Update: (From Sarah Black w/Timothy Group) *Just wanted to touch base and let you know we are finishing up some phone interviews. We have received 59 mail return/online surveys and have started analyzing the data. We will begin analyzing the phone segment data as soon as the last of the phone interviews are conducted.*
2. Hunter Company Update: (From Saren Johnson w/Hunter Company) - *The submittal (site plan) went to the city on Friday (2/27/15) as expected. We have mailed a copy of that information to your office. We expect that it will be the last week of March before we have a response from the city. In the meantime, Todd is working on the architectural drawings. It will be a quiet few weeks as these things progress.*

March 12, 2015
Fundraising Committee Report
Steve Sherman

Educating for Eternity.

Partial Final Report of Event

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.

Facility Committee Report - Open
March 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:

- Nothing to Report

Future Projects:

1. I'd like to schedule the spring cleanup day at the school for April 18th and I'd like to discuss the best method of communicating this to parents.
 - a. Newsletter
 - b. Website
 - c. Email
 - d. Others???
2. Sarah Franje would like a long jump pit for the track team
 - a. I'll keep the long jump pit on the list and will work with Mike to create a more comprehensive list work

Finance Report - General
March 2015
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:

- Financial Reports
 - o Reviewed January 31, 2015 financial statements. Details in Executive Report: YTD Summary below:
 - YTD Income is **\$6k below budget** (Not Good)
 - Other Fundraising is \$2k below – timing of EFE receipts partially offset by additional gym rental, Target, Stuff Etc.
 - Tuition income is \$4k below (students that have moved)
 - YTD Expenses is **\$9k below budget** (Good)
 - *Fundraising Expense*: \$2k above – timing
 - *Instructional Items*: \$3k below – curriculum and timing
 - *Occupancy*: \$10k below – repairs, insurance and utility costs (seasonal)
 - *Office Expense*: \$4k above – one time unbudgeted expense partially offset by lower IT costs (mainly timing)
 - *Other Expense*: \$2k above – 2012 legal fee
 - *Payroll Expense*: \$4k below
 - Net: **Positive \$3k 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

Curriculum Committee Report
March 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:

- Curriculum committee met with Administrator and Director of Curriculum on 3/5/2015. The Director of Curriculum went through written proposal and answered all questions presented by the committee.
 - The curriculum committee approved the Mathematics Curriculum Proposal with a vote of 5 – 0.

On-Going Activity:

- None at this time.

Faculty Committee Report
March 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:

- Staff survey monkey results were shared with the Board and a response letter was written and emailed to all teachers and staff on 3//2015.

On-Going Activity:

- None at this time

Prayer Committee Report
March 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

- Provide materials for "Praying for the Nations"
- Organize TWO 12-hour Prayer Days YEARLY (Fall & Spring)
- Commit to daily prayer
- Coordinate prayer calendar for school which reminds constituents to pray for the needs of the school
- Organize prayer partners for leadership and prayer needs as necessary
- Organize weekly prayer at the school

Committee Members

- Prayer Chair, Kristi Rotzoll
- Teacher, Nichole Early
- Administrator, Mike Annis
- Association Member/Parent, Ann Henkle, Weekly Prayer Coordinator
- Association Member/Parent, Natasha Miller Monthly Prayer Coordinator

Recent Activity

- Spring Day of Prayer has been scheduled for Saturday April 11, 2015.
 - Miss Early has agreed to coordinate again this year.