

Heritage Christian School Board Meeting Minutes – Open

5/14/2015 Meeting

Approved 5/21/2015

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, Kristi Rotzoll and Steve Sherman.

Teachers/Staff: Sarah Franje and Rachel Super.

Others: Ron Haas, Julie and Robert Hajek.

Approval of Minutes

Minutes from the 4/23/2015 Open meeting were reviewed and corrections made.

Motion was made by Todd Pierce to approve amended minutes.

Motion was seconded by Mark Jessop.

No further discussion.

Vote 7-0 to approve.

Teacher Report – no report

Pre Campaign Study Report by the Timothy Group – Ron Haas

- Mr. Haas briefly highlighted his written report which was distributed to the Board. The report included factors supporting the campaign as well as factors which may limit the campaign. Overall recommendations were presented as well.
- A Capital Campaign Proposal was distributed to the Board on possible next steps, if the Board wanted to continue to work with the Timothy Group on the campaign. The Board was to review the report and proposal and will discuss next steps at the next Board Meeting

Administrator Report – Mike Annis

- Please see report
- **BASP Proposal** – please see proposal.
- **iPad Pilot Project** – please refer to the Administrator Report – funding for this project has been provided by donors. Praise God for his provision!
- **IT Managed Services** for the new lab computers – please refer to the Administrator Report

Motion by Kristi Rotzoll to approve Option #1 (Limited Services for \$3,120) as outlined in the Administrator Report for IT service through Erbs for the new lab computers.

Motion was seconded by Todd Pierce.

No further discussion.
Vote was 7-0 to approve.

- With the approval of the above motion, now all computers will be covered by Erbs.
- **Scholastic Book Fair** – this will be discontinued. Please refer to the Administrator Report.
- **Athletic Fee Increase** – please refer to the Administrator Report

Motion by Steve Liu to approve the increase of the Athletic Fee from \$25 to \$40 per student per sport, as well as to pay head coaches and assistant coaches as outlined in the Administrator Report.

Motion was seconded by Steve Sherman.

No further discussion.

Vote was 7-0 to approve.

Fundraising Report – Steve Sherman

- Please see report

Facility Report – Todd Pierce

- Please see report

Policy Committee Report – Todd Pierce

- Please see report

Adjournment

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

Minutes respectfully submitted,
- Steve Liu

**Administrator's Report
May 2015**

Open Session

Enrollment for 2015-2016:

1. Enrollment is 194 (204 projected). It is unclear why PK enrollment is down from last year. Efforts are underway to boost awareness and enrollment specifically in PK. **Students recorded in red or green are not in the enrollment total until process is completed.**
 - a. Pre-k 3 day – 8 (Projected 18) **(15 at this time 2014)**
 - b. Pre-k 5 day – 10 (Projected 18) **(15 at this time 2014)**
 - c. Kindergarten – 27 (Projected 21) **(Exceeds projection by 6 students) (one in process)**
 - d. 1st grade – 22 (Projected 22)
 - e. 2nd grade – 22 (Projected 22)
 - f. 3rd grade – 13 (Projected 13)
 - g. 4th grade – 17 (Projected 16) **(Exceeds projections by 1 student)**
 - h. 5th grade – 20 (Projected 19) **(Exceeds projections by 1 student)**
 - i. 6th grade – 19 (Projected 18) **(Exceeds projections by 1 student)**
 - j. 7th grade – 22 (Projected 22)
 - k. 8th grade – 15 (Projected 15)

Program Development:

1. **IPad Pilot Project** – (\$2,600) – To pursue quality technology integration in the classrooms, we need to determine how devices can be used to enhance the learning experience of our students in a way that complements our goals and mission. Four teachers (Veenstra, Mysnyk, Jensen, and Collins) have expressed willingness to do the investigations over the summer, experiment in the classroom next fall, and share their learning with their colleagues. The identified funds would purchase 4 iPads with cases and four Apple TVs.
2. **IT Managed Services for the Computer Lab** – (\$3120 or \$6240 annually) – A strategic initiative for Heritage has been to reduce the school's dependence on Steve Schallau for IT support. Progressively, we have put more and more of the work load on Erbs. To date, the only machines that are *not* under Erbs managed services contract are the new lab computers. Erbs has offered a managed services contract for these.
 - a. Option #1 (\$3120) – Limited Services
 - Limited management of the lab would ensure that the devices get updated automatically and antivirus is monitored.
 - If we did the Limited Management option then we would still need to pay time and materials for anything that comes up for the lab.
 - Since we just installed the lab, it will not need to be reimaged this summer, but will next summer. This would be a time and materials cost as well.
 - Any user-related works (such as new student account creation) would be handled by our existing Managed Service contact (since it is a server thing)
 - b. Option #2 (\$6240) – Full Services
 - Would provide full management of the lab devices, plus onsite care and feeding if we needed it.
 - Would also cover reimaging of the computers.

3. Parent/Student Handbook Revision Underway
4. **Recommendation to discontinue the Scholastic Book Fair** – For the past several years, Heritage has hosted the Scholastic Book Fair. Each year, the content of reading material has drifted farther away from any alignment with the school’s mission statement and the fair now peddles more trinkets than books. Research has revealed no other viable options. Options that exist are good for a year or two before needing to be replaced. To promote reading, Scholastic Book order forms may still be sent home giving parents the opportunity to purchase those they would like but it should still be made clear that parents must use discretion with Scholastic as, just because it comes from Heritage, doesn’t mean we support or agree with the content of books made available in the order forms.
5. **BASP Proposal – (See attached)** – The proposal is to amend the program to allow families to choose which days of the week their students are in the BASP program. The program would still offer 2 day, 3 day and 5 day options but the program would no longer define which 2 days or 3 days of the week. Parents would have the freedom to choose those their schedules demand.
 - a. Parents would still be required to enroll on a monthly basis
 - b. The program would still have a 4:30pm and a 5:30pm cutoff. These times will not be interchangeable (i.e. 4:30pm on Monday, 5:30pm on Wednesday and 4:30pm on Friday).
 - c. All other aspects of the program will remain the same
6. **Athletic Fee Increase** – For more than 10 years, Heritage has kept Athletic Fees at \$25 per student per sport. The school has grown substantially in that time and all other expenses related to the program have increased. In addition, parents who volunteer to coach are not compensated in any way (other than a \$25 gift card at the end of the year). Our coaches invest a lot of time and energy and complement the mission of the school very well. I would like to increase the fee from \$25 to \$40 per sport to allow us to compensate all coaches (even though it is still a token payment). There is A LOT of value that comes to our athletes and parents. I’d like to pay head coaches (whether volunteer or not) \$400 per sport and assistant coaches \$200 per sport. In addition, a plan is being developed to increase the profitability of the concession stand. Revenue from concessions is significant in the athletic budget. Both Lisa T and Serah Snell are aligned with moving forward this way.

Faculty/Staff:

1. Actively seeking a 5th grade teacher. Currently, there is one candidate who has submitted a completed packet. Two others have inquired but have been told to wait until May 15 to give the Board time to determine whether that vacancy will be realized or not.
2. Need teacher aides for 2nd and 5th grades. I have had discussion with both PK aides and both are willing to be reassigned if the need for PK aides doesn’t materialize.
3. Employment contracts are out and due back on Friday, May 15.