

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

8/11/2016 Meeting

### **Final**

The meeting started at 6:30 pm. Gale Boldt led the devotional and opened in prayer.

### **Attendance**

Board Members: Mike Annis, Bob Coons, Natasha Miller, Kari Miller, Jen Olsen, Sean O’Rear, Gale Boldt and Eric Johnson.

Absent: Mark Jessop, Todd Pierce

Teachers/Staff: none

Minutes of the 7/28 Open session were reviewed.

Motion made by Jen Olsen to approve the Minutes as amended

Sean O’Rear seconded

All in favor

No Opposed

Consensus reached among those present to cancel the second board meeting in August. Board will reconvene on 9/8

### **Committee reports:**

Admin – See Attached Document

Facilities – All set for fall clean-up day on 8/13

Treasurer – No updates

Accreditation – See Attached Document

Policy review is to review by fresh eyes as compared to the accreditation materials

Marketing –

- Brian Miller has run webcrawler and google analytics, audited page speed and SEO. We expect a full report of those activities next week sent to Bob C.
- Brenda W will begin editing some elements of the Heritage website.
- On 8/13 Gale Boldt will be leading a discussion/review session to build an on-line survey for all Heritage families.
- Gathering income information is not a non-negotiable requirement for accreditation, however it is recommended as part of understanding the constituent population.
- Income Information will be solicited via web-based survey

## Mission & Vision

Board agreed to use the following Guidelines when developing Mission and Vision statements

Both terms the Mission and Vision should include these attributes:

- Brief and to the point

- Easy to understand/memorize

- Conveys the organization's unique (present and future nature)

- is an expression of a desired future state,

- Providing a long-term focus for the entire organizational efforts

- Inspirational

Mission Should describe

- What (process) activity it does

- Whose needs it aims to fulfill

## **Adjournment**

The Session was closed in prayer.

Minutes respectfully submitted,

- Eric Johnson

**Administrator's Report**  
**August 2016**  
**Open Session**

Enrollment: Enrollment is 202 (202 projected). Red denotes classes where increases were experienced.

1. Pre-k 3 day – 9 (Projected 10) Two parents are still investigating 3 day PK
2. Pre-k 5 day – 18 (Projected 16)
3. Kindergarten – 16 (Projected 20)
4. 1<sup>st</sup> grade – 26 (Projected 23)
5. 2<sup>nd</sup> grade – 21 (Projected 20)
6. 3<sup>rd</sup> grade – 21 (Projected 22)
7. 4<sup>th</sup> grade – 15 (Projected 13)
8. 5<sup>th</sup> grade – 18 (Projected 19)
9. 6<sup>th</sup> grade – 18 (Projected 19)
10. 7<sup>th</sup> grade – 19 (Projected 19)
11. 8<sup>th</sup> grade – 21 (Projected 21)

Plans are being developed for collaborative work between the two kindergarten classes to (1) increase the class size for instructional activities that benefit from higher student numbers and (2) provide discretionary time for one kindergarten teacher to work with other grade level students identified as needing support. There is a situation that is unfolding that may lower enrollment by two students and effect employment. Details will be provided in executive discussion.

Program Development:

1. **The Criminal Background Check for Volunteers:** Documents and process have been finalized and reviewed by a Bill Campbell from the ICPD. It is scheduled for review by an attorney later this week. Once feedback is received from the attorney, changes/revisions will be made and the entire process will be sent to *Protect My Ministry*.
2. **Teacher Mentorship Program:** While it began in 2014, the teacher mentorship program has been refined based on research and experience. The goal of the program is to develop and retain the highest quality teachers who:
  - a. Effectively and intentionally strive to develop students who display understanding of academic content from a biblical perspective.
  - b. Consistently seek personal and professional growth through trials, collaboration, and formal training
  - c. Genuinely align themselves with the philosophy, vision, and goals of the school and who aggressively strives to fulfill the vision.

These will be achieved through formal, scheduled monthly meetings and informal weekly meetings between mentors and mentees. Work assignments have been created to ensure that new teachers are meeting expectations in instructional approaches, assessing students, and biblical worldview development. They will also be guided through the logistics of day to day life at Heritage and how to use the Handbooks that govern operations.

3. **Professional Learning Communities (PLC) Program:** Established in 2013, professional learning communities at Heritage are being refined to better pursue the following goal: *Foster meaningful, reflective collaboration between teachers that challenges and equips them to be more effective and intentional in developing the highest quality learning experience for our students. 1 Corinthians 12:12-31 and Ecclesiastes 4:9-10*

During formal, scheduled monthly meetings, teachers will discuss one of the topics below as these are the areas that we believe most effect the learning experience of our students.

- a. Develop and refine each member's ability to create lessons that challenge students to think biblically in all realms of life and learning.
- b. Develop and refine each member's ability to create instructional approaches that are academically rigorous, engaging, connected to real life, and effectively measured through well designed assessments.

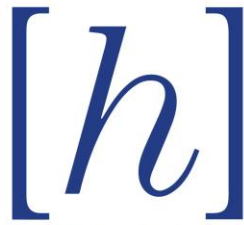
- c. Develop and refine each member's ability to evaluate assessment data and make necessary adjustments to instruction in order to improve overall instructional effectiveness.
4. **Teacher Evaluation Tool and Process and Professional Development:** A new teacher evaluation tool and process has been developed and will be used for the 2016-2017 school year. The tool includes an extensive rubric that (with permission) has been modified to include expectations for biblical worldview integration and the application of biblical principles in professional responsibilities. In addition, there is a graphing system through which Administration can "map" the strengths and weaknesses of the faculty and develop both individual and group professional growth plans and guide the search for high quality, focused professional development for teachers.
5. **Change to middle school co-curricular schedule:** After years of following a very similar schedule for middle school co-curricular classes, a change has been made that will be implemented during the 2016-2017 school year. Rather than middle school students having all three co-curricular classes all year long for one or two days per week, students will take one co-curricular class per trimester and classes will be held either three (Art) or five days (PE/Computer) per week. This will address a long-standing problem with continuity (and therefore quality) of instruction for those classes. Under the new schedule, Art and Computer will have the same number of classes as in previous years and Middle School PE will about ½ the number of classes as in previous years.

Faculty/Staff: All employment positions have been filled for the 2016-2017 school year.

1. P/T PK-5<sup>th</sup> Art – Lisa Bishop will take over the PK-5<sup>th</sup> grade Art program. She is working with Stephanie Annis to get acclimated to what has been done previously and brings a wealth of experience to the school.
2. P/T PK-4<sup>th</sup> Music Appreciation/Heritage Singers Director – Sue Leeland has been hired to teach Music Appreciation and direct the Heritage Singers. Sue, also, brings a wealth of experience and has been put in touch with Tresa Munson.
3. P/T Math (2 classes per day: (1) Pre-Algebra and (1) Algebra) – Shari Montgomery is going to teach the two math classes.
4. P/T Computer (schedule is being determined) – Serah Snell will teach middle school computers one class period per day. Connie Keel is returning to Heritage to teach the middle school PE classes (one class period per day).
5. P/T Teacher Aid – Barb Mueller has been hired to support Sarah Lounsborough in 3<sup>rd</sup> grade.

Scheduled Tasks:

1. **Back to School Night** – The following schedule is in place:
  - 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 provide child-care from 7:00-7:30pm. Child care will be provided to children ages 1-14. Children 1-3 years old will be cared for in the two PK classrooms.
  - 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 will have 10-12 minutes introduce themselves.
  - 7:30pm-8:30pm – Families will be reunited and be invited for frozen yogurt provided through Ghurties.
2. **Back to School Teacher In-service:** In-service is scheduled to occur August 17-19.



## Heritage Christian School

### **Accreditation Committee Report**

**Date: August 2016**

**Chairperson: Kari Miller and Natasha Miller**

**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:** Heritage Christian school will offer an exemplary education presenting students who: defend their faith, excel in future studies, and impact their community.

### **Committee Members:**

- Natasha Miller

### **Recent Activities:**

- **Discussion with Mike to create a beginning timeline of what needs to be the highest priority for our accreditation process.**
- **One of our first steps is updating the mission, vision, and goals, since those will drive the other portions of the accreditation.**
- **Standard 8: Continuous School Improvement Plan will be done by the board so we should begin reading through the indicators to determine how the evidence we choose is supported actions.**
- **A critical evaluation of our board policy manual needs to be done to ensure this is governing our actions. The work on this can begin this fall/winter as well.**
- **Continue with the work on the portrait of a graduate, this will then support our curriculum guide**

**On-going Activity:** Provide information here about on-going or unresolved issues and may include steps that will be taken in the future on items listed in "Recent Activity" items may be moved to this section until the issue is resolved.

- **Work on who will be needed for each standard. Who has the best gifts/talents to head the standard?**
- 

### ***Mission Statement***

We are committed to providing a Christ-centered, academically challenging education that reinforces each parent's responsibility to raise children who love and serve Jesus Christ.

255 Hackberry Street – North Liberty, Iowa 52317 – Phone 319.626.4777 – Fax 319-626-4778 – [www.hcs-nl.com](http://www.hcs-nl.com)