

## Heritage Christian School Board Meeting Minutes – Open

September 28, 2017 Meeting

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

### Board Members in Attendance:

Bob Coons	Gale Boldt	Sean O’Rear
	Eric Johnson	
Natasha Miller	Mark Jessop	Kari Miller

**Board Members Absent:** Stanley Carmouche, Sarah Norpel

**Teachers/Staff in Attendance:** Mike Annis

Minutes of the September 14, 2017 open session were reviewed.

- Amendment requested for movement of information to executive.
- Change Bob Coon’s attendance to “tardy”

**Motion was made by Eric Johnson to approve the open meeting minutes as amended.**

**Seconded by Natasha Miller**

**No further discussion**

**Vote 6-0 to approve**

**Bob Coons and Gale Boldt Abstained**

Executive Minutes from the September 14, 2017 meeting were created through amending the Open Minutes of that meeting. ***Approval needs to occur during the 1<sup>st</sup> Board Meeting of October.***

### Review of Board of Directors Calendar of Annual Activities

Eric Johnson, working with Mike Annis and Mark Jessop, created a calendar that defines the work the Board of Directors must do each year and the dates those tasks should be completed. Eric explained the purpose of the calendar – to provide good guidance for future boards.

Suggestion was made to use this calendar as the foundation for creating a work calendar each year that includes specific initiatives and activities.

It was determined that the Secretary on the Board of Directors would “own” the calendar, update it, and amend it according to decisions made.

### Discussion of Board Message during Faculty Meeting on October 2, 2017

1. Review the purpose of the Board’s presence at Staff Meetings
2. Share what projects the Board is working on/researching this year:
  - a. CSIP
  - b. Researching Heritage’s position on Student Tuition Organization (STO) participation – Stanley Carmouche
  - c. Researching Pre-School – is this something that we want to do – Sarah Norpel
  - d. Researching the best approach to marketing – Bob Coons

- e. PK will not be included in the accreditation

### **ACSI Re-Accreditation Timeline:**

Kari Miller created a timeline for when sub-committee chairs should have their assigned standards written and submitted to the Board of Directors to review. She provided a hard-copy schedule to each board member for accountability.

### **School Survey Data – Kari Miller:**

Following a meeting with Sue Macaluso (Heritage's site visit chair for reaccreditation), Kari recommends the following:

- The Board of Directors own annual surveys for the school constituency
- Use the Portrait of a Graduate (POG) as the baseline for surveys-do parents perceive that the work that is done each is closely aligned to the POG and do they see evidence of growth in these criteria in their children.
- Create questions of the POG criteria. Need to decide whether those questions/surveys are created in-house (Brenda) or whether the creation of a survey will be handed to a marketing firm once that decision is made (see notes on Bob Coons' below).
- Determined that the end of January

\*Idea\* Create a panel of alumni parents to talk to current middle school parents to help them understand the transition to high school and the value of Heritage Jr. High.

### **Marketing Firm Research – Bob Coons:**

Bob Coons, working with a volunteer parent, is reviewing marketing firms that might be aligned with the needs of Heritage Christian School. Currently, three firms have been talked with in-depth and two additional firms have been contacted.

Preliminary Plan:

- Determine a budget for the endeavor (at tentative budget of \$30-40k has been discussed for bid purposes)
- Narrow the field of candidates through Bob and his committee to two that best fit
- Board of Directors interviews final two candidates to determine best firm
- Be prepared to act by mid-November 2017

Closed in prayer

Minutes respectfully submitted,

Mike Annis doing business as Sarah Norpel ☺