

**Heritage Christian School Board Meeting Minutes – Open**  
10/12/2017 Meeting

The meeting started at 6:30 pm, Eric Johnson led the devotional and opened in prayer.

**Attendance:** Mike Annis

**Board Members:**

Bob Coons	Gale Boldt	Sean O’Rear
Sarah Norpel	Eric Johnson	StanleyCarmouche
Natasha Miller		

Absent: Mark Jessop Kari Miller

**Teachers/Staff:** Rachel Super

Open minutes of the 09/14/2017 executive session were reviewed.

**Motion was made by Natasha Miller to approve the open meeting minutes as amended.**

**Seconded by Eric Johnson**

**No further discussion**

**Vote 6-0 to approve**

**Abstain: Gale Boldt, Bob Coons**

Minutes of the 09/28/2017 open session were reviewed.

**Motion was made Natasha Miller by to approve the open meeting minutes as amended.**

**Seconded by Sean O’Rear**

**No further discussion**

**Vote 6-0 to approve**

**Abstain: Sarah Norpel, Stanley Carmouche**

**Administrators Report: Mike Annis**

Mike Annis provided a detailed update covering multiple topics. (See attached)  
Topics involved determining a goal for the annual fund, updating of computers, online student registration.

## **Fundraising Report: Gale Boldt**

Gale provided a detailed update covering multiple topics: (See attached.) Topics involved Operation GOOD coordinator, recruiting EFE volunteers.

## **Marketing Report: Bob Coons**

Bob provided a detailed update covering multiple topics: One topic involved gathering marketing proposals.

## **Finances Report: Mark Jessop:**

(See attached.)

## **Accreditation Report: Kari Miller:**

(See attached.)

## **Facilities Report: Sean O'Rear**

Sean provided a detailed update covering multiple topics: (See attached.)

## **Early Education Discussion:**

Discussed/investigated early education opportunities (early in investigation) Benchmarking to take place.

Minutes respectfully submitted,

Sarah Norpel

## Administrator's Report

October 2017

### Open Session

#### Final Enrollment for 17/18:

Enrollment for 2016-2017 is 184. That is a 10% decrease from the previous year. Several families (some with multiple children) did not re-enroll for the 2017/18 school year. Of those families who did not re-enroll yet remained in the community:

- Three families chose to homeschool their children
- One family chose to enroll at Hillside Christian School
- Four families enrolled single children in public school

Heritage retained 70% of the 16/17 pre-kindergarten class though four students returned for a second year of pre-kindergarten. Marketing efforts from the spring of 2017 did not produce a return in enrollment. The following were advertising avenues that were tried-only one of which (\*) had been tried in the past:

- Advertisement on Life 101.9
- Advertisement on Iowa City Moms' Blog (\*)
- Welcome Wagon advertisement
- Direct mail postcard

#### Communications:

Heritage Herald (Fall): After some research into Grant Wood AEA printing the Herald, Heritage will return to use an online printing service to produce it. The cover design and general layout will remain the same, as they are timeless. Brenda has learned the basic functions of Adobe Suite and can make slight modifications with content areas and graphics. Traditionally, a theme is established for each publication, after which, decisions are made on content and authors. Two weeks must be set aside for construction, editing, and printing. Once a timeline has been established, HANDS can be contacted to assist with affixing labels and mailing.

Annual Fund 2017: The Annual Fund will be mailed in early November and consists of a letter, a brochure, a needs list, and a donation card. Jon and Deb Doorn have agreed to be the feature family this year. The Board of Directors needs to approve the total fundraising goal and the items on the needs list whose costs make up that total. A few suggestions have been received to build the Annual Fund needs list for 2017.

- Steve Schallau and Erbs are working to establish a cost to acquire the following. **Erbs is prepared to discuss leasing. It is important to decide whether or not we want to do that with all or part of our technology as that will influence what is done with the Annual Fund:**

- Twenty laptop computers (Investigating both HP laptops and Chromebooks) – This would function as a second mobile computer lab as the demands on the one lab are high.
- Four classroom laptops – These would be placed in 2<sup>nd</sup> and 3<sup>rd</sup> grades to provide access for individual students in self-contained classes.
- 8 teacher computers – These are machines that are 4+ years old and are in need of updating.
- Athletics Equipment/Uniforms - \$4500
- Additional projection systems - \$16,000 (for 3)
- Tuition Assistance - \$55,000 (from last year)

Jon and Deb Doorn have agreed to be our feature family in the brochure.

**Program:**

Online Re-enrollment: On-line re-enrollment is an option that is available to Heritage Christian School through RenWeb. The cost is \$10 per student.

## **Accreditation Committee Report**

**Date: 10/12/17**

**Chairperson: Kari Miller**

***Heritage Christian School exists to serve Christ by partnering with parents to provide biblically faithful, academically excellent education.***

***Our Vision at Heritage Christian School is to be a leader in developing passionate life-long learners committed to Christ.***

### **Committee Members:**

- Chairperson: Kari Miller
- Faculty/Staff: Mike Annis

### **Recent Activities:**

-Have access to the e-platform and I have begun watching videos on how to navigate and upload documents.

-Talked with Sue again about the survey data. We will continue board discussion on how to move forward with the survey for this year.

### **On-going Activity:**

-Continue to work with committee chairs on making sure they have what they need to finish the self-study process.

-I will begin meeting with those that have turned in self-study reports to collect all the evidence that is needed and have it in one location.

-Please continue to read the self-study reports as they come and provide the committee chair with any feedback.

## **Fundraising Report**

**Date: 10/14/2017**

**Chairperson: Gale Boldt**

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### **Committee Members:**

- Chairperson: Gale Boldt
- Faculty/Staff: Mike Annis

### **Recent Activities:**

- **Barb Mueller has asked to no longer be the lead of Operation G.O.O.D., She was instrumental in getting transportation and other details coordinated for the event**
  - o **Approaching parents about the possibility of filling this important role**

### **On-going Activity:**

- **EFE, Angie Maddux and Sara Sundblad**
  - o **Friday, March 2 @ Bella Salle with Megan Fate Marshman**
  - o **Silent Auction**
  - o **I will be working with Angie to increase # of people involved with the event**
  - o **Plan for mailing to go out**

## **Facilities Committee Report**

**Date: 10/12/2017**

**Chairperson: Sean O'Rear**

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### **Committee Members:**

- Chairperson: Sean O'Rear
- Faculty/Staff: Mike Annis

### **Recent Activities:**

- **One of the motors on the ERV unit in the mechanical room has gone bad. Motor is on order and will be replaced as soon as it's in.**
- **Hinges on swinging set show no signs of wear, no need to replace them at this time.**

### **On-going Activity:**

- **Discussion on going on replacing pea gravel base around playground equipment, pea gravel (hard) underneath all of our play equipment and timbers surrounding the swing set are bowing and creating a trip hazard.**
- **Lock mechanism on fire door (right side) going into gym needs repair. Will not open with key.**
- **The glass in the right entrance door to the west hallway has a defect materials covered by warranty. Installer has offered to cover labor, typically only cover for first year.**

### **Electrical**

- **Motor on the right end of the bleachers (as you face them) used to retract them not working, need to set up time to replace motor and test bleachers.**

- **Safety light replaced in the gym blows glass fuse inside fixture when tied to light fixture outside building.**
- **Issue with fixture in room 112, bulbs not working after replacing ballast.**

#### **Water Leak**

- **The doors upstairs going out to the roof allows water to leak into the building. The water appears to be running down the duct work over the kitchen damaging ceiling tiles and leaking into light fixtures. The leak was thought to have to with double doors leading to the roof. Checked the situation after a rain storm, it was completely dry inside of door. More assessment needed, we have talked about possibly changing from double doors to single door at the time the siding issue gets resolved.**