

Heritage Christian School Board Meeting Minutes – Open
December 14, 2017 Meeting

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

Attendance: Mike Annis,

Board Members:

Bob Coons Mark Jessop Gale Boldt Sean O’Rear
Kari Miller Natasha Miller Stanley Carmouche

Absent: Sarah Norpel, Eric Johnson

Teachers/Staff: Lisa Turnbough, Steve Kuhl CPA from Winkel Parker, & Foster

Minutes of the November 9, 2017, open session were reviewed.

Motion was made by Mark to approve the open meeting minutes as amended.
Seconded by Gale
No further discussion
Vote 7-0 to approve

Steve Kuhl from Winkel, Parker & Foster discussed the current financial audit.

Went over the recent financial audit that was done. Steve went over recommendations that he made based on audit. Lisa has also created a list of what she is going to be doing to based on the recommendations.

Steve Kuhl and Lisa Turnbough left meeting.

Exit Interviews with families that are leaving Heritage will be conducted by the board.

Administrators Report: Mike Annis

Mike Annis provided a detailed update covering multiple topics. (See attached)
Board approved 7-0 Restricted PD policy

Facilities Report: Sean O’Rear

Sean provided a detailed update covering multiple topics: (See attached.) One topic was an update on the fire that occurred on 12/9.

Fundraising Report: Gale Boldt

Gale provided a detailed update covering multiple topics: (See attached.) One topic involved was talking about the sponsorship.

Finances Report: Mark Jessop:

Mark provided a detailed update covering multiple topics: (See attached.) One topic involved was discussion of setting the budget at our January board meeting.

Accreditation Report: Kari Miller:

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

Executive Session

Minutes respectfully submitted,

Kari Miller

Facilities Committee Report

Date: 12/13/2017

Chairperson: Sean O'Rear

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

Recent Activity:

- **The motor in ERV unit labeled unit #9 in middle school hallway got hot enough to start a fire inside unit. Unit has been removed, insurance company has been notified. Exploration has begun on ways to deal with smell created by the fire.**
- **Both motors in ERV unit in mechanical room have now been replaced. One replaced 12/12/17, the other in the last couple of months.**
- **The glass in the right entrance door to the west hallway has been replaced in the last couple of weeks.**

On-going Activity:

- **Lock mechanism on fire door (left side) going into gym needs repair. Will not open with key. Repairs scheduled for 12/14, may possibly have to move repair to 12/21.**
- **Investigating different materials that can be used to replace pea gravel base around playground equipment. Reinstalled two timbers that were creating the worst trip hazard around swing set.**
- **Examining different possibilities for replacing lights throughout the building to LED bulbs.**

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.
- Plans are to address these issues over Christmas break.

Water Leak

- Some ceiling tiles in kitchen have been left out for several months to in hopes we would gain understanding where leaks were coming from. To this point no evidence of leaks have shown up.

Accreditation Committee Report

Date: 12/14/17

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:

- Uploading documents into the e platform
- Lora Miller will be doing the hospitality portion
- Matt Traetow is going to help us with hotel accommodations for the site visit team.

On-going Activity:

- Continue to work at gathering evidence, sending this out to Brenda.
- Will keep in communication with Sue as needed.
- If we go seven weeks back from our site visit (when we need ALL materials submitted) it is Feb. 23rd.
- Upload evidence into the e platform.

Head of School Report

December 2017

Open Session

Iowa Assessment Results:

Students at Heritage continue to perform very well on Iowa Assessments. All classes showed appropriate growth year over year and, on many tests, grade level classes outperformed the previous class. I have not yet gone through individual student reports to look for areas of strength/concern.

PK Enrollment 2018:

PK Enrollment for 2018/19 has started strong. Currently, only two seats remain open in the 5-day class. The office staff is prepared to start a waiting list for that class and will communicate, to perspective families, the possibility of an additional section should the threshold established by policy be met. The 3-day PK class has only three students enrolled (two more are investigating) which is not unusual for this class at this time of year.

Science Text Review:

With the investigation into FOSS kits for elementary science, we will purchase the teacher manuals for the life science strands, as those are the ones where evolutionary principles will be more common. The manuals are \$140 each and there are seven of them (K-6th). This is where most work will occur, preparing secular curriculum for use at Heritage.

Restricted Continuing Education Policy

A revised draft of the continuing education policy was emailed to board members on 11/14/17.

Technology Plan 2018-2021:

Heritage needs to increase the number of devices available for student use. One mobile lab is currently insufficient for the needs of the teachers, which has a limiting effect on technology integration. An initial investigation was conducted on moving Heritage students to Chromebooks, as they are less expensive, user friendly and commonly used in education. Knowing that ICCSD recently launched a 1:1 initiative, Steve Schallau scheduled a meeting with ICCSD (Adam Kurth-Director of Technology and Innovation and Justin Miller-Technology Operations Manager), which took place on December 7, to learn what this might look like for Heritage. From that discussion, and considering current resources available to Heritage (primarily tech support, instructional support and training), migrating to a Google domain and

converting to Chromebooks in 6th-8th grade will take three years to do it with the excellence we desire. A general plan for technology and migration to Google domain is as follows:

2018/19

1. Purchase a second, mobile computer lab to alleviate the pressure on the current mobile lab. Continue on the Microsoft domain for day-to-day operation.
2. Increase the number of devices dedicated to self-contained classrooms in 2nd-5th grade
3. Develop a comprehensive technical plan to govern migration that includes a detailed list of resources and cost. When ready, begin implementation of the technical plan for migration.
4. Develop clear technology implementation goals and objectives for the use of Chromebooks, identifying the tools and resources within Google Apps for Education. This plan must describe the implementation process beginning in 8th grade, followed by 7th and 6th in subsequent years.
5. Identify the instructional support necessary for faculty so that hardware implementation is excellent.

2019/20

1. Purchase a class set of Chromebooks for 8th grade students.
2. Continue to operate both mobile computer labs on the Microsoft domain
3. Increase the number of devices dedicated to self-contained classrooms in 2nd-5th grade

2020/21

1. Purchase a class set of Chromebooks for 7th grade students
2. Ensure a sufficient number of Chromebooks for 8th grade students
3. Disassemble older, mobile computer lab and deploy those laptops to designated classrooms (reaching the end of their effective life as a mobile lab).
4. Continue to operate the newer mobile computer lab on the Microsoft domain

2021/22

1. Purchase a class set of Chromebooks for 6th grade students
2. Ensure a sufficient number of Chromebooks for 7th and 8th grade students
3. Ensure each classroom, 2nd-5th grade, has enough devices for ½ the number of students in those classrooms.

Annual Fund 2017:

As of Tuesday, December 12, donations for the 2017 Annual Fund equal a little over \$19,000.

Faculty/Staff:

Riley Hantz, the middle school teacher aide, has been hired to support the After School Program. She works under the supervision of the ASC Supervisor.

Connie Keel has agreed to cover Serah Snell's maternity leave. Actively searching for someone to cover the middle school computer class.

Administrative Policies:

The office staff is compiling a binder of administrative policies that either answer to or compliment board policy. Following a thorough review of Board policy, there are two recommendations:

Recommendation:

1. Delete Board Policy 621 and embed intent into Board Policy 614

621 Student Participation (RECOMMEND DELETING)

Students are not to be used for distribution of announcements, circulars, or advertisements for non-school organizations except those which have to do with religious, recreational, health, safety or library services. All materials must be approved by the Superintendent.

614 Solicitations by Individuals or Organizations (RECOMMENDED REVISION)

Heritage Christian School will not utilize **students**, instructional time, resources, or school-wide communication channels to allow the solicitation of donations (monetary or otherwise), nor to disseminate information regarding non-school related activities with the following exceptions:

- a. Scheduled, approved, school-Wide events/drives to support the local community (i.e. Thanksgiving Food Drive, Operation Christmas Child, Compassion International)
 - b. Missions work of a currently enrolled family. For this exception, the following must apply:
 - i. Solicitations must be directly connected to mission work supported by a local church that is aligned with the Heritage Christian School's Statement of Faith
 - ii. Solicitations must come from within the current school community (students or parents of students)
 - iii. Solicitations may only go to the classes of families requesting support. The whole school may only be included with the approval of the Board of Directors.
 - iv. Solicitations must be for non-monetary donations only (i.e. school supplies and clothing).
 - c. Further exceptions may be granted with approval of the Board AND the Head of School.
2. Delete Board Policy 622. The intent of this policy is well covered in employment contracts and employment ethics expectations.
 3. Rename Board Policy 631 to Communication Responsibilities of the Head of School

Finance Committee Report

Date: 12/12/17

Chairperson: Mark Jessop

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: Mark Jessop
- Faculty/Staff: Lisa Turnbough
- Faculty/Staff: Mike Annis

Recent Activities:

- External audit was completed by Steven Kuhl from Winkel, Parker & Foster, CPA PC. Report will be given to the Board on 12/14/17.
- Financial Reports
 - o Reviewed October 31, 2017 and November 30, 2017 financial statements. Details in Executive Report: YTD Summary below:
 - YTD Income is **\$1k above budget** (neutral)
 - Tuition income is \$9k below (loss of students after start of year)
 - Fundraising is \$3k above
 - BASP is \$5k above (some of it is timing of payroll expense)
 - Other is \$2k above
 - YTD Expenses is **at budget** (neutral)
 - *Fundraising*: at budget
 - *Instructional Items*: \$5k above – timing of curriculum expense
 - *Occupancy*: at budget
 - *Office Expense*: \$2k below – IT
 - *Other*: \$1k below – Marketing
 - *Payroll Expense*: \$2k below – delay in hiring MS aide / partially offset by benefit costs
 - Net: **Positive \$1k above budget** (annual budget showed a projected net loss of \$23k)

On-going Activity:

-Continue to work with Lisa and Mike on the budget, including proposal to adjust teacher salaries to a target percentage of ICCSD salaries.

-Continue to revise the Finance CSIP

Fundraising Report

Date: 12/12/2017

Chairperson: Gale Boldt

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: Gale Boldt
- Faculty/Staff: Mike Annis

Recent Activities:

- **Transportation is still being evaluated for overall school use and fundraising events**

On-going Activity:

- **EFE, Angie Maddux and Sara Sundbland**
 - **Friday, March 2 @ Bella Salle with Megan Fate Marshman**
 - **Silent Auction**
 - **Event Sponsor – BLINK VISION has decided to be a sponsor for the event again, Praise God! Family Dental will not be a sponsor again this year.**
Question for board? Goal is to approach 3 new businesses this year, are there any suggestions on local businesses or connections that could be contacted about sponsorship???
 - **Plan for mailing to go out**