Heritage Christian School Board Meeting Minutes – Open
January 11, 2018 Meeting

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

Attendance: Mike Annis

Board Members: Bob Coons Mark Jessop Gale Boldt Sarah Norpel
Sean O'Rear Kari Miller Natasha Miller Eric Johnson

Absent: Stanley Carmouche

Teachers/Staff: None.

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

Motion was made by Mark Jessop to approve the open meeting minutes as amended.
Seconded by Natasha Miller
No further discussion
Vote 6-0 to approve

Abstain: Sarah Norpel, Eric Johnson

Minutes of the December 14, 2017, executive session were reviewed.

Motion was made by Mark Jessop to approve the executive meeting minutes.
Seconded by Natasha Miller
No further discussion
Vote 6-0 to approve

Abstain: Sarah Norpel, Eric Johnson

Administrators Report: Mike Annis

Mike Annis provided a detailed update covering multiple topics. (See attached)

Facilities Report: Sean O'Rear

Sean provided a detailed update covering multiple topics: (See attached.) One topic included an update on the ERV units.

Fundraising Report: Gale Boldt

Gale provided a detailed update covering multiple topics: One topic involved an update on EFE sponsorship.

Finances Report: Mark Jessop:

Mark provided a detailed update covering multiple topics: One topic involved was an update on the annual fund, a discussion of the budget.

Motion was made by Mark Jessop to raise tuition by 3% for the 2018/2019 year.
Seconded by Natasha Miller
No further discussion
Vote 7-0 to approve

Marketing Report: Bob Coons:

Bob Coons provided a detailed update covering multiple topics. One topic involved a discussion of marketing bids.

Motion was made by Gale Boldt to authorize up to $10,000 for marketing to be used starting in February 2018, through May 2018, for marketing to prospective new families.
Seconded by Eric Johnson
No further discussion
Vote 7-0 to approve

Minutes respectfully submitted,

Sarah Norpel

Administrator's Report

January 2018

Open Session

Enrollment 18/19:

PK enrollment for 18/19 is as follows:

5 Day PK – 20 students (full) – At this time there are none of the waiting list.

3 Day PK – 4 students

Parent Perspective Surveys:

Parent perspective surveys for core and co-curricular teachers will be sent before the end of the week of January 8. A question was added to aid in the analysis of data regarding whether we should expect one survey per household or one per parent. The survey will remain open for two weeks unless participation level warrants an extension (three week maximum). Student surveys will be conducted within the next two weeks.

Faculty/Staff:

Riley Hantz (MS Teacher Aid) will cover Serah Snell's maternity leave for middle school computer. Mrs. Snell has done an exceptional job preparing both Connie and Riley for their respective responsibilities, leaving comprehensive plans and guides for the work each will be doing.

School Calendar 2018/19:

The Heritage Christian School draft master calendar for 2018-19 will be presented to the Board of Directors via email during the week of January 15. While the calendar will be very similar to the 17/18 calendar and major dates will mirror the Iowa City Community School District's calendar, there is one aspect of the 1st trimester I am still working to resolve.

Facilities Committee Report

Date: 01/11/2018

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:

- **Servpro came in on January 2nd and 3rd to clean the ducts affected by the fire in the ERV unit. New ceiling tiles have been purchased to replace in areas most affected by smoke.**
- **Lock mechanism on fire door (left side) going into gym was repaired on 12/14. (Would not open with a key.)**

On-going Activity:

- **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.**
- **Seeking bids to replace ERV unit.**

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

- **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.**