

**Heritage Christian School Board Meeting Minutes – Open**  
October 11, 2018 Meeting

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

**Attendance:** Mike Annis

**Board Members:** Sarah Norpel Josh Nimmo Kari Miller  
Natasha Miller Unyime Ituk (joined at 8:00)

**Absent:** Eric Johnson Gale Boldt

**Teachers/Staff:** None.

Minutes of the 09/13/2018, and 09/20/2018, open sessions were reviewed.

**Approval of the 09/13/2018 meeting open minutes.**  
**No quorum met.**

**Motion was made by Natasha Miller to approve the 09/20/2018 meeting executive minutes as amended.**

**Seconded by Kari Miller**

**No further discussion**

**Vote 3-0 to approve**

**Abstain: Sarah Norpel**

## **Board President Report**

Natasha Miller led a discussion on responding to HOS candidates, timeline for collecting resumes and conducting interviews and the candidate screening process. Kari Miller, Natasha Miller and Sarah Norpel will serve on the HOS candidate screening committee. An email was sent to teachers inviting their participation.

## **Bullying Forum Followup:**

Natasha Miller led a discussion on communicating further with parents following the forum. No further immediate action to be taken by the Board.

## **Early Education Discussion:**

Sarah Norpel led a discussion reviewing what had been discussed last year about early education. Details were discussed on what expanding Heritage's early education program might look like in the future.

### **Fundraising Report:**

Natasha Miller (for Gale Boldt) gave an update on fundraising goals for the coming year to include: Expanding fundraising by reaching out to major donors, paying off mortgage and expanding technology in the classroom.

### **Administrators Report: (See attached.)**

Mike Annis gave an update on the topics listed below.

### **Facilities Report: (See attached.)**

Minutes respectfully submitted,

Sarah Norpel

## Head of School Report

October 2018

### Open Session

#### Faculty/Staff:

1. At present, there are no active prospects for the science teaching position.
2. Currently, two teachers have immediate family medical situations that demand time off. Both are serious situations though neither are medical situations involving their own children/husband. Brenda is researching criteria, parameters, and vocabulary from other organizations to determine how to construct a best practices administrative policy that provides better guidance in this area for both school leadership and faculty and staff.

#### Academics:

1. Writing an administrative policy for the use of the STAR 360 software. The policy will help insure effective use of the software and establish a level of accountability for classroom teachers to analyze data and develop an appropriate response.
2. Bob Jones University Press science textbooks have arrived and been issued to middle school students.
3. The annual report due to ACSI will be uploaded on October 15. This annual report is how ACSI tracks the progress of individual schools on major recommendations, teacher certification, and financial viability.
4. Brenda Wichhart, Shari Montgomery, and I will participate in a webinar on Thursday, October 11, 2018 on the new standardized testing program being launched in Iowa this year (replacing Iowa Assessments). This year, testing will occur in the spring (March). The new testing system is computer based which will demand an entirely different structure than what has been used in the past. According to state law, Iowa Assessments are still a viable standardized test for schools to use. After the webinar, we should have a better sense of our readiness to move to the new system or continue with Iowa Assessments.

#### Technology:

1. Over the past month, two SMART projectors have failed. The first (Emily Jensen's classroom) has been replaced and is working as expected. The second (MS Science classroom) is scheduled for replacement Friday, October 13, 2018.

#### Further Updates:

1. The Heritage Herald (fall edition) is scheduled to mail later this month. Brenda Wichhart recommends that a plan to change/improve the graphic design of that publication be developed. She has used the same design for multiple years and believes it needs an

update. While she enjoys putting together the document (collecting articles and formatting), she does not have the design talent or skill for visual/graphic design improvements.

2. Professional Goal Update: Most teachers have been observed once during the month of September and both oral and written feedback has been given. The established schedule is very demanding resulting in three teachers not being observed (Montgomery, Ellerie, and Snell). Effort is being made to catch up. The October cycle has begun.

## Facilities Committee Report

Date: 10/11/18

Chairperson: Eric Johnson

*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: Eric Johnson
- Faculty/Staff: Mike Annis

### Recent Activities:

- All boys and Girls Bathroom faucets have been replaced with the handle-operated style. The internal scald-prevention system seems to be working well as tested when they were installed.
- Brenda is working to schedule Liberty Door to replace the door seals (bottom and vertical seals) in the E, W, and Kitchen/Gym entrances.
- The roof above the kitchen continues to leak. DC Taylor (nationwide flat roof contractor) was consulted. Given the inconsistent nature of the leak, their experience would say it's probably not the roof. It's probably a fixture or flashing.
  - They are backlogged for weeks and would be a while before they can evaluate.
  - They described their process and we can/will do some additional investigation before scheduling them.

### Siding:

- Counsel indicated that he sees no concerns with taking delivery of the Hardie siding from the warranty claim. Rob H will let me know when he has a place to store it made available.
- Counsel's last e-mail indicated he'd be ready to submit this by 10/12/18