

## **Heritage Christian School Board Meeting Minutes – Open**

9/10/2015 Meeting  
Approved 9/24/2015

The meeting started at 6:30 pm with a devotional by Steve Sherman. He then opened with prayer.

### **Attendance**

Board Members: Mike Annis, Bob Coons, Mark Jessop, Steve Liu, Jen Olsen, Sean O’Rear, Todd Pierce and Steve Sherman.

Teachers/Staff: none

Others: none

### **Approval of Minutes**

Minutes from the 8/27/2015 Open Meeting and the 9/3/2015 Executive Meeting were reviewed.

**Motion was made by Mark Jessop to approve amended minutes.**

**Motion was seconded by Todd Pierce.**

**No further discussion.**

**Vote 7-0 to approve.**

### **Policy Manual Review**

- The Board continued with review of Section 400 and finished the rest of that section.

### **Capital Campaign – Mark Jessop**

- An update was given regarding the meeting on 9/3/2015 between Board Members and Ron Haas.
- The initial efforts will be to build a Major Gifts Team as well as a Prayer Team before contacting Ron Haas to set up another meeting.

### **Administrator’s Report – Mike Annis**

- See report.

### **Crisis Management Plan**

- The plan was briefly discussed.
- This plan will need to be updated to be more comprehensive.

### **Adjournment**

The Open Session was closed with group prayer.

Minutes respectfully submitted,  
- Steve Liu

Note: There was no Executive Session on 9/10/2015

**Administrator's Report  
September 2015  
Open Session**

**Final Enrollment for 2015-2016:**

Enrollment for 2015-2016 is 198. It is expected that enrollment will be 196 before November due to families moving out of the community. This is 10 students less than 2014-2015. The following are the details for enrollment:

- PK – Below enrollment projections by 13 students
  - 3 day PK – down 9 from projections
  - 5 day PK – down 3 from projections
- K-6<sup>th</sup> grade – met or exceeded enrollment projections
- 7<sup>th</sup> grade – missed projections by one student
- 8<sup>th</sup> grade – missed projections by one student

In planning for 2016-2017, the following needs to be considered:

- It is highly likely that (16-17) 2<sup>nd</sup>, 3<sup>rd</sup>, and 8<sup>th</sup> grades will be closed to new enrollment as those classes are at 23, 22, and 21 respectively. While few students enroll for 8<sup>th</sup> grade, capped 2<sup>nd</sup> and 3<sup>rd</sup> grade classes may have an adverse effect on enrollment growth.
- Presuming similar attrition/growth to previous years, the 16-17 kindergarten class will be approximately 20 students. This is insufficient for two classrooms of kindergarten. Closing down to one section of kindergarten will have an adverse effect on any two-section classes above kindergarten.
- Presuming no loss of students, the 16-17 1<sup>st</sup> grade class will be 24 students. These classes of 22-24 are too large for the teachers to be effective. While helpful, hiring teacher aides does not ensure the quality education we (or parents) desire. The most difficult aspect of large classes is classroom management/student discipline.

**Program:**

**Dual Enrollment/Shared Agreement Update:**

Heritage Christian School was able to secure shared agreements with ICCSD for football and orchestra. In addition, Heritage had to enter into a shared agreement with CCA for a student playing football. It appears as this agreement will have to be pursued on an annual basis. It is important to note that if extra-curricular opportunities are offered at Heritage, the local districts will not allow Heritage students to participate in district activities.

**Scholastic Book Fair Communication:**

The following will be sent out this week through the newsletter:

*Many of you know that Heritage Christian School has hosted a Scholastic Book Fair for several years, typically at the end of September. Each year, we critically evaluate the contents of the book fair desiring that available selections be good for our students. As the years have passed, we have become increasingly disappointed, to the degree that we will not host the Scholastic Book Fair this year. As a school, we walk a very fine line hosting an event that promotes a significant quantity of material that conflicts with what Paul encourages his readers in Philippians 4:8 to fix their minds on; "whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things."*

*From time to time, though, to encourage reading outside of school, your children may bring home a Scholastic Books order form. Please do not default to the assumption that because it comes through Heritage the content available for purchase is appropriate for every age level, acceptable to every family, or directly aligned to the purpose for which Heritage exists. This is especially true of the material written for upper elementary and middle school students. I would encourage those of you who are uncertain about the content of a book your child would like to purchase to*

visit <http://www.thrivingfamily.com/family/media/book-review-archives.aspx> (a service of Focus on the Family) and read the review.

*We have researched other possible vendors for book fairs but, to date, have not found any that would provide a good, long term solution.*

#### **Program Development:**

During the 2015-2016 school year, investigation will be conducted on the best practices for scheduling classes, primarily as it relates to co-curricular class offerings in the middle school. Scheduling may be revised to enhance the classes currently offered and make room for classes not currently offered (foreign language). In mid-October, a survey will be sent to parents of 3<sup>rd</sup>-7<sup>th</sup> grade students on which they see as a greater necessity, computer or foreign language, as both are valuable additions to the Heritage co-curricular program. Updates will be provided throughout the year.

#### **Faculty/Staff:**

##### **Employment Transitions Update:**

As of Tuesday, September 8, 2015, Raymond Small is no longer employed by Heritage Christian School as he has transitioned to his new role at UIHC. The following changes will be/have been made following this change:

- Brenda Wichhart has been hired to fill the role in the office.
- Starting September 14, 2015, Kallen Hawkinson will teach middle school computer classes in addition to her other responsibilities. This equates to about 2.3 hours per week. This change has been made for the following reasons.
  - Computer instruction has been limited in the absence of someone with the training/experience to teach computers. The absence of good instruction has been communicated as a source of frustration by parents over time.
  - Kallen has excellent computer experience (and more diverse experience) which provides a good platform to teach from. She also has the desire to teach the class.
  - Brenda is no longer available to provide that supervision for students in that computer study hall.
- It is imperative that a teacher aide be identified for the middle school teachers. The role is part-time (20 hours per week).

#### **Miscellaneous:**

**Board Documents:** There are 5-6 boxes of documents/binders from past Boards of Directors. Currently, these are stored in the closet behind the kitchen. As valuable as storage is, a decision needs to be made on the necessity of keeping these documents/boxes.