

Heritage Christian School Board Meeting Minutes – Open

7/14/2016 Meeting

Final

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

Attendance

Board Members: Mike Annis, Bob Coons, Kari Miller, Sean O’Rear, Todd Pierce, Gale Boldt and Eric Johnson. Mark Jessop joined via phone at 1915.

Absent: Jen Olsen, and Natasha Miller

Teachers/Staff: none

Approval of Minutes

Minutes from the 6/23/2016 Open and Executive sessions were reviewed.

Motion was made by Gale Boldt to approve minutes.

Motion was seconded by Sean O’Rear.

No further discussion.

Vote 6-0 to approve.

Administrator Report – Mike Annis

- The Board had additional discussion surrounding the staffing plan for the 2016 – 2017 school year. Due to the complexity of the situation and factors that have not been resolved, feedback and suggestions were made and Mike agreed to consider them.

Motion was made by Mark Jessop to approve to spend up to \$1100 to use Protect My Ministry to conduct criminal background checks for volunteers.

Motion was seconded by Gale Boldt

No Further Discussion

Vote 7-0 (Mark Jessop joined via phone)

- Please see report for additional detail

Facilities – Sean O’Rear

- Sean proposed an addition to the policy manual to expedite the repair process, based on repair costs, and approved budget.

Motion was made by Eric Johnson to approve additions to policy manual.

Motion was seconded by Gale Boldt.

No further discussion.

Vote 7-0 to approve.

Finance – Mark Jessop

- Please see report
- Mark was called to go over the report as well as to clarify questions. In addition, some of the Executive financials were reviewed as well.

Market Analysis – Bob Coons

- Please see report

Capital Campaign – Mark Jessop

- Mark posed the question as to whether building expansion makes sense, considering short comings in enrollment. The question wasn't to elicit a vote or a decision, rather asking the board to pray and consider the situation.

Adjournment

The Open Session was closed in prayer.

Minutes respectfully submitted,

- Todd Pierce

Administrator's Report

July 2016

Open Session

Enrollment: Enrollment is 196 (202 projected).

1. Pre-k 3 day – 8 (Projected 10) - **One parent is investigating enrollment and is not counted in this number.**
2. Pre-k 5 day – 15 (Projected 16)
3. Kindergarten – 16 (Projected 20)
4. 1st grade – 26 (Projected 23)
5. 2nd grade – 21 (Projected 20)
6. 3rd grade – 21 (Projected 22)
7. 4th grade – 15 (Projected 13)
8. 5th grade – 18 (Projected 19)
9. 6th grade – 17 (Projected 19)
10. 7th grade – 18 (Projected 19)
11. 8th grade – 21 (Projected 21)

New enrollment has slowed significantly and current enrollment produces a significant financial shortfall. In addition, the two Kindergarten classes are split at 8 students each which can be compromising, both in class size and logistics of scheduling and future growth planning.

Program Development:

1. The Employment Manual has been updated for 2016-2017 and addresses some confusion noted at the conclusion of the 2015-2016 school year.
2. The Parent/Student Handbook is in the final review and will be posted on the school's website during the week of July 18, 2016. Revisions will be highlighted for current families to see what changes or clarifications have been made.
3. The process for conducting criminal background checks has been completed and will be reviewed with volunteers from local law enforcement during the week of July 18, 2016. Following that review, the packet will be sent to an attorney for review. Investigation was conducted, based on the conversation from the June 23 Board meeting on whether or not a 3rd party company could review all applicants and determine volunteering eligibility. An attached spreadsheet shows the cost analysis compared to the company currently used. While funds need to be designated for this endeavor, this reports serves as formal recommendation to use Protect My Ministry for all criminal background work at Heritage Christian School as they offer a cost effective service that includes the screening and recommendation process. Without knowing the number of applicants that will be screened, the cost analysis shows a comparison based on 5 applicants and associated services.
4. The school calendar has been updated with a few changes and will be posted on the school's website. Parents will be notified of the changes via email. The changes are as follows:

- a. Parent Orientation Nights – Moved from August 23 and 25 to August 25 and 30
- b. Christmas Concert – Moved from December 13 to December 20
- c. Spring ICACSA Meeting – Moved from May 11 to May 13

Faculty/Staff:

1. Open Positions:
 - a. Director of Marketing – **Update: At present, only one applicant remains for the Director of Marketing position.**
 - b. P/T PK-5th Art – Two candidates has expressed interest in the Art position. Completed applications are expected during the week of July 18, 2016. Interviews will follow.
 - c. P/T PK-4th Music Appreciation/Heritage Singers Director – One applicants exists for this position. An interview is scheduled to occur on July 18, 2016.
 - d. P/T Math (2 classes per day: (1) Pre-Algebra and (1) Algebra) – To date, no one has expressed interest in the math position at Heritage. Ideas are being generated to cover those classes in the absence of a part-time hire. **I have asked Shari Montgomery to consider this role if no candidate is identified.**
 - e. P/T Computer (schedule is being determined) – To date, no one has expressed interest in teaching computer at Heritage.
 - f. P/T Teacher Aid – Barb Mueller has been hired to support Sarah Lounsborough in 3rd grade.

Scheduled Tasks:

1. **Finalize co-curricular schedule:** Until hires are completed for co-curricular classes, the co-curricular schedule will remain in draft form.
2. **Back to School Night** – The following schedule is in place:
 - 6:30-7pm – Open House – Teachers will be in classrooms to welcome families that want to stop in. School supplies may be dropped off, if desired.
 - At 6:50-6:55, parents will leave children in the appropriate classrooms with the teachers. Teachers will work with Kristi Rotzoll to provide child-care from 7:7:30pm. Child care will be provided to children ages 1-14. As the teachers will be working child-care, a slide show introducing all employees will be scrolling in the gym before and after the welcome and introductions.
 - 7-7:30pm – Welcome and Introductions – I will welcome all parents and share goals/highlights for the year (and some logistics). Each Board member will be introduced. Collectively, the board (plus Natasha Miller for HANDS) will have 10-12 minutes introduce themselves.
 - 7:30pm-8:30pm – Families will be reunited and be invited for frozen yogurt.
3. **Back to School Teacher In-service:** In-service is scheduled to occur August 17-19.
4. **Update and refine the teacher evaluation tool and process:** A more effective and efficient approach is being developed for teacher evaluation. This will include both a tool and a process designed to better recognize teacher performance and better identify professional growth areas for individual teachers.

Heritage Christian School

Criminal Background Checks

Cost-Benefit Analysis

*Costs based on 50 applicants

Protect My Ministry - pay \$1000 deposit + \$39 one-time enrollment fee

N/A = Not Available

Particulars	Current Practice	Protect My Ministry
	Amount Per Year	Amount Per Year
Document Filing		
Cost of Document Filing	\$17 each \$850 total	\$8.50 each \$425 total
Cost of Motor Vehicle Check - 30 applicants	N/A \$13 each	\$5 each \$150 total
Cost of State Check - 5 applicants	\$65 total	\$10 each \$50 total
Cost of Child Safety Training	N/A	Included
Total Cost of Document Filing and Retrieval	\$915	\$625
Document Printing		
Paper - Criminal Release Form, Report (3 pages total)	.008 copy \$1.20 total	Included
Ink	.04 copy \$6 total	Included
Total Cost of Document Printing	\$7	\$0
Document Storage and Destruction		
Files	.13 each \$6.50 total	Included
Total Cost of Document Storage and Destruction	\$7	\$0
Labor		
Labor Cost of Document Filing	2 min. each .25 per minute \$12.50 total	Included
Labor Cost of Document Retrieval	2 min. each .25 per minute \$12.50 total	Included
Labor Cost of Document Printing	2 min. each .25 per minute \$12.50 total	Included
Labor Cost of Document Storage and Destruction	2 min. each .25 per minute \$12.50 total	Included
Total Cost of Labor	\$50	\$0
Total Savings	\$979	\$625
%		\$354
		64%

A Partial Situation Assessment

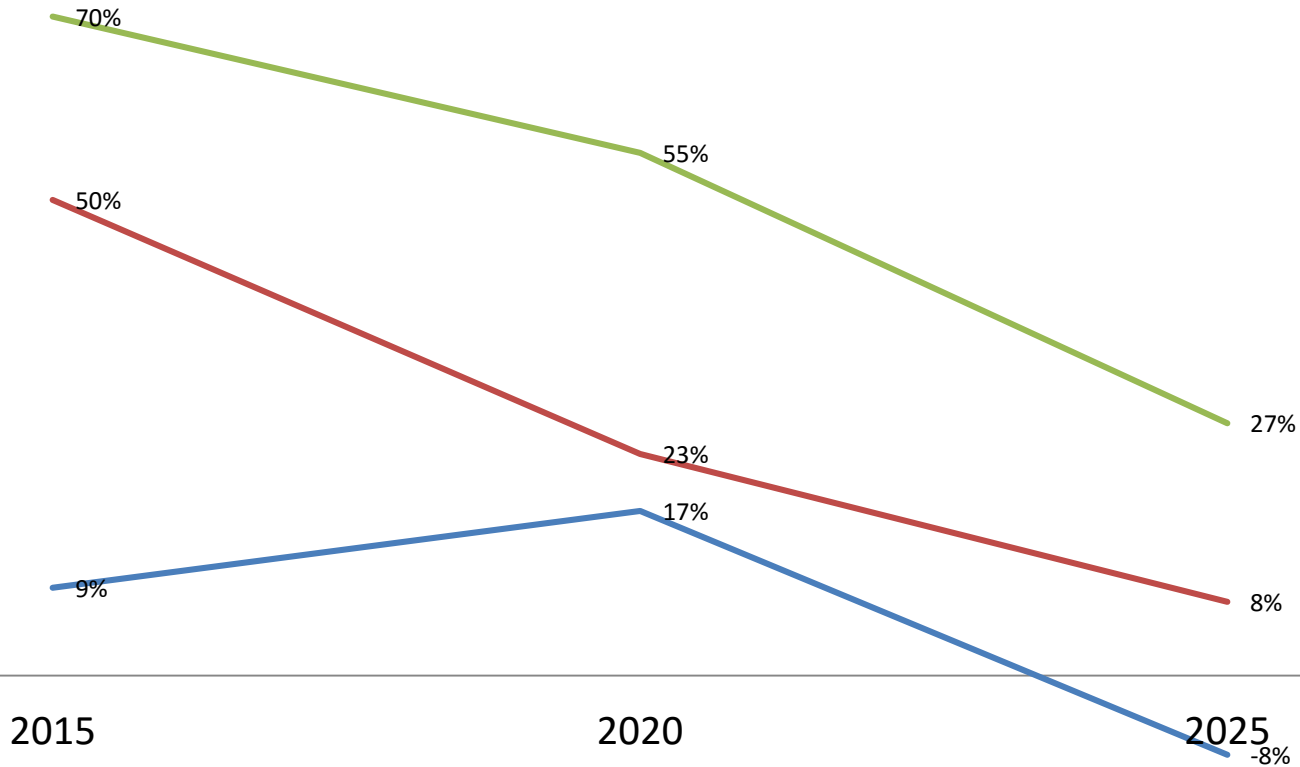
Including Related Tri-City
demographics and some Heritage
operating metrics.

North Liberty Projected Growth Continues, But At Lower Rates

Age Group	2015	2020	2025
0-4	9%	17%	-8%
5-13	50%	23%	8%
14-17	70%	55%	27%

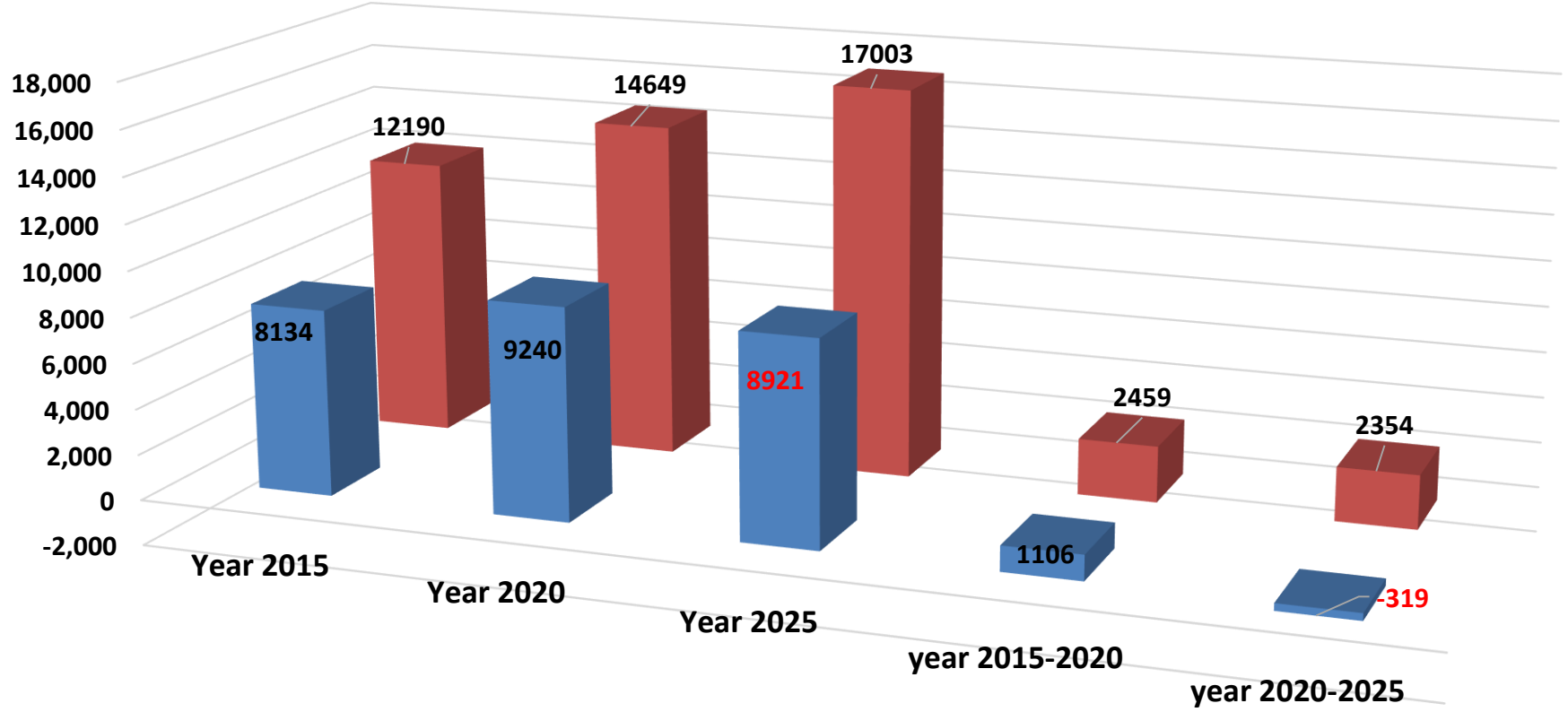
North Liberty Trends in Population Growth By Age group

— 0-4 — 5-13 — 14-17

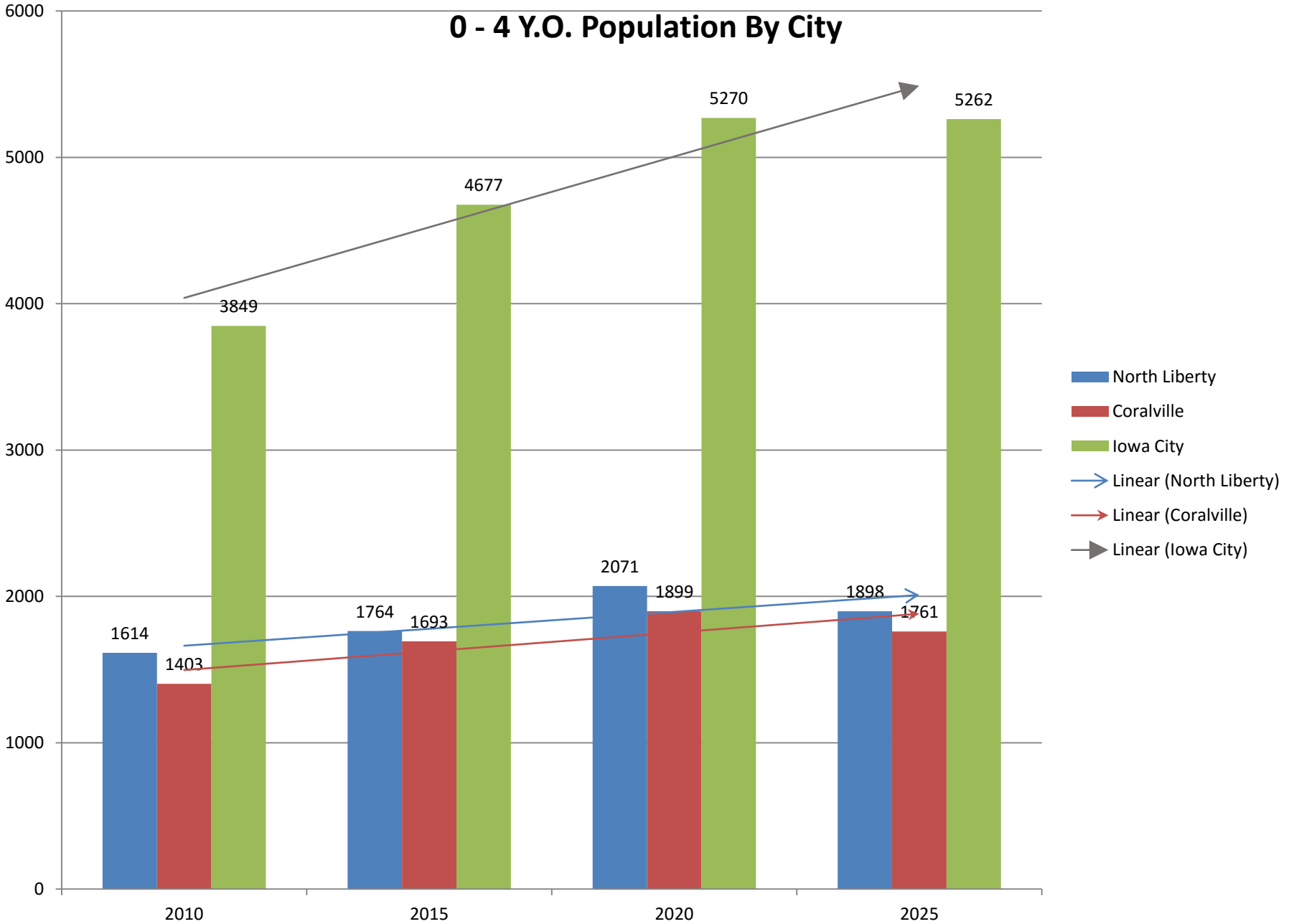


Iowa city, North Liberty, Coralville Elementary growth 2015-2025

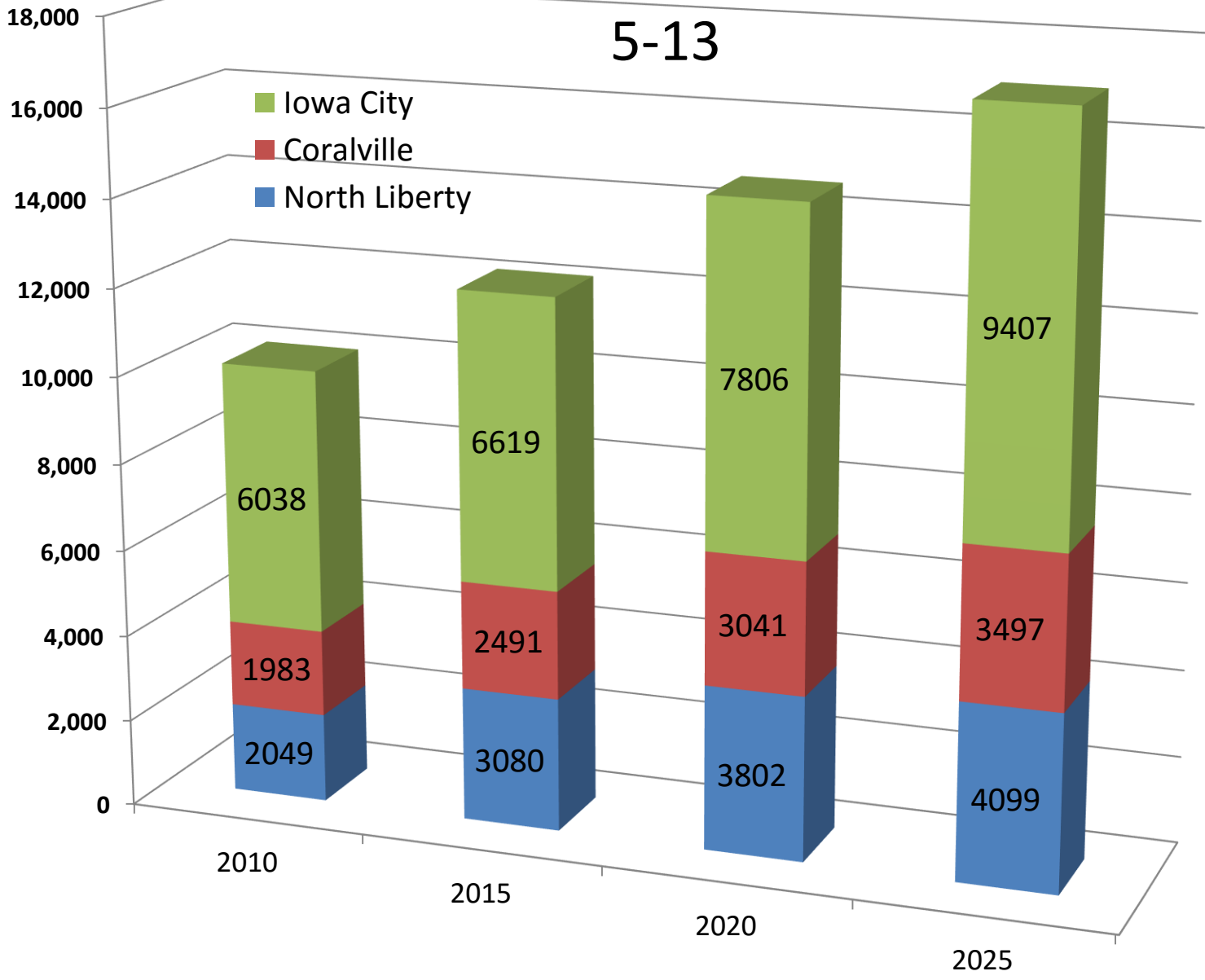
■ total population 0-4
■ total population 5-13



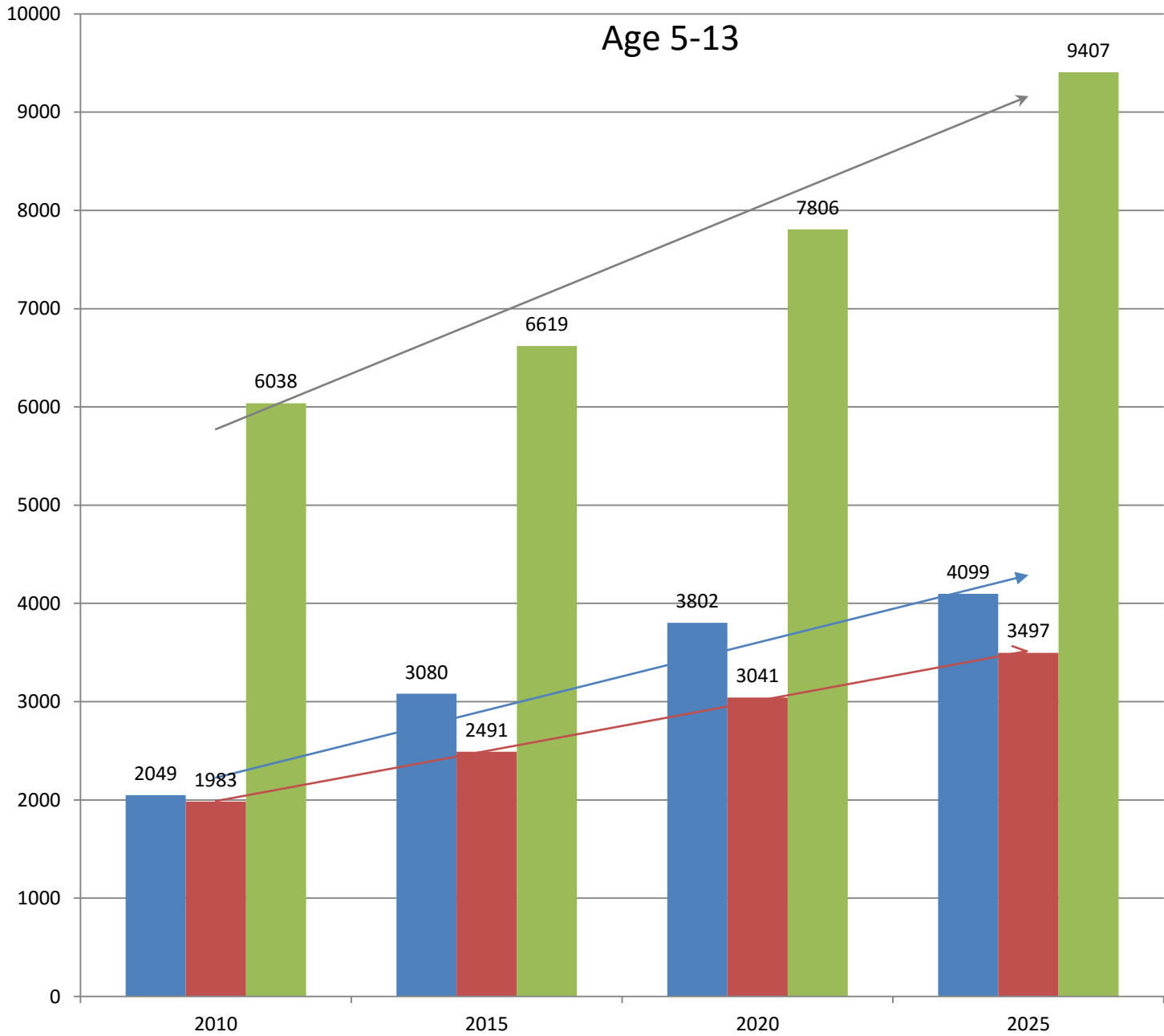
0 - 4 Y.O. Population By City



5-13

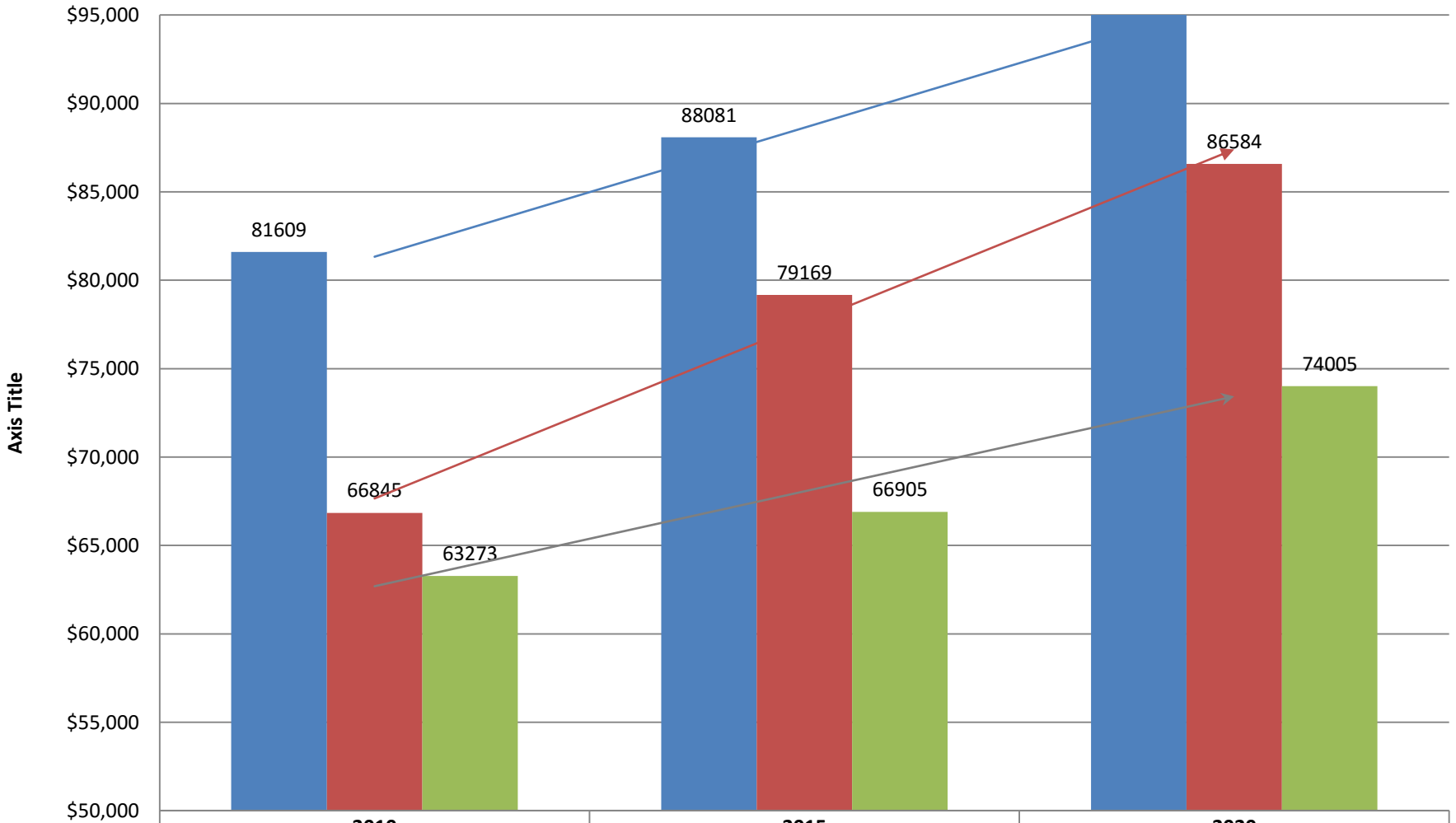


Age 5-13



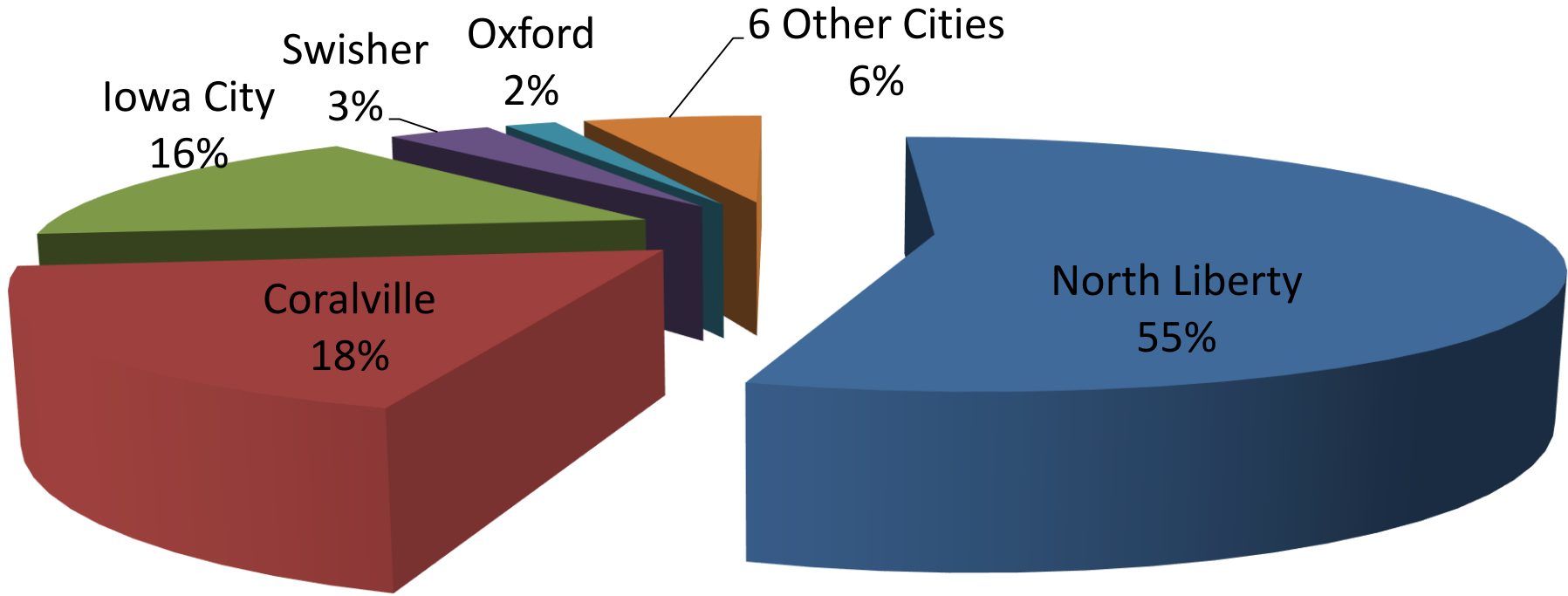
- North Liberty
- Coralville
- Iowa City
- Linear (North Liberty)
- Linear (Coralville)
- Linear (Iowa City)

Median Income By City (2020 Est.)



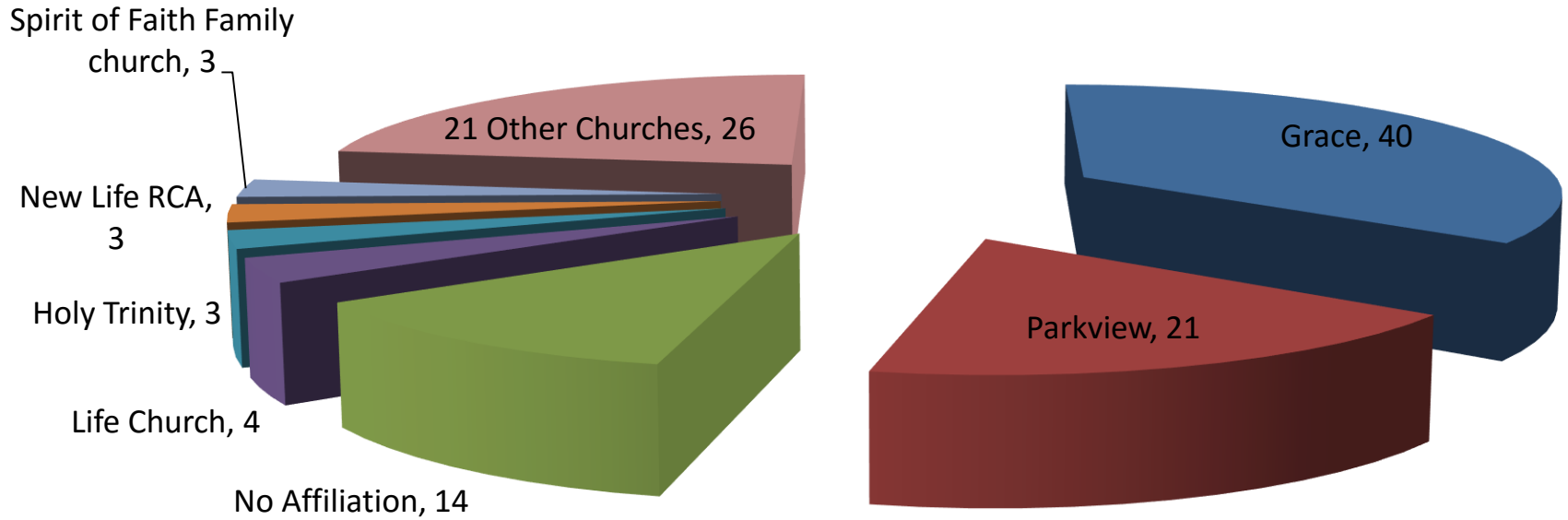
	2010	2015	2020
North liberty	81609	88081	96210
Coralville	66845	79169	86584
Iowa City	63273	66905	74005

% Heritage Students by City

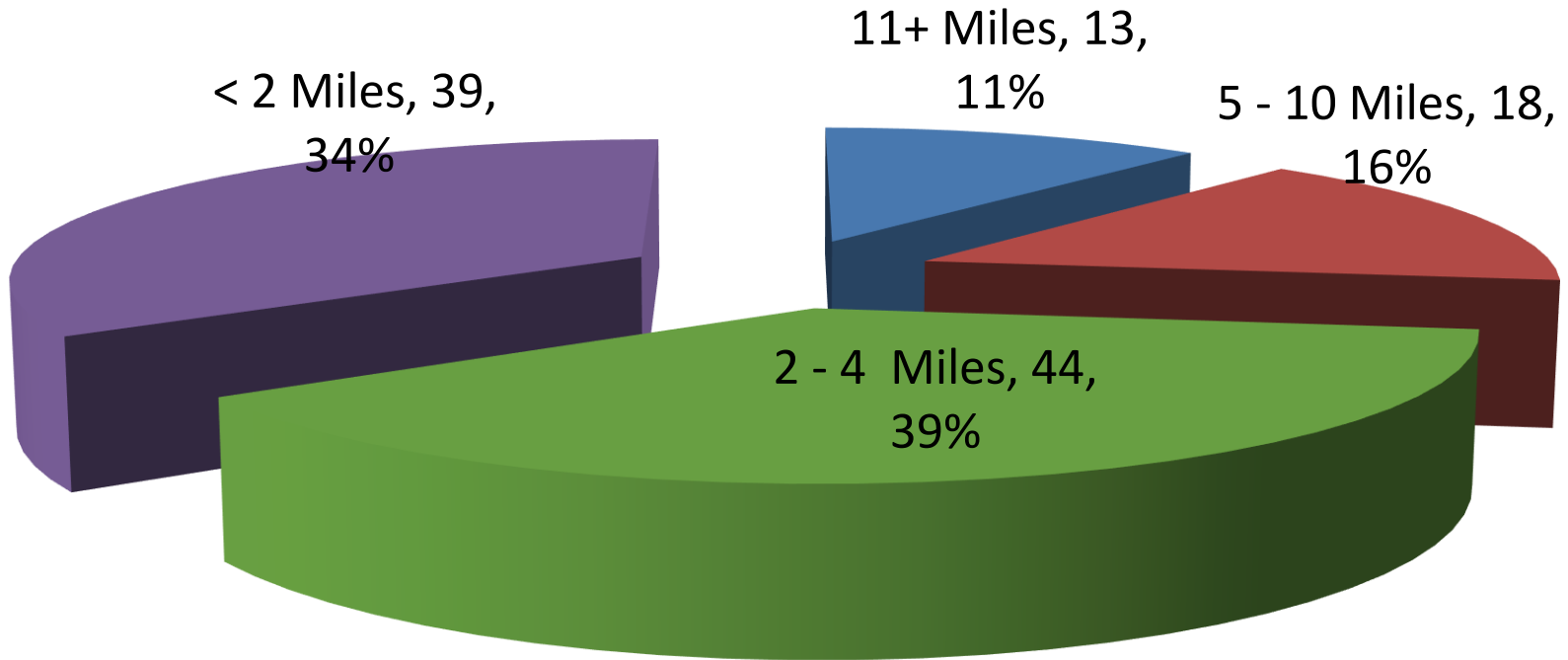


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Families by church Affiliation



2016 Commute Distance and Number/% of Heritage Families



Total HCS Capacity

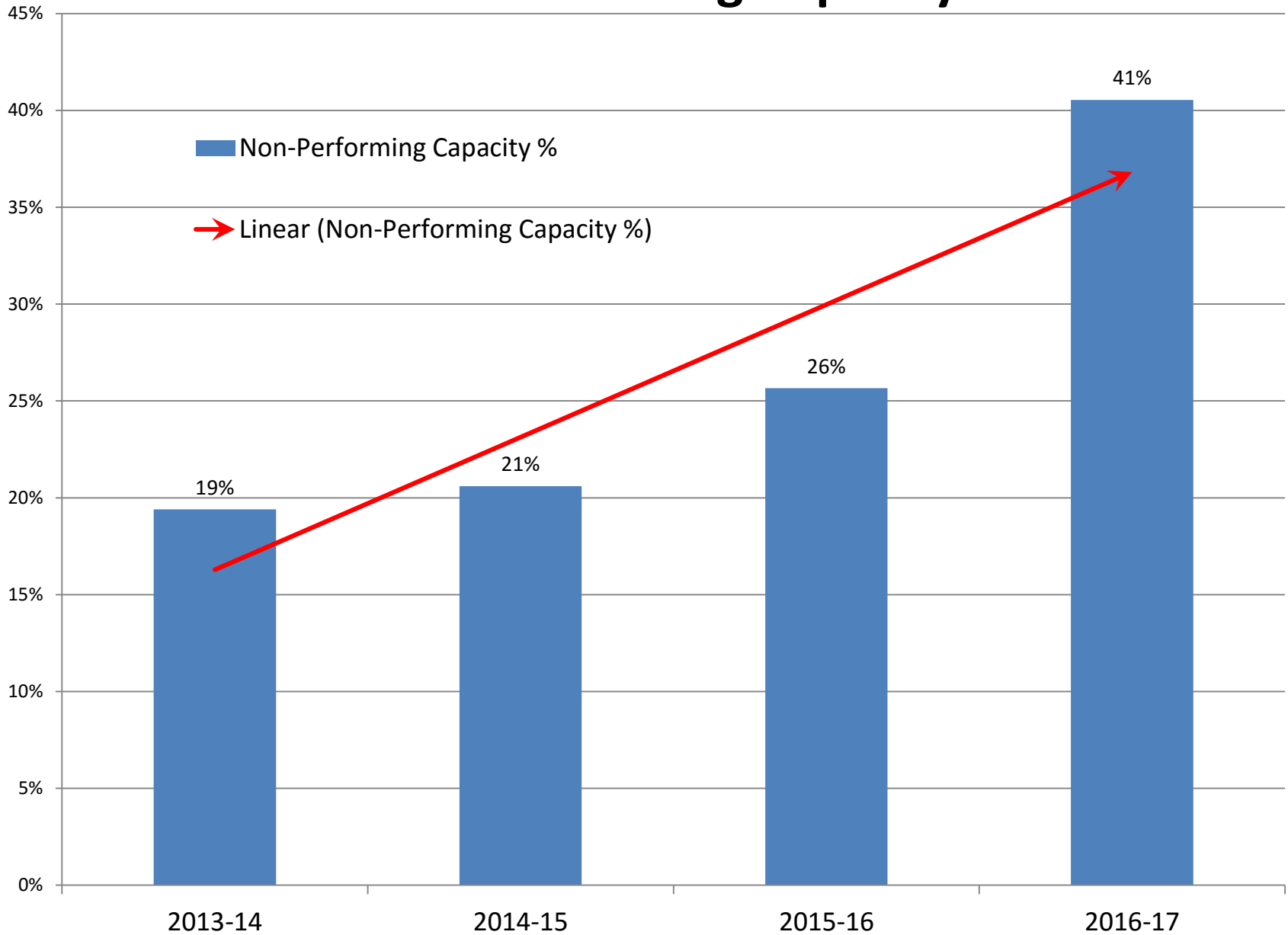
	2013-14	2014-15	2015-16	2016-17
PreK	40	40	40	40
Kindergarten	40	40	30	40
1st Grade	20	20	20	40
2nd Grade	20	20	20	20
3rd Grade	20	20	20	20
4th Grade	20	20	20	20
5th Grade	20	20	20	20
6th Grade	20	20	20	20
7th Grade	20	20	20	20
8th Grade	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>
TOTAL	240	240	240	260

HCS Performing Capacity

2013-14 2014-15 2015-16 2016-17

PreK	40	38	24	22
Kindergarten	25	23	25	15
1st Grade	15	20	0	20
2nd Grade	19	13	20	20
3rd Grade	20	18	13	20
4th Grade	20	19	17	14
5th Grade	20	18	19	18
6th Grade	16	20	19	17
7th Grade	17	15	20	19
8th Grade	<u>9</u>	<u>15</u>	<u>14</u>	<u>20</u>
Performing	201	199	191	198
% CAPACITY	84%	83%	80%	76%

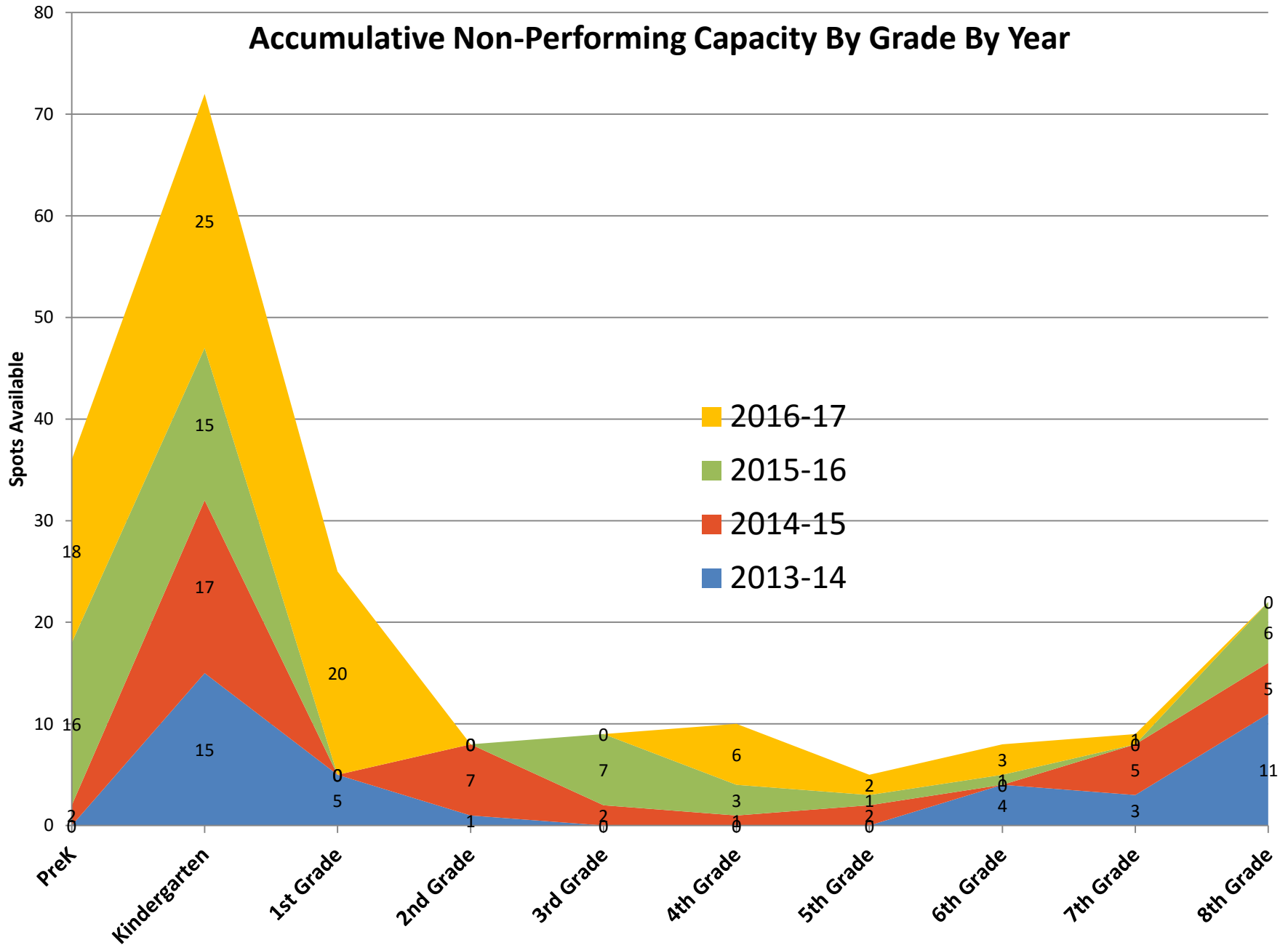
Non-Performing Capacity %



Non-Performing Capacity (Empty Seats By Grade By Year)

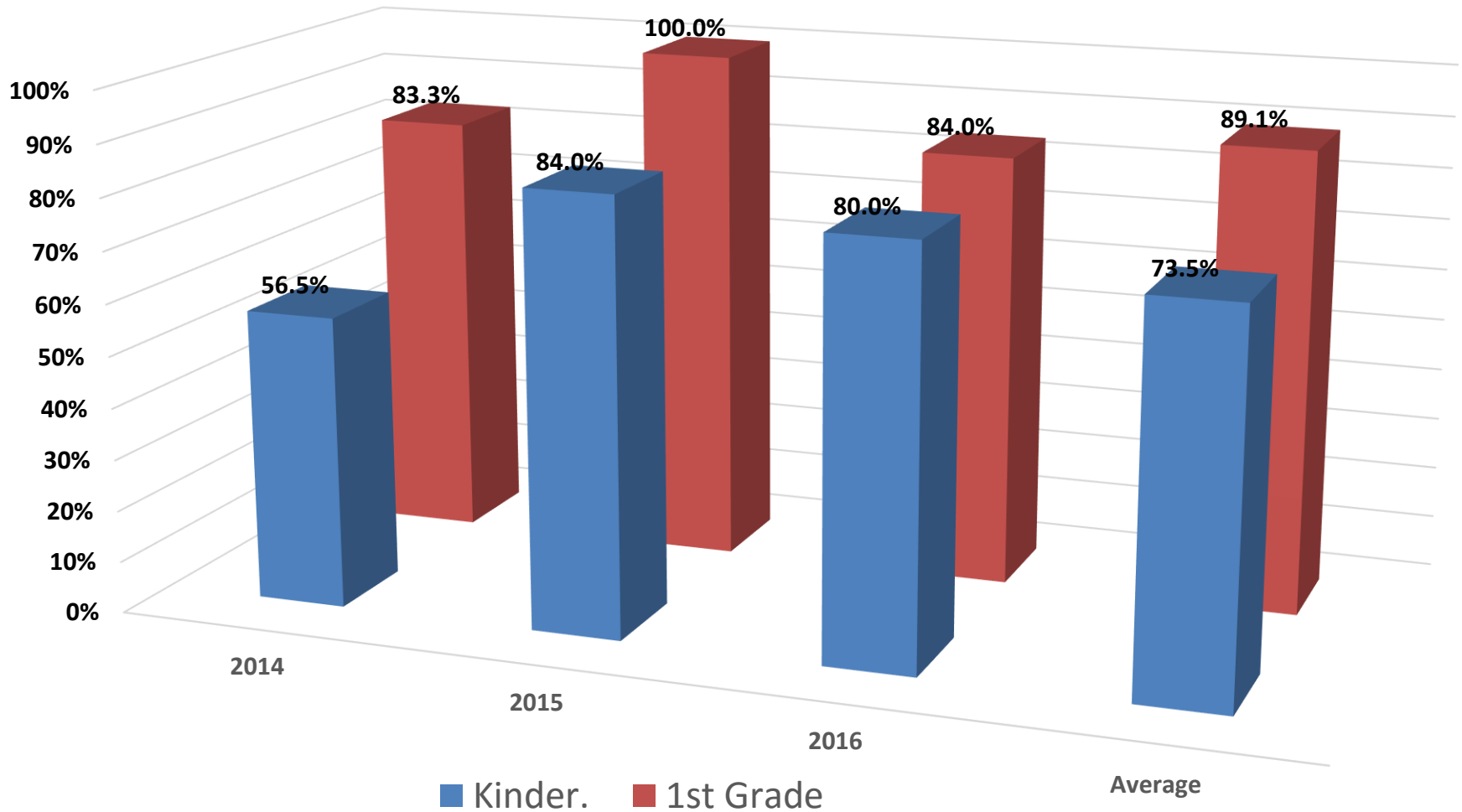
PreK	0	2	16	18	23%
Kindergarten	15	17	15	25	45%
1st Grade	5	0	0	20	31%
2nd Grade	1	7	0	0	10%
3rd Grade	0	2	7	0	11%
4th Grade	0	1	3	6	13%
5th Grade	0	2	1	2	6%
6th Grade	4	0	1	3	10%
7th Grade	3	5	0	1	11%
8th Grade	11	5	6	0	28%
Non-Performing Spots	39	41	49	75	21%
Non-Performing Capacity %	19%	21%	26%	41%	

Accumulative Non-Performing Capacity By Grade By Year



Student Retention

(% of Class Re-enrolling)





Questions?