

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

10/13/2016 Meeting

### **Final**

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

### **Attendance**

Board Members: Mike Annis, Mark Jessop, Natasha Miller, Kari Miller, Eric Johnson, Todd Pierce, Gale Boldt, Jen Olsen, and Bob Coons

Absent: Sean O’Rear

Teachers/Staff: none

Gale left the meeting at 8:15 pm.

Minutes of the 9/22 Open session were reviewed.

**Motion was made by Jen Olsen to approve the minutes as amended.**

**Seconded by Mark Jessop**

**Bob Coons abstained**

**No further discussion.**

**Vote 8-0 to approve.**

### **Fundraising – Gale Boldt**

The committee has asked to increase the fundraising goal for EFE to \$60,000 from \$45,000. We are not adjusting the budgeted goal we set at the beginning of the year. Future agenda item to determine how to use any excess funds.

### **Mission/Vision – Eric Johnson**

Eric introduced Toby Stecklein. Toby has volunteered to coach the Board in developing the School’s mission and vision over the next 3 meetings.

Toby strongly encouraged Board to share our current vision and what we created to share with people we know and ask for feedback.

### **Accreditation – Kari Miller**

Asked committee chairs to contact everyone on their committee and report back at the next meeting. Kari and the office staff (Lisa, Kathy, and Brenda) will send out lists of who committees contact, to complete **required documentation**. Kari will explain how to use Google Drive at the next meeting. Need to be finished by January 18<sup>th</sup>. Considering the 2<sup>nd</sup> week of March to begin the audit.

### **Future Tasks:**

- Flow chart/Timeline to keep committees on pace.
- Scheduling meeting with committee chairs to align expectations.

**Administrator Report** – Mike Annis (See attached document)

Discussion:

The Board agreed to continue investigating potential tuition reduction for part-time teacher, increase the annual fund from \$85,000 to \$90,000 and approved the items on the list for 2016. The Board also approved the purchase of 20 iPads and additional cost to increase bandwidth to support mobile lab.

**Finance** – Mark Jessop

See attached document

**Facilities** – group discussion

- We need to contact the manufacturer and request everything in writing.

**Adjournment**

The Session was closed in prayer.

Minutes respectfully submitted,

- Todd Pierce

**Administrator's Report**  
**October 2016**  
**Open Session**

Portrait of a Graduate Revision:

Following the PD day on September 30, the Portrait of a Graduate is being revised. Currently, the content is being evaluated for clarity three different people. A revised draft is attached for information sake. Since this is a draft, it should not be shared to avoid confusion.

Publications:

- Heritage Herald: The fall edition of the Heritage Herald is scheduled to be mailed on October 28. The theme for the edition is "Evaluation" and will include updates on the board's work on Mission/Vision, the delay of the building project, and the market research being conducted. In addition, there will be a "save the date" for EFE and an introduction of new employees. Mark Jones has agreed to compile the Herald in the same software used by Kallen and HANDS has been scheduled to help execute the mailing.
- Annual Fund 2016: The Annual Fund is scheduled of mailing on November 16, 2016. Work is currently being done to update the different documents (brochure, donation card, letter, and needs list). Matt and Jen Traetow have agreed to be the feature family for this year's brochure. This year, and in subsequent years, the letter will communicate to families that 10% of the revenue raised through the Annual Fund will be automatically allocated to the school's "Rainy Day Fund". Using the past 3 years as a guide, 10% has equaled approximately \$9-10k. This will bring some consistency to the commitment to support that line item without adversely affecting tuition rates. The projected goal (using last year's as guide) is \$85k. That leaves about \$2-5k worth of needs to be identified, considering the "Rainy Day Contribution". The following have been suggested as needs for this year's pursuit:
  - \$50k – Tuition Assistance
  - \$10-15k - IT – Steve Schallau is working with Erbs on some items and will have that financial need more clear within the next two weeks so this is a "plug number". This includes projection systems for the 2<sup>nd</sup> and 3<sup>rd</sup> grade classrooms.
  - \$2k – Hang another basketball goal in the gymnasium. Heritage has the backboard. Talking with Rob Hajek, the support structure would have to be custom build and installed. It would have to hang from the roof trusses and be braced against the wall. It would not be retractable.
  - \$1.5k – Athletic uniforms

Approval of Annual Fund goal and items requires the approval from the Board of Directors. If there are other items that should be included, please submit them before October 20 with an approximate cost. HANDS has been scheduled for the 1<sup>st</sup> mailing scheduled for November 16, 2016.

Special Events Upcoming:

- Iowa Assessments Week (October 10-13)
- International Day (October 14)
- Veterans' Day Celebration (November 11)
- Thanksgiving Day Celebration (November 18)

Annual Fund (2015) Purchase Proposals:

- iPad Replacement: Heritage has a set of 11 iPads, 10 of which are old enough that they are no longer supported by Apple. Our resident Apple professional says they become a liability at the end of this school year. These are seeing more use in more classrooms on a daily basis that warrants their replacement.

I would like permission to proceed with the purchase of 10 new iPads and two charging carts. Temporarily, this would give Heritage 21 iPads. I recommend two charging carts so that the total number of iPads could be split and used by two teachers simultaneously. The total cost (not to exceed) is \$8500. Funds for replacement already exist as this was part of the 2015 Annual Fund "Needs List".

- Mobile Computer Lab: The program at Heritage would really benefit from access to undesignated space. Too frequently, various needs require space to work or meet and there is nowhere to go (except the kitchen). Part of prior plans for expanding the use of the facility included making the computer lab mobile and funds are designated in the restricted budget for that purpose. I would like permission to complete that project with Steve Schallau and Erbs and use allocated funds to accomplish it. The one aspect of this project that will affect the annual budget is the wireless bandwidth upgrade to support a mobile lab (it is currently directly connected to the network). Steve Schallau is working to determine what that increase will cost. This additional expense is part of the school's technology plan but taking the computer lab mobile will require the step to be taken simultaneously or soon after.
- Intercom Upgrade Project: In past security analysis provided to Heritage by local law enforcement during crisis training sessions, a recommendation has been made to retrofit or replace the intercom system to facilitate communication during a crisis. Research is being done and quotes are being requested. The recommended capabilities that our current system does not do are:
  - Individual call stations talking to other individual call stations (without including everyone else)
  - Individual call stations talking to all call stations simultaneously from anywhere in the facility

So far, Tri-City Electric is the only company that has come to the school to prepare a quote that meets the criteria established for a new system. Another quote for a wireless system has been submitted from Visiplex that seems to be a "plug and play" option. Two additional quotes are being requested but neither has responded. This project was one listed on the 2015 Annual Fund Needs List and funds exist for it.