

Heritage Christian School Board Meeting Minutes – Open
11/09/2017 Meeting

The meeting started at 6:30 pm, Sean O'Rear led the devotional and opened in prayer.

Attendance: Mike Annis

Board Members:

Bob Coons	Gale Boldt	Sean O'Rear
Sarah Norpel	Kari Miller	Stanley Carmouche
Natasha Miller	Mark Jessop	

Absent: Eric Johnson

Teachers/Staff: None.

Open minutes of the 10/26/2017 executive session were reviewed.

Motion was made by Gale Boldt to approve the open meeting minutes as amended.
Seconded by Sean O'Rear
No further discussion
Vote 5-0 to approve

Abstain: Bob Coons, Mark Jessop, Kari Miller

Administrators Report: Mike Annis

Mike Annis provided a detailed update covering multiple topics. (See attached)
Topics involved professional development funds for teachers/staff, science curriculum review.

Motion was made by Kari Miller to approve school policies 612 and 614.
Seconded by Stanley Carmouche
No further discussion
Vote 8-0 to approve

Abstain: None.

612 School-Wide Communication

1. Heritage Christian School will communicate relevant, school-wide information to all enrolled families through a variety of channels including the weekly newsletter, email, RenWeb, ParentAlert, and other means to ensure parents and legal guardians are well aware of activities, plans, and programs.

2. Heritage Christian School will not give out non-public contact information not available on RenWeb. An exception may be made in the case of an emergency. All currently enrolled families have access to the public contact information of all other current families through ParentsWeb.
3. Heritage Christian School will not use instructional time, resources, or school-wide communication channels for the distribution of announcements, circulars, or advertisements for non-school organizations. Exceptions may be made in the following cases and must be approved, in advance, by the Head of School or his/her designee:
 - a. A school-wide fundraiser hosted by a local company, restaurant, or organization
 - b. A promotional offer provided by a business or organization owned and operated by a currently enrolled family
4. Heritage Christian School may post community activities or communication that does not conflict with the school's mission, vision or Statement of Faith on bulletin board(s). All posted material must be approved by the Head of School or his/her designee

614 Solicitations by Individuals or Organizations

1. Heritage Christian school will not utilize instructional time, resources, or school-wide communication channels to allow the solicitation of donations (monetary or otherwise), nor to disseminate information regarding non-school related activities with the following exceptions:
 - a. Scheduled, approved, school-Wide events/drives to support the local community (i.e. Thanksgiving Food Drive, Operation Christmas Child, Compassion International)
 - b. Missions work of a currently enrolled family. For this exception, the following must apply:
 - i. Solicitations must be directly connected to mission work supported by a local church that is aligned with the Heritage Christian School's Statement of Faith
 - ii. Solicitations must come from within the current school community (students or parents of students)
 - iii. Solicitations may only go to the classes of families requesting support. The whole school may only be included with the approval of the Board of Directors.
 - iv. Solicitations must be for non-monetary donations only (i.e. school supplies and clothing).
 - c. Further exceptions may be granted with approval of the Board AND the Head of School.

Fundraising Report: Gale Boldt

Gale provided a detailed update covering multiple topics: (See attached.) Topics involved field trip transportation options.

Finances Report: Mark Jessop:

Mark provided a detailed update covering multiple topics: (See attached.) Topics involved setting tuition rates for preK.

Motion was made by Gale Boldt to increase the preK tuition rate 3% for the 2018-2019 school year.

Seconded by Mark Jessop

No further discussion

Vote 8-0 to approve

Abstain: None.

Accreditation Report: Kari Miller:

(See attached.)

Facilities Report: Sean O'Rear

(See attached.)

Minutes respectfully submitted,

Sarah Norpel

Head of School Report

November 2017

Open Session

Iowa Assessment Data:

Iowa Assessment results have been returned to the school. Work is being done to compile data into a format more conducive to evaluation. In addition, comparisons are being made to Heritage student performance over the last 4 years and Brenda is seeking data from the local school districts. Detailed results will be provided during the first board meeting in December.

Standardized Assessments:

The Iowa Department of Education has chosen a new company to provide statewide, standardized assessments. Schools will no longer be taking Iowa Assessments. These new tests will be taken starting in the spring of the 2018/19 school year. Since a change in testing is imminent, Heritage is going to investigate this new test comparing it to the ACT Aspire for the best fit for Heritage long-term.

Continuing Education Policy

An administrative policy has been drafted to govern the use of restricted funds for faculty continuing education. Review the attached policy and provide input.

At present, two teachers are actively investigating starting master's degrees.

Faculty Compensation

In an effort to attract and retain the best teachers, research has been started to inform a proposal with the following long-range goals:

1. Raise teachers' salaries to equivalent of 80% of local public school compensation
2. Provide increased compensation for teachers' who have earned post graduate degrees

The hurdle to accomplishing this task remains the financial burden as current faculty compensation is as much as 17% off that mark. This topic should be a continual prayer request as God can provide the resources we need to fulfill this goal, as it seems unlikely that this can be accomplished through tuition increases alone.

Annual Fund 2017: The Annual Fund is scheduled for mailing on November 16, 2016 with all pieces currently at the printer.

Special Events Upcoming:

- Veterans' Day Celebration (November 11)
 - Guest Speaker: Robin Werling (USMC)
- Thanksgiving Day Celebration (November 18)
- Parent/Teacher Conferences (November 21/22)

Finance Committee Report

Date: 11/06/2017

Chairperson: Mark Jessop

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: Mark Jessop
- Faculty/Staff: Lisa Turnbough
- Faculty/Staff: Mike Annis

Recent Activities:

- External audit will be conducted by Steven Kuhl from Winkel, Parker & Foster, CPA PC. The audit will begin end of November / first of December.
- Preliminary 2018/2019 budget discussion with Lisa Turnbough and Mike Annis, including Pre-K cost comparisons of area providers and benchmarking teacher salaries with Iowa City School dsistrict.
- Finance strategic plan (CSIP) discussion with Natasha Miller and Mike Annis.
- Financial Reports
 - o Reviewed September 30, 2017 financial statements. Details in Executive Report: YTD Summary below:
 - YTD Income is **\$8k above budget** (good)
 - Tuition income is \$3k below (loss of student after start of year)
 - Fundraising is \$2k above
 - BASP is \$7k above (some of it is timing of payroll expense)
 - Other is \$2k above
 - YTD Expenses is **\$4k above budget** (not good)
 - *Fundraising*: \$2k above – timing
 - *Instructional Items*: \$6k above – timing of curriculum expense
 - *Occupancy*: \$1k below – lower utilities partially offset by higher maintenance
 - *Office Expense*: \$2k below – IT & copy/printer lease
 - *Other*: at budget

- *Payroll Expense*: \$1k below – volunteer M.S. aide for 6 weeks
- Net: **Positive \$4k above budget** (annual budget showed a projected net loss of \$23k)

On-going Activity:

-Continue to work with Lisa and Mike on the budget, including proposal to adjust teacher salaries to a target percentage of ICCSD salaries.

-Continue to re vise the Finance CSIP

Accreditation Committee Report

Date: 11/9/17

Chairperson: Kari Miller

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Committee Members:

- Chairperson: Kari Miller
- Faculty/Staff: Mike Annis

Recent Activities:

- Met with Brenda to go over how she will be uploading documents into the e platform.
- Have our surveys for staff, parents, and students ready for board approval.
- Have the drafts for narratives 1, 2, 5,6 and 7 waiting for all board feedback. We are going to begin the editing process with the standards that are done.

On-going Activity:

- Continue to work at gathering evidence, sending this out to Brenda.
- Will keep in communication with Sue as needed.
- If we go seven weeks back from our site visit (when we need ALL materials submitted) it is Feb. 23rd.

Fundraising Report

Date: 11/09/2017

Chairperson: Gale Boldt

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- Chairperson: Gale Boldt
- Faculty/Staff: Mike Annis

Recent Activities:

- **Barb Mueller has asked to no longer be the lead of Operation G.O.O.D., She was instrumental in getting transportation and other details coordinated for the event**
- **One of the reasons for her stepping down is the difficult task in coordinating transportation for this large group of students. Transportation tends to be difficult and a deterrent for getting students of campus for learning opportunities.**
 - o **Before approaching parents to take on this task I have been researching transportation options for the students. I have attached an excel document with cost from 2 different rental companies. These are full day cost so it is possible either more field trips could be taken if teachers share day**

On-going Activity:

- **EFE, Angie Maddux and Sara Sundbland**
 - o **Friday, March 2 @ Bella Salle with Megan Fate Marshman**
 - o **Silent Auction**
 - o **I will be working with Angie to increase # of people involved with the event**
 - o **Plan for mailing to go out**

Facilities Committee Report

Date: 11/09/2017

Chairperson: Sean O'Rear

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Committee Members:

- Chairperson: Sean O'Rear
- Faculty/Staff: Mike Annis

On-going Activity:

- **Discussion on going on replacing pea gravel base around playground equipment, pea gravel (hard) underneath all of our play equipment and timbers surrounding the swing set are bowing and creating a trip hazard.**
- **Lock mechanism on fire door (right side) going into gym needs repair. Will not open with key. Waiting for call back from Liberty Doors to schedule appointment for repairs.**
- **The glass in the right entrance door to the west hallway has a defect materials covered by warranty.**
- **One of the motors on the ERV unit in the mechanical room has gone bad. Motor is scheduled to be replaced 11/10/17.**

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

- **The doors upstairs going out to the roof allows water to leak into the building. The water appears to be running down the duct work over the kitchen damaging ceiling tiles and leaking into light fixtures. The leak was thought to have to with double doors leading to the roof. Checked the situation after a rain storm, it was completely dry inside of door. More assessment needed, we have talked about possibly changing from double doors to single door at the time the siding issue gets resolved.**