

Heritage Christian School Board Meeting Minutes – Open
February 8, 2018 Meeting

The meeting started at 6:30 pm, Sarah Norpel led the devotional and opened in prayer.

Attendance: Mike Annis

Board Members: Bob Coons Gale Boldt Sarah Norpel Mark Jessop
Sean O'Rear Kari Miller Natasha Miller Eric Johnson Stanley Carmouche

Absent: None.

Teachers/Staff: None.

Minutes of the January 11, 2018, open session were reviewed.

Motion was made by Mark Jessop to approve the open meeting minutes as amended.

Seconded by Kari Miller

No further discussion

Vote 8-0 to approve

Abstain: None.

Administrators Report: Mike Annis

Mike Annis provided a detailed update covering multiple topics. (See attached) Topics included open enrollment and the 2018-2019 school calendar.

Accreditation Report: Kari Miller

Kari provided a detailed update covering multiple topics: (See attached.) Topics included the April 2018, site visit by the ACSI accreditation team.

Facilities Report: Sean O'Rear

Sean provided a detailed update covering multiple topics: (See attached.) Topics included presentation of bids for the ERV unit.

Motion was made by Gale Boldt for Sean O'Rear (facilities chair) to move forward with the bid from Mechanical Services as long as they come back with the permit not adjusting the amount more than \$200.

Seconded by Mark Jessop

**No further discussion
Vote 8-0 to approve**

Abstain: None.

Fundraising Report: Gale Boldt

Gale provided a detailed update covering multiple topics: Topics involved an update on EFE sponsorship, CSIP plan fundraising/financial needs.

Finances Report: Mark Jessop:

Mark provided a detailed update covering multiple topics: (See attached)

Motion was made by Mark Jessop to approve the following transfers of funds:

- 1. Transfer \$16,500 from the 2017 Annual Fund to the Rainy Day Fund. This represents 10% of the annual fund donations (\$165k).**
- 2. Transfer \$55,000 from the 2017 Annual Fund to the Bridging the Gap Fund. This is the amount listed on the annual fund needs list.**
- 3. Transfer \$45,000 from the 2017 Annual Fund to the IT / Mobile Lab Fund. This is amount listed on the annual fund needs list.**
- 4. Transfer \$16,000 from the 2017 Annual Fund to the Professional Development Fund (per Mike's report)**

**Seconded by Gale Boldt
No further discussion
Vote 8-0 to approve**

Abstain: None.

Marketing Report: Bob Coons:

Bob Coons provided a detailed update covering multiple topics. One topic involved the decision to use the company Maudience for our marketing needs from March 1, 2018, through May of 2018.

Minutes respectfully submitted,

Sarah Norpel

**Head of School Report
February 2018**

Open Session

Re-enrollment 18/19: Re-enrollment at Heritage began on Friday January 26 and continues through February 9. This period is for current (K-8) families only. Open enrollment begins on Monday, February 12. When open enrollment begins, current families can lose priority status as seats in classrooms are issued on a first come first serve basis. Below is a table that shows the rate of re-enrollment compared to this time last year – very similar.

18/19	17/18
PK3 – 5	PK3 – 5
PK5 – 20	PK5 – 12
K – 7	K – 2
1 – 4	1 – 6
2 – 4	2 – 4
3 – 5	3 – 4
4 – 7	4 – 3
5 – 5	5 – 2
6 – 2	6 – 4
7 – 7	7 – 4
8 – 3	8 – 2

Communication will be sent to families on Wednesday, February 7 encouraging re-enrollment during before marketing efforts

Faculty/Staff Letters of Intent:

Letters of Intent were given to faculty and staff members on Monday, February 5, 2018 and should be returned on or before Friday, February 16. At this point, the following changes are expected:

- Courtney Gerardin (5th grade) does not intend to return to Heritage for the 2018/19 school year. She and Geoff are expecting their first-born in July and they have committed to her staying home. Sarah Franje has requested moving from teaching 1st grade to 5th grade.
- Mary Mysnyk does not plan to return to Heritage for the 2018/19 school year. She is pursuing an opportunity to go abroad.

- Jocelyn Collins does not plan to return to Heritage for the 2018/19 school year. She and her husband have decided that she will stay home to raise their son.

School Calendar 18/19

According to Iowa law, a school cannot begin classes before August 23 or the Monday after August 23. Attached is a draft calendar for Heritage Christian School that reflects alignment to state law. At present, Senate File 2064 is currently moving through the legislative process that, if it passes all hurdles and is signed by the governor, *I will recommend a minor change to Heritage Christian School's calendar* requesting a start date of August 21 or 22 rather than August 23. All other aspects of the school calendar would remain the same.

Summer Programs:

Heritage Christian School is hosting four summer camps and one summer program.

- Learn Create Build – July 16-19
- Drama Camp (Jensen) – June 18-22
- Art Camp (Super) – June 11-15
- Games Camp (Ellerie) – July 25-29
- Programming and Robotics:
 - June 4-14 **Programming 1** – 5th/6th grade
 - June 18-28 **Robotics 1** – 5th/6th grade
 - July 9-19 **Programming 1** – 7th/8th grade
 - July 23-August 2 **Robotics 1** – 7th/8th grade

Program Expansion Opportunity:

Heritage Christian School is working to improve its ability to serve students who either excel beyond their peers and need additional challenge or those who struggle to keep up with their peers and need additional support. One avenue being investigated is Iowa Online AP Academy. (<http://www2.education.uiowa.edu/belinblank/Students/ioapa/catalog.aspx>). This opportunity opens the door for students to take online classes in subjects not offered at Heritage (Spanish, Computer Programming) and/or advanced classes beyond the scope of Heritage Christian School (Geometry, Algebra II, Biology). A few items being worked through:

- There is no cost incurred by Heritage Christian School or the student UNLESS the student withdraws from the class. If a student withdraws, parents are required to pay a \$350 withdrawal fee.
- The courses students take through IOAPA will not be included on high school transcripts though they will be considered by local high school guidance counselors when placing students in high school classes
- Work to establish a schedule that provides students access to computers (with supervision) to take online classes.
- Work to establish a process through which students qualify to take advanced classes (replacing classes currently offered at Heritage)

Technology Plan:

Steve Schallau and Erbs are working to initiate the first phase of the technology plan (CSIP) with a second mobile computer lab. While Erbs has been able to purchase hardware at a very competitive price, a second company is being considered. In addition, Erbs will conduct a wireless audit to ensure that the infrastructure will support another mobile lab. Recommended proposals will be submitted to the Board as the funds necessary for this project will come from the Annual Fund 2017

Restricted Continuing Education Funds:

One teacher has started work on a master's degree as a result of the Restricted Continuing Education Policy. Two others are actively considering starting in the fall of 2018. The Board of Directors is encouraged to set aside additional funds (\$16,000) from the surplus Annual Fund 2017 dollars to ensure this benefit is sustained. This allocation will cover the continuing education plans through 2018/19 without compromising the existing funds in that line.

Current/Upcoming Work:

- Wrap up for accreditation
- Prepare for employee evaluations
- Update P/S Handbook
- Update Employment Manual

Facilities Committee Report

Date: 02/08/2017

Chairperson: Sean O'Rear

Mission: To provide a Christ-centered, academically challenging education that reinforces the parent's responsibility to raise children who love and serve Jesus Christ.

Vision: Heritage Christian school will offer an exemplary education presenting students who: defend their faith, excel in future studies, and impact their community.

Committee Members:

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

Recent Activities:

Maintenance

- Liberty Doors made repair to left inside entrance door (facing south) by office. Door was not latching properly.
- Raynor Door of Cedar Rapids repaired the motor to fire door in the kitchen do to failed switch.

On-going Activity:

Electrical

- Breaker upstairs has been tripping. Breaker trips when motor to retract the bleachers is run.
- Safety light replaced over the summer in the gym blows glass fuse inside fixture when tied to light fixture outside building.
- Sensors that shut off hall lights not working
- Issue with fixture in room 102.3 and office 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. I stopped to check 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.

Siding

- As of 12/08/2016 Jen Olson and Eric Johnson have taken over the claim process with James Hardie Products.

Accreditation Committee Report

Date: February 8th, 2018

Chairperson: Kari Miller

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.

Recent Activities:

Skype Meeting with Sue Macaluso on January 29th.

[Notes from Jan 29th Meeting](#)

-we have met all the requirements for the readiness of the site visit team.

-Site visit dates will be Sunday April 8th-Wednesday April 11th.

-Dinner with Board of Directors Sunday April 8th at 5:30

-Meeting with Board of Directors Sunday April 8th 6:30-7:45

-Our site visit team includes:

- Clint Steinke, Faith Christian Academy, Wausau, WI (administrator)
- Bob Young, Harvest Christian Academy, Elgin, IL (elementary principal)
- Sandy Wiele, Peoria Christian School, Peoria, IL (elementary principal)
- Chair – Sue Macaluso, Wheaton Christian Grammar School, Winfield, IL (director of C&I)

-Sue has access to the self study on the eplatform and will be reviewing it.

-Feb. 12th (8 weeks out) we will submit the self study report to ACSI, who then gives access to our site visit team.

-Wednesday March 7th (4 weeks) will do another phone conversation with Sue.

-Created a working schedule (not all times are definite)

[ERT sample schedule](#)

On-going Activity:

We will continue working in setting up the arrangements for the ERT team (hotel, food, logistics)

Printing off documents and evidence to have on hand at the school for the ERT team.

Finance Committee Report

Date: 2/8/2018

Chairperson: Mark Jessop

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Committee Members:

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

Recent Activities:

- Presented budget for 2018/2019 year to the Board in January. A 3% tuition increase was approved.
- Presented 2018/2019 budget and 2017/2018 YTD financial update to Association.
- Met with Natasha Miller, Gale Boldt and Lisa Turnbough to discuss finance section of CSIP.
- Financial Reports
 - o Reviewed December 31, 2017 financial statements. Details in Executive Report:
YTD Summary below:
 - YTD Income is **\$18k below budget** (not good)
 - Tuition income is \$22k below (loss of students after start of year)
 - Fundraising is \$8k below (timing / lower EFE sponsor donations)
 - BASP is \$10k above (higher usage)
 - Other is \$2k above
 - YTD Expenses is **\$4k below budget** (good)
 - *Fundraising*: \$2k below budget – timing / management of expenses
 - *Instructional Items*: \$5k above – timing of curriculum expense
 - *Occupancy*: \$3k below budget – timing of janitor expense
 - *Office Expense*: \$2k below – IT
 - *Other*: \$2k below – Marketing
 - *Payroll Expense*: at budget
 - Net: **Negative \$14k below budget** (annual budget showed a projected net loss of \$23k)

On-going Activity:

-Continue to revise the Finance CSIP