

**Heritage Christian School Board Meeting Minutes – Open**  
03/08/2018 Meeting

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

**Attendance:** Mike Annis

**Board Members:**

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

Absent:

**Teachers/Staff:** None

Minutes of the 02/22/2018, open session were reviewed.

**Motion was made by Gale Boldt to approve the open meeting minutes as amended.**

**Seconded by Natasha Miller**

**No further discussion**

**Vote 7-0 to approve**

**Abstain: Bob Coons, Mark Jessop**

**Administrators Report: Mike Annis**

Mike Annis provided a detailed update covering multiple topics. (See attached)  
One topic involved definition of teacher compensation for Master's degrees.

**Facilities Report: Sean O’Rear**

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

**Fundraising Report: Gale Boldt**

Gale provided a detailed update covering multiple topics: One topic involved current EFE donation amounts and preparation of Operation GOOD packets.

## **Finances Report: Mark Jessop:**

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

## **Accreditation Report: Kari Miller:**

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

**Motion was made by Kari Miller to approve no more than \$4,000 be allocated for the ERT expenses. This cost will cover all meals, transportation, and hotel expenses for the accreditation team.**

**Seconded by Mark Jessop**

**No further discussion**

**Vote 9-0 to approve**

## **New Board Candidates Discussion**

Several possible new board candidates were discussed. Followup with these possible candidates will be attempted by March 30.

Minutes respectfully submitted,

Sarah Norpel

## Head of School Report

March 2018

### Open Session

Re-enrollment 18/19: Enrollment for the 2018/19 school year is 156. Below is a table that shows the rate of re-enrollment compared to this time last year.

18/19	17/18
PK3 – 7	PK3 – 7
PK5 – 20	PK5 – 20
K – 14	K – 20
1 – 16	1 – 14
2 – 12	2 – 24
3 – 15	3 – 17
4 – 16	4 – 19
5 – 17	5 – 14
6 – 13	6 – 18
7 – 15	7 – 17
8 – 11	8 – 17

### School Calendar 18/19

No update on Senate File 2064 regarding school start dates. Publishing approved calendar with the first day of school as August 23, 2018.

### Administrative Policy Manual:

An Administrative Policy Manual has been created to support the Board of Director's Policy Manual. This is an effort to help employees differentiate where they have decision-making space in day-to-day operations and where everyone must do certain aspects in clearly defined ways.

### Technology Plan:

On February 23, 2018, Erbs had technicians on site to evaluate the wireless infrastructure to ensure the existing structure can support an additional mobile computer lab. No further updates are available at this time.

### Tuition Assistance Support:

After discussing the awkwardness families might experience seeking guidance with tuition assistance, effort is underway to create a “how to” video that families can watch, possibly linked to the website. The video will walk families through the process of applying, answer frequently asked questions, correct common misconceptions, and explain the policy and process for appeals. A need exists for someone who can edit the raw video and prepare it for publication.

### Data Use Strategic Initiative:

Work has begun that addresses an area for improvement in the ACSI self-study tied to academic data use starting with reading. For the past several years, Heritage Christian School has used Developmental Reading Assessment (DRA) as a screener for reading development in K-8<sup>th</sup> grade. For three primary reasons, plans are in motion to adopt a different reading screener that is more efficient, less subjective, and as comprehensive as DRA. Future plans in this work include the development of a data collection tool, training on the use of data, and the development of strategies to better diagnose reading related deficiencies. From this work, academic growth goals will be established. Kari Miller is involved in this work and options for reading screeners has been narrowed down to iReady and STAR, both of which come at a cost that is under investigation. The current tool (DRA) may be used in the diagnostic process if the need exists.

### Current/Upcoming Work:

- Creation Museum Trip (7<sup>th</sup>/8<sup>th</sup> grade) – April 5<sup>th</sup>-7<sup>th</sup>
- Accreditation Site Visit – April 8-11
- Prepare for employee evaluations
- Update P/S Handbook
- Update Employment Manual

## **Facilities Committee Report**

**Date: 03/08/2018**

**Chairperson: Sean O'Rear**

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

### **Recent Activity:**

- **Compiling List for cleanup work day scheduled for March 24th.**
- **ERV Unit has been ordered to replace burned out unit, will be scheduled as soon as the unit comes in.**

### **On-going Activity:**

- **Investigating different materials that can be used to replace pea gravel base around playground equipment. Reinstalled two timbers that were creating the worst trip hazard around swing set.**
- **Examining different possibilities for replacing lights throughout the building to LED bulbs.**
- **Seeking bids to replace ERV unit and quarterly HAVC maintenance.**

### **Electrical**

- **Safety light replaced in the gym blows glass fuse inside fixture when tied to light fixture outside building.**

### **Water Leak**

- **Still no sign of ceiling leak above kitchen replaced tiles.**

## Accreditation Report

**Date: March 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:**

-Mike and I had a phone conversation with Sue Macaluso, our ERT site chair, on March 7th. She said that we are on track for our visit and that looking through the self-study we have all the required documents and that it is well written.

**I would like to make a motion to approve no more than \$4,000 be allocated for the ERT expenses. This cost will cover all meals, transportation, and hotel.**

### **[-Schedule for ERT](#)**

The attached schedule is for the ERT team. The team will use the computer lab as their workspace at Heritage. All classes that use the computer lab will be moved to another location. The team needs the workspace to be private.

The board will be meeting on April 8th at 5:30 pm at Tin Roost in North Liberty for dinner. At conclusion of dinner we will stay at Tin Roost for discussion with the team. We should be done with dinner and our meeting by 7:00-7:30.

Teachers will meet at 7am on April 9th with the ERT doing a meet and great and introduction of the team.

On Wednesday April 11th at 10:45 the ERT team will present the Exit report to stakeholders that the HOS has chosen. Mike has asked that Natasha (next years' board president) be there, Eric if he is available, and I will be there. If any other board members would like to come please let Mike know.

### **On-going Activity:**

Brenda is working on printing evidence that the ERT has requested to have at school.

## Finance Committee Report

Date: 3/8/2018

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:

- Prepared finance report for new board communication
- Financial Reports
  - YTD Income is **\$21k below budget** (not good)
    - Tuition income is \$20k below (loss of students after start of year)
    - Fundraising is \$11k below (timing / lower EFE sponsor donations)
    - BASP is \$8k above (higher usage)
    - Other is \$2k above
  - YTD Expenses is **\$3k below budget** (good)
    - *Fundraising*: \$6k below – timing / management of expenses
    - *Instructional Items*: \$6k above – timing of curriculum expense
    - *Occupancy*: \$3k above – snow removal and utilities
    - *Office Expense*: \$1k below – IT
    - *Other*: \$2k below – interest expense
    - *Payroll Expense*: \$3k below – support wages partially offset by higher insurance costs
  - Net: **Negative \$18k below budget** (annual budget showed a projected net loss of \$23k)

### On-going Activity:

-Continue to revise the Finance CSIP