

ICACSA Meeting Minutes

5/11/2017 Meeting

Draft

Attendance

- **Board Members:** Mike Annis, Bob Coons, Mark Jessop, Eric Johnson, Sean O'Rear, Todd Pierce, Kari Miller, Natasha Miller, Jen Olsen, and Gale Boldt.
- **Association Members:**
 - > Quorum
 - 4 members voted absentee ballot

Approval of Minutes

Motion was made by Steve Schallau to approve the minutes.

Motion was seconded by Brenda Wichhart

No further discussion.

Vote was taken by oral vote.

Motion carried.

Association Announcement: Bob Coons, President

Bob Coons read a prepared statement concerning a former Heritage Christian School teacher.

Election of Candidates:

Four candidates were presented for four open positions: Sarah Norpel, Gale Boldt, Stanley Carmoche, and Bob Coons.

Each candidate shared their testimony and answered questions from the membership.

Questions:

Anthony Schau:

Question: Has Stanley signed the statement of faith document?

Answer: Yes.

Sara Sundblad:

Question: How many people are on the Board and how are the officers chosen?

Answer: Mark Jessop explained that, based on the association vote last year, the board will have 7 to 9 members depending on the needs of the school. Mark went on to explain the process as outlined in the Bylaws.

Tammy Veenstra:

Question: How has God blessed you to serve the Board and the School?

Answer: Each candidate answered by sharing their skills and where their passion lies.

Using a paper ballot in accordance with the by-laws, all candidates were elected with at least a majority plus 1 vote and are approved by the Association as members of the Board of Directors. Bob Coons was elected for 1 year as the outgoing President to advise the current President.

Head of School Report: Mike Annis

Staffing Changes: Heritage Christian School has experienced lower than planned enrollment for the 17-18 school year.

- Explained the rationale behind past plans for growth

- Explained avenues for growth - size and quality.
- Explained how the school has not grown despite substantial investment.
- Explained the shift in allocation of resources to invest in growth in quality.
 1. Collapsing second sections of Kindergarten and 1st grade. One section per grade level for the 17/18 school year.
 - a. Did not renew full time contracts with two core teachers
 - b. Rehired one full-time teacher to fill two part-time roles
 - Co-teacher for 2nd grade – Math – explained the co-teacher role as it relates to the pursuit of the mission.
 - Kindergarten teacher aide
 2. Created the role of P/T Instructional Coach – explained the role as it relates to faculty professional development and the pursuit of the mission. Shari Montgomery to fill the role of Instructional Coach.
 3. Shared Board approved policies
 - Waiting Lists – How the school will use waiting lists to ensure sustainable growth
 - Opening a second section of a grade level class – Establishing criteria that must be met before a second section can be opened

Finance Report (included Fundraising Update): Mark Jessop

Income - \$20 above budget *

Tuition income is \$2k below
 Fundraising is \$13k above
 BASP is \$8k above
 Other is \$1k above

Expense - \$18 below budget

Fundraising: \$12k below – active management & new venue
 Instructional Items: \$3k below – curriculum/timing
 Occupancy: \$5k below – utilities & supplies
 Office Expense: \$4k below – IT & supplies
 Other: \$2k below - marketing
 Payroll Expense: \$8k above – insurance & Christmas gift

Net Income: \$38 above budget {budget was set at \$17}

This will greatly improve by year end, probably to being \$35 ABOVE budget since Operation G.O.O.D did so well!

Facility Report: Sean O'Rear

No formal report given as no major activity is underway.

Mike Annis closed the meeting in prayer and the meeting was adjourned.

Minutes respectfully submitted,

Todd Pierce