

**Heritage Christian School Board Meeting Minutes – Open**  
September 13, 2018 Meeting

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

**Attendance:** Mike Annis (joined at 7:20) Lisa Turnbough joined for the finance report

**Board Members:** Gale Boldt Sarah Norpel Eric Johnson  
Kari Miller Natasha Miller

**Absent:** Unyime Ituk Josh Nimmo

**Teachers/Staff:** None.

Minutes of the 07/26/2018, and 08/09/2018, open sessions were reviewed.

**Motion was made by Natasha Miller to approve the 07/26/2018 meeting minutes.  
Seconded by Sarah Norpel  
No further discussion  
Vote 3 -0 to approve**

**Abstain: Kari Miller, Gale Boldt**

**Motion was made by Kari Miller to approve the 08/09/2018 meeting minutes as amended.  
Seconded by Eric Johnson  
No further discussion  
Vote 4 -0 to approve**

**Abstain: Natasha Miller**

## **Finance Report:**

Lisa Turnbough gave an update on July 2018 financials.

**Motion was made by Gale Boldt to approve the July 2018 finance executive report as submitted by Lisa Turnbough, finance director.  
Seconded by Kari Miller  
No further discussion  
Vote 5 -0 to approve**

**Abstain: None.**

## **Bullying Forum Update:**

Sarah Norpel led a conversation on the agenda/topics to be discussed on the upcoming bullying forum and analysis of the parent bullying survey data.

## **Administrators Report: (See attached.)**

Mike Annis gave an update on the topics listed below. Head of School turned in his resignation letter to the Board of Directors.

## **Facilities Report: (See attached.)**

Eric Johnson gave an update on the following topics.

## **Head of School Description/Evaluation**

Kari Miller led a discussion on updating the Head of School job description and evaluation process. (See below)

**Motion was made by Eric Johnson to approve Policy 221.3 Head of School Qualification (see below).**

**Seconded by Natasha Miller**

**No further discussion**

**Vote 5-0 to approve**

**Abstain: None.**

### 221.3 Head of School Qualification

The Board of Directors believes that the Head of School (HOS) at Heritage Christian School will possess the proper spiritual and academic preparation and exhibit a clearly Christian lifestyle. Therefore, job applicants will be considered for the HOS position on the basis of the following criteria:

1. Spiritual Preparation
  - a. The HOS will be a born-again Christian.
  - b. The HOS will be active member and faithful participant of an evangelical Bible believing church.
  - c. The HOS will have experience with, and preferable training in, biblical worldview development and biblical worldview integration in the educational setting.
  - d. The HOS will continue to follow spiritual disciplines of prayer, Bible study, and spiritual education.

### Academic Preparation

- . Possession of, or the ability to obtain, the required administrative licensure of the State of Iowa

- a. Prior educational experience and skill
- b. Demonstrated competence
- c. Clear commitment to professional growth
- d. Possession of, or the ability to obtain, required ACSI *All Levels Principal* or *Superintendent* certification.

Christian Lifestyle

. Sexual relationships must be within the bonds of Holy Matrimony between one man and one woman and sign, without reservation, Heritage Christian School's Declaration of Moral Integrity.

- a. HOS will conduct themselves as a Child of God at all times, protecting their bodies as God's temple (I Corinthians 3:16-17, Eph. 5:18, and Romans 13:13-14).
- b. The HOS does not use, practice, or participate in occult activities.
- c. The HOS exhibits the qualities of a biblical leader as stated in I Timothy 3:1-7; Titus 1:6-9, and I Peter 5:1-3.

Christian Leadership

- . The HOS will wholeheartedly support, without reservation, the HCS Statement of Faith and Core Values.
- a. Demonstrates understanding of and a desire to lead a missional school.
- b. The HOS will be in agreement with Heritage Christian Schools Conditions of Service.

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Minutes respectfully submitted,

Sarah Norpel

## Head of School Report

September 2018

### Open Session

#### Re-enrollment 18/19 (Total 175):

At this time of the school year, enrollment is considered set. Experience has been that we should expect both gains and losses in enrollment between now and the end of the calendar year.

#### Faculty/Staff:

1. While less aggressive, the search continues for a Middle School Science and technology teacher. Tammy Veenstra has assumed teaching the computer class. She had this assignment years ago and offered to do what she had done in the past (similar to what has been done in recent years).
2. Middle School Teacher Aide:
3. Three college students have been hired to fill vacancies in the After School Care program. Nichole Early develops the weekly supervision schedule and, as of September 5, two have started working. All three came from communication sent through the Salt Company – a Christian campus group.
4. Brenda has successfully staffed lunch service.

#### Academics:

1. Implementing the STAR Reading screener. Kari Miller and Shari Montgomery continue to be instrumental in its implementation. Both have connections with the GWAEA Literature Consultant who has agreed to help teachers analyze student data and develop response plans for intervention.

#### Technology:

1. Heritage had three laptop computers fail (system boards failed) this week. These devices were 3.5 years old – 6 months beyond the warranty period. Repairs were too close to the cost of purchasing new units. Three new units have been purchased using restricted technology funds so there is no direct financial impact to general operations.
2. (Keeping this expense on the radar) Heritage Christian School server is in need of upgrade. It has reached the end of its supported life. Investigations are ongoing to determine the most cost effective way to approach this task including moving the server to the cloud. According to both Steve Schallau and Erbs, this task needs to be done within the next year (the risk of a breakdown increases if this task is pushed beyond the summer of 2019).

#### Facility:

1. The ERV replacement is complete. The installing contractor picked up the old unit on Tuesday, September 11, 2018. Cincinnati Insurance Company received all invoices and

cut the school a check for \$8711.49. Nate Sundblad repaired the ceiling underneath the newly installed unit.

2. Two leaks have been investigated in the kitchen. The leaks are not predictable according to any common variables tested to date. No further action is being taken at this time.
3. Arrangements need to be made to replace light bulbs in the gymnasium and the parking lot. Both areas have multiple burned bulbs. This work will either require the hiring of a contractor or the renting of a scissor lift as all light fixtures are beyond the reach of a ladder.

#### Further Updates:

1. Keystone on Forever Green Update: Heritage recently received news from Keystone on Forever Green that the logistics of our visits needs to change. The timing of chapel and the day on which we hold chapel is out of sync for their scheduled activities. In addition, the Activities Director implied that the number of students that come is too large and difficult for them to accommodate. Heritage will still maintain a relationship with the residents at Keystone but it will take a different form than we originally planned. For Pals visits, Heritage students will resume visiting at Solon Nursing Home. Individual classes will work to coordinate activities with Keystone. For example, Tammy Veenstra's 8<sup>th</sup> grade Language class is hosting residents on campus for a "tea" during which students will conduct interviews to write a personal narrative about the lives of their guests.
2. Professional Goal Update: Faculty and staff have completed the Leadership survey. Survey results have been provided to the President of the Board. The following teachers will be observed the week of September 10 and can be followed up with by a representative of the Board of Directors (according to the professional goal):
  - a. Lysia Peters
  - b. Rachel Super
  - c. Joy Bartholomew
  - d. Lisa Bishop
  - e. Tammy Veenstra

**Date: September 13, 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:**

Created [Policy 221.3 HOS Qualification](#)

Based on this policy I have started the HOS job description, this will be completed by the first board meeting in October.

We will be reading as a board, Board Evaluation of the Chief Educational Officer in the Christian School. This will ensure that the board is unified in the development of the HOS evaluation.

**On-going Activity:**

Continue to work at [Timeline for Evaluations](#) and make sure that it aligned with the board calendar.

Collaborating with Mike to make sure that we are incorporating all the pieces into the evaluation process.

## **Facilities Committee Report**

**Date: 9/13/18**

**Chairperson: Eric Johnson**

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***Our Vision at Heritage Christian School is to be a leader in developing passionate life-long learners committed to Christ.***

### **Committee Members:**

- Chairperson: Eric Johnson
- Faculty/Staff: Mike Annis

### **Recent Activities:**

- **Ceiling grid and tiles under the burned up ERV unit have been repaired by Sundblad**
- **Appear to have 2 leaks in the roof above the kitchen. Intermittent/inconsistent nature of the leak making it very difficult to find. – No actions to be taken at this time**
- **Work done in fall appears to have cured the flooding into the utility room in the middle of the school**

### **Siding:**

- **Questions I have asked of our new counsel and have not heard back yet:**
  - **Should we take delivery of the Hardie siding from the warranty claim?**
  - **Can we submit the arbitration request?**

### **Inquiries:**

- **Should the art hanger be installed on the block wall by the Gym?**
- **Should the exterior door into the exterior mechanical space be repaired so that it shuts?**