

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

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

Attendance: Mike Annis

Board Members: Sarah Norpel Josh Nimmo Kari Miller Gale Boldt
Eric Johnson Natasha Miller Unyime Ituk (joined at 8:00)

Absent:

Teachers/Staff: Richard Barclift, Kristi Rotzoll (joined for respective interview portions)

Minutes of the 10/25/2018, open session were reviewed.

Motion was made by Kari Miller to approve the 10/25/2018 meeting open minutes as amended.

Seconded by Josh Nimmo

No further discussion

Vote 7-0 to approve

Abstain:

Minutes of the 10/25/2018, executive session were reviewed.

Motion was made by Kari Miller to approve the 10/25/2018 meeting executive minutes.

Seconded by Josh Nimmo

No further discussion

Vote 7-0 to approve

Abstain:

Board Candidate Interviews

Interviews were conducted with Richard Barclift and Kristi Rotzoll for open positions on the Board.

Motion was made by Gale Boldt to appoint Rich Barclift as a Board member to serve between the present time and the next election.

Seconded by Eric Johnson

No further discussion

Vote 7-0 to approve

Abstain:

Motion was made by Gale Boldt to appoint Kristi Rotzoll as a Board member to serve between the present time and the next election.

Seconded by Eric Johnson

No further discussion

Vote 7-0 to approve

Abstain:

HOS Search Committee Update

Sarah Norpel gave an update on the HOS Search Committee progress. A Head of School search committee has been created. Applications are being received and processed. Phone interviews with candidates to take place in the coming weeks.

HOS Review Policy

Kari Miller led a conversation on the development of an HOS evaluation policy.

Motion was made by Kari Miller to approve the revised Board policy 234 Head of School Evaluation (as listed below).

Seconded by Gale Boldt

No further discussion

Vote 7-0 to approve

Abstain:

234 HOS Evaluation

A comprehensive Head of School (HOS) evaluation will be conducted by the Board of Directors annually. The evaluation process consists of both a mid-year assessment, based upon HOS annual objectives, and an end-of-year evaluation and planning process. The end of year evaluation and planning process is the establishing of the HOS annual objectives, that are subservient to the mission and vision of the school, for the following school year.

The HOS evaluation is coordinated by the Evaluation Review Committee, made up solely of board members.

The mid-year evaluation is conducted in December with feedback provided to the HOS at the January School Board meeting. Board members are asked to provide feedback concerning progress on the HOS annual objectives. Feedback is compiled into a single, mid-year review document which is approved by the Board and shared with the HOS in January.

This document is placed on the Board Google drive and in the HOS personnel file.

The comprehensive HOS end-of-year evaluation and planning process consists of two parts to be completed in April.

1. HOS self-evaluation
2. Developing annual objectives that are subservient to the mission and vision of the school

All feedback from the end-of-year evaluation is combined into a single HOS end-of-year review that is approved by the Board and shared with the HOS at the May board meeting. This document is retained on the Board Google drive in the HOS personnel file.

Timeline for HOS Evaluation

September

1. The Board will review with the HOS, the job description and the agreed upon annual goals and objectives.
2. The Evaluation Review Committee will prepare an evaluation tool based on the goals and objectives.

December

1. The Board of Directors will complete the HOS evaluation. Each board member will provide feedback.
2. Faculty/Staff will complete a HOS evaluation that will be shared with the HOS in January.

January

1. The Evaluation Review Committee will compile the results and share with the entire Board at the first meeting in January.
2. At the following board meeting, the Board will go over the evaluation with the HOS and provide any feedback.
3. The evaluation will be approved by the Board and placed in the HOS's file.

June

1. The Board will meet with the HOS and go through the planning process of establishing the goals and objectives for the following school year.
2. The HOS will take a self-evaluation that can be used as part of the planning process.

Marketing Update

Josh Nimmo led a discussion on further marketing endeavors including the following: Considering continuing to manage marketing with Maudience versus creating a marketing staff position, making brand identification consistent across all platforms, planning short term/long term marketing goals, Veteran Day signs, car stickers and updating the website.

Annual Fund Discussion

Gale Boldt led a discussion on what to include in the Annual Fund: Possibilities include tuition assistance increase (\$100,000), playground updates/possible shelter/tiling/pea gravel (\$15,000), technology updates (\$20,000), folding chairs (\$3,000), marketing (to be determined).

Minutes respectfully submitted,

Sarah Norpel