

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

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

**Attendance:** Mike Annis

**Board Members:** Josh Nimmo Kari Miller Gale Boldt Richard Barclift

Natasha Miller Unyime Ituk Kristi Rotzoll

Absent: Sarah Norpel

**Teachers/Staff:** Steve Schallau

Minutes of the 11/08/2018, open session were reviewed.

**A motion was made by Gale Bolt to approve the 11/08/2018 meeting open minutes as amended.**

**Seconded by Natasha Miller**

**No further discussion**

**Vote 5-0 to approve**

**Abstain: Kristi Rotzoll and Rich Barclift**

## **Server Update**

Steve Schallau gave an update on the server that we use at Heritage. The server hardware and software need to be replaced and updated. He gave the board options for replacement and talked about the pros and cons of each option.

## **HOS Report**

Mike shared with the board information on the Gold Assessment for Preschool. Gale Bolt made a motion to approve the purchase of the GOLD Assessment for Preschool. Josh Nimmo seconded the motion. The board voted 7-0 to approve the purchase of the Gold Assessment.

The school will continue this year with the Iowa Assessments as the standardized test that Heritage uses.

## **HOS Search Committee Update**

Natasha Miller led a discussion on current updates and where the committee is at in the process.

## **Marketing Update**

Josh Nimmo led a discussion and updates on marketing. Here is [Josh's marketing report](#).

## **Finances Update**

Kristi made a motion to approve \$250 bonus for full-time staff, prorated for part-time staff.

Rich Barclift seconded the motion. 7-0 approved

Gale made a motion to approve the October finances as submitted. Uniyme seconded the motion. 7-0 approved. 7-0 approved

Minutes respectfully submitted,

Kari Miller

**Head of School Report  
December 2018  
Open Session**

Faculty/Staff:

1. Currently, two teachers have immediate family medical situations that demand time off. Both are serious situations though neither are situations involving their own children/husband. Currently, there is no clear allocation of days to provide guidance for paid time off in these different situations. Furthermore, there is no clear guidance for determining paid vs. unpaid time off. Having done research in the local district, Isaac Newton Christian Academy, Des Moines Christian School and common business practice, a change to policy is recommended. The change will influence employment contracts though there is little evidence that it would literally increase expenses. An increase in expenses would only follow the increased use of paid time off. As this defines a part of the employment benefits package and potentially influence the operating budget, this would be a Board of Director's policy.
2. Developing a social media policy for faculty and staff. This policy will provide guidance for both professional and personal social media use. Policy attached for review as this is an administrative policy.

Academics:

1. PK Teachers are wrapping up a 30-day free trial of the GOLD Assessment – a normed, comprehensive assessment tool for early elementary students. The assessment allows teachers to measure growth in social-emotional, gross and fine motor skills, and academics. While there is still much to learn, both teachers believe this is a superior tool for collecting good data and providing high-quality information to parents, especially in the realm of kindergarten readiness. The reports (and supporting data portfolio) will replace the standard report cards currently used in PK. A subscription to the tool costs \$10.45 per child. I recommend that we purchase for the use of 40 students for the first year. We currently have 33 students enrolled in PK and should expect that many or more for the 2019/20 school year. The total annual expense should not exceed \$500 per year.

Using the recommendation of our representative, our implementation goal is to provide the first formal report (supported by collected data) to parents at the end of the third trimester. This timeline provides the teachers 8-10 weeks to practice collecting data and using the platform.

A policy will be written to establish expectations of the platform's use, supported by "best practice" recommendations learned through the process.

2. Writing an administrative policy for the use of the STAR 360 software. The policy will help insure effective use of the software and establish a level of accountability for classroom teachers to analyze data and develop an appropriate response. Finalizing this Kari Miller and Shari Montgomery.
3. The state of Iowa has adopted a new, computer based standardized testing platform known as Iowa Statewide Assessment of Student Progress (ISASP). While Iowa has adopted this new assessment, the state still approves the use of Iowa Assessments as an acceptable alternative standardized assessment. Therefore, 3<sup>rd</sup>-8<sup>th</sup> grade Heritage students will take Iowa Assessments this year. Isaac Newton Christian Academy has chosen the same approach for the 2018/19 school year. Additional perspective was sought from Scott Montgomery (ACT) regarding the school tech readiness, tech support needs, and the future of testing to make the right decision for Heritage this year.
  - a. Considering the newness of ISASP (1<sup>st</sup> year) it is acceptable and understandable for Heritage to continue with Iowa Assessments. There is no urgent reason for the school to be involved in the first year due to the significance of the change and the absence of onsite tech support should a breakdown occur during testing.
  - b. Following the implementation year in the district, more information will be available for developing a plan for Heritage if the decision is made to start with ISASP in 2019/20. This testing program/platform will require a significantly different testing schedule (still in the spring) as all 3<sup>rd</sup>-8<sup>th</sup> grade Heritage students will share two sets of laptops. In addition, Steve Schallau and Erbs should be involved to insure that the school's hardware, wireless infrastructure, and technical support availability is ready for something of this significance.
  - c. Scott Montgomery's recommendation was that Heritage transition to ISASP within the next three years.

Technology:

1. Server Replacement: Steve Schallau

Further Updates:

1. The 2018 Annual Fund was compiled and mailed. Donations are coming in.
2. 2019/2020 School Calendar

- a. School will start on August 23 (Friday) in alignment with ICCSD.
- b. Veterans' Day Celebration will be held on a Monday, November 11 and be a full day of school
- 3. Professional Goal Update: All teachers have been observed two or three times since the beginning of the school year. Oral and written feedback has been provided. I am behind schedule in my pursuit, as by this time of the year, teachers should have been observed 4 times. during the month of September and both oral and written feedback has been given.