

Heritage Christian School Board Meeting Minutes – Open
May 21, 2020 Meeting

The meeting started at 6:30 pm. (Meeting was held remotely via zoom due to the COVID-19 pandemic) Josh Nimmo led the devotional and opened in prayer.

Attendance: Scott Montgomery,

Board Members: Natasha Miller Kristi Rotzoll Kari Miller Josh Nimmo
Rich Barclift Steve Liu Andrew White

Absent: Sarah Norpel Unyime Ituk

Teachers/Staff:

Minutes

Minutes of the April open session were reviewed.

Motion was made by Natasha Miller to approve the meeting open minutes as amended.

Seconded by Kristi Rotzoll

No further discussion

Vote 5-0 to approve

Abstain:

Minutes of the April executive session were reviewed.

Motion was made by Natasha Miller to approve the meeting executive minutes as amended.

Seconded by Kristi Rotzoll

No further discussion

Vote 5-0 to approve

Abstain:

Minutes of the April special meeting were reviewed.

Motion was made by Kristi Rotzoll to approve the special meeting executive minutes as written.

Seconded by Josh Nimmo

No further discussion

Vote 5-0 to approve

Abstain:

Finance Report

Kristi Rotzoll led a discussion on the 2020/2021 budget, and we looked at the April financial report. Kristi said the state will pick up the unemployment that was paid out during the school closure.

Motion was made by Kristi Rotzoll to approve the April financials

Seconded by Josh Nimmo

No further discussion

Vote 5-0 to approve

Abstain:

Updated Policy

Proposed-321 Tuition Policy

The Board of Directors will review and approve the tuition increase on an annual basis. The Head of School and Finance Director are responsible for creating and collecting enrollment documentation.

Proposed 321.1 Tuition Discounts

The Board of Directors will approve all discount options prior to the enrollment process.

Motion was made by Kari Miller to approve the updates to policies 321 and 321.1

Seconded by Josh Nimmo

No further discussion

Vote 5-0 to approve

Abstain:

[Budget Policies](#) These policies include the budget process and the timeline for approval of the budget. These policies also clarify the use of restricted funds and approval for transfer of funds into a new line item on the budget. Policy 310 was updated, 311, 312, 312.1 are new policies. Kristi will revise 312.2 based on board discussion and further discussion will be made at a future board meeting.

Motion was made by Kristi Rotzoll to approve the updates to update policy 310, and new policies 311, 312, and 312.1

Seconded by Josh Nimmo

No further discussion

Vote 5-0 to approve

Abstain:

Administrator Report

Scott Montgomery led a discussion on current enrollment, he discussed the end of the year and planning for next year.

Head of School Report

May 2020

Open Session

2020/2021 Enrollment: Enrollment/Re-enrollment for 2020/21 compared to the last three years.

20/21	19/20	18/19	17/18
PK3 - 4	PK3 - 4	PK3 – 7	PK3 – 7
PK5 - 16	PK5 - 15	PK5 – 20	PK5 – 20
K - 15	K - 22	K – 14	K – 20
1 – 23*	1 - 12	1 – 16	1 – 14
2 - 11	2 - 14	2 – 12	2 – 24
3 - 11	3 - 13	3 – 15	3 – 17
4 - 14	4 - 14	4 – 16	4 – 19
5 - 12	5 - 16	5 – 17	5 – 14
6 - 14	6 - 15	6 – 13	6 – 18
7 - 16	7 - 12	7 – 15	7 – 17
8 - 7	8 - 14	8 – 11	8 – 17
Total: 142	151	156	187

Enrollment remains down from previous years. We have lost six (6) students directly to the economic impact of COVID-19 and are aware of at least four (4) others who are “weighing” options for next year due to economic uncertainties or concerns about the spread of the virus should school open as usual. We are continuing to make calls to parents who have not completed all re-enrollment paperwork as well as those who have indicated concern about next year.

We have also heard from a number of potential new parents who are interested in the fall. Enrollment will continue to be a moving target over the month of June and we will work to solidify a final number by early July.

Faculty/Staff

All staff have returned their contracts for the 2020-21 school year.

Continuous Education

After we have concluded instruction and teacher summer check-out procedures, I will begin working on Heritage’s Return to Learn Plan which must be submitted to the State on July 1 (more below).

The State Department of Education released new guidance on May 8 that requires all schools (Public and Accredited Non-Public [Heritage]) to include Required Education Services for students in the event remote learning is required for the 2020-21 school year. The State has made

clear that schools' Return to Learn Plans must require instruction by teachers and attendance by students. This is what Heritage chose this year and we will be well positioned to continue such an effort next year but we also know we can improve on our delivery and will be working to do so over the summer.

End of the Year

There are a number of EOY efforts underway

- Final drop-off/pick-up occurred earlier today
- 8th Grade graduation will take place tomorrow night at 6:30 PM (the 8th grade slide show will begin at 6:00) and a Parade of Graduates will take place at 8:00 PM
- Final grades will be turned in by teachers on Tuesday, May 26 and will be emailed home to parents on Wednesday, May 27.
- Teachers will be checking out of their classrooms, submitting end of the year requests, curriculum orders, etc., and meeting with me before departing for the summer by Friday, May 29 and no later than Friday, June 5.

Operation G.O.O.D.

Currently we have raised approx. \$13,000 during Operation G.O.O.D.

We are working to determine where to share student art work and when to deliver that to locations around the city.

Summer Planning

As always there are a variety of summer activities that take place in the building, this year is no different. There are both academic and operational efforts that will be underway in the next several weeks, including:

- Painting the Middle School classrooms. As part of the phased painting effort, the rooms in the Middle School wing will receive a fresh coat of paint (and a new accent wall).
- We have created a schedule with Russ to have the floors cleaned and waxed. This effort should conclude by July 1.
- The last week of July and first week of August, we will offer students in need of extra support a learning support opportunity. Students will be invited based on teacher recommendations and recent STAR assessment data.
- Google Classroom/G-Suite Set up is underway. We have worked with Grant Wood AEA to begin the process of Google classroom set up. We have purchased new domain names for the Gmail environment (hcs-eagles.org) and will be working to get teachers professional development over the summer to be ready to use the new system.
- Additionally, we have been informed that under the "equitable services" portion of the CARES Act, non-public schools are eligible to receive a portion of services that local public schools were allocated under the CARES act. I will be working with GWAEA staff to determine how we can utilize those funds for the purchase of Chromebooks for our Middle School students, masks and cleaning supplies to address COVID concerns, etc.

Return to Learn

Heritage plans to begin the school year as planned and re-occupy the building for instruction beginning August 17 (teachers will report August 10).

As part of Heritage's Return to Learn plan we will need to plan for a variety of scenarios that could occur in the fall including face-to-face instruction (our preferred method); remote learning via online, video, and learning packets; and some hybrid model combining remote and face to face

instruction. This last option may prove most challenging for us but it also may be the most advantageous to families who will need flexibility in their education choices in the coming years.

Over the next month, I will be convening a group of teachers, parents, students, contemplating how we best reopen in light of a potential second wave of COVID (See attached Questions to Consider Document).

We should all be prepared for the fact that next year will prove challenging for us as a school. We need to be prepared and ready for a variety of instructional, financial, and operational unknowns.

Minutes Respectfully Submitted,

Kari Miller