

Heritage Christian School Board Meeting Minutes – Open

August 27, 2020 Meeting

The meeting started at 6:30 pm. Andrew White led devotions. All opened in prayer. (Some members met in person at HCS; others joined via Zoom.)

Attendance: Scott Montgomery

Board Members: Richard Barclift Sarah Norpel Unyime Ituk Steve Liu
Natasha Miller Kristi Rotzoll Kari Miller Ray Small Andrew White

Teachers/Staff: Lisa Turnbough.

Minutes

Minutes of the 07/23/2020 open session were reviewed.

Motion was made by Kari Miller to approve the 07/23/2020 meeting open minutes as submitted.

Seconded by Ray Small

No further discussion

Vote 9-0 to approve

Abstain:

Minutes of the 07/23/2020 executive session were reviewed.

Motion was made by Kristi Rotzoll to approve the 07/23/2020 meeting executive minutes as submitted.

Seconded by Rich Barclift

No further discussion

Vote 9-0 to approve

Abstain:

Finance Report

Kristi Rotzoll led a discussion on the July financials. (See executive report.)

Motion was made by Kristi Rotzoll to approve the July financial report as submitted.

Seconded by Kari Miller
No further discussion
Vote 9-0 to approve

Abstain:

Proposed Policy 323

Kari Miller made a motion to approve Policy 321.5. (See below.)

Seconded by Kristi Rotzoll
No further discussion
Vote 9-0 to approve

Abstain:

Proposed Policy 321.5

In the event of a past due tuition balance for individuals within the school, the Finance Director will use the following procedure to collect the debt:

- 30 Days Past Due – Email notification requesting payment
- 45 Days Past Due – Email second notification requesting payment with the HOS copied on the email.
- 60 Days Past Due – Email third notification with the HOS copied on the email requesting payment with the following stipulations:
 - The Head of School will notify the Board Treasurer of non-payment.
 - Continued non-payment of tuition, without the arrangement of an alternative payment schedule, will be transferred to the HOS resulting in possible suspension of the student.
- 75 Days Past Due – Account is transferred to the HOS. The HOS will request payment with the following stipulation:
 - The student(s) may be suspended until payment is made.

The Finance Director, under the direction of the HOS, may offer tuition assistance, if the individual/family is not already receiving it. The HOS will communicate such instances to the Board in the monthly Administrator report.

Marketing Report

See below.

Facilities Report

See below.

Discussion of Future Building Needs

Discussion was held on how HCS can make space for future class growth, should we look at building on, starting a capital campaign, where to put a bigger pre-K program, etc. Discussion will be revisited at future meetings.

Administrator Report

See below.

Minutes Respectfully Submitted,

Sarah Norpel

Marketing Report

Date: 8/24/2020 Chairperson: Andrew White

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: 8/23/2020: Check-in meeting with Maudience to discuss strategy moving forward. Had a 30 minute conversation with Stephanie from Maudience. Discussed new and updated content to use on social media. Maudience will be working on expanded content for SM.

Key Long-term Goals (continued from July): 1. A professionally informed marketing strategy that includes targeted and specific outreach efforts, campaigns, etc. designed to communicate who Heritage is, why we exist, and ultimately put more students in our classrooms;

2. In designing that plan we also need to make sure we can manage that plan internally (we have some staff and potentially a few volunteers who can engage in this work) but know there's a professional team we can call on to help guide, inform, support, and monitor our efforts; and

3. Initial and ongoing guidance on where to start to achieve maximum success.

4. Increased Social media presence.

5. Engage with parent helpers about marketing events.

On-going Activity: FUEL vs. Maudience

**Head of School Report
August 2020
Open Session**

2020/2021 Enrollment

On August 17, we began the school year with an enrollment of 187 (an increase of an additional 24 students since the July Board Meeting). As of August 24, we added two final students in 1st and 5th grades to bring the final 2020-21 enrollment to **189**. This enrollment number includes the addition of a second Kindergarten class.

189 students represents a 9.9% increase in overall enrollment from the 2019-20 school year and an almost 26% increase in enrollment since the end of May. Of the 189 students, 63 of them are new or returning to Heritage this year. The enrollment number also represents 34 new families.

Classes remain capped at 16 (with the exception of 6th grade, which is meeting in the Math/Science room and due to its larger size is able to accommodate an additional two students). This number provides the school with the ability to safely distance in all of our classrooms.

Back to School Activities

The first week of school went well for teachers and students – though it brought a variety of stressors. There are a variety of new routines and procedures for students and teachers to learn this year due to COVID-19 and added to the normal anxieties about back to school made last week a bit challenging to navigate at times. By returning a week early we have been able to work on routines and help students more effectively return to the school building. We have also used the time to complete some preliminary evaluations of student achievement levels and begun to determine what additional supports may be needed throughout the school year.

Our Chromebooks (45) remain on order from ICCSD and will likely be delayed in their delivery until at least late September or early October. All teachers, and especially the middle school teachers are providing content through the Google platform and are utilizing current laptops as often as possible until the Chromebooks arrive.

Chapel begins this week and we will be introducing the Transform theme to all students this week. We will also be integrating the Biblical ThroughLines of the Teaching for Transformation program as monthly mini-themes (attached) during chapel this year.

Annual Fund Expenditures

IT Solutions. Laptops were purchased for the middle school teachers and have been delivered to them. The new laptops also required us to rewire the projector in the ELA room (it only had VGA inputs and the new laptops are HDMI) and purchase new software in order to support the document cameras in those rooms. Between the laptops and the projector updates (including the installation of new projectors in the elementary classrooms earlier this summer), we have spent approx. \$15,000 of the Annual Fund IT funds.

I want to review with middle school teachers in a few months and determine how they are using the laptops and how they feel things are working relative to transporting them between home and

school before we begin a second wave of computer upgrades. Given the cost of the laptops I believe we could effectively purchase another five (5) teacher laptops yet this year if we believe laptops are the way to go (desktops would be slightly less expensive).

I will be exploring with Bergan and Grant Wood AEA additional costs for the purchase of laptops, iPads, and/or Chrome Books with the remaining IT funds from the Annual Fund.

Gym A/V Project. While not officially included in the Annual Fund, a donor did agree to pay for the gym A/V project. That project is nearing completion and includes upgraded audio and a new projection screen and behind the scene mixers that we have already been utilized for teacher devotions and in-service. We will be utilizing the new system for chapel and other larger opportunities during the year.

Facilities Update

Derecho damage. The August 18 derecho caused extensive damage to roof of the gym as well as other minor damage to the roof of the main building. We have been in contact with Cincinnati Casualty Insurance and filed an initial damage claim. Additionally, Midwest Storm Company has “dried in” the gym roof so any rain that may occur in the next few weeks will not result in leaks or additional damage to the building.

The initial damage estimate to the building is \$171,000 (most of that is related to the roof but also includes damage to the A/C unit that cools the server room). Midwest and Cincinnati are working in collaboration with the school as the claim is finalized and we will have an estimated repair date soon.

To Do's and Upcoming Efforts

- Following up with staff to ensure final enrollment documents are in for all families, including tuition assistance, and continuous enrollment paperwork.
- Working with Lisa to ensure final PPP loan forgiveness paperwork is completed and submitted by October deadline.
- Currently compiling information for the submission of our Annual Report to ACSI. That report is due in late September.
- Determining feasibility of Parent University in the building or via Zoom (the latter seems more challenging) and determining topics to be addressed.
- Determining feasibility of an outside fall concert of some kind that would feature Heritage Singers/Jubilate.
- Planning October in-service

August 2020 Facilities Chair update

- Tom Maxwell believes we will see settlement offer soon.
- Shive Hattery/Frye needs to decide on whether to accept or refute HCS's exhibit "A" (WJE Associates report)

- HCS roof sustained damage from Derecho.
- Midwest Storm Company LLC will be the vendor to replace roof
- Most likely a 100% tear off and replace (currently no date scheduled)
- Waiting on the adjuster (Cincinnati Casualty)

- A to Z plumbing will be installing water bottle dispensers. (Unknown date)

- LED lights have been purchased and are replacing non LED lights as necessary.