

**Heritage Christian School Board Meeting Minutes – Open**  
September 24, 2020 Meeting  
**Approved October 22, 2020**

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

**Attendance:** Scott Montgomery

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

Absent:

**Teachers/Staff:**

## **Minutes**

Minutes of the 08/27/2020 open session were reviewed.

**Motion was made by Kari Miller to approve the 08/27/2020 meeting open minutes as amended.**

**Seconded by Kristi Rotzoll**

**No further discussion**

**Vote 9-0 to approve**

**Abstain:**

Minutes of the 08/27/2020 executive session were reviewed.

**Motion was made by Kari Miller to approve the 08/27/2020 meeting executive minutes as amended.**

**Seconded by Kristi Rotzoll**

**No further discussion**

**Vote 9-0 to approve**

**Abstain:**

## **Finance Report**

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

**Motion was made by Kristi Rotzoll to approve the August 2020 financial report as submitted.**

**Seconded by Rich Barclift**

**No further discussion**

**Vote 9-0 to approve**

**Abstain:**

## **Proposed Board Policy 411.2 – Non-discrimination**

**Motion was made by Natasha Miller to update policy 411.2 (non-discrimination).**

**See below.**

**Seconded by Kristi Rotzoll**

**No further discussion**

**Vote 9-0 to approve**

**Abstain:**

### **Policy 411.2 Non-Discrimination Policy**

Employment at Heritage Christian School is open to qualified individuals who are Christians of good character. Heritage Christian School does not discriminate in employment, or in the terms and conditions of employment, on the basis of race, sex, national or ethnic origin, color, age, or disability.

Heritage Christian School is a religious educational ministry, and as such, adheres to Biblical principles for living as criteria of employment. All prospective and current employees must agree, without reservation, with Heritage Christian School's Statement of Faith and Article VIII, Section 8.6, Subsection E (a) of the school's bylaws. All prospective, and current employees, must be willing to conduct their lives in conformity with the Statement of Faith and the school's Declaration of Moral Integrity, serving as a Christian role model.

All forms of harassment, including sexual, physical, electronic, or verbal are not permitted.

## **Facilities Report**

Rich Barclift gave a facilities update. See below and executive minutes.

## **Administrator Report**

Scott Montgomery gave an update. See below and executive minutes.

Minutes Respectfully Submitted,

Sarah Norpel

## September 2020 Facilities Chair update

- Tom Maxwell wanted to know if HCS had possession of the replacement material. I reached out to Mike Annis to get some history as I didn't know the answer. Mike stated that HCS never received the material from Hardie
- Tom Maxwell has contacted Knutsen construction to provide an updated estimate to install the siding.
- Tom Maxwell is contacting Hardie to ascertain if they are agreement to replace some or all the siding as previously agreed upon.
- HCS damages is limited to the cost of labor to replace the siding
- Roof replacement is complete.
- A to Z plumbing is in process of the water bottle install
- Gerard Electric will be installing wiring for the gym overhead projector
- Tomilson Cannon has been contacted regarding a most likely need to regrade the front of the building to accommodate increased draining properties.

## Head of School Report September 2020 Open Session

### Return to Learn Updates

As of Friday, September 18, we finished 5 weeks of school with only one (1) confirmed case of COVID-19 in the building. During that time, we had:

- 2 teachers quarantined due to exposure
- 0 teachers diagnosed with COVID-19
- 14 students quarantined due to exposure
- 1 student diagnosed with COVID-19

Our [official attendance records](#) indicate our number of COVID related absences (not including quarantined students who are learning remotely) are below the number of “other illnesses.” So far, praise God, we have avoided any major COVID outbreaks. I am extremely grateful for the work of our staff, both over the summer in preparation, as well as now that school has started, to help keep our students healthy and safe.

We will be placing the [attendance report on the website](#) and updating it weekly to share with the school community how the school is progressing during the COVID outbreak.

### Technology Updates

- **Chromebooks.** Middle school Chromebooks (45) remain on backorder and delivery delayed until **early December** (this is an update from last meeting when we were told early/mid 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.

Given the nationwide shortage of laptops and Chromebooks – we will be ordering another 40 Chromebooks for 4<sup>th</sup> and 5<sup>th</sup> grade (anticipated delivery date is mid-March to early-April). This will allow all students 4<sup>th</sup> – 8<sup>th</sup> grades (the grades utilizing the Google platform most often) to access a device and the Google platform at all times during the school day and at home.

- **Teacher laptops.** The change from desktops to laptops for the middle school teachers has been a tremendous advantage given their need to move from room to room. Additionally, the laptops have been an added benefit to teachers in lesson and unit planning, grading, and the creation of other digital content while off campus. We will be placing a second order for an additional eight (8) laptops for teaches K-5<sup>th</sup> grades as the second phase of our computer upgrade plan
- **Evergreen planning.** Laptop Cart #1 is nearing the end of its functional use (purchased in 2014-15). We have discussed with Bergen IT the potential of reimaging and updating

those units but they have advised that doing so would be cost prohibitive and likely not a viable solution. Cart #2 remains in relatively good shape.

We will be asking for a new Laptop Cart as well as remaining teacher laptops (PreK) in the Annual Fund (approx. \$40K). In doing so we will bring all teachers up to date as well as have new or newer laptops for almost every student in the school.

### **Facilities Update**

- **Derecho damage.**
  - All roofing repairs have been completed. Midwest Storm has agreed to correct all landscaping issues associated with the repairs (there are some significant ruts in the front lawn due to wet ground and heavy equipment). We are awaiting the final check from Cincinnati Casualty that will close out our claim.
  
  - The server room AC unit has been replaced. The unit was damaged in the storm and is part of the final insurance claim.
  
- **Gym HVAC.** A2Z Heating and Plumbing has been out to inspect the facility and will be providing a quote on annual HVAC maintenance (Prybil Heating and Air has been sold and no longer services commercial properties). In the initial inspection they determined that there are several repair issues that need to be addressed regarding the gym HVAC system (e.g., air handler blower belt, exhaust fan bearings, etc.) – parts have been ordered and repairs will be made soon that should provide better heating and cooling efficiency in the gym and prolong the life of the unit.

### **Strategic Plan Update**

It's been some time since we discussed the Strategic Plan that we worked on last year and finalized in December. Many of the specific initiatives we discussed are currently underway or have been completed; others are yet to be started. [An updated copy of the strategic plan can be found here](#) and I'm happy to discuss any particular issues during our September 24 meeting.