

**Heritage Christian School Board Meeting Minutes – Open**  
January 28, 2021 Meeting

The meeting started at 6:30 pm.

The Devotion was provided in advance by Kristi Rotzoll (Video by Francis Chan regarding the Book of James).

All opened in prayer.

**Attendance:** Scott Montgomery

**Board Members:** Richard Barclift, Unyime Ituk (joined later via phone, and then in person), Steve Liu, Kari Miller, Natasha Miller, Kristi Rotzoll (joined via phone), Andrew White

Absent: Sarah Norpel, Ray Small

**Teachers/Staff:** none

Minutes from the 12/17/2020 Open Meeting were reviewed and amended.

**Motion was made by Kari Miller to approve the 12/17/2020 Open minutes as amended.**

**Seconded by Rich Barclift**

**No further discussion**

**Vote: 6-0 to approve**

**Abstain: none**

Minutes from the 12/17/2020 Executive Meeting were reviewed.

**Motion was made by Kari Miller to approve the 12/17/2020 Executive minutes as submitted.**

**Seconded by Rich Barclift**

**No further discussion**

**Vote: 6-0 to approve**

**Abstain: none**

### **Head of School Report – Scott Montgomery**

- Please see report (attached below)
- Proposed Enrollment Policy (526.0 – Restricting Enrollment after mid-year)
  - The need for the policy was presented and discussed (please see attached for policy)

### **Motion by Rich Barclift to approve the Proposed Enrollment Policy (526.0)**

**Seconded by Kari Miller**

**No further discussion**

**Vote: 7-0 to approve**

**Abstain: none**

### **Head of School Evaluation – Kari Miller**

- Both the Teacher Leadership Survey Summary as well as the Head of School Full Board Evaluation were distributed to Scott before the meeting, and were discussed at the meeting.
- Scott Montgomery and Natasha Miller signed the forms for HOS and Board President, respectively.

### **Facilities Report – Rich Barclift**

- Rich gave an update of the status of the siding issue. Please see Executive minutes.
- In addition, Rich gave further clarification on the issue of the water leaking into the Finance Director's office due to an ice dam from a frozen/clogged downspout. (please see HOS report attached below)

### **Finance – Kristi Rotzoll and Steve Liu**

- November financials were reviewed.
- Tuition and Proposed Budget for 2021-22 were discussed.
- Please see Executive minutes.

### **Potential Board Candidates – Natasha Miller**

- Please see Executive minutes

The meeting was closed in prayer by Unyime Ituk.

Minutes respectfully submitted by Steve Liu.

## Head of School Report

Date: January 28, 2021

### Recent/Ongoing Activities:

- *Enrollment*
  - Normally we don't begin sharing this graphic until February (during Open Enrollment) but with Continuous Enrollment we are able to provide earlier estimates. At this time, we are projecting 196 students enrolled in the 2021-22 school year.
  - Judging by the number of calls and inquiries we've received for PreK and K, that number seems within reach.
  - Continuous Enrollment is a huge blessing! Being able to calculate budgets with [seemingly] greater accuracy, makes the budgeting process much easier.
  - Current enrollment projections (and previous years' projections - based on historical February numbers) - caution, these numbers are still very preliminary and flexible.

2021/22	20/21	19/20	18/19	17/18
	PK3 – 4	PK3 - 1	PK3 – 5	PK3 – 5
PreK - 13	PK5 – 14	PK5 - 12	PK5 – 20	PK5 – 12
K - 20 (4)	K – 8	K - 20	K – 7	K – 2
1 - 23 (1)	1 – 17	1 - 12	1 – 4	1 – 6
2 - 28 (3)	2 - 8	2 - 14	2 – 4	2 – 4
3 - 16 (1)	3 - 8	3 - 11	3 – 5	3 – 4
4 - 15	4 - 6	4 - 12	4 – 7	4 – 3
5 - 17 (3)	5 - 7	5 - 15	5 – 5	5 – 2
6 - 16	6 - 9	6 - 15	6 – 2	6 – 4
7 - 20 (2)	7 - 9	7 - 7	7 – 7	7 – 4
8 - 16	8 - 3	8 - 14	8 – 3	8 – 2
Total: 184 (14)	Total: 93	Total: 133	Total: 69	Total: 48
	Final 189	Final 174	Final 175	

This list takes into account those known - or suspected - departures. It also includes in the enrollment families that may still decide prior to Open Enrollment to depart.

- *Annual Fund Report*
  - As of Monday morning (1/25), the Annual Fund total is \$134,000. There are a number of families who have contacted the office who have indicated they still intend to give to the fund.
  - The new sidewalk materials and time were provided by a Donor so the \$5,000 listed in the fund request can be removed.
- *Facilities*
  - Water in Finance Director's office appears to be from ice-dammed downspout. The flat roof above the office has been cleared of snow and ice so that should help until the downspout is able to thaw.
  - We have approx. 5 hallway lights where the ballasts have failed. We have an electrician coming on the next teacher in-service day (February 12) to fix the ballasts.

- Heater issue in PreK and 1st Grade room has been fixed in the interim - awaiting estimate for final repair from A2Z.

## Proposed Enrollment Policy

Type: Governance Policy

Approved:

Reviewed:

### 526.0 Restricting Enrollment after mid-year

Heritage Christian School desires to admit and enroll students and families to the best of our abilities; however, there becomes a time in the school year when admitting additional students can present a challenge for both incoming student and existing students.

In order to create and sustain the most cohesive classroom experience, Heritage Christian School restricts the enrollment of new students to before the midpoint of the second trimester period. No students will be enrolled in Heritage after the progress reports have been sent home in the second trimester.\*

\*Students may be enrolled in Heritage after the midpoint of the second trimester if they have moved into the North Liberty Area from a distance of more than 50 miles from the school.