

Heritage Christian School Board Meeting Minutes – Open

December 17, 2020 Meeting

The meeting started at 6:30 pm. Unyime Ituk led devotions. All opened in prayer. Meeting was held via Zoom due to COVID-19 restrictions.

Attendance: Scott Montgomery

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

Absent:

Teachers/Staff:

Minutes

Minutes of the 11/19/2020 open session were reviewed.

Motion was made by Kristi Rotzoll to approve the 11/19/2020 meeting open minutes as submitted.

Seconded by Ray Small

No further discussion

Vote 9 -0 to approve

Abstain:

Minutes of the 11/19/2020 executive session were reviewed.

Motion was made by Kristi Rotzoll to approve the 11/19/2020 meeting executive minutes as submitted.

Seconded by Kari Miller

No further discussion

Vote 9-0 to approve

Abstain:

Facilities Report

Rich Barclift gave a facilities update. (See executive minutes). Topics discussed included ongoing communication with Tom Maxwell on the siding issue.

Administrator Report

Scott Montgomery gave an update. Topics discussed included Return to Learn Plan, projected student enrollment for next year, 2021-2022 calendar, technology updates, etc. (See below and executive minutes.)

Motion was made by Kristi Rotzoll to approve the 2021-2020 school calendar.

Seconded by Ray Small

No further discussion

Vote 9-0 to approve

Abstain:

Motion was made by Kari Miller to approve the use of \$1,830 from the unrestricted previous year Annual Fund for flexible seating in elementary and to pilot new desks in middle school.

Seconded by Unyime Ituk

No further discussion

Vote 9-0 to approve

Abstain:

Head of School Evaluation

Kari Miller led a discussion on the Head of School evaluation forms from the Board and the faculty/staff. Evaluation will be presented to Scott Montgomery at January's meeting.

Minutes Respectfully Submitted,

Sarah Norpel

Head of School Report
December 17, 2020
Open Session

Return to Learn Updates

As of Monday, December 14, our [official attendance records](#) continue to indicate our COVID mitigation efforts are working. Our COVID absences have fallen back below other absences and the number of quarantined students continues to diminish. This is all good news, especially following the Thanksgiving holiday where we saw relatively few absences due to COVID or COVID exposure.

It continues to be the case that none of the students who have tested positive for COVID have contracted the virus while in the building. All of the positive cases have come from siblings or family members who were exposed outside of Heritage.

Initial Enrollment Projections

Based on current families and early PreK enrollment - [we are projecting 190 students for fall 2021-22](#). As we get farther into the PreK enrollment period and Open enrollment after the first of the year this number should come into clearer focus but we are fairly confident in projecting 190 students for next school year.

We will use the 190 figure as the starting place for the initial budget that will be shared with the Board in January.

Technology Updates

- ***Student Chromebooks***. Chromebooks have been delivered to all middle school students. Middle School staff has discussed ensuring that teachers continue to use the devices as a tool - not a toy - and avoid using them every class period or as a default during study hall when students say they are done with all other assigned work.

Additional Chromebooks for upper elementary are still on backorder with a tentative delivery date of late March/April 2021.

- ***Teacher laptops***. Teacher laptops (K-5) have been delivered and are currently being configured and will be installed on the system over the Christmas holiday.
- ***Elementary iPads***. We have been notified by ICCSD that the iPads have begun to ship (apparently Apple put them in two different shipments) and once all have arrived at the ICCSD warehouse they will notify us for pickup (likely in early January).

2021-22 School Calendar (BOARD APPROVAL REQUIRED)

We have examined the school calendar for next year and am proposing the attached [2021-22 school calendar](#).

For the most part, the calendar follows the ICCSD calendar with the notable exception that ICCSD has a start date of Monday, August 23 and Heritage's start date is Wednesday, August 25. This is due to the fact that in conversations with staff, there is strong agreement that beginning Wednesday allows students to ease into the beginning of the school year - I concur with their assessment.

This schedule also allows for an extra two days for staff in-service/retreat as part of our Teaching for Transformation kick off this fall.

Flexible Seating/Classroom Desks Request (BOARD APPROVAL REQUIRED)

Over the past several years, several of our lower elementary classrooms (K-1) have been experimenting with flexible seating for students. This type of seating provides additional sensory input that can help children focus and process information. Sensory input is especially helpful for students with ADHD or ADD.

Recently, during a visit to evaluate a student, the staff at Sensory Kids provided Heritage with a Kennibar device to evaluate with our own students. The device attaches to a student's desk and allows a student's feet to move without being distracting to other students. The device helps high energy, and/or easily distracted students "move" while continuing to focus on the task at hand. In discussing their use of the Kennibar, both 1st grade teachers agreed it has been beneficial to the students who have tried the device. I would like to purchase two of these devices, as well as several other additional flexible seating options to expand our current flexible seating options for K-2.

Additionally, I would like to purchase 2 different desk prototypes for middle school and evaluate those options with the middle school teachers. Our middle school desks are designed for two students, are 15 years old, they are beginning to become rickety, and they are not ideally suited for group work that often occurs in Bible, History, and Lit/Language.

Below is a breakdown of the cost of the initial seating/desk request I'd like the Board to consider. I'm asking for the funds to come from the Unrestricted Funds in the Previous Annual Fund - which requires Board approval.

• Kinnebar Foot Swing	\$150 x 2	\$ 300	
• KinneSling Foot Swing	\$ 75 x 2		150
• FlexStool Seating	\$ 40 x 4	160	
• ScoopChairs Seating	\$ 30 x 4	120	
• Middle School Desk	\$175 x 4	700	
• Shipping		<u>400</u>	
TOTAL		<u>\$1,830</u>	

Should the middle school staff determine that one of the desk options works best for their needs a follow up request will be made after the first of the year to equip the middle school language/literature room and the Bible/history room with new desks for the 2021-22 school year. The estimated cost of that request would be approximately \$7,500 (including shipping).

Teaching for Transformation

I met with Staff on Monday, December 7 to announce to them that we will formally begin our Teaching for Transformation journey at the beginning of the 2021-22 school year.

There were a number of questions and comments about what this entails for the future and have continued to be a number of additional questions from staff going forward. In all, I believe that most of our teachers are interested in what this program may do for the school and while not all are 100% on board yet, I am excited for how this framework might truly transform our school.

I'm providing [this link to my PowerPoint deck](#) that was used in the event you'd like to review it (I shared an earlier draft at the September Board meeting). I framed this as a bit of vision casting for what Heritage could be in the future and will likely use a portion of this deck for my presentation at the Association meeting in January.

Parent University

Currently finalizing a draft for a Parent University (tentatively scheduled for Tuesday, January 26 at 7:00 PM) on "What to expect in the transition to high school." We are still working on potential panelists for the event and should finalize those over the next several days. This session seems particularly relevant given the recent alumni survey results and the number of students who said they were unprepared emotionally, socially, or culturally for what they encountered in high school.

Heritage Christian School
Fundraising Report
October 22, 2020

Chairperson: Raymond Small

Heritage Christian School exists to serve Christ by partnering with parents to provide biblically faithful, academically excellent education.

Heritage Christian School Vision: To be a leader in developing passionate life-long learners committed to Christ.

Recent Activity:

- Met with Fundraising Committee Head, Director of Finance, Lisa Turnbough to discuss Educating for Eternity (EFE) plans
- Surveyed Fundraising Committee members, Angela Maddux, Troy Norpel, Sara Sunblad, Sean McIntyre, and Raymond Small to brainstorm ideas for EFE 2021
- Topics/survey/brainstorming included the following:
 - Event date: Saturday, March 6, 2021
 - EFE kickoff – NOV 6, 2020
 - Place: Heritage Christian School
 - Live stream event via Facebook & Zoom
 - Event length (e.g. 4, 6, 12 hours)
 - Other event logistics (e.g. who/how many in person, host(s),
 - Event schedule
 - Silent auction (e.g. classroom gifts, classroom gift card baskets)
 - Open in advance of event through 2 days post event
 - 50 items or less
 - Large \$\$\$\$ bundled together
 - **Need committee member to volunteer to be charge of food** (for live participants during event) – solicit community business for food/beverage donations
 - EFE Sponsorship packets will be ready by November 15 – sponsorship exposure limited without large in person event
 - Do EFE sponsorships compete with end of year Annual Fund?
 - Lisa will reach out to new HCS Marketing firm, Fuel, to create promotion videos before and during the event
 - **First meeting: Wednesday, November 11, 1900. Classroom TBD**
 - Family/student testimonies
 - Entertainment (e.g. worship, student spotlights)
 - Teacher activities (e.g. speed read, sword drills, karaoke)
 - Heritage Sneak Peak (e.g. classroom videos, Chapel, Sports, Specials)
 - ? Commercial Segments during program
 - ? Facebook “sponsor of the day” to maximize sponsorship exposure

- Highlight sponsors on the HCS Website and event page with
- Front of school signage with sponsors (earlier commitment, longer time with sign up)
- Other? Ideas?

On-Going Activity:

- Create Fundraising policy with guidelines/timelines/processes/procedures related to fundraising (Ray and Natasha to work on)

Goals:

- Complete Fundraising policy by November HCS Board meeting
- Smooth planning/implementation of EFE

Needs:

- Prayer