

Heritage Christian School Board Meeting Minutes – Open August 26, 2021 Meeting

The meeting started at 6:30 pm. Scott Montgomery led devotions. All opened in prayer.

Attendance: Scott Montgomery

Board Members: Sarah Norpel Richard Barclift Kari Miller Unyime Ituk
Natasha Miller Tim Insko Chad Hanneman Steve Liu Ray Small

Absent:

Teachers/Staff:

Minutes

Minutes of the 07/29/2021 open session were reviewed.

Motion was made by Kari Miller to approve the 07/29/2021 meeting open minutes as submitted.

Seconded by Rich Barclift

No further discussion

Vote 6-0 to approve

Abstain: Sarah Norpel, Unyime Ituk, Ray Small

Minutes of the 07/29/2021 executive session were reviewed.

Motion was made by Kari Miller to approve the 07/29/2021 meeting executive minutes as amended.

Seconded by Steve Liu

No further discussion

Vote 6-0 to approve

Abstain: Sarah Norpel, Unyime Ituk, Ray Small

Board Self Evaluation

Natasha Miller led a discussion on the Board self evaluation document. (See document in Google Drive.) Topic of more Board/teacher/staff/parents interactions throughout the year was brought up and discussed.

Administrator Report

Scott Montgomery gave an update. (See report below.)

Motion was made by Kari Miller to approve Policy 742.2, Transfer of Student Records. (See below.)

Seconded by Richard Barclift

No further discussion

Vote 9-0 to approve

Abstain:

New Policy

742.2 Transfer of Student Records (upon school closure)

Initial Adoption Date:

Reviewed:

In the event Heritage Christian School should ever close and cease to exist as a school entity, all student records will be transferred to Isaac Newton Christian Academy, 1635 Linmar Dr. NE, Cedar Rapids, IA 52402 . Isaac Newton Christian Academy meets the requirements of an ACSI accredited school and has agreed to receive these records by Board action effective on the adoption of this policy, **list date**, 2021.

Motion was made by Steve Liu to approve an override of Policy 734 for the 2021-2022 school year for 1st grade.

Seconded by Rich Barclift

No further discussion

Vote 9-0 to approve

Abstain:

Accreditation

Kari Miller led a discussion on accreditation, timeline, overview, etc. (See outline below and executive minutes.)

Finance Report

Steve Liu gave an update on financials. (See executive minutes.)

Minutes Respectfully Submitted,

Sarah Norpel

**Head of School Report
August 2021
Open Session**

2021/2022 Enrollment (Action Required)

On August 25, we began the school year with an enrollment of **205** (an increase of an additional 16 students over last year's opening day enrollment of 189). This represents a 7.9% increase over the 2020-21 school year and includes 24 new families.

With the exception of 1st grade, all classes are below the 20-student limit.

In relation to 1st grade, 21 of the 23 students are returning students, which put 1st grade enrollment over the 20 student limit from the beginning of open enrollment. We had hoped to add 3 additional 1st grade students but those students did not materialize. **School policy (734) requires the Board to approve any class above 20 so I am asking the Board to formally approve the "over the limit" class size of 1st grade.**

Back to School Activities

In-service

Teacher In-service went well last week. We began the week talking about staff culture, the components of a healthy school culture, and the characteristics we'd like to see in our team. We have drafted a team culture report that we'll be using with staff (not to be formally published) as a baseline of what we want to see and how we hold one another accountable for a healthy culture in the building.

We also spent a great deal of time reviewing how to create margin in our days. Not just for our own mental health but so that we can find time to help our students slow down and focus on deeper learning. We discussed the fact that we cannot throw out the curriculum but we can find ways that allow students to dig deeper into priority content and focus on deeper learning.

We also introduced the first two components of Teaching for Transformation – Growth Mindset and Habits of Learning – and spent time thinking about how the language we use in our classrooms can help students foster a growth mindset or remain in a fixed mindset.

All teachers spent time looking at the learning progressions from grade to grade in ELA, math, and history to look for overlap and address any potential gaps in teaching and learning. ELA teachers also spent time looking specifically at handwriting and phonics instruction as we prepare for early elementary ELA adoption later this year.

COVID

We also spent time discussing COVID and the potential challenges that may bring this year. Presently seven (7) students are COVID positive (that's more than double the number we had all last year). Several parents have asked about the potential of masks in the building this year and given the State Legislature's action last May, we are not able to put a mask mandate in place in the building this year. Should we reach 10% of students/staff COVID positive we will work with the State and County Health Departments on additional mitigation strategies – likely the implementation of many of last year's precautions.

Given the likelihood of increased numbers of infections in the building this year, we did include language in the newsletter last week that encouraged the wearing of masks in the building. Out of an abundance of caution for the majority of our students who cannot be vaccinated and for the students and staff who have various medical issues that included weakened immune systems, I have encouraged teachers and staff to wear masks as we start this school year.

Chapel

Chapel begins tomorrow for 5th grade – Middle School and next Wednesday for PreK-4th grade. We will be introducing the Thrive theme to all students this week. We will also be integrating the Biblical ThroughLines of the Teaching for Transformation program as monthly mini-themes during chapel this year. As we continue the ThroughLines this year, I would invite board members who feel led to sign up to speak at Chapel – especially PreK-4th grade. The schedule, including the themes and potential scriptural references can be found [here](#).

ACSI Annual Report

This year, ACSI is returning to the traditional annual reporting format. Given the number of schools that continue to close, ACSI is requesting that all schools report on Standard 3.11 (written plan to transfer records in the event of school closure). This appears to be a new standard since Heritage went through accreditation last. I have been in contact with Dean Ritter at Isaac Newton Christian Academy so that our two schools can support one another in this effort. We will draft a policy and submit to our respective boards to confirm that each school would accept the records of the other in the event of a total school closure.

New Uniforms

Earlier this year the Board authorized the use of previous year's annual funds to purchase new uniforms for all remaining school teams. New soccer and volleyball uniforms have arrived and girls basketball uniforms are on order and will arrive before the start of their season this fall.

To Do's and Upcoming Efforts

- Follow up with staff to ensure final enrollment documents are in for all families, including tuition assistance, and continuous enrollment paperwork.
- Currently compiling information for the submission of our Annual Report to ACSI. That report is due in November.
- Determining potential Parent University topics we may want to tackle this year.
- Planning October in-service

Accreditation

August Board Meeting (Notes)

[Accreditation Timeline](#)

ACSI stands for Association of Christian Schools International. ACSI is recognized by the U.S. Department of ED and the state of Iowa.

Accreditation is how schools look at their systems and structures and ensure that they are making growth and have a healthy school system.

[Overview of Accreditation](#)

Key Terms

Standards

There are eight and within each standard that are indicators that must be met.

Critical Indicators ([Critical Indicators](#))

The critical indicators are those that must be met in order to apply for accreditation.

Rubrics

Each indicator has a rubric that Heritage will score themselves on, and then when the site visit team comes they will score Heritage.

Self-Study

The self study is written based on the rubrics and is how Heritage explains what evidence they have (or don't have) for meeting each standard.

Early Childhood Education (EE)

Preschool accreditation is a separate designation. There is a EE standards and rubrics manual that is separate from the K-8. Heritage did not seek EE accreditation in prior years.

Consultant

When Heritage applies for the accreditation process we will be assigned a consultant who will lead the site visit team. This consultant will meet with Heritage at least 3-4 times throughout the two year process.

Site visit Team

This is a team of teachers and administrators who come for at least 2.5 days to be onsite for the full evaluation. At