

At Heritage Christian School, located in North Liberty, Iowa, we exist to serve Christ by partnering with parents to provide biblically faithful, academically excellent education. Our vision is to be a leader in developing passionate lifelong learners committed to Christ.

Heritage Christian School Board Meeting Minutes – Open
September 23, 2021 Meeting

The meeting started at 6:30 pm. Ray Small 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 08/26/2021 open session were reviewed.

Motion was made by Kari Miller to approve the 08/26/2021 meeting open minutes as amended.

Seconded by Rich Barclift

No further discussion

Vote 8-0 to approve

Abstain:

Minutes of the 08/26/2021 executive session were reviewed.

Motion was made by Kari Miller to approve the 08/26/2021 meeting executive minutes as amended.

Seconded by Tim Insko

No further discussion

Vote 8-0 to approve

Abstain:

Administrator Report

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

Accreditation

Kari Miller led a discussion on accreditation. Self study, Visiting Team Report and Standards 1 and 2 were provided for review. (See also documents in Board Drive and executive minutes.)

Finance Report

Tim Insko gave an update on financials. (See executive minutes.)

Facilities Report

Rich Barclift led a discussion on the current state of our facility. New rugs/bimonthly cleaning of rugs will be purchased for the entryways. (See below.)

Minutes Respectfully Submitted,

Sarah Norpel

September 2021 Facilities Chair update

- Scupper (drainage device on roof) replacement is ongoing. Tomilson Cannon
- LED light conversion is ongoing –
- Gym lights replaced, converting to LED's ongoing
- Landscape project for West side approach completed
- Aggregate replacement for playground complete
- Chairs and desks in storage area need dispositioned
- Playground hardware serviced and checked
- Fall cleanup, all requests completed
- Rug replacement of entry ways
- HVAC and plumbing contract signed with A-to-Z Heating and Plumbing

Head of School Report September 2021

Enrollment

While not typically a topic of Board meetings after August, we have had a number of inquiries about space available at Heritage based on ICCSD's decision to re-implement a mask mandate (based on the judge's temporary restraining order of Iowa's legislation restricting mask mandates by schools in the state) in their buildings. We have added one new 2nd grade student this week bringing our 2021-22 enrollment to 205.

COVID Updates

As of Friday, September 17, we finished 4 weeks of school with the following COVID numbers:

- 0 teachers quarantined or diagnosed with COVID-19
- 3 student diagnosed with COVID-19 (all 3 are scheduled to return the week of 9/20)
- 1 student quarantining as a precaution and being tested and 9 others out due to various other "illnesses."

Updated numbers as of Wednesday, September 22: 0 teachers, 0 students COVID-positive, 4 students quarantining as a precaution after exposure to siblings.

Our attendance records indicate our number of COVID related absences are similar to our numbers last year and continue to be below the "other illnesses" for which students are absent.

We will continue to monitor the situation in our own building, as well as the larger Johnson County area, to determine what, if any, additional mitigation strategies we should employ within the building. At present, it is not my intent to add any additional layers (e.g., masks, cohorts) as I believe parents have been extremely proactive in keeping students home if students show symptoms of COVID.

In consultation with other area Christian Schools, it appears our position of remaining mask optional is in line with almost all other schools in the area (Faith Academy appears to be the only school that has moved to require masks). Additionally, based on legal advice from their attorney's, Regina Catholic School has determined that the judge's temporary restraining order does not cover private schools (since the named defendants we're the Governor and State Education Chief and all public school districts) and the decision seems to indicate only those school districts are enjoined in the decision. In seeking clarification from the Iowa Association of Christian Schools they are unsure if Regina's reading is accurate but they suspect there is reason to believe the restraining order only applies to public schools.

Technology Updates

- **Infrastructure.** We met recently with the team from BergenKDV on current and future support for our IT needs. Originally we had thought that we might be able to save money by switching IT providers to Grant Wood AEA. Unfortunately, it doesn't appear that GWAEA can meet many of our needs (e.g., help desk, repair, etc.) on a timeline that meets our needs and Bergen is well suited for that work. We are looking to them to provide us with a new contract for support that includes help desk, repair services, and a virtual CIO that actively manages our devices and networks for students and staff.
- **Chromebooks.** With increased numbers of students in middle school and 4th and 5th grades, we are beyond the number of Chromebooks purchased last year - especially as

ones are taken out of service due to maintenance issues. We will be purchasing an additional 15 Chromebooks (from last year's annual fund IT request) as backup devices (to be used when others are in maintenance) or to be added to the classroom sets as new students increase in 4th - 8th grades.

Facilities Update

- **HVAC.** We continue to see issues related to HVAC units aging and have repaired units in 3rd and 2nd grades in the past month. Our contract with A2Z has put us in priority standing which means they have been out to the building quickly to determine issues and make repairs.
- **Siding.** Information requested from Tom Maxwell - no response as to the posting of this report (9/20) but will update prior to meeting if new information is available.

Accreditation Update. I have been in contact with the staff at ASCI about our accreditation process for 2022-23. They are using a new system and tracking re-accreditation timelines using our annual report (that report for the 2021-22 school year has been completed, ready to be signed, and shows Heritage in compliance with all areas of our accreditation). As part of the accreditation process, ASCI will contact us early next year and confirm the process and timeline. We will be able to request our accreditation visit in their new portal 12 months in advance. I have calendared a reminder and will put our request in spring of this year for spring 2023.

Brenda has also provided me with a copy of the narratives and self-studies previously completed which I have uploaded into the Board's Google Drive.

Marketing Update. Prior to Andrew White's departure we had been engaged with Fuel on a number of marketing issues, including their team reviewing our current Heritage brand, the brand vision, attributes, and story. They interviewed staff and the following [report](#) was generated by them which I believe is an accurate picture of Heritage and will help them better present Heritage as they work with us in the future.

One of the suggestions they have made is a change to the Heritage logo. The rationale is included in their report. There is merit to the suggestion when you review the Heritage [h] logo compared to other Christian schools. The bottom line is the [h] is not readily identifiable as a Christian school, where the others are. Additionally, the current logo does not scale well on all electronic publications unless you leave off the school name and go exclusively with the [h]. They have recommended a change from a logo [h] to a wordmark that better identifies who we are, is easier to use in print and social media, and allows for greater flexibility in marketing.

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 on the Board Drive, and I'm happy to discuss any particular issues during our September 24 meeting.

September

Standard 1 Philosophy and Education

-Visiting team had no recommendations and 1 commendation

Updates to standard 1

Only updated Indicator is 1.1 Updated indicator 1.1 The statement of faith and the philosophy, mission, vision, core values, and school wide expected student outcome statements of the school are established and are reviewed regularly and **systematically** in a collaborative manner.

**Evidence could be added to the statement of faith that we have students sign.

Standard 2 Governance and Executive Leadership

-1 Recommendation to indicator 2.3 (PC)

The governing body supports the head of schools' prerogatives and responsibilities, and it provides for an appropriate annual evaluation of the head of school.

-No commendations

Updates

2.1 A governing body has been established, and its primary responsibilities include: developing general school governance policy; hiring the head of school; providing direction and strategic planning; ensuring the financial stability, effectiveness, and consistency between all campuses of the institution; defining the role of the governing body; defining the role of the head of school; and conducting systematic board self-evaluation **and training**.

2.4 Constituents and stakeholders are provided appropriate input by leadership in the decision-making process, a practice that promotes a culture of participation, ~~responsibility,~~ transparency, and ~~ownership~~.