

**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 Meeting**  
October 28, 2021 Meeting

**Attendance:** Scott Montgomery

- **Board Members:** Rich Barclift, Tim Inkso, Unyime Ituk, Steve Liu, Kari Miller, Natasha Miller, Sarah Norpel
- Scott Montgomery
- Absent: Chad Hanneman, Ray Small
- Others: none

The meeting started at 630 pm. Steve Liu led the devotion. All opened in prayer.

Open Minutes from the 9/23/2021 meeting were reviewed

**Motion was made by Steve Liu to approve.**

**Motion was seconded by Rich Barclift.**

**No further discussion.**

**Vote: 7-0 approve**

Executive Minutes from 9/23/2021 meeting were reviewed

Motion was made by Kari Miller to approve.

Motion was seconded by Rich Barclift.

No further discussion.

Vote: 7-0 approve

September Financials – see Executive report

Reaccreditation

- Kari Miller led a discussion regarding recent changes to Standards 3 and 4.
- Standard 3.2 – Transfer of Records Plan – this has been recently approved (see Policy 742.2, which was approved at the August 2021 Board Meeting)
- Standard 4.3 – Orientation of new staff. See Policy 212 update below.

HOS Report – Scott Montgomery – see attached

**Proposed Policy 212 Update**

- Pertaining to Standard 4.3 above, Natasha Miller led a discussion on a proposed update to Policy 212. (see attached).

**Motion by Natasha Miller to update Policy 212.**

**Kari Miller seconded the motion.**

**No further discussion.**

**Vote: 7-0 approve.**

The rest of the meeting was Executive (see Executive minutes).

After the meeting, Natasha Miller closed in prayer.

Minutes respectfully submitted,

Steve Liu

**Head of School Report**  
**October 29, 2021**  
**Open Session**

**School COVID Update**

As of Friday, October 22, we continue to see a significant decline in the number of COVID cases within our student and staff community. Parents continue to be proactive in keeping their children home with coughs, sore throats, and elevated fevers. There are currently no students absent with COVID. Those students who have self-quarantined because of concerns of possible COVID have tested negative and returned to the building. We are seeing far more stomach viruses in the building than COVID.

We are hopeful that these trends continue even after the Thanksgiving and Christmas breaks. We feel confident that the continued decline in local COVID cases (avg. 28 new cases daily in Johnson County, down from 58 per day on October 1) makes both Veterans Day and our traditional Thanksgiving Lunch realities.

**Technology Updates**

We have placed an order for an additional 20 Chromebooks to be used as spares should existing Chromebooks need repair. We are seeing more Chromebook issues recently and desire to be able to support teaching and learning – especially in middle school – utilizing our Chromebook initiative.

**Annual Fund**

The Annual Fund letter and associated asks are being finalized and will be sent to the printer next week. We anticipate the letter will go out mid-November which is on the same timeline as last year.

**Fall Herald**

As of Friday, October 22, the Herald was being finalized and will be sent electronically to families and friends of the school.

**Parent Survey**

The annual parent survey, including demographic information necessary for our ACSI accreditation effort was sent out to parents on Monday, October 25. We will send several follow up emails and reminders through Parent-Teacher Conferences in early November before we close the survey.

## **212 Onboarding of Newly Elected Board Members**

The Board of Directors must have a documented onboarding and orientation process for newly elected members of the Board of Directors. The onboarding process must include, but is not limited to:

1. Review of Heritage Christian School By-Laws
2. Review of Governance Policies
3. Review of Strategic Plan
4. Review all institutional statements