

**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 22nd, 2022 Meeting

The meeting started at 6:30 pm. Steve offered a devotion. All opened in prayer.

**Attendance:**

**Board Members: Mary Palmer, Steve Liu, Tim Insko, Chris Stoakes, Chad Hanneman**

**Late: Unyime Ituk**

**HOS: Greg Gilbaugh**

**Staff: Sarah Franje, Joy Bartholomew, Nichole Early**

**Absent: Ray Small**

**A motion was made by Steve Liu to approve August 25th, 2022 Open Minutes as amended.**

**Mary Palmer seconded.**

**No further discussion.**

**Vote was approved 5-0.**

**A motion was made by Steve Liu to approve August 25th, 2022 Executive Minutes as submitted.**

**Chris Stoakes seconded.**

**No further discussion.**

**Vote was approved 5-0.**

Head of School Report by Greg Gilbaugh (attached in Executive minutes).

Town Halls to be planned once per trimester.

- October for the next town hall.
- Mondays would be best after staff meetings.

Policy 221 Changes

- Final copy (attached)

**Motion was made by Steve Liu to approve Policy 221 as amended.**

**Seconded by Tim Insko.**

**No further discussion.**

**Vote approved 5-0.**

Financial Report for August 2022 (attached in Executive minutes).

-Tim gave financial report

**A motion was made by Steve Liu to approve the August 2022 financial report.  
Seconded by Chris Stoakes.  
No further discussion.  
Vote approved 5-0.**

Annual Fund

- As of August 31st there is \$96,820.95 remaining in previous years' annual funds..
- Tuition assistance is running at a \$10,000 deficit.

**A motion was made by Steve Liu to transfer from the annual fund:  
\$20,000 to IT  
\$20,000 into professional development  
\$20,000 into tuition assistance  
Seconded by Tim Insko.  
No further discussion.  
Vote approved 5-0.**

A discussion was had regarding this year's annual fund.  
- Will likely ask for \$235,000.

Minutes Respectfully Submitted,

Chad R Hanneman

Heritage Christian School Policy and Procedures  
The Screening Committee will evaluate candidates' resumes and  
Series 200 Administration  
Section 230 Employment of the Head of School

Type: Governance Policy

Approved: 4/28/2016

Reviewed: 6/30/2016

## 221 Hiring Head of School

The Board of Directors will charter two committees in preparation to hire the Head of School. The first committee is the Screening Committee and the second is the Interviewing Committee.

221.1 Screening Committee will consist of 5-7 board approved members, at least two of whom will be from the Board of Directors and at least one teacher. The Screening Committee is responsible to name one of its members as the Chair of the committee. The role of the Screening Committee is as follows:

supporting documents, based on the criteria set forth by the board.

Examples of supporting documents include but are not limited to:

- o Statement of Commitment to Heritage Christian School's Statement of Faith.

- o Questions answered in writing that pertain to spiritual condition, philosophy, worldview, and experience.

- o Examples of writing to constituents from previous experiences
- o Three letters of recommendation, one of which must be written by the pastor where the candidate holds church membership

The Screening Committee will conduct phone interviews with candidates that have passed the resume screen, using questions approved by the Board of Directors with the goal of recommending up to three candidates.

221.2 Head of School Selection The process for evaluating final candidates should include the following:

A formal interview will be conducted by the Interviewing Committee, consisting of the full Board of Directors, chaired by the President of the Board and two other members at least one of which must be a class room teacher.

Tour of the community by those designated by the Interviewing Committee. Tour of the school that includes an explanation of how the facility functions from day-to-day, introductions to faculty, staff and parents who may be on site, and an opportunity to ask/answer questions.

An informal event that provides an opportunity for the Interviewing Committee and their families to interact with the candidate and the candidate's spouse.

The Board of Directors will make the final decision to hire HOS.