

**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 Regular Board Meeting Minutes  
July 27, 2023

The meeting was called to order by Chris Stoakes at 6:00 pm.

Attendance:

Board Members: Chris Stoakes, Mary Palmer, Tim Insko, Chad Hanneman, Brad Beane, Scott Kallemeyn

Absent: Unyime Ituk

Staff: Rachel Super, Sarah Franje, Brenda Wichhart

HoS: Brian Goodbar

A motion was made by Chris Stoakes to approve June 22, 2023 Open Minutes as amended.

Chad Hanneman seconded.

No further discussion.

Vote was approved 6-0.

#### **Financial Report - Tim Insko**

- We had a positive Net Revenue for FY 2023.
- Tuition covers about 80% of expenses, this is up from previous years.
- We are on level footing in all accounts for year over year.
- Tuition discounts represented a significant amount of cash in FY2023 which should decrease in subsequent years.

A motion was made by Chris Stoakes to accept fiscal year 2022-2023 statements as presented, Scott Kallemeyn seconded.

No further discussion.

Vote was approved 6-0.

#### **Head of School Report - Brian Goodbar**

- Successfully hired the remaining positions for the 23-24 school year
  - Vanessa Pickart – MS ELA/MS Spanish
  - Suzy Barker – MS Math
  - Anna Schlichtmann – MS Science/ELA/Study Hall
  - Natalie Knapp – Extended Care Coordinator (BASP + Aide)
  - Aides – Katrina Cannon (PK), Connie Lenz (K)
- Planning Back-to School PLC/Professional Development for new and returning teachers

- Met with the Accreditation Steering Committee and laid out a plan/schedule for completing the documentation. Next Meeting 8/3
- Started 1:1 meetings with teachers/staff to get to know everyone better and get a pulse on the school

#### **Curriculum Committee - Mary Palmer**

- Chad Hanneman volunteered to be on the committee.
- Mary Palmer volunteered to head the committee.
- Brian Goodbar will designate someone in place of a curriculum coordinator during the August Board meeting.

#### **Facilities Report - Chris Stoakes & Scott Kallemeyn**

- Site location for the Olsen Memorial, will be on the south side of the building.
- Pergola with benches, possible plantings and a memory stone/plaque.
- Design revisions presented at next board meeting.

#### **Finance Report - Tim Insko & Brenda Wichhart**

- We will stick with a nine-month revenue recognition for now due to accounting standards of our service period.
- Employee option to decline health insurance - we only have 13 employees so not worth it.
- 65 ESA approved
  - 20 kindergarten
  - 17 new students
  - 28 current

#### **Fundraising Committee - Chris Stoakes**

- Brad Beane will be on the Fundraising Committee
- What is our goal for EFE?
- Committee will gather ideas and present in the future.

#### **Accreditation Steering Committee - Scott Kallemeyn**

- Meeting and focusing on one topic area at a time, Domain 1, purpose will be first.
- Planning for a visit in September.

#### **Tuition assistance and Discounts Ad-Hoc Committee**

- Committee will meet and discuss in the next month to report at the August meeting.

#### **ELA Curriculum Review**

- We will be using novels and the list is available upon request of the Head of School.
- 4th - 8th literature curriculum
- Top 3 were Into Reading, Savvas, Wit and Wisdom but none of them stood out
- Recommendation was to write our own curriculum.

- Differentiation, 3 Tiers based on the reading level of the book.
- Biblical Integration -Teaching for Transformation will support teachers

A motion is made by Scott Kallemeyn to accept the book list as presented, Chad Hanneman seconded.

No further discussion

Individual vote:

Chris Stoakes - Yes

Mary Palmer - Yes

Tim Insko - Yes

Chad Hanneman - Yes

Brad Beane - Yes

Scott Kallemeyn - Yes

Vote approved 6-0

Chris Stoakes makes a motion to move prioritizing HOS goals and Board goals to next month and Chad Hanneman seconded.

No further discussion

Vote approved 6-0.

#### **Allocation of 2022 Annual Fund proceeds**

- \$16,000 to tuition assistance
- \$30,000 to IT Needs

Chris Stoakes motions to allocate \$16,000 to tuition assistance and \$30,000 to IT Needs from prior years and 2022 annual funds.

No discussion

Vote approved 6-0.

#### **Action items**

- Brad Beane will develop a list of current ICACSA members.
- All board members will read the strategic plan.
- Chris Stoakes and Brad Beane will gather EFE information.
- Scott Kallemeyn will report accreditation information.

Chris Stoakes motions to adjourn to executive session, Brad Beane seconded.

No Discussion

Vote approved 6-0

#### **Addendum**

August 14, 2023

Zoom meeting to discuss Spanish Enrichment Course

Attendance:

Board Members: Chris Stoakes, Mary Palmer, Tim Insko, Chad Hanneman, Brad Beane, Scott Kallemeyn, Unyime Ituk

HoS: Brian Goodbar

- Primary curriculum source will be - Señor Wooly ([senorwooly.com](http://senorwooly.com)).
- This is an online, story-based language program geared for middle/high school level students that incorporates writing using relevant language, music videos, graphic novels, etc.
- In alignment with Board Policy 711 Curriculum.

A motion was made by Tim Insko to adopt the Spanish enrichment course as presented.

Mary Palmer seconds.

Individual vote:

Chris Stoakes - Yes

Mary Palmer - Yes

Tim Insko - Yes

Chad Hanneman - Yes

Brad Beane - Yes

Scott Kallemeyn - Yes

Unyime Ituk - Yes

Vote approved 7-0