

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
August 24, 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

Absent: Scott Kallemeyn, Unyime Ituk

Staff: Brenda Wichhart, Joy Bartholomew, Jenn Van Otterloo

HoS: Brian Goodbar

A motion was made by Chris Stoakes to approve July 27, 2023 Regular Minutes as amended.
Chad Hanneman seconded.

No further discussion.

Vote passes 5-0

Financial Report - Tim Insko summarized the July 2023 financial statements.

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

No further discussion

Vote passes 5-0

Head of School Report - Brian Goodbar

- **Led Back-to School PLC/Professional Development for new and returning teachers/staff**
- **Met with the Accreditation Steering Committee and laid out a plan/schedule for completing the documentation. Next Meeting October 10**
- **Met with Damien Pickart re: Marketing conversation**
- **Completed 1:1 meetings with all teachers/staff to get to know everyone better and get a pulse on the school community.**
- **Drafted ongoing Needs Assessment to set priorities**
- **Facilitated repairs of several areas around the property**
- **Saw a very productive community come together for a work day on August 12**

Curriculum Committee - Mary Palmer

- The K-8 math curriculum will be reviewed this year
- Committee is gathering curriculum samples to review. .

Facilities Report - Chris Stoakes & Scott Kallemeyn

- Back-to-School work day was a success.
- Revised plans for the Alli Olsen memorial were presented and discussed.
 - Placement decided on the west side of the playground
 - Pergola concept
 - Possible Picnic tables

Finance Committee Report - Tim Insko and Brenda Wichhart - The committee is discussing the possibility of recognizing revenue over (12) months instead of (9) months. This would need to be coordinated with the school's financial management company.

Fundraising Committee - Brad Beane

- The committee is seeking volunteers from the ICACSA membership to serve on this committee.
- The committee is soliciting attendee feedback on past EFE Banquets to use in developing the program for EFE 2024.

Accreditation Steering Committee - Scott Kallemeyn

- First visit by ACSI program evaluator will be September 11th
- Sub-committees are meeting to gather evidence demonstrating compliance with ACSI performance indicators.

Tuition assistance and Discounts Ad-Hoc Committee – The committee members discussed their progress in revising the current tuition assistance and discounts policy.

Strategic Plans

The HOS goals for 2023-2023 were prioritized as follows:

1. Build relationships with staff, students, families, other Christian schools, and community.
2. Complete the accreditation process.
3. Marketing and middle school student retention.
4. Revised tuition model (3-year goal of tuition covering 100% of operating expenses)

The Board goals for 2023-2024 were

1. Plan for growth.
2. Partnership with Brian; support accreditation process.
3. Develop relationships/re-engage with parents
4. Support marketing efforts/EFE celebration

New Business

Conflict of Interest Policy

- The Board needs to adopt a Conflict of Interest policy, and associated Conflict of Interest Disclosure Statement, for Board members as part of the ACSI accreditation requirements.

- The Board will research the necessary components of a conflict of interest policy and develop a draft policy based on these components.

Cincinnati Insurance resources and training

- The school's insurance carrier is requiring the Board to develop a crisis management/sexual harassment plan
- The Board will review the insurance carrier's requirements and develop a draft crisis management/sexual harassment plan.

HOS-Board book study

- The Board decided to undertake a study of the book "CSM's Christian School Trustee Handbook, 2nd Ed." by Simon Jeynes
- The study will be completed over the next three regular board meetings (September, October, and November).

Review HCS legal documents

- The Board held a discussion on the merits of having a legal professional review all Governance and Operations documents for compliance with Federal and State laws.
- The Board will revisit the issue after the conclusion of the 2023-2024 academic year.

Brad Beane motioned to adjourn to executive session, Chad Hanneman seconded.

No Discussion

Vote approved 5-0

Submitted by Brad Beane