

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
November 16, 2023

The meeting was called to order by Chris Stoakes at 6:04pm.

Attendance

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

Absent: Unyime Ituk, Chad Hanneman

Staff: Brenda Wichhart, Joy Bartholomew, Sarah Franje, Nichole McDonald

HoS: Brian Goodbar

Mission Success

Matt Ellerie presented a project in which the students created a Story Bible.

Consent Items

The Board reviewed and amended the minutes from the October 26, 2023 regular board meeting.

A motion was made by Chris Stoakes to approve the minutes from the October 26, 2023 Regular Board meeting as amended.

Scott Kallemeyn seconded.

No further discussion.

Motion carried

The Board reviewed the October 2023 financial statements.

A motion was made by Chris Stoakes to approve the October 2023 financial statements.

Mary Palmer seconded

No discussion

Motion carried

Head of School Report - Brian Goodbar

- Partnering with New Life Community Church for their Christmas Store
- Veterans Day Celebration was very well attended

Curriculum Committee Report

- Some changes were made to the standards and objectives
- The Curriculum subcommittee has begun the review of the six textbooks/websites (some are reviewed online).
- Looking to add another parent to the committee.

Facilities Report Report

- Waiting until spring to complete concrete work for the Alli Olsen memorial.
- Materials will be ordered so construction can be prepared for spring.

Finance Committee Report

- Expenses are still running somewhat over budget.
- Cash accounts are running ahead of last year due to ESA.

Fundraising Committee Report

- EFE is the main focus of the committee.
- Currently working on a date and location.

Accreditation Steering Committee Report - ACSI Accreditation - Domain groups are in the process of gathering evidence.

Tuition assistance and Discounts Ad-Hoc Committee - No updates

Board Conflict of Interest Policy - Board reviewed and discussed a draft of the conflict of interest policy.

A motion was made by Mary Palmer to adopt the conflict of interest policy.

Tim Insko seconded

Roll call vote

Yes: Chris Stoakes, Mary Palmer, Tim Insko, Scott Kallemeyn, Brad Beane

Absent: Unyime Ituk, Chad Hanneman

Motion carried

Crisis Management Policy - Board reviewed, discussed, and edited the crisis management policy.

A motion was made by Chris Stoakes to adopt Revised Board Policy 541

Mary Palmer seconded

Roll call vote

Yes: Chris Stoakes, Mary Palmer, Tim Insko, Scott Kallemeyn, Brad Beane

Absent: Unyime Ituk, Chad Hanneman

Motion carried

New Business

Ideas to Implement from “CSM’s Christian School Trustee Handbook, 2nd Ed.”

- Committee structure, board governance, head of school stewardship
- Board strategic planning, facility planning, and strategic financial management
- Annual Board retreat
- Tuition increase formula

Strategic Planning Phase 1 – Preparing to Plan

- Brian Goodbar and Chris Stoakes will oversee the strategic planning process with input from Cade Lambert
- The Board determined that the following components must be included in the final version of the strategic plan:
 - i. Rolling budget framework
 - ii. Facility master plan or planning process
 - iii. Plan for increased Board effectiveness
 - iv. Evaluation instruments for mission assessment.

- v. Review of mission statement, vision statement, and core values.

A motion was made by Chris Stoakes to adjourn to executive session.

Brad Beane seconded.

No further discussion

Motion carried

Submitted by Brad Beane