

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
January 25, 2024

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

Attendance

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

Absent: Unyime Ituk, Chad Hanneman

Staff: Brenda Wichhart, Joy Bartholomew, Sarah Franje, Nichole McDonald, Kristin Smith, Katrina Cannon

Parents: Ryan McFadden, Kara Recker

HoS: Brian Goodbar

Mission Success Story - Mrs. McDonald

- Mrs. McDonald's class saw a real world need of supporting Anani through Compassion International.
- They chose to do a bake sale to raise money that incorporated many real world skills.

Consent Items

The Board reviewed and amended the minutes from the December 21, 2023 regular board meeting.

A motion was made by Chris Stoakes to approve the minutes from the December 21, 2023 Regular Board meeting as amended.

Scott Kallemeyn seconded.

No further discussion.

Abstained: Tim Insko

Motion carried

The Board reviewed the November and December 2023 financial statements.

A motion was made by Chris Stoakes to approve the November and December 2023 financial statements.

Mary Palmer seconded

No discussion

Motion carried

Head of School Report - Brian Goodbar

- Finished ACSI Accreditation self study and ready to submit
- Working with the fundraising committee to prepare for the EFE Gala.
- The BASP Coordinator resigned to take another position in her field and a new Coordinator has taken over.
- A grant application has been submitted to FEMA in an effort to procure funding to upgrade some safety and security features of the building.

Curriculum Committee Report

- The committee will meet on January 29th to finalize choices for K-8 Math curriculum.
- Association members will then meet to discuss.

Facilities Report Report

- Finalize the plans for the Alli Olsen memorial with plans to start in spring.
- Plans are to make some additions to clean up the gaga ball area.
- Chris Stoakes will step away from Facilities and Scott Kallemeyn will take over after accreditation is complete. Moving forward, the Facilities Committee will focus specifically on facilities planning.

Finance Committee

- We are slightly over budget in some line items.
- Annual Fund revenue was well below previous years.

Fundraising Committee Report

- Finalizing plans for The EFE Gala on Saturday, March 2nd at Bella Sala.
- There will be no direct financial ask at the Gala

Accreditation Steering Committee Report

- Application has been finalized and will be submitted on January 26, 2024.
- Accreditation team site visit is planned for the last week of March.

Tuition assistance and Discounts Ad-Hoc Committee

- The committee presented a summary of the proposed discounts for the 2024-2025 and 2025-2026 academic years.
- Final discounts for the 2024-2025 academic year will be presented at the next regular Board meeting.

Unfinished Business

Employee retention credit update and discussion

A motion was made by Scott Kallemeyn to have Manning, Silverman, & Company submit an application for the Federal Employee Retention Tax Credit on behalf of Heritage.

Brad Beane seconded

Roll call Vote:

Yes – Brad Beane, Scott Kallemeyn, Christopher Stoakes

No – Mary Palmer, Tim Insko

Motion carried

A motion was made by Chris Stoakes to move \$9,012 from the prior year annual fund to pay for ERC to be paid monthly.

Scott Kallemeyn seconded

No further discussion

Roll call vote:

Yes – Mary Palmer, Tim Insko, Scott Kallemeyn, Brad Beane, Christopher Stoakes

No – none

Motion carried

New Business

Review proposed 2024-2025 academic calendar

A motion was made by Chris Stoakes to approve the 2024-2025 academic calendar

Tim Insko seconded

No further discussion

Motion carried

Review and discuss FY2025 preliminary budget

A motion was made by Chris Stoakes to approve the preliminary budget for FY 2024-2025

Mary Palmer seconded

No further discussion

Motion carried

Discuss accreditation self study

- Reviewed staff prioritized goals for improvement
- These will be discussed and revised with ACSI during the accreditation visit

Strategic Planning Phase 3 – Assessing Internal Forces

A motion was made by Chris Stoakes to table the Strategic Planning Phase 3 discussion to next month due to time constraints.

Brad Beane seconded

No further discussion

Motion carried

A motion was made by Christ Stoakes to adjourn

Mary Palmer seconded

No further discussion

Motion carried

Submitted by Brad Beane