

**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

May 21, 2024

### **Attendance**

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

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

HoS: Brian Goodbar

Parent: Lance VanWyk

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

### **Consent Items**

#### **Reviewed Minutes from the April 2024 Board Meeting**

#### **Reviewed and Discussed April Financial Statements**

#### **Head of School Report**

- Should receive the approved ACSI report in June followed by an Accreditation Action Plan
- Jodi Ellerie and the middle school students who published our first HCS yearbook in 8 years!
- All teacher positions filled
- Continue to interview new families, several for 25-26 school year PK and K
- Enrollment for 24-25 is at 216

#### **Curriculum Committee Report**

- No new report
- Plan to meet with Rachel Super over the summer.

### **Facilities Report Report**

- Committee has met twice
- Discussed top five priorities
- Discussion with Derek Van Dyke (Pella Christian Grade School)
- Next steps are to get multiple architects involved to present on concepts and ideas

### **Finance Committee**

- Committee will discuss a Capitalization Policy
- Discussion of moving some of the cash on hand in the General School Fund to either a CD or money market account

### **Fundraising Committee Report**

- No new report
- EFE Fundraising Committee will reconnect in August

The Board reviewed all consent items.

A motion was made by Chris Stoakes to approve all consent items as presented.

Scott Kallemeyn seconded.

No discussion

Motion carried

### **Action Items**

#### **Restricted Funds for Technology Upgrades**

- Discussion of Annual Fund 2023
- Discussion of Tuition assistance and IT needs

A motion was made by Chris Stoakes to transfer \$5,000 from the Pavilion Restricted fund to the Technology Restricted fund.

Scott Kallemeyn seconded

No further discussion

Motion carried

A motion was made by Chris Stoakes to designate \$30,000 from the 2023 Annual Fund to tuition assistance and the remaining \$22,468 to IT needs.

Chad Hanneman seconded

No further discussion

Motion carried

### **Proposed Changes to Board Policy 423**

- Discussion of Board Policy 423 Evaluation of Employee Performance
- Proposal to remove evaluating all employees every year.

A motion was made by Chris Stoakes to accept the revision to Board Policy 423 as proposed.

Chad Hanneman seconded

No further discussion

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

No: None

Motion carried

### **Proposed Board Calendar for 2024-2025**

- Discussion of Board dates for 2024-2025
- Updates will be made to the Online Board Calendar

### **Discussion Items**

#### **Directive to Master Facilities Planning Committee**

- Discussion of the parameters for the Master Facilities Planning Committee
  - Provide adequate space for the future educational program (see below).

- Optimize property for PK - 8th education and extracurricular activities.
- Maximum capacity equal to two sections of approximately 22 students per classroom, PK - 8th.
- Discussion of financing and fundraising committee

A motion was made by Chris Stoakes to approve the Board directives to the Master Facilities Planning Committee

Chad Hanneman seconded

No further discussion

Motion carried

**Head of School Evaluation** - Reviewed and discussed Head of School Evaluation

**Department of Labor Proposal on Exempt Employees**

- Discussed new rule from the Department of Labor
- Brian Goodbar will begin reviewing the two positions that are affected by these possible changes
- More discussion at the June Board Meeting

**Association Meeting Feedback**

- Association meeting was very well run
- Request to use a microphone in the future to enhance audio
- Discussion of why the Association Meeting was not well attended

With no objections, the meeting was adjourned.

Submitted by Brad Beane