

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 21, 2024

Attendance

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

Staff: Jenn Van Otterloo

The meeting was called to order by Chris Stoakes at 5:39pm.

A motion was made by Chris Stoakes to approve the amended agenda

Scott Kallemeyn seconded

No further discussion

Motion carried

Consent Items

Reviewed Minutes from the October 2024 Regular Board Meeting

Reviewed and Discussed October Financial Statements

Head of School Report

Admissions are progressing with interviews for the 2025-2026 school year, and facilities planning is advancing with recommendations for a campaign consultant and building vendors. Marketing efforts included inviting City Council members to the Veterans Day celebration, and the 7/8 Volleyball Team won a district championship.

Curriculum Committee Report

The subcommittee held meetings on November 11 and 18, 2024. During the meeting on November 11, there was a brief review of textbooks to assess their quality. Three publishers were dismissed due to not meeting the required standards. Mary was tasked with reviewing past meeting minutes to check if any textbooks from Christian publishers were mandated for use. Prior to the November 18th meeting, Rachel had met with all teachers to discuss the scope and sequence for each grade. While a final scope and sequence is still under review, teachers have been invited to start exploring textbook options. The subcommittee will continue to use rubrics from previous years to evaluate the textbooks.

Finance Committee Report

Payroll expenses are under budget due to the budgeting for an additional PreK teacher and a kindergarten assistant that were not hired, along with staff position changes that lowered costs. Cash balances are down overall due to spending from restricted funds, though general checking and savings accounts are higher than the previous year.

Donations are up because of a \$20,000 one-time building fund donation and security grant reimbursements, keeping overall donations on track. Operating expenses are \$122,000 over budget, with several factors contributing, including restricted spending, overages in extended learning, insurance, maintenance/repairs, professional development, and supplies. Major contributors include higher-than-anticipated repairs, field trip costs, and early curriculum spending, with some overages being due to timing issues.

Fundraising Committee Report

The Fundraising Committee met on November 14, 2024 to continue planning. The focus of this meeting was developing a list of sponsors to contact and assigning a contact person from the committee to contact each potential sponsor. The committee will meet again on December 5th to continue planning.

Master Facilities Planning Committee Report

The committee reviewed four different building plans, considering various configurations for classrooms, restrooms, and gym locations. After discussing the pros and cons of each plan, they reached a consensus to select an option. The committee

discussed plans for temporary buildings from Pro Platinum, including site placement, capacity, and installation details. Committee will meet again in December to continue planning.

Board members will review the feasibility study proposals.

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

Mary Palmer seconded.

No discussion

Motion carried

Adjourn to Executive Session

Submitted by Brad Beane