

HCS School Board Meeting Minutes February 21, 2019

Attendance: Jackie Claassen, Marty Flickinger, Robert Hughes, Stone Junod, Kenny Kessler

Absent: Bruce Cook, John Woodward

Other: Janeal Lischke

Audience: None

- I. **Call to order** at 7:11 p.m.
- II. **Devotion and Prayer** – Genesis 15:1 – Kenny read devotion from Bruce Cook
- III. **Amend or approve agenda:** February 21, 2019
Claassen motioned to approve. Hughes seconded. Approved with no dissent.
- IV. **Approve Minutes of Board Meeting:** January 17, 2019
Flickinger motioned to approve. Hughes seconded. Approved with no dissent.
- V. **New Business**
 - A. Policy Review
 - a. 9.3 – update 9.3.a to include a definition of tobacco products and use. Also update to include ‘illegal activity’ to 9.3.i. as an example of gross misconduct.
 - b. 5.5.1.A becomes 5.5.10 – new job description for Administrative Assistant
 - c. 5.5.2 – Office Manager job description updated
 - d. 5.5.2.A becomes 5.5.11 – Office Receptionist job description updated
 - e. 5.5.4 – Teacher job description revised
 - f. 5.5.5 – Athletic Director job description revised
 - g. 5.5.8 – Elementary Principal job description changed to define Elementary as Pre-K through 5th grade
 - h. 5.5.9 – title of Upper School Principal changed to Secondary Principal
 - i. Change references to FACTS and RenWeb to Student Information System across policies

Claassen motioned to approve updates. Flickinger seconded. Approved with no dissent.
 - B. Budget discussion
 - C. New tuition rates set – 3% increase. Families can pay full year tuition by March 31 to avoid the increase for this school year. Full-time pastors will receive a 50% discount off tuition. Multi-child discounts for tuition were

changed to 6% for 2nd, 20% for 3rd, 30% for 4th, and 5th student and above are 100%. Heritage Loyalty Rewards program implemented - \$250 reward per year with payouts K, 3, 6, 9 and 12 if registered by March deadline. Referral program implemented awarding \$500 per family referred with half to be paid after completion of each semester. Hughes motioned to approve and Junod seconded. Approved with no dissent.

- D. Teacher salaries increased by 2% for 2019-2020 school year. Junod made a motion. Flickinger seconded. Approved with no dissent.
- E. Administrator evaluation presented/contract renewed

VI. Administrator's Report

- A. ACSI Math Olympics is on Friday, 2/22
- B. Parent Teacher conferences on Friday, 2/22
- C. Enrollment – several potentials for next year at this time. Kindergarten roundup is next month. The final steps for online enrollment will be accomplished on Monday.
- D. Teacher Evaluations – teachers have returned their letters of intent for next school year. One teacher has indicated as not returning. Working on schedules for next year.
- E. Cair Paravel Fine Arts Competition – on March 1 the Choir and Art students will be performing at the fine arts competition.
- F. All School PTF Meeting – held on February 11, 2019. Fundraising opportunities as well as the 5K needs were discussed. All school day of prayer was on February 12th was announced.
- G. Day of Prayer and Fasting – February 12 – all families were encouraged to pray and all classes were given a list of items to pray for together as a class.
- H. New Calendar and Class Schedule for 2019-2020 – copies provided for the board to review.
- I. Technology – need to get a couple of computers built for the computer lab as soon as we get some more donated. We have several computers with issues.
- J. Building Repairs –
 - a. Mr. Hughes did work on the front door.
 - b. First urinal in the high school boys' bathroom is not draining correctly. Drain needs to be cleaned out.
 - c. Mr. O said the building main water supply entering the basement drips and it appears to originate in the entry zone.
 - d. We may need to clean out the drain area by the chiller unit.

VII. Committee Reports -

PTF - no report

Admissions -

Education/Tech – no report

Long Range Planning – no report
Financial – P&L and Balance Sheet presented
Fundraising/Publicity – no report

VIII. Old Business

- A. Discussed letter and website updates to communicate enrollment and tuition changes to educate our families.

IX. Open Forum

- A. Discussed school maintenance options
- B. Discussed school uniform change requested by Aubrey Flickinger and Annabella Rose – Approved changing jumpers, skirts and skorts to a navy blue, green and white plaid (white plaid on Lands’ End) for the 2019-2020 school year. Students that already have navy/evergreen plaid are still allowed to wear them but they will no longer be sold for HCS. Claassen made a motion to approve. Flickinger seconded. Approved with no dissent.

X. Executive Session

Entered at 10:30. Exited at 11:14.

Meeting adjourned at 11:15. Motion by Hughes. Seconded by Flickinger.

Submitted by Jackie Claassen