

ANKENY CHRISTIAN ACADEMY
BOARD OF EDUCATION AGENDA
September 22, 2011
ROOM 24

Present: Jim Jordahl, Chad Kloppe, Josh Craighead, Bob Deo, Tim Olson, Joyce Hansen
(Later – Steve Mickelson, Phil Swift, Angel Trier)

Staff: Melanie Frericks

- **CALL TO ORDER: Josh Craighead – 6:45 PM**

Approval of minutes was postponed until we have a quorum.

- **COMMITTEE REPORTS/MOTIONS**

- Athletics - Josh Craighead GPB has joined the conference which means that we will be adding games to the season. The Rolling Hills Conference ADs have discussed having games on T F S in order to get the games in. The principals will vote on this at the next principal's meeting.

December 31, 2011 – we have to turn in our agreement that we will be playing football for two more years. There will be a motion at the next athletic meeting.

Clarification: Insurance – Negligence – Company strongly recommends and Josh recommends that parents copy Dr license, insurance to be sure that we have coverage. Joyce thinks this is a good idea, possibly also background check. Need board approval for who, what, and what dates. Athletics will start this procedure in basketball season. This ill also be implemented in field trips. The office will maintain a file of all the parents.

- Facilities – Jim Jordahl
Kevin Stuart, Ken Crider, Nick Vanlaningham attended the facilities meeting. The board reviewed the facilities minutes and project list. The committee agreed that:
 - The arch that is cracking away from the building will need to be removed as soon as possible.
 - Channels in the cement need to be cut and grates put into the sidewalk on the west side of the gym due to liability issues with ice in the winter.
 - Behind the building near the science lab, the former overhead door needs to be filled in and an overhead ventilation fan needs to be put in.

Discussion was held on the following issues:

 - ASI has submitted a quote for snow removal. In the past we have had 3 bids on snow removal.
 - There are washers/dryers that need to be hooked up in the janitor's room. This will be discussed between Jim and Josh to determine who will hire a contractor to vent the dryers. The washers are hooked up.
 - Maintenance agreement from Aspen Aire was discussed– the bills need to be itemized. There is a surplus in some items/supplies that we do not want to pay for.
 - Janitorial interviews – do we want this to be done by board? Consensus at this time is to interview with at least one board member with discussion about this in the future.
- Leases & Rentals – Josh Craighead for Angel Trier
RLC signed a lease.
We have not had a check from Casey's for parking spaces. The signs for their parking spaces are not both there– it got knocked over from snow removal. Melanie will ask Kevin Tracy if he knows what happened to the signs.
Joyce asked Melanie to remove stake that used to have “No exit” sign near the street.

- Fine Arts Committee - Angel Trier
No meeting items – working on the garage sale.
- Promotion & Development– Chad Kloppe
Good response with those who have committed to help with the committees
Notes from the promotions committee meeting: Auction planning is going well.
Capitol campaign is going well. We will publicize more in the spring regarding the campaign.
- School Finance – Bob Deo
 - Jon Heisterkamp is asking what his budget is for the campaign. Funds need to come from the Foundation.
 - Funds for Jon Heisterkamp and John Corefield will come out of the general fund.
 - Jon will track and turn in mileage expenses for reimbursement. The development expenses should have a separate line item in the budget.
 - Cash balances report – projected income and expenses for the year. Our projected expenses exceed income by \$30,000.
 - We have \$30,000 less income from preschool. We are saving some expense as Teri Strong is not being paid additional funds for on-site supervisor needs as she is getting it done under her preschool contract.
 - Bob asked permission to send a past due letter to a family.
Bob received an insurance quote from Guideone insurance. He asked for a recommendation for someone knowledgeable in insurance to compare insurance benefits and coverage. Joyce recommended Debbie Dean. There may be other parents in the organization who could help.
Joel Ott is preparing the 990 tax form again this year.

Phil Swift and Steve Mickelson entered.

- Principal’s Report
 - Overnight retreat went well with the exception of finding transportation home.
 - Secondary back to school night numbers were shared. 37% of the parents attended.

Angel Trier entered.

- Mr. Olson teaches pre-calc daily this year.
- We lost one family due to a harassment issue. More on this topic in closed session.

- **SCHOOL OVERSIGHT**

- Administrator’s Report
 - Policy Approval
 - Equity – Policy 502.1 was broken out in the 500 series. This has been approved in the past but is broken out to demonstrate our compliance with the equity needs of the **Chad moved to approve the policy, Phil seconded. Motion carried 7/0.**
 - **Policy on Allegations of Abuse – The board has given Joyce the latitude to assign a policy number. Phil moved approval of the policy, Jim seconded. There was a suggestion to change the term “discharge” to “termination”. Discussion on who is the Level II Investigator. It will be changed to say “Level II investigator, i.e. police official, the ACSI legal defense.” Motion carried with changes 7/0.**
 - **Mandatory reporter policy –concerns caregiver abusing child. Change term “discharge” to “termination”. Change “ACA” to “Ankeny Christian Academy(ACA)” for the first time, “ACA” after that. Josh moved to pass the policy with those changes. Angel seconded. Motion carried 7/0.**
 - Mandatory reporting procedure was reviewed.

- **504 coordinator: Joyce asked that Tim be trained and assigned to be a 504 coordinator so that the administrator and the principal would be the 504 coordinators. Angel moved, Jim seconded. Motion carried.**
 - Joyce would like all committees to approve portions of their policy series throughout the year so that the board can approve policies in stages.
 - **Approval of Investigator Level I Policy: Phil moved to approve Mr. Olson and Mrs. Hansen as Level I Investigators. Jim seconded. Motion carried 7/0. They need to be trained every five years.**
 - **Policy 300 Organizational Chart – Changes were reviewed. Josh moved approval of the policy 300 changes. Bob seconded.**
 - Special Accreditation Requirement for Graduation (*tabled for October*)
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- Clarify DK-1 Spanish – Last month's recommendation was that no grade should be awarded at DK-2. Instead, Joyce requested that no grade is awarded DK-1, as Mrs. Anderson is licensed and can assess Spanish at second grade. Mrs. Hansen asked that the motion passed last month for grading elementary be modified to include only DK-1. **Chad moved to modify the motion passed last month to include only DK-1 and to grade 2-6. Bob seconded. Motion carried 7/0.**
 - Joyce asked for information regarding what we communicate to whom regarding the findings from the Feasibility Study report.
Chad and Jon H. will come to the all staff meeting on 9/27/11 to discuss this information to the staff. Jon will write a capsulized report monthly to the committee chairs to take to their committees. Steve suggested we discuss this with Jon Heisterkamp and John Corefield.
 - Josh will give Joyce a copy of the one year and five year goals from the board retreat.
 - Joyce asked to have a special board meeting for school oversight on October 13 at 6:30 p.m. to review the information needed for accreditation. October 27 will be the regular board meeting. Joyce and Tim will not be able to attend due to parent/teacher conferences.
 - Joyce distributed of CSIP and APR to be read on own time and discussed in October 13 board meeting.
 - Joyce distributed a conversation starters list for Department of Education site visit.
 - Joyce discussed the vision statement process. Joyce reviewed the vision statement graphics from the faculty in-service and Heartland AEA11 staff and the process that they will be going through this process. The board members complimented the work that was done. Tim explained that the staff was frustrated as they thought that the board had the vision statement and they were following what the board had and now the board is asking them to write a vision statement. Angel asked if the board had discussed having the teachers write a vision statement in the past meetings. Joyce said that she did not want to be the one writing a vision statement. The board desires biblical world view with rigorous academics. However the Christian component is the most important. ACA should not have to sacrifice one over another.
 - **Joyce recommended approval for use in DK-2 the Door Post resource of "Put Off Put On" materials to use with Biblical scripture for counseling students in demonstrating godly behavior. Josh moved, Angel seconded. Motion carried 7/0.**
 - Approval of Iowa Core Leadership team: Phil Swift, Alex Coleman, Tim Olson, Joyce Hansen, Kelly Appell. This is the team that recommends self-study for how we are implementing and how we are communicating Iowa Core to the community. Josh recommended we contact Dr. Long from Faith Baptist Bible College to be on the team. Bob recommended Ted Rempe as a parent, former teacher, and pastor.
 - **The board will solidify the Leadership team on October 13.**
 - Joyce reviewed how to complete a purchase order with the board members. Joyce will get examples and email them to the board. Josh stated that credit cards should not be used by anyone other than the one on the card. Joyce will discuss this with the finance committee.

- If there is something that needs to go out at ACA announcements, this needs to be to the office on Thursday at 10 a.m. If the subchair of a committee needs things to go out by the office, the chair of the committee will inform the office manager that they have permission to request emails to be sent. Other emails sent to the office for publication will be forwarded to the committee chair for permission prior to email being submitted. Angel stated that she wants to have things emailed out regularly. If there is a need, the board members desire this to go out. Facebook is an excellent way to communicate events.
 - Joyce discussed the ACSI elementary speech meet. There is no host for Iowa. The consensus is that we do not want to host it at the ACA building. Josh suggested looking at Faith for rooms. Joyce expressed concern about staffing if school will be in session.
 - Joyce reviewed the benefits received from ACSI.
 - The board stated that Tuesday afternoon October 18 is the best time for meetings with Department of Education and board as the majority of members will be available then.
- **Chad moved that the minutes be approved. Jim seconded. Motion passed.**
- Education Committee- Phil Swift
 - Cell phone policy – It was in two places in the policy handbook. Those two policies were merged. Policy 543D. – eliminated. 562 Cell Phone policy was modified to have what was in Policy 543D: “Students are not allowed to use phones during school hours. If a cell phone is seen, heard, or used, it will be confiscated and turned over to the Administrator, designee, or office and the student will be issued a detention. The phone will only be returned to the student at the end of the day. Consequences for subsequent offense(s) are at the discretion of the Administrator.

Motion carried

Closed meeting agenda items will be discussed at the October 13 meeting.