

NHCS - School Board Meeting Minutes

Thursday, November 13, 2025 at 1:00 p.m.

Attendees

Jenna Franz, School Board Chair

Lori Keller, School Board Member/Secretary

Karen Thorne, Church Board Liaison/Full School Board Member

Barb Bergner, Teacher Representative

Not Present: Pastor Rick, Ex Officio

Joe Reinl, School Administrator/Ex Officio

Kristin Underwood, Child Care Director/Ex Officio

Tim Franz, Treasurer - Reporter

Jen Ellis, Budget - Reporter

Minutes

1. Opening

Welcome & Call to Order 1:05 p.m.

Devotion by Joe Reinl

Approval of Agenda

2. Reports & Information

Administrative/Committee Reports

- To Church Board: The Church Board needs to approve the School Board Bylaws, present them to the congregation for voting, and send them to the district for review - all before pre-accreditation can begin
- Administrator Report:
 - ◆ Need to have an Auditor in place by January - will do audit of church, school, and daycare - not sure how far back they will go - cost up to \$30,000. Full audit won't start until December 2026
 - ◆ Safety/Alice Drill was done following State of Wisconsin Safety guidelines. The first protocol is to flee and this is what was practiced
 - ◆ School map was modified to include exit door numbers. Map will be uploaded to the State so when police are called, the map will pop up on their screens
 - ◆ We will need a SIS (Student Information System) to connect to the Wisconsin Department of Public Instruction (DPI). Because it must use the WISEdata system to communicate via the Ed-Fi API, the daycare software we have been considering will probably not work for the school.

Financial Reports The building account for daycare is still being used. Discussed having the special basket-offerings ear-marked for the school by Pastor Greg in June and July to be made available for some other building modifications that need to be done.

More cost-savings opportunities were discussed:

- Thrivent Giving has been used by some Thrivent members to help pay for various events in November/December 2025.
- WC Carrier needs to come back with a 2nd option of how our payroll can be adjusted for the remaining 8 months of the insurance year.

3. New Business

Changes made to School Board Bylaws draft since October:

- **Kory Hyvonen:** Met with Jenna to make comparison of wording and intent between Church Constitution and Bylaws and the School Board Bylaws
- **Ready for Congregational Vote-** Kory will set a date for the congregation to discuss presented changes/additions and to vote to accept or reject

Actions currently being addressed:

- Approved Candy Cane Carnival
- Distributed Holiday and Celebration Policy
- Met with Outreach Committee
- Hiring of front desk employees
- Discussed budget for advertising (will now add cost of marketing firm)

Facility Use - Basketball Tournament in January (the weekend before our Open House)

- Set-up rotation schedule for 2 hall monitors/overseers to be present
- Arrange for additional hours for Shelly to clean (during and after tournament) and on Monday when she is typically off
- Make sure games don't start before 11 a.m. on Sunday

Daycare Software - Jenna and Kristin will view Brightwheel on Monday to see if it would work as a data center for daycare. Brightwheel works for elementary schools as well.

4. Closed Session

Discussed personnel matters

5. Action Items

What will be accomplished on School Board Bylaws by the next meeting?

- Will hire an advertising/marketing firm to help with upcoming needs for rebranding/rediscovery/promoting the school –
- **KidGlove** Lori and Jennifer are studying a book and other materials from KidGlove Will work with a committee of school members who would like to explore a Refresh (fresh visual identity)
- Homeschooler program for joining NHCS music, art, gym, and library (tuition cost). Get info out to homeschooled kids before January (3rd semester)

6. Old Business

7. Policy/Contract Approvals: none at this time

Adjournment at 2:40 - Next Meeting December 10 at 8:30 a.m.