

NHCS - School Board Meeting Minutes

Wednesday, September 10, 2025 at 9:00 a.m.

Attendees

Jenna Franz, School Board Chair

Lori Keller, School Board Member/Secretary

Barb Bergner, Church Board Liaison/Full School Board Member

Pastor Rick, Ex Officio

Joe Reinl, School Administrator/Ex Officio

Blake Runnoe, Visitor (IT rep)

Minutes

1. Opening

Welcome & Call to Order 9:00 a.m.

Devotion by Pastor Rick - Deuteronomy 6:4

Approval of Minutes as this is the first meeting of the NHCS School Board, there were no prior Minutes to approve.

2. Reports & Information

Administrative/Committee Reports

Review School Board Bylaws (draft/in progress)

→ Reviewed the draft School Board Bylaws, focusing on member selection and qualifications.

- ◆ 1 - 3 members will be chosen from voting members of the NHLC who are not parents/guardians of a child(ren) at the school
- ◆ 1 member can be a member in good standing from NHLC or another Christian Church - this member can be a parent/guardian of enrolled child. All members' beliefs need to be in line with the biblical teachings and beliefs of LCMS (Church's Bylaws)
- ◆ 1 member of the NHLC Board of Directors (if a school employee, they can not vote on personnel matters)
- ◆ School Administrator and a School Teacher (needs to be added) are non-voting ex-officio members

NOTE: Pastor indicated that it was not typical for the pastor to meet with the school board, as long as the School Administrator was at the meeting - this may be considered for an Interim Pastor but not for a Called Pastor

→ As Joe is documenting various items for accreditation, he is sharing them with the School Board so they can be added to the ByLaws if appropriate.

- ◆ Added Church and School Mission Statement: "Working together to connect people to God and each other."

- ◆ Added NHCS Purpose Statement: “Bringing honor to God by educating children about His Word and His world, focusing on Christ.”

NOTE: Pastor would like the Mission and Purpose Statements posted throughout the church and school. He also wants to make sure we add a policy about gender/sexuality of students being only boy or girl.

Financial Reports Discuss how this will look moving forward – Typically the School Board will choose a member to review finances for the school and daycare, like the Church Board (Tim F) does now. But due to only having 2 members on the board currently, Tim will handle the school side of finances for the remainder of this year and will attend School Board meetings to provide an update on finances.

3. New Business

Including Daycare under the School Board’s responsibility

- Modify Church Constitution Article 8 and the Bylaws Article 7
- Adjust reporting structure - Kristin will report up to Joe - Joe will NOT run the daycare but will work at shifting the ‘separate entities’ culture and move towards a team mentality - as missions of the church; as one in combining efforts and resources for the benefit of all

Policies/Issues being addressed now:

- keys/room entry-ownership;
- working together;
- tours of daycare and school families and first impressions;
- front desk responsibilities are being modified now that the dust has settled from dividing Angie’s former position into two positions
- Who Does What document in an attempt to answer staff questions before they need to be asked

Accreditation Process – what does Joe need from the School Board? Joe gave an update - we are working towards pre-accreditation by the end of December so we can apply to be a Parental Choice school starting in February for the 26/27 academic year

Community Outreach/Social Media/family communications/church front desk/advertising – The position description for Emily Runnoe was modified to combine efforts in communications, social media, calendars, advertising, community outreach/events, and the Scrip Program for the church, school and daycare. She will be present at the front desk of the church for set afternoon times following the school calendar (days/times to be announced).

- These duties were added to her already existing duties of PreK assisting, after-care, and early morning school-front desk coverage
- Volunteers will be needed to cover the church front desk on days the school is not in session and over breaks.

4. Action Items

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

- Review of Faculty/Staff Handbook – need for additional policies and procedures – As Joe has been updating/creating policies and procedures, he copies the School Board

on the finished documents. These will be added to the appropriate handbook or policy manual.

- The School Board will add or expand on policies required for the Faculty/Staff handbook first. The Daycare has its own handbook and policies/procedures based on what is required by Wisconsin Childcare laws and regulations.
- Ensure procedures that can be used by both the school and daycare are shared (ex. Emergency Evacuation policies and drills).
- Rebranding – church and school – hire a firm? Jenna and Lori will be speaking with a representative of KidGlov to hear how they could work with New Hope on branding, logos, website design, marketing, strategies and campaigns.

5. Old Business: none to review

6. Policy/Contract Approvals: none at this time

7. Closing

Closing Prayer: Pastor Rick

Adjournment at 10:30