

HCS School Board Meeting Minutes – December 18, 2025

1. **Roll:** Nathan Tindell, Neil Pipkin, John Freerksen, Jason Dunderdale, Ken Wilson, Mrs. Lischke.

2. **Call to order 6:56**

3. **Devotion and Prayer:** John - Prayer

(action: assign next month's person) Jason

4. **Amend or approve agenda:** (today) Motion to Approve by John, 2nd by Ken. – Approved

a. **Approve Minutes of Board Meeting:** November 2025 – Motion to approve by Neil, 2nd by Ken. - Approved

5. New Business

a. Jared Rand – Giving Simplified - Farther Institutional – Alternatives to simply writing a check.

i. Donor Advised Funds - donate appreciated assets to fund to receive tax deductions.

ii. Qualified Charitable Distribution – Making a donation out of Required Minimum Distribution from Roth IRA or similar, for investors over age 70.5.

iii. These and others are options to ensure that our donors are aware of.

b. Mr. Ian Robbins – HCS Athletics poster program – Ian and his wife Kelly are going to start work on poster design with business logos.

- c. Policy review: Staff Policies: Parents/Guardians 10.3 - 10.8
 - i. Minor grammar corrections only.
- d. Administrator Evaluation Structure Finalized
- e. Board search committee formed
 - i. Megan Staab – email sent
 - ii. Ian/Kelly Robbins – Nathan will speak to them
 - iii. Will Rice – John will speak to him.
- f. Administrator Evaluation Topics
 - i. PUBLIC RELATIONS:
 - ii. Maintains program for interpreting school to owners & alumni
 - iii. Maintains program for interpreting school to general public
 - iv. Fosters relationship with sponsoring church and churches in the community
 - v. Maintains relationship with State, regional and national Christian school organizations

6. Administrator's Report

a. Missions-Christmas

- i. Students wrote letters to our compassion child and the school sent a Christmas gift. The secondary choir performed their Christmas program at the library and at Topeka Baptist. The Christmas program was performed last Thursday for elementary and Monday for secondary students. Over 300 people plus the students were in attendance for the elementary and about 200 for secondary. HCS families have been collecting items for the Topeka Rescue Mission

b. Survey

- i. I have attached an analysis of the survey for this year and a comparison of the last survey.
- c. **Spirit Week and Coins Wars-**
 - i. Spirit Week is being planned as it creates unity, creativity, and a fun atmosphere throughout the school. Coin Wars (instead of Penny Wars) will be the week before Spirit Week to raise money for missions, (Due to pennies not being minted any more, we changed it to Coin Wars!) In order to make it as easy as possible for parents, we have published the day for Spirit Week so that they can find something over break. Hopefully, they already have them at home. Days of the week are
 - ii. Tuesday -Patriotic Day
 - iii. Wednesday-Dress to Impress Day
 - iv. Thursday-Adventure Day
 - v. Friday-Comfy Cozy Day
- d. **Enrollment**
 - i. We started one 3-year-old this quarter. No students are leaving at semester, and we don't have any new students at this time.
- e. **ACE Scholarships**
 - i. The ACE scholarships will be available for people to apply beginning on February. When it is opened, the link will be included on our website. Current families have a very easy way to reapply for the next year. They do not have to report income anymore.
- f. **Renewanation and SGOs in Kansas**
 - i. I have had several email exchanges with Curtis Cornell from Renewanation regarding our school participating in their program as explained in the last board meeting. He is trying to get in contact with his person at the state department. That person was out of the office for 10 days and has still not gotten back to him. I will continue working on that. He did send his slides and a brochure for us to share with families once we are accepted by the state. I attached these to the report.
- g. **PTF Meeting** - We are we planning to have PTF meeting on February 17"h
 - i. We need to present info on the 5K at that meeting. --I need someone to be in charge of the pancake feed (I think someone volunteered last month, but I did not write it down.)

ii. We also need a parent to be in charge of a bake sale. --Mr. Dunderdale will be in charge of the run. Clock, table for water, starting both the run and 10 minutes later the Fun Walk. Presenting prizes to top three winners. (I had someone ask for it to be officially timed. I don't really suggest that, but we can. (It's typically a lot more work.)

iii. I have reached out to Mrs. Tindell to investigate where we could send students who reach the \$250 per family goal. (Bonkers for Prek-2nd and 3rd- 12 some type of place like Skyzone)

iv. I will get bags, numbers. and we need donations for the bags

v. I can make the family packets, and 1 can make the pancake feed tickets for runners

vi. I need to find someone to design shirts or do it myself.

vii. I will take care of the bookkeeping and send out thank you letters to donors.

viii. I will take care of getting prizes. (Probably I will just use gift cards....)

ix. We also need We need to present the information for the Golf Tournament if we have a place and person to be in charge. We may be fundraising out our families.

x. The board sometimes speaks about any changes for the next school year and present the budget and whatever else is new. We put it later in February so that the budget would be completed, and tuition could be announced.

xi. The board may want to discuss new board members

xii. We will have continuous enrollment process for our families this year. Only parents who are not enrolling will need to do anything. The enrollment fee will automatically be collected in March. Parents will receive many notifications regarding the process each year.

h. FUND TO SERVE Campaign

i. We have received so far: \$ 40,285.15. I am working on getting thank you letters sent to the donors. So far, I have 260 letters or email to send to donors.

i. Final Grades

i. Students finished taking finals for first semester today in the secondary. Final grades and report cards are due in on the 19th of December. Report cards will be emailed in January. Students had Christmas parties today.

j. **Technology**

i. Both computer labs are working well, and the laptop cart and computers are also working well. Mr. Fanning is picking up another Promethian Board. It will probably go to 4th grade, the one in 4th will move to third and the smallest touch screen will go to secondary. Mr. Fanning will use it when teaching two math classes at the same time.

k. **Letters of Intent**

i. Teachers were given letters of intent last month for them to return on December 12. We can discuss this in executive or wait until next month.

l. **January 5th Teacher Training Day**

i. Teachers will also complete Biannual Evaluations for records on each student. (attached) Other groups of teachers will work on narratives for accreditation. The agenda is attached

m. **MAINTENANCE:**

i. The floors will be cleaned and buffed over Christmas break. Lights will be changed where necessary. The workday really helped in the gym to get the sound proofing fixed and items done for the program. Thank you!

ii. We would like to hang the extra lights on the light bar.

iii. The gym floor is getting re-waxed on Friday, December 19

iv. Men's breakfast in January:

v. 1. Work on outside (weather permitting) leaves etc. are building up

vi. 2. Look at sign and see what could be done to revitalize it

vii. 3. Fence in back parking lot between the entrances is leaning

viii. 4. Fill in potholes in the back parking lot if possible

ix. 5. Walk through building and look for other maintenance type items that could be inexpensively improved.

7. Committee Reports

- a. **PTF**
- b. **Technology**
- c. **Fundraising/Publicity**
- d. **Academic**
- e. **Spiritual**
- f. **Building Maintenance**
- g. **Financial**
- h. **Admissions**

8. Old Business

9. Open Forum

10. Executive Session 8:56 9:09

11. Motion to Adjourn: Jason, 2nd by John