

To prepare students for a life of service by teaching, modeling and encouraging Biblical principles while pursuing academic excellence.

**Heritage Christian Academy**  
6312 Quail Run Drive  
Kalamazoo, Michigan 49009

Telephone: 269-372-1400

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Email Address: [hcaoffice@hcaeagles.org](mailto:hcaoffice@hcaeagles.org)

Website: [www.hcaeagles.org](http://www.hcaeagles.org)

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Board of Directors

Heritage Christian Academy

**Open Meeting MINUTES**

**Date:** 2/26/19

**Time:** 7pm

**Location:** HCA

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MEETING TYPE:	<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Special
MINUTES TYPE:	<input type="checkbox"/> Proposed	<input checked="" type="checkbox"/> Approved

**I. Call To Order**

The meeting was called to order at 7pm.

**II. Roll Call / Opening Prayer**

Board Member Attendance:

Mike Wolfe	Chairman	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Greg McCormick	Vice-Chairman	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Anthony Wickey	Secretary	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Brad Dennis	Treasurer	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Elizabeth Fenstermaker	Director	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

Other Attendees: Randal Hadley, Melanie Simpson, John Knowlton, Ellen McCormick, Sue Davidson were also in attendance.

**III. Approval of December Open Meeting Minutes**

Motion to approve December minutes

Motion: Ms. Fenstermaker

Support: Mr. Dennis

Ayes: 5      Nays: 0

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**Approval of 2019 Board Retreat Minutes**

Motion to approve 2019 Board Retreat minutes

Motion: Mr. Dennis

Support: Ms. Fenstermaker

Ayes: 5            Nays: 0

**IV. Public Comment** (*reserved for item/matter not listed on the agenda limited to 5 minutes per person*)

A. John Knowlton marketing presentation

1. Website

- a) Don't make people search for "Schedule an appointment". Make it visible - and even floating if possible - on every page
- b) Enroll takes you to the FACTS website and not to schedule an appointment
- c) Need to be clear about how to schedule an appointment and where to go on the site

2. Awareness Campaign Handout - update with more pictorial representations and not so many words - ACTION-John Knowlton

**V. Committee Report(s)**

**A. Marketing and Development Committee Report:**

1. Marketing Plan update/discussion - Greg McCormick

- a) Website discussion
- b) MOPS
- c) K-8 Outreach
- d) Should we have an open house?

**VI. Administrator's Report(s)**

A. Enrollment

1. 186 currently
2. high likelihood for 3 of the 8 to join yet this year, Pre-K, 7th and 11th
3. 12 snow days.
  - a) Planning to make up 6 days.
  - b) Last week of school is normally half days. Making last week full days instead

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of half.

- c) Keep graduation on the 6th.
- d) Add one week after graduation will makeup 5 days
- e) Add one more day on either Good Friday or Conferences day

B. Submitted accreditation report this last Monday

C. Hometown Welcome

- 1. Brochures that are given out to new families moving to Kalamazoo County
- 2. 1200 new people move here every month
- 3. \$495/month
- 4. Needs to know by 3/1/19
- 5. 1 year contract? - will check
- 6. 4% of the people look for Christian education
- 7. Discuss with John Knowlton - ACTION: Mr. Hadley
- 8. First payment due when? - ACTION: Mr. Hadley

## **VII. Committee Report(s)**

### **A. Ed Policy Committee Report:**

- 1. Considering the idea of a modified block schedule
  - a) More possible for homeschoolers - wouldn't have to come every day
  - b) Example: Math 2 days/week
- 2. Pre-K - full day pre-K
- 3. Discussed how ESO's meet STEM program

### **B. School Life Committee Report:**

- 1. Dress code review and came up with proposed changes
  - a) Board will decide if Vision / Mission is affected by changes. If not, board will not vote on changes.
  - b) School Life to work with Administration
- 2. Daddy/Daughter date night went great
- 3. Working on Mother/Son event
- 4. Working on Father/Son camping trip
- 5. Auction update
  - a) Auction baskets are due from homeroom parents on Friday

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- b) Making an auction booklet listing all items - will pass out at the musical
- c) Hcauction.com and HCAuction Facebook page being updated

**C. Technology Committee Report:**

1. Approximately \$550 savings on installation of server
2. Reading counts - no longer have / changing to Scholastic with \$300 donation
3. Phone issue
  - a) Still struggling / phone calls are garbled
  - b) Tried lots of things and nothing is working
  - c) Next step is to have Charter upgrade to their new system

**VIII. Old Business**

A.

**Open Action Items**

<i>Item number</i>	<i>Action Item</i>	<i>Responsible</i>	<i>Due Date</i>

**IX. New Business**

A.

**X. Public Comment – suspended** (*reserved for comments pertaining to agenda items only and limited to 5 minutes per person*)

**XI. Adjournment**

Motion to adjourn

Time: 10:14

Motion: Ms. Fenstermaker

Support: McCormick

Ayes: 5            Nays: 0

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**Minutes Certification:**

Proposed minutes respectfully submitted,

Anthony Wickey  
Board Secretary/Recording Secretary

3/20/19  
Date

Approved by the Board of Directors on 3/25/19.

Anthony Wickey  
Board Secretary

3/25/19  
Date