

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

Facsimile: 269-372-6018

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:** 11/25/2019

**Time:** 7pm

**Location:** HCA

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

**I. Call To Order**

The meeting was called to order at 7:07pm

Motion to Open: Schoonbeck

2nd: Fenstermaker

Ayes:7 Nays:0

**II. Roll Call / Opening Prayer**

Board Member Attendance:

Greg McCormick	Chairman	<input checked="" type="radio"/> Present	<input type="checkbox"/> Absent
Joel Schoonbeck	Vice-Chairman	<input checked="" type="radio"/> Present	<input type="checkbox"/> Absent
Elizabeth Fenstermaker	Secretary	<input checked="" type="radio"/> Present	<input type="checkbox"/> Absent
Brad Dennis	Treasurer	<input checked="" type="radio"/> Present	<input type="checkbox"/> Absent
Bill Menser	Director	<input checked="" type="radio"/> Present	<input type="checkbox"/> Absent
Gayle Jacobs	Director	<input checked="" type="radio"/> Present	<input type="checkbox"/> Absent
Casey Pawell	Director	<input checked="" type="radio"/> Present	<input type="checkbox"/> Absent

Other Attendees: Tad Rogers, Sue Davidson, Lynn Townsend, Jason Luke

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

Motion to approve the October minutes

Motion: Beth

Support: Bill

Ayes: 7 Nays: 0

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

A. N/A

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

A. Grandparent's day was well attended

B. 13 Pastors attended chapel for Pastor appreciation. Several churches were represented

C. Prayers for the staff, going through a lot of illness and death in the family

D. Different bids for repair of modular 4. Looking into which one is best.

E. Teachers went to professional development conference. Several different key ideas for staff to use.

F. Parent/teacher conference was well attended

G. Heater in gym needed to be replaced. Still in use but not working appropriately

**VI. Committee Report(s)**

**A. Ed Policy Committee Report:**

1. Social studies proposal to increase requirements. Substitution could be allowed.
2. Michigan history to be a required course.
3. Exploring in the homeschooling co-op and planning on meeting with Zeeland Christian school.

**B. Parent Partnership Committee Report:**

1. Moms in prayer looking for volunteers.
2. Looking into further events in the spring.

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

1. Preliminary numbers 64K gross, 56K net from Fall Gala

**D. Fine Arts Booster Report:**

1. Art/Craft sale went well...made approximately \$1500.

**E. Eagle Backers Booster Report:**

1. N/A

**F. Grant Committee:**

1. Received service through KRESA grant database for 2 years.
2. Will look into next steps for grant screeners.

**G. Technology Committee:**

1. Vanguard priority for security issues. Board approved to move forward to fix.
2. Power ethernet switch needed. Looking into gathering more information.
3. Recommend adding technology fee to the tuition to help pay for Microsoft licensing.
4. CDW to look at licensing for windows 10. Received new laptops from OCA but need licensing for them. Annual subscription would be unlimited licenses \$1700 per year. Microsoft will no longer release security updates for Microsoft 7 as of January 2020. Approximately 22 staff computers need to be updated or replaced and 33 computers in computer lab need to be updated or replaced.
5. A subcommittee will be developed to work further on this topic.

**VII. Old Business**

- A. N/A

**VIII. New Business**

- A. Look into increasing awareness on social media.

**Open Action Items**

Item number	Action Item	Responsible	Due Date

**IX. Public Comment** – N/A (*reserved for comments pertaining to agenda items only and limited to 5 minutes per person*)

**X. Adjournment**

Motion to adjourn

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Time: 9:00pm

Motion: Schoonbeck

Support: Dennis

Ayes:7 Nays: 0

**Minutes Certification:**

Proposed minutes respectfully submitted,

Elizabeth Fenstermaker  
Board Secretary/Recording Secretary

12/17/19  
Date

Approved by the Board of Directors on <Date of Meeting>.

Elizabeth Fenstermaker  
\_\_\_\_\_  
Board Secretary

12/17/19  
\_\_\_\_\_  
Date