

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:** 9/30/2019

**Time:** 7pm

**Location:** HCA

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

**I. Call To Order**

**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: Randal Hadley, Melanie Simpson

**III. Approval of Open Meeting Minutes**

Motion to approve

Motion: Schoonbeck

Support: Dennis

Ayes: 7 Nays: 0

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**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. Building 4 - Insurance adjuster looking at roof. Deciding if damage will be covered. Brad Dennis will follow up with Dawn Zondervan about finances of this claim.
- B. Annual report is due in October.
- C. Beth Fensermaker is looking into obtaining travel AED's.
- D. Working with travel technology solutions during safety drills to increase safety.
- E. Increasing CPR training with students, staff, and coaches per Beth Fenstermaker.
- F. Enrollment at 190
- G. Looking for elementary substitute teachers
- H. Continue with marketing to get HCA name into the community.
- I. Gayle Jacobs will look into potential college interns to assist with a Digital Marketing Intern position. Will meet with Mrs. Simpson and Mrs. Davidson.

**VI. Committee Report(s)**

**A. Ed Policy Committee Report:**

- 1. Looking into partnership with homeschool families.
- 2. Set calendar for curriculum reviews.

**B. Parent Partnership Committee:**

- 1. N/A

**C. School Development Committee Report:**

- 1. Gala update

**D. Fine Arts Boosters Report:**

- 1. Looking forward to upcoming fundraising events and will connect with Mitch Yoshikawa for financial updates.

**E. Eagle Backers Report:**

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1. N/A

**F. Technology Committee Report:**

1. Recommendation: Doors repaired and software system upgrade needed for safety issues.
2. Would like new fiber cable system switch, will await how much it will cost.
3. Received donation of 6 laptop computers.
4. Brad Dennis will look into upgrading computers with new technology.

**V. Old Business**

**Open Action Items**

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

**VII. New Business**

A. N/A

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

**IX. Adjournment**

Motion to adjourn

Time: 8:39pm

Motion: Dennis

Support: Jacobs

Ayes: 7 Nays: 0

**Minutes Certification:**

Proposed minutes respectfully submitted,

\_\_\_\_\_  
Elizabeth Fenstermaker  
Board Secretary/Recording Secretary

\_\_\_\_\_  
October 28, 2019  
Date

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

Elizabeth Fenstermaker  
Board Secretary

October 28, 2019  
Date