

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

Website: www.hcaeagles.org

Board of Directors

Heritage Christian Academy

Open Meeting Minutes

Date: 4/27/2020
Time: 7pm
Location: HCA/Virtual

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

The meeting was called to order at 7:06 pm

Motion to Open: Dennis

2nd: Jacobs

Ayes: 7 Nays: 0

II. Roll Call / Opening Prayer

Board Member Attendance:

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

Other Attendees: Jen Taylor, Michelle Forrest, Shane Newcomer, Matt and Sue Miller, Tim and Vicki Gernaat, Katie and Scott Hruska, Phil Kilian, Mark and Melanie Mills, Randy Hadley, Jason Miner,

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Melanie Simpson

III. Approval of Open Meeting Minutes

Motion to approve the March minutes

Motion: Pawell

Support: Townsend

Ayes: 7 Nays: 0

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

V. Administrator's Report(s)

B. Admin continues to update plans based on the COVID virus concerns

Encourage everyone to read Eagle Tracker. Great turnout. Please read it weekly.

During the meeting with teachers the first 2 days of the 4th Q, we discussed strategies for improving online instruction. Decided to reorganize a little so you can read the classroom a little easier.

If you see anything there that is confusing, don't hesitate to contact your teacher. You can be added as a guardian so you get all the information your student is getting and you can see what they are getting.

Scheduled homeroom meetings for all K-12 classes weekly. Mostly to keep them connected to each other and to God for some spiritual enrichment. Excited to do that with them. Teachers are scheduling extra individual meetings where they are giving instruction to students. We're having them record everything so if instruction time is missed they can view it later.

We will be sending progress reports home halfway through the 4th Q. Most teachers have office hours. Final exams this year – we will not be doing them. Last day of new assignments – May 29th for all students. We will still have Google classrooms open the first week of June to finish any unfinished work. If you are having any kind of difficulty, every situation is different (# of kids, computers, etc.) We have extra computers we could loan to you if you need another.

C. Surveys:

We sent out a survey to see how online was going. We knew adjustments would be made having not done this before with many different families and needs. We got information back that is valuable. When you see the Eagle Tracker, please interact with stories to share thoughts, comments. We love to hear from you.

1. Getting mixed feedback on how much homework/screen time to give.

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2. Trying to get classrooms together at least weekly and want it live and recorded.
 3. Making sure we don't record kids' faces.
 4. Some say kids are bored while others are saying it is too much.
- D. Trying to get assignments by 5pm on the day before they are due. Most people appreciate this concept.
- E. Musical is scheduled for January of 2021.
- F. Plans for graduation: (Randy) we want to have it asap. We're interested in having a parent – student zoom meeting to discuss. Of course we want to have graduation. Perhaps by June 5 it may be possible to have at Berean. If not, then perhaps on a soccer field with social distancing. We will have a graduation ceremony sometime.
- G. Back to School plans
- H. Continuing to use the Eagle Tracker as the main source of communication.
- I. Now able to complete report cards online.

VI. Committee Report(s)

II. A. Ed Policy Committee Report:

Ed Policy did not meet last month but hopefully will this Wednesday. We have been working on a project partnering with home school families to offer courses. Building policies and procedures around this. Could start as early as next year although we're committed to not starting unless we're ready to do a great job. In communication with new administrator Jason Miner so we're ready to pass it on to him.

We were able to complete our annual survey regarding text books. We really like BJU books; they work hard to ensure they meet academic rigor, they do a great job teaching in a Christian perspective. Due to Covid 19 circumstances they're giving us an extension for ordering new books.

B. Marketing and Development Committee:

1. Mini Auction set for April 24-28 online. Information sent out in Eagle Tracker and is available on school website and on Facebook.
2. Auction set for May 30th, plans to be determined based on mini auction results.

C. Parent Partnership Committee:

1. Melanie: As far as I know they did not meet.

D. Fine Arts Boosters:

1. Meeting rescheduled for May 12th

E. Eagle Backers Boosters:

1. Joel: nothing to report. Last time they met they were not sure if school events would be

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cancelled so we were in a holding pattern during the last meeting.

F. Technology Committee:

Nothing new to report, haven't met with the group. In a holding pattern any how; waiting for the board to tell us to go forward with purchases.

G. Grant Committee:

No updates

H. Finance Committee:

(Brad) – Coming out of the week of 3/9 we held two open forums. We were giving an update on the school's financial picture. Showing that we are in a good spot which we continue to monitor on an ongoing basis. We did call out that we would need a strong auction to balance the budget this year.

Knowing that this was going on, one item that came up was the CARES Act and the ability to receive funding. Heritage has applied for that. We have 75-80% of our expenses coming from salaries so we're looking to protect our teachers during this time. We know that there might be families that could be impacted on the back end of this as well. Trying to have something that will help with families and teachers.

We would have 8 weeks to pay back any loan or funding we received. We qualified and received funding. We will be looking to be sure we are good financial stewards so it keeps them employed and paychecks coming in. Given uncertainties of the auction (in person or online), taking necessary precautions to ensure we're in a good spot. Over the course of the next 8 weeks (4 pay periods), we more than cover everything to ensure we meet our requirements.

if we were to use funding from a small business perspective (Christian schools included) to meet obligations of teachers contracts, and it was truly used for payroll and payroll expenses, including insurance, etc. then it would be forgiven since we're using the funding towards what the government is asking then it will be forgivable.

III. Old Business

None

IV. New Business

None

Open Action Items

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

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

Shane Newcomer: Thanks to everyone – the teachers, the board, everyone that’s been working really hard to make this transition feasible. Very thankful to keep my kids learning in an effective way. I do have a question from a financial side; I missed the open forum in March.

We’ve had a lot of change since March. Are we seeing any type of slide in tuition due to hardship or anything like that that could affect our balanced budget? Also, what was the goal for the auction to bring in?

Brad: For the auction we were looking to get \$60k which was what we had a year ago, so it would get us very close to the levels for a year ago. That is about the gap for fundraising and donations.

In terms of the open forum – we will put those under open meeting minutes (the deck itself). If any questions arise while reviewing, let me know. Any hardships? Last finance meeting we have not seen anything at this point slow in terms of receipt of tuition. There might have been a family in the last few days that opted to go back to home schooling, but for the most part we’ve been able to maintain and FACTS truly helps our ability to maintain cash flow.

As long as everything continues on a current pattern and with this extra help we’ve received, we’re in a better spot.

Casey: Have a general comment about distant learning in light of working with public school districts. Heritage has gone above and beyond in delivering education. The teachers and administrators have just shown their golly colors and I would like to thank them - this is a cap on the end of the year.

Mark Mills: I wanted to echo those comments. We have friends with kids in different school systems. For school to close on Friday and Monday to have some semblance of school already is pretty phenomenal. To not have to worry about kids at school, whether our kids will be taught, it’s a big relief. It maybe wasn’t thought about that way, knowing that will continue, that’s one big check box marked off that Melanie and I didn’t have to worry about. We didn’t have to sit and wonder about what was going to happen. My sister won’t have any contact for her kids and they’re in public school.

VI. Adjournment

Motion to adjourn

Time: 7:54

Motion: Menser

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Support: Schoonbeck

Ayes: 7 Nays: 0

Closing Prayer: Jacobs

Minutes Certification:

Proposed minutes respectfully submitted,

Beth Fenstermaker
Board Secretary/Recording Secretary

May 14, 2020
Date

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

Beth Fenstermaker
Board Secretary

May 25, 2020
Date