

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:** 5/18/2020  
**Time:** 7pm  
**Location:** HCA/Virtual

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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**

The meeting was called to order at 7:04pm

Motion to Open: Schoonbeck

2nd: Jacobs

Ayes: 5 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 type="checkbox"/> Present	<input checked="" type="radio"/> Absent
Brad Dennis	Treasurer	<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 type="checkbox"/> Present	<input checked="" type="radio"/> Absent
Lynn Townsend	Director	<input checked="" type="radio"/> Present	<input type="checkbox"/> Absent

Other Attendees: Lyndsay Cyr, Sue Balkema, Jen Taylor, Tim Parks, Sue Davidson, Katie Hruska, Brandon

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Kroeze, Gregg Taylor, Eric Fenstermaker, Randy Hadley, Melanie Simpson, Jason Miner

**III. Approval of Open Meeting Minutes**

Motion to approve the April minutes

Motion: Move to June Meeting

**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. Senior last day of school is May 27, 2020 and the rest of the student body is May 29, 2020. Will allow catch up work through the first week of June, and will not be having final exams this year. Also no make up days needed as we were able to meet all the educational requirements.
- B. Admin continues to update plans based on the COVID virus concerns
  - 1. Continuing to use the Eagle Tracker as the main source of communication.
  - 2. Will not make any plans at this time for the fall semester. Will need to gather further data and wait for governor order during this summer. Will look into implementing new strategies towards safety for the health of students and staff.
- C. Awards assembly will be May 27, 2020 virtually.
- D. Junior/Senior banquet will be postponed at this time. Looking to have it closer to July as venues start to open up.
- E. Senior trip will not be sponsored by the school. Administration working with families to return class funds.
- F. Pick up/Drop off will be June 1st with social distancing guidelines in place.
- G. Continuing to work on Graduation and trying best to keep June 5th however, may have to make contingency plans.
- H. NHS/NJHS inductee ceremony will be in the fall for the current 2020 year.

**VI. Committee Report(s)**

**A. Marketing and Development Committee:**

- 1. Live online Auction will be on May 30, 2020 at 6pm. Will be sending out more information this week.

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2. Mini auctions = over \$5,000

**I. Parent Partnership Committee:**

1. N/A

**J. Fine Arts Boosters:**

1. Looking to still have talent show online.

2. Musical was cancelled. Ticket refunds will be available until May 30, 2020.

**K. Eagle Backers Boosters:**

1. N/A

**L. Technology Committee:**

1. Photo contest currently going on and will have final voting on Wednesday.

2. Looking into Chromebooks for students next year.

**M. Ed Policy Committee:**

1. Looking at how to make it possible for homeschool partnership.

2. Potentially offering 2-3 courses for homeschool, including either Government or U.S. History.

**N. Grant Committee:**

1. N/A

**O. Finance Committee:**

1. Applied for CARES Act to help carry through short term. Will still need a good amount from the upcoming Auction.

2. Dawn will provide quarterly statements of class accounts to the class treasurer so they are aware of their class budget.

**II. Old Business**

B. N/A

**III. New Business**

B. N/A

**Open Action Items**

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

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

**V. Adjournment**

Motion to adjourn

Motion: Fenstermaker

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Support: Schoonbeck

*Ayes: 6 Nays: 0*

**Minutes Certification:**

Proposed minutes respectfully submitted,

Elizabeth Fenstermaker  
Board Secretary/Recording Secretary

6/21/2020  
Date

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

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

\_\_\_\_\_  
6/22/20  
Date