

**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:** 8/31/2020

**Time:** 7pm

**Location:** HCA

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

**I. Call To Order**

The meeting was called to order at 7:07pm. Zoom invite for parents and staff.

Motion to Open: Brad Dennis

2nd: Joel Schoonbeck

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	Director	<input checked="" type="radio"/> Present	<input type="checkbox"/> 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 checked="" type="radio"/> Present	<input type="checkbox"/> Absent
Lynn Townsend	Secretary	<input checked="" type="radio"/> Present	<input type="checkbox"/> Absent

Other Attendees: Stacy Davis, Sue Davidson, Jason Miner, Jennie Martin, Melanie Simpson, Zoe S., Leslie

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Prayer by Jason Miner.

**III. Approval of Open Meeting Minutes**

Motion to approve the July minutes

Motion: Gayle Jacobs

Support: Brad Dennis

Ayes: 7 Nays: 0

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

A. Update:

1. Praise and thanksgiving to the Lord! Students and staff are adjusting to the changes and restrictions. A good attitude with the semester word of FOCUS - others' interests above our own (Phil. 2:1-4) and 'watering the stick' metaphor.
2. Community leader meetings: Senator McCann, Superintendent Rice strong statements for learning labs/special education/individualized programs stay open. Met with Adam Sterenberg from the 'Tree of Life School.' Also, Chad and Kristen Cottingham leaders for marriage (for parents) and relationship study (for seniors). Met with Mike Wolfe during a trip to Iowa for tent supplies. Also met with the senior class and will meet with other classes soon. Positive staff orientation including 1:1 meetings with teachers.
3. New hires: Melissa Dennis as P.E. teacher and Mark Dykgraaf as janitor.
4. Donations:
  - a) Four 10'x20' event tents donated by John Wacker in Iowa
  - b) Tution monies
  - c) Cleaning supplies, sensor thermometers
  - d) Use of truck and trailer to travel to Iowa
  - e) Four cameras for classrooms
  - f) Rightnow Media subscription
  - g) Portable sound system
5. Things to plan:
  - a) HCA Alumni Reunion - 2021
  - b) Marriage class/resource
  - c) Create a template for monthly budget breakout (Dawn Zondervan/Brad Dennis to assist)

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- d) Promote online government class
- e) Niche page - to be reviewed in November
- 6. Implemented:
  - a) Return to Learn (RTL) plan developed and executed
  - b) PTPT (Prayer Time Past Time) - Mr. Miner visits grades 6-12 for five minutes and shares a trivia question; points per day and one winner per classroom; one prayer request, learn name, and specific prayer request
  - c) SPOT U (Spiritual Personal Organizational Transformational Urgency) - Professional development in 30-minute blocks at Wednesday staff meetings will be spiritual, then personal, then organizational, followed by transformational, and fifth Wednesday months will provide staff a 'work on the urgency day.'
  - d) Orientation Week - Teachers' week prior to back to school
  - e) Learning Lab - Jean Russ now Learning Lab Administrator role and title change
    - (1) Academic Support Team instituted
    - (2) Lindsay Cyr (secondary), Julie Kramer (elementary)
    - (3) Responsible for first level questions for Learning Lab
    - (4) Responsible for Learning Lab entrance exams for student viability
  - f) Social Media newly launched - Twitter, Instagram, and Facebook: Our battle begins with working to be open five days a week
    - (1) What is school like; back to school still photos and video coming
    - (2) Help with interested new parents to see 'what a school day is like'
  - g) Appreciation to Randall Hadley for guidance counseling and student schedule changes
  - h) Rep. Jennifer Griffin will speak at Chapel in October (topic of Romans 13)

**V. Committee Report(s)**

**A. Ed Policy Committee Report:**

- 1. No meeting this month. No report.

**B. Parent Partnership Committee Report:**

- 1. See PPC Update, 8/18/2020 from committee.
  - 2. Welcome to HCA looked different this year and included calls and hand-written notes with contact information for persons the new families could reach to with questions.
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3. Many new families came as school was starting - so the welcome continues.

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

1. Beth F. requested dates for possible Gala options. Melanie S. sent to Beth via email.
2. Goliath's Spear - may be an idea for spring.
3. Several requests to athletes or comedians to do an outside venue.
4. Investigated ten food trucks - need to work out details with date, timing.
5. Include worship music during food truck offerings.
6. Who can be the main speaker/event?
7. A suggestion is a big family movie with a mini sermon. In cars, groups in lawn chairs.
8. Simple, uncomplicated, time together. Probably in October.
9. CCLI for movie rights for groups and radio transmission app for movie sound.
10. Would need sponsors to help bring in food trucks.
11. Have a 'commercial' for the HCA musical and intermission fun.
12. Could we rent 4-H arena via the Van Dyk family? Ask Laura de Jong for an option?
13. Door fee and pledging cards, sponsor fees, etc.
14. Ticket price includes food and then the vendors use tickets to purchase food.

**D. Fine Arts Booster Report:**

1. See report dated 8/18/2020
2. Musical moved to January 15 - 16, 2021
3. Best storage for sets in the future - TBD
4. Instrument repairs needed
5. Fundraisers beginning in October - Texas Roadhouse rolls, Five Below, craft/bake art sale, sign party, Culvers' nights, scrap metal (June 2021), Biggby, and superbooks.
6. Christmas cards designed by art students will take place again this year.

**E. Eagle Backers Booster Report:**

1. Hope to know something by Friday, September 4 for next steps on soccer and volleyball
  2. Talking to schools near Indiana border for possible games and matches
  3. Scheduling fall frenzy for September 18 - may be a scrimmage and senior night; want to include girls' volleyball; we'll still have food and other activities
  4. Low on funds because could not have the golf event last spring
  5. Need more members to join the Eagle Backers - recruiting for new members
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**F. Technology Committee:**

1. See August 2020 committee report - no meeting; following work was completed:
2. Tad Rogers set up wireless for outside building
3. Steven looking at Smart Board for live stream options if/as needed
4. Parent wanted to donate four USB cameras to stream into classroom to help with COVID-related challenges; three additional ones ordered and approved by Jason Miner
5. Projectors need new bulbs - TBD
6. Laptops updated to Windows 10 and MS Office 2016 for all computers

**G. Finance Committee:**

1. No report.

**VI. Old Business**

- A. N/A

**VII. New Business**

- A. None.

**Open Action Items**

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

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

- A. Jennie Martin - We are a new family and my son loves school. We are glad to be part of HCA!

**IX. Adjournment**

Motion to adjourn

Time: 8:14pm

Motion: Beth Fenstermaker

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

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Support: Joel Schoonbeck  
Ayes: 7 Nays: 0

Beth Fenstermaker closed in prayer.

**Minutes Certification:**

Proposed minutes respectfully submitted,

Lynn M. Townsend  
Board Secretary/Recording Secretary

September 7, 2020  
Date

Approved by the Board of Directors on <September 28, 2020>.

Lynn M. Townsend  
Board Secretary

October 19, 2020  
Date