

**Heritage Christian Academy**  
6312 Quail Run Drive  
Kalamazoo, Michigan 49009

Telephone: 269-372-1400

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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:** November 23, 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="radio"/> Approved

**I. Call to Order**

The meeting was called to order at 7:02pm. Zoom invite for parents and staff.

Motion to Open: Gayle Jacobs

2nd: Casey Pawell

Ayes: 6 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 type="radio"/> 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 checked="" type="radio"/> Present	<input type="checkbox"/> Absent
Lynn Townsend	Secretary	<input checked="" type="radio"/> Present	<input type="checkbox"/> Absent

Other Attendees: Sarah Huber, Jason Miner, Melanie Simpson, Stephanie

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Prayer by Mr. Jason Miner.

**III. Approval of Open Meeting Minutes**

Motion to approve the October minutes

Motion: Lynn Townsend

Support: Brad Dennis

Ayes: 6 Nays: 0

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

A. Update:

1. Devotion in Eagle Tracker from 11/20/200 from early church writer focused on Enoch – in the reality of stations/positions in life. We live a life of faith – God will take care of the grandness – regardless if we are the President or fast-food worker. Take note of the positions we hold and how we can be influencers for Christ in this world that so desperately needs Christ.
2. New Niche.com account for HCA – web-based platform that provides rankings, report card for reviews of K-12 schools and neighborhoods.
3. BARK – Added security to internet and web-based work at school. The tool monitors text, emails, and social media platforms for red flags for cyber-bullying, predators, threats, and so forth. No issues to date; the tool has a strict lens.
4. Donations – Forty-two (42) shares of Stryker; 13 computers, and 12 cameras to help with virtual school.
5. Hired two substitute teachers: Paul Sanders and Katlyn Ives.
6. Senior Trip – Charleston, SC historical view of colonial America.
7. Pre-K room construction happening – Jason Miner and Dan Simon.
8. J-Term: Full schedule. Praise!
9. Kristen Porter – foster care information to share with HCA families.
10. Middle and high school students return on 11/30 and 12/7, respectively.

**V. Committee Report(s)**

A. **Ed Policy Committee Report:** (Update from Jason Miner)

1. Evaluated the health programs curriculum – Mrs. Strahan: overview of elementary health; Mrs. Dennis reported on P.E. curriculum.
  2. Reviewing cursive expectations for HCA students when they start at HCA and do not have the cursive foundation/background.
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3. Looking at the building blocks in writing.
4. Continuing to evaluate shared teacher time with Comstock.
5. Also looking at Google docs platform vs. Microsoft platform.

**B. Parent Partnership Committee Report:** (Update from Melanie Simpson)

1. Did not meet. Nothing new to report.

**C. Marketing and Development Committee Report:** (Updated from Gayle Jacobs/Beth Fenstermaker)

1. Did not meet. Nothing new to report.

**D. Fine Arts Booster Report:**

1. Nothing new to report.

**E. Eagle Backers Booster Report:** (Update from Joel Schoonbeck)

1. Joel made a recommendation for the baseball field preparations - if HCA is planning to have a baseball team in 2021 – we will need to invest about \$1,500 into baseball field maintenance that does not include labor (Joel to spearhead the labor team). In the current condition, the field not ready for play.
  - a) Infield needs reskinned with clay and stone dust.
  - b) Mound needs to be rebuilt.

**F. Technology Committee:** (Report attached to Board packet)

1. No specific updates in the Board meeting.

**G. Finance Committee:** (Update from Brad Dennis)

1. Nothing new to report.
2. Jason/Dawn and Brad to meet for an internal update soon.

**VI. Old Business**

- A. None.

**VII. New Business**

- A. Eagle Tracker note for blessing teachers in lieu of offering at Christmas concert that has been
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cancelled this year. Thanks to Melanie for including the information in the latest issue. (Gayle Jacobs)

- B. Candlelight vigil on Friday, November 20, 2020 – well done and well attended; a blessing – a good night under a difficult circumstance. Thanks to Beth for organizing. (Joe Schoonbeck)

**Open Action Items**

Item number	Action Item	Responsible	Due Date

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

- A. None.

**IX. Adjournment**

Motion to adjourn

Time: 7:30pm

Motion: Joel Schoonbeck

Support: Lynn Townsend

Ayes: 6 Nays: 0

Closed in prayer: Joel Schoonbeck

**Minutes Certification:**

Proposed minutes respectfully submitted,

\_\_\_\_\_  
Lynn M. Townsend  
Board Secretary/Recording Secretary

\_\_\_\_\_  
November 23, 2020  
Date

Approved by the Board of Directors on December 15, 2020.

\_\_\_\_\_  
Lynn M. Townsend  
Board Secretary

\_\_\_\_\_  
December 15, 2020  
Date