



Heritage Christian Academy  
6312 Quail Run Drive, Kalamazoo, Michigan 49009  
269.372.1400  
[www.hcaeagles.org](http://www.hcaeagles.org)

**March 22, 2021**

**The Heritage Christian Academy Board of Directors**

**OPEN Meeting Notes**

The following summary highlights the Heritage Christian Academy Board of Directors Open Meeting:

- **Meeting Date/Time:** Monday, March 22, 2021, 7 p.m.
- **Location:** Heritage Christian Academy, Kalamazoo, Michigan
- **Meeting Outputs – Results**
  - Alignment on Administrative Progress towards the HCA Vision
  - Alignment on School Year Close-out Plans
  - Alignment on New School Year Plans
  - Building the HCA Community
- **Meeting Inputs – Information/Research/Pre-work/Proposals**
  - Administration Report: Jason Miner
  - Education Policy Report: Jason Miner
  - Parent-Partnership Committee: Melanie Simpson
  - Technology Report, Brad Dennis
  - Finance Report, Brad Dennis
  - Marketing & Development Report, Beth Fenstermaker/Gayle Jacobs
  - Fine Arts Boosters Report, Beth Fenstermaker
  - Eagle Backers Report, Joel Schoonbeck
- **Meeting Agenda – Meeting Activities/Flow**
  - Open in Prayer
  - Call to Order
  - Approval of the Previous Month's Meeting Minutes
  - Highlights of Committee Reports – 20 minutes
  - HCA Celebrations & Public Comment – 5 minutes
  - Closing Prayer
  - Adjournment

- **Board Member Attendees**

- Brad Dennis – Director & Finance: Not in attendance
- Beth Fenstermaker – Director & Marketing/Fine Arts
- Gayle Jacobs – Director & Marketing
- Greg McCormick – Director & President, Stewardship
- Casey Pawell – Director & Stewardship
- Joel Schoonbeck – Director & Vice President, Eagle Backers
- Lynn Townsend – Director & Secretary, Marketing
- Jason Miner – Chief Administrator
- Other Attendees: Collin Schuiteboer (Zoom), Melanie Simpson (Zoom), Jim Wessing, and Jenna Yetman (Zoom)

- **Roles**

- Facilitator/Timekeeper: Greg McCormick, President
- Scribe: Lynn Townsend, Secretary
- Great Input: All

Call to Order: 1<sup>st</sup> – Joel Schoonbeck; 2<sup>nd</sup> – Beth Fenstermaker

Vote: Ayes 6; Nays 0

Opening Prayer: Casey Pawell

Previous Month Minutes Approval: 1<sup>st</sup> – Beth Fenstermaker; 2<sup>nd</sup> – Casey Pawell

Vote: Ayes 6; Nays 0

**Discussion**

- Administrative Report – Jason Miner
  - HCA identifying exciting goals including educational changes for all students with increased and stable revenue; continue to advance the Learning Lab that helps students who have experience trauma
  - New family interest since 2/17/21: 17 tours equate to 23 possible new students
  - Shared the vision of HCA Education in Action plans with those touring our school
  - Recent donations:
    - Learning Lab donation will support hiring a new full-time team member and transitioning Mrs. Burlison to the Learning Lab; student pods will be a 4:1 directed learning session for students
    - \$4,500 memorial donation
    - Nice donation to baseball team to clear and prep baseball field

- Cross-country course donation to install an official cross-country course so HCA can host cross country meets
  - BJU offered an Apologetics conference at HCA – high quality event; middle school had one-hour session on *Case for the Resurrection* and high school one-hour session on *The Problem with Evil*
  - Storage facility update
    - Presentation at the May 8, 2021 HCA Auction
    - Cost analysis by consumer math class and creative writing class will complete a writing project; one student from each of those classes will attend and present to township zoning board; seventh graders will add suggestions to existing rough draft after learning about blueprints
  - Sensory garden being considered
  - Searching for part-time Bible teacher for high school
  - Secretary in final stages of interview process
  - New janitor hired
  - Spanish:
    - Ms. Castro taking the rest of the year off for health concerns
    - Mrs. VanDyke currently serving as long-term sub for high school
    - Ms. Caitlyn Ives will assist with elementary Spanish position
    - Next steps TBD for fall 2021
  - Kelli Luke was hired as Athletic Director – serving as interim
  - Pre-K and Kindergarten preview – 10 families visited and 3 were new families
  - Today: Guidance changed from 6' to 3' spacing for students; impact is that the normal capacity for classrooms will return; 6' for student spacing in hallways will continue
  - 2021-22 school year: FACTS automatically re-registered for current students
  - Our AD is working on the student athlete next steps for COVID testing per the MHSAA and State guidance – more information to come
- Ed Policy – Jason Miner
  - Revised EFE/CTE/KVCC out-of-district policy
    - Such classes are not free – same HCA tuition
    - Out of district students as dual-enrolled, HCA will consider a 58% reduction for HCA tuition for those classes taken at EFE/CTE/KVCC
  - Moving to five-day kindergarten for all new students; may grandfather-in existing families for possible three-day
  - Transition current kindergarten curriculum to five-day; Jason will attend a conference at BJU in April



Heritage Christian Academy  
6312 Quail Run Drive, Kalamazoo, Michigan 49009  
269.372.1400  
[www.hcaeagles.org](http://www.hcaeagles.org)

- Parent-Partnership Committee – Melanie Simpson
  - Did not meet this past month – no notes or minutes to review tonight
  - Ellen McCormick and committee continuing teacher birthday sign-ups and auction support and first week of May as staff appreciation week
- Technology Committee – No update (report including in meeting notes)
- Finance Committee – No update
- Marketing & Development – Beth Fenstermaker
  - Collecting auction donations and sponsorships
  - On-par with past years
  - Six parents helping
- Fine Arts Boosters – No update (report including in meeting notes)
- Eagle Backers – Joel Schoonbeck
  - Worked last Saturday on baseball field
  - Cross-country trail marked out last weekend; Handley’s tree service will clear out trees from trail and 2,500 linear feet to make our trail official course
    - Will be able to charge per car for attendees
    - Excited also to bring more people to our school through cross-country events
- Public Comment
  - Joel Schoonbeck – Appreciates Jason Miner’s leadership and excitement at HCA. Thanks!
- Close in Prayer: Beth Fenstermaker
- Close Meeting:
  - Motion: 1<sup>st</sup> – Gayle Jacobs; 2<sup>nd</sup> – Joel Schoonbeck
  - Vote: Ayes 6, Nays 0

### **Meeting Minutes Approved**

Date: April 26, 2021

Setting: Open Board Meeting, HCA

Motion: 1<sup>st</sup> – Beth Fenstermaker; 2<sup>nd</sup> – Brad Dennis

Vote: Ayes 6, Nays 0

Signature: Lynn M. Townsend, Board Secretary