

**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:** January 25, 2021

**Time:** 7pm

**Location:** HCA

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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 7:06 p.m. Zoom invite for parents and staff.

Motion to Open: Brad Dennis

2nd: Beth Fenstermaker

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 - Zoom	<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 - Zoom	<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: Melanie Simpson, Cheryl Wood, Phil Kilian, Rey Regualos

Prayer by Casey Pawell.

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**III. Approval of Open Meeting Minutes**

Motion to approve the December 2020 minutes

Motion: Brad Dennis

Support: Gayle Jacobs

Ayes: 7 Nays: 0

**IV. Administrator's Report – Mr. Jason Miner**

A. Update:

1. J-Term success
    - a) Homerooms this week will collect ideas for J-Term classes for next year
    - b) K-Christian administrator and Mr. Miner to share ideas
  2. Homecoming celebrations for 2021
    - a) No game scheduled yet – if game goes, no audience due to COVID-19
    - b) Next week homecoming activities at school
  3. Praise: Worship with all secondary students in gym in socially distanced manner
  4. Senior trip planned for Gatlinburg, TN, May 28 – 31, 2021
  5. BJU will be at HCA on March 9 for a free Apologetics conference
  6. School calendar for 2021-22 in process; will review at February meeting
  7. Budget draft in process for next year; will review at February Board of Directors retreat
  8. Mrs. Adams stepping down from her 5<sup>th</sup> grade position for now; Mrs. Sue Miller as long-term sub through the remainder of the school year
  9. Mrs. Cherie Foster will retire at the end of this school year after 21 years of service
    - a) Currently refining her job description
    - b) Looking in-house for her replacement; then, send to churches, send to HCA alumni, then ACSI
    - c) Goal is filling this role by March 31, 2021 for training opportunities
  10. Huge praise for year-end appeal December 2020: \$33,100 received from goal of \$40,000
  11. Prospective students and parents in Kindergarten; 174 students currently with 7 students new into second semester; 172 students for the 2020-21 budget
  12. No prospective students yet through Niche.com; expecting leads in summer 2021
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**V. Committee Report(s)**

**A. Ed Policy Committee Report – Mr. Jason Miner**

1. Reviewed P.E. requirements to ensure meeting needs of students; Mrs. Dennis continuing to move program forward
2. Will finish review of HCA's middle school health program in March
3. Comstock may leverage our staff in the arts, more conversations in March
4. Working through 6-12<sup>th</sup> grade writing skills and building blocks
5. Re-evaluate cursive expectations with Mr. Alderman – how best to support students who come to HCA that do not have prior cursive experience
6. Evaluated GPA standards for valedictorian selections – moving toward weighted grades
7. Follow-up: Consider K-12 curricula for Spanish that is a continuum – address Spanish gap that's not currently provided in middle school (Casey Pawell recommendation)

**B. Parent Partnership Committee Report – Mrs. Melanie Simpson**

1. Nothing new to report; no meeting this past month; continuing staff birthday treats
2. Follow-up: What is status of Father-Daughter event?

**C. Marketing and Development Committee Report – Mrs. Beth Fenstermaker**

1. Auction information to be sent out this week including an auction date
2. Volunteers: Please contact Beth Fenstermaker

**D. Fine Arts Booster Report – Mrs. Beth Fenstermaker**

1. No meeting until next week

**E. Eagle Backers Booster Report – Mr. Phil Kilian**

1. Concern about cost incurred at the Point if basketball season continues to extend
  2. Effort this year is to have a great golf outing – Coach Mike McGeath to assist
  3. Soccer scoreboard on its last hurrah
    - a) About 54,000 people have seen the scoreboard in the past 19 years
    - b) Phil sent a donation request to Meijer
    - c) Mark Townsend did legwork, cost estimated at \$4,500
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4. Rey R. to send out sign-up list for High School baseball to gauge interest; Joel Schoonbeck recommends \$1,000 investment and volunteer support to prepare the field
5. Rey R. exploring alternate practice gym venues in case costs at the Point become prohibitive at some point in the season
6. Consider parents who can help with transportation
7. MACS athletic and broader whole-school opportunity – more information coming to the School Board team soon per Rey

**F. Technology Committee – Mr. Jason Miner**

1. Projector updates – Cornerstone University may donate some newer projectors
2. Using BARK to monitor social engagement of students – email communications and threats, inappropriate communication/content views, suicidal, depression; Go Guardian account watches which sites are being visited
  - a) If student uses school account to access inappropriate sites, the administration will let the parents know; and HCA is not disciplining students for what happens at home
  - b) Scrub on cyber-security from Michigan State Police – Mr. Miner and Mrs. Davidson to follow-up
  - c) PC or Mac can be turned into a Chrome device for \$20/year

**G. Finance Committee – Mr. Brad Dennis**

1. Loaves and Fishes year-end appeal going well per Jason's update in the Admin report
2. HCA can now accept stock donations

**VI. Old Business**

- A. None

**VII. New Business**

- A. None

**VIII. Public Comment – Reserved for comments pertaining to agenda items; limited to 5 minutes/person**

- A. To School Board Leaders: *Thank you for your work, guidance, and time commitment behind the scenes and in front of the scenes in a particularly challenging year.* – Phil Kilian
- B. *Appreciated the Instagram J-Term photos.* – Gayle Jacobs
- C. *The worship time at school was awesome.* – Phil Kilian

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

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**IX. Adjournment**

Motion to adjourn

Time: 7:58pm

Motion: Brad Dennis

Support: Lynn Townsend

Ayes: 7 Nays: 0

Closed in prayer: Beth Fenstermaker

**Minutes Certification:**

Proposed minutes respectfully submitted,

Lynn M. Townsend  
Board Secretary/Recording Secretary

February 17, 2021  
Date

Approved by the Board of Directors on February 22, 2021.

Lynn M. Townsend  
Board Secretary

March 18, 2021  
Date