



Heritage Christian Academy
6312 Quail Run Drive, Kalamazoo, Michigan 49009
269.372.1400
www.hcaeagles.org

May 24, 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, May 24, 2021, 7:51 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



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- **Board Member Attendees**

- Brad Dennis – Director & Finance
- 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; not in attendance
- Lynn Townsend – Director & Secretary, Marketing
- Jason Miner – Chief Administrator
- Other Attendees: Jim Wessing, Collin Schuiteboer, Liz Cary; on Zoom – Melanie Simpson

- **Roles**

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

Call to Order: 1st – Joel Schoonbeck; 2nd – Gayle Jacobs

Vote: Ayes 7, Nays 0

Opening Prayer: Brad Dennis

Previous Month Minutes Approval: 1st – Beth Fenstermaker; 2nd – Joel Schoonbeck

Vote: Ayes 7, Nays 0

Discussion

- Administrative Report provided by Jason Miner
 - Golf outing for Eagle Backers was last week with the most ever participants at 79; Jason provided an update on HCA's Education in Action initiative during the event
 - For 2021-22 school year: 177 currently enrolled, 6 in enrollment process, 6 tours in last month (representing 9 total students)
 - Greenhouse initiative is underway with Joel Schoonbeck leading the effort
 - Motto for Education in Action (EIA): *Life Defining Possibilities*
 - Working to submit a proposal to city for storage unit
 - Site plan this summer:
 - Intercom system throughout all buildings, staff can access with smart phones
 - Resurface the parking lot
 - Reviewing next steps with the main building roof; has about two years of 'life' left
 - Identity in Christ lesson by staff at Souled Out sessions this past week – positive feedback with both students and parents



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- Parent, student, and staff surveys were sent for 2020-21 school year feedback: 40 parent (family) surveys returned to date with a goal of 50
- Mrs. Simpson and Mr. Miner completed staff evaluations to wrap the year
- The 2021-22 school year will have four informal staff evaluations and two formal staff evaluations – may do a review swap with other local Christian schools; may also include a video session where staff reviews their own performance
- Graduation will be at ReCast church, Mattawan, Michigan
- High school awards' ceremony limited to senior parents
- Mr. Miner appreciates the opportunity to serve God at HCA!

- Ed Policy Update by Jason Miner
 - Last meeting was May 19
 - Looking at the building blocks of writing and the skill levels as students enter high school; cohesiveness is there from Learning Lab and will be shared with students
 - Online paraphrase tool could be misused by students – Freshman Bible students will have an ethics unit added
 - Shared teacher time no longer an option because Mrs. Burlison moving to Learning Lab
 - Continuing in high school Spanish and putting elementary Spanish on hold; adding in greenhouse for project-based learning for elementary students; return to elementary Spanish later when better incorporation can be determined
 - Next year – sixth grade will have cursive as optional

- Parent-Partnership Committee by Melanie Simpson
 - Ended year well with teacher/staff appreciation week – food, cards, and more
 - Will help with goodies at graduation
 - Need a new committee leader next year – will seek out during the summer
 - Activities include welcoming new families with a welcome dinner prior to school's start

- Marketing & Development Update by Beth Fenstermaker
 - Auction was a great success – 40 people online plus those in attendance
 - Beth is looking forward to new leadership for the auction next year
 - Fall Gala will be the next fundraising event
 - Thanks to Beth for her leadership for the auction

- Fine Arts Boosters Update by Beth Fenstermaker
 - Musical date in March 2022
 - Art Department had an art show at The Point – was successful as 'standalone' art event
 - Craft show in the fall 2021



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- Other fundraisers will be taking place like previous years
 - Note that Fine Arts and Sports fundraisers are not overlapping
 - Recent Freshman car wash was successful, \$1,100, and reached people outside of HCA
 - Fundraising calendar should include where funds are going so parents have both awareness and they can plan accordingly; Jason to follow-up for next steps
 - Consider a master list of sponsor contact information
- Eagle Backers Update by Joel Schoonbeck
 - The Point was paid for the year
 - Approximately \$18,000 in checking account
 - Golf outing successful with 82 registered, 79 in attendance
 - Cross country trail completed – additional mulch and finishing touches
 - Soccer field is dry – well drilling company scheduled
 - Rob Houtman has worked diligently to help with the well repairs
 - Technology Committee Update by Brad Dennis – No technology report
 - Finance Committee Update by Brad Dennis
 - Waiting on final auction number
 - We will close financial gap for the year – cash positive stance for school year
 - Old Business: None
 - New Business: None
 - Public Comment: None
 - Close Meeting: 1st – Gayle Jacobs; 2nd – Casey Pawell
 - Vote: Ayes 7, Nays 0
 - Close in Prayer: Beth Fenstermaker

Meeting Minutes Approved

Date: June 28, 2021

Setting: Open Board Meeting, HCA

Motion: 1st – Gayle Jacobs; 2nd – Casey Pawell

Votes: Ayes 5, Nays 0

Signature: Lynn M. Townsend, Board Secretary