



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

June 28, 2021

**The Heritage Christian Academy Board of Directors
Open Meeting Minutes**

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

- **Meeting Date/Time:** Monday, June 28, 2021, 7:00 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 (via Zoom)
- Beth Fenstermaker – Director & Marketing/Fine Arts; not in attendance
- Gayle Jacobs – Director & Marketing
- Greg McCormick – Director & Chair, Stewardship
- Casey Pawell – Director & Stewardship
- Joel Schoonbeck – Director & Vice Chair, Eagle Backers; not in attendance
- Lynn Townsend – Director & Secretary, Marketing
- Jason Miner – Chief Administrator
- Other Attendees: Liz Cary, Jodi Murphy, Melanie Simpson, and Jenna Yetman

- **Roles**

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

Call to Order: 1st – Gayle Jacobs; 2nd – Lynn Townsend

Vote: Ayes 5, Nays 0

Opening Prayer: Jason Miner

Previous Month Minutes Approval: 1st – Gayle Jacobs; 2nd – Casey Pawell

Vote: Ayes 5, Nays 0

Discussion

- Administrative Report provided by Jason Miner
 - Current student count for next school year: 177 students; 33 are new students; 10 in preschool and 10 in kindergarten
 - Evaluating two applicants for the first-grade teaching position
 - Security revamp – David Ives reviewed our plan and provided suggestions for improvements; Jason to update accordingly
 - McDougal's Cave is the portable behind the school that has been a storage unit
 - Items are being removed and re-organized in the barn
 - P.E. items are being moved to the area next to the gym
 - This portable will be dismantled; the frame will be cut and recycled as part of a school-wide scrap metal drive; soil and seeding will improve the area
 - Working on a bid for concrete for the greenhouse Education in Action effort
 - Niche.com has netted three families to date; Jason included a video on Niche.com that highlights the Education in Action program



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- Two weeks ago, Mr. Miner spoke at Covey Baptist; his goal is to speak at a different church each month to promote HCA's vision
- HCA will have a new logo created by Shamus Design
 - Bold eagle that captures the idea of action
 - The logo will be unveiled at the back-to-school parent night, August 23
- New intercom system will be installed for all-school and portables; ability to run intercom system via phone app
- Parking lot resurfacing will take place soon
- Three areas – flagpole and left/right entry areas will be landscaped well for a positive first impression

- Ed Policy Update by Jason Miner
 - No update – no summertime meetings

- Parent-Partnership Committee by Melanie Simpson
 - No update – no meeting

- Marketing & Development Update by Gayle Jacobs
 - Continuing to wrap up auction with thank you notes

- Fine Arts Boosters Update by Beth Fenstermaker
 - No update – no summer meetings

- Eagle Backers Update by Mr. Miner
 - No update

- Technology Committee Update by Jason Miner
 - Fiber optics updated for protection against weather concerns
 - Teacher computers being upgraded to Windows 10; converting laptops to Chromebooks

- Finance Committee Update by Brad Dennis
 - One month lag (school year ends in May, financial calendar ends in June)
 - Underspent for the year, cash favorable position
 - Reminder that our income comes from tuition, fundraisers, and donations

- Old Business: None



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- New Business: Casey proposed taking a Board recess for July; new officers to be elected in the July closed meeting; Board support for a closed meeting in July; Motion to cancel the July open meeting – 1st: Casey Pawell; 2nd – Brad Dennis; Ayes – 5, Nays – 0
- Public Comment: Liz Cary thanked Mr. Miner for looking at our security system and making improvements.
- Close Meeting: 1st – Gayle Jacobs; 2nd – Lynn Townsend
- Vote: Ayes 5, Nays 0

Meeting Minutes Approved

Date: July 26, 2021

Setting: Closed Board Meeting, HCA

Motion: 1st – Gayle Jacobs, 2nd – Brad Dennis

Votes: Ayes 7, Nays 0

Signature: Lynn M. Townsend, Board Secretary