



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

**August 30, 2021**

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

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

- **Meeting Date/Time:** August 30, 2021, 7:00 p.m.
- **Location:** Heritage Christian Academy, Kalamazoo, Michigan
- **Meeting Outputs – Results**
  - Align on Administrative Progress towards the HCA Vision
  - Align on School Year Close-out Plans
  - Align on New School Year Plans
  - Build 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, Gayle Jacobs
  - Finance Report, Gayle Jacobs
  - Marketing & Development Report, Gayle Jacobs/Lynn Townsend
  - 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**
  - Liz Cary – Director
  - Brad Dennis – Director
  - Gayle Jacobs(Zoom) – Treasurer & Marketing/Development
  - Casey Pawell – Secretary & Stewardship



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- Joel Schoonbeck – Chair, Eagle Backers
  - Collin Schuiteboer(Zoom) – Director
  - Lynn Townsend – Vice Chair, Marketing/Development
  - Jason Miner – Chief Administrator
  - Other Attendees: Mills(Zoom), Hruska(Zoom), Yetman(Zoom), Reitenour(Zoom), Martin(in-person)
- **Roles**
    - Facilitator/Timekeeper: Liz
    - Scribe: Casey Pawell, Secretary
    - Great Input: All

Call to Order: 1<sup>st</sup> Brad ; 2<sup>nd</sup> Lynn

Vote: Ayes 6, Nays 0

Opening Prayer: Jason Miner

Previous Month Minutes Approval: 1<sup>st</sup> Lynn ; 2<sup>nd</sup> Casey

Vote: Ayes 6, Nays 0

### **Discussion**

- (15mins) Administrative Report provided by Jason Miner
  - Positions that were open have been filled
  - New curriculum for Spanish 1-2 has been purchased
  - Bible teacher position has been filled by Dr. Beck and Mr. Miner
  - Melany Mills is part time teacher's aide
  - Budget is for 191 students and enrollment is 191 as of this writing. Needs to be modified to 193 to account for new teachers children. More families in the waiting for enrollment.
  - Back to school night had 99% of families in attendance.
  - Harassment policy has been updated and established with introduction to students.
  - Safe Driver contract has been established and introduced to students with contracts.
  - Birthday recognition initiative has been started for all students with cards and piece of gum.
  - New policy sent to families to update and inform on virtual school guidelines.
  - Facility modification and advancement has been established with greenhouse and storage facility. More information to come in the spring.
  - Intercoms are being installed throughout the school to update the old system and incorporate more technology for all staff communication and safety.
- (5mins)Ed Policy Update by Jason Miner
  - No updates on Ed Policy due to taking summer off. Will meet September.



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- (5 mins) Parent-Partnership Committee by Melanie Simpson
  - Plans for welcome of new families.
  - Breakfast for staff
  - Daytime and evening meetings will take place to include more families.
  
- (10 Mins) Marketing & Development Update by Gayle Jacobs
  - New logo and sign
  - T-shirts were sold during back to school night and were successfully sold almost in full.
  - Liz Carey had stickers available for families that were given out.
  - Rob Hautman and family ran wires for intercoms and assisted with install and saved the school significant money on install.
  
- (5 Mins) Fine Arts Boosters Update by Beth Fenstermaker
  - Craft show coming up 11/20/21 at HCA.
  - Replacement of instruments from band robbery is taking place.
  - Art room mural will be coming into art room soon.
  - Musical committee has submitted budget.
  - Mrs. Adams will direct musical this year
  - Anne is the musical 3/25-3/26/22.
  -
  
- (5 Mins) Eagle Backers Update by Joel Schoonbeck
  - Fall Frenzy will take place 10/1 (Soccer)
  - Pack the Point will take place 10/25 (Volleyball)
  - Senior nights will take place for athletes
  - Gate prices will be \$5 adults, \$3 students, \$5 family max
  - Irrigation will be installed on baseball field next week.
  - Gift to HCA for baseball of \$58,000 was given for stadium improvement
  
- (5 Mins) Technology Committee Update by Jason Miner
  - Updated Laptops
  - Projection bulbs
  - Printer installed in elementary building
  
- (10 Mins) Finance Committee Update by Gayle Jacobs



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- Back to School night letter was given to families to update on financial provisions of HCA
  - Fundraisers were explained in letter
  - Finances continue to be audited for fiscal year ending 6/21.
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- Old Business: None noted
  
  - New Business: None noted
  
  - Public Comment:
    - Katie Hruska-Question on Covid policy (cases will be reported to HCA community and county weekly if cases exist)
- Close Meeting: 1<sup>st</sup> Lynn ; 2<sup>nd</sup> Brad
- Vote: Ayes 6, Nays 0

### **Meeting Minutes Approved**

Date:

Setting: Open Board Meeting, HCA

Motion: 1<sup>st</sup> – ; 2<sup>nd</sup> –

Vote: Ayes 0, Nays 0

Signature: Casey Pawell, Board Secretary