



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

June 27, 2022

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

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

- **Meeting Date/Time:** June 27, 2022 at 7:00pm
- **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
- **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**
 - Brent Bishop-Director
 - Liz Cary – Director
 - Brad Dennis – Director
 - Gayle Jacobs – Treasurer & Marketing/Development
 - Kelsey McLaughlin-Director
 - Casey Pawell – Secretary & Stewardship
 - Joel Schoonbeck – Chair, Eagle Backers
 - Collin Schuiteboer – Director



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- Lynn Townsend – Vice Chair, Marketing
- Jason Miner – Chief Administrator
- Other Attendees: Zoom attendance- Bishop, Yetman, Mills, Martin ,Wolfe
- **Roles**
 - Facilitator/Timekeeper: Liz
 - Scribe: Casey Pawell, Secretary

Call to Order: 1st-Brad-; 2nd -Gayle

Vote: Ayes 8 , Nays 0

Opening Prayer:

Previous Month Minutes Approval: 1st- Liz ; 2nd- Lynn

Vote: Ayes 7 , Nays 0

Discussion

- (15 mins) Administrative Report provided by Jason Miner

Open Meeting

- Greenhouse Campaign
 - Waiting on responses to requests
- Missional Chaplaincy started 4/6/22 will review efficacy (Last session on 5/25/22)
- Switching School Information System from Chalkable to Facts
 - Develop admissions process in this
- Let My Kids Learn Petitions
- Adding Curriculum Trak to create more seamless accredited curriculum maps(show how building blocks of curriculum plan for K-12)
- Cornerstone University-Psychology course 3 credits
 - Stacey Davis Teacher
 - One semester on Wednesdays. This course would be from 9-12
- Veritas College to offer free CEU for Orientation week on -Biblical Integration
- Musical: Wonderful Wizard of Oz
- Will attend Public Policy Advocacy Summit
- Enrollment
 - Intent
 - Currently 8 not returning
 - Graduates
 - 10
 - Interested (one called today with 6 kids)
 - January 3rd - April 25th
 - 60 students (12 students taken off from interested prior to 2022)
 - PK - (8)
 - K - (7)



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- 1 - (4)
- 2 - (4)
- 3 - (5)
- 4 - (6)
- 5 - (5)
- 6 - (2)
- 7 - (7)
- 8 - (4)
- 9 - (8)
- 10 - (2)
- 11 - (4)
- 12 - (0)

- Current enrollment - 195
- Projected 22/23 Enrollment - 207-220
- 6.8% increase in enrollment projected
- 11.4% (top 220)
- 8% projected last year (189)
- 11% actual increase (195)
- (5 Mins) Ed Policy Update by Jason Miner
 - Reviewed curriculum for social studies: plan to update 1-3 to BJU
 - Updated KG: Bible curriculum
 - Reviewing usefulness of purposeful design in the Bible
 - BJU curriculum Algebra 1&2
 - Looking into 2023-24 geography teacher for middle school
- (5 Mins) Parent-Partnership Committee/Principal's Report by Melanie Simpson

Principal's Report

Submitted by Melanie Simpson

May 18 - June 22, 2022

- Kindergarten graduation was held on 5/18.
- Completed year-end reviews with all elementary teachers.
- Interviewed two candidates for first grade position. Moving forward with one.
- Held end-of-year staff luncheon at Oshtemo Community Center; catered by Big Burrito; gave years of service awards to MaryBeth Allen (5 yrs.), Lindsay Punt (5 yrs.), Danielle Davis (5 yrs.), Leslie Grubbs (5 yrs.), Stephanie Jever (10 yrs.), and Shannon Burlison (15 yrs.).
- Lunch reward for 1st-5th grade classes for points earned in the morning opening time.
- Elementary field day on 6/1 - we had a beautiful day and fun was had by all; many parents helped make this happen.
- Elementary and secondary award ceremonies were held.
- Graduation on June 3rd.

- Since school has been out, much time spent on the Interested spreadsheet; working with Julie V, Dawn, and Amber to stay on top of communicating with all new interested families and helping them through the enrollment process.
- Report cards and Terra Nova standardized testing were compiled and mailed to families 6/21.
- Julie/Amber have given eleven tours this month to new families interested in possibly enrolling next year.
- Honored seven May good citizens in our 5/25 chapel in an effort to encourage and honor students who exemplify our Expected Student Outcomes (ESOs)

PPC meeting minutes - April 26, 2022

In Attendance – Melanie Simpson, Sue Miller, and Shelley Gaylor

Treasury Report – current balance - \$413.49

Need for officers

PPC - Co Presidents - Jen Houtman and Sue Miller

Vice President

Secretary

Homeroom Parent Coordinator – elementary – Shelley Gaylor

Mid/high school – Jen Houtman

Community Event Coordinator – may want coordinators for each individual event instead of just one person

Teacher appreciation Coordinator – Sue Miller (in the interim)

New Parent Welcome Coordinator - Kate Sturdy – letters written to all new families

Hospitality Coordinator - Meal train, etc.

Homeroom parents – This is the draft list of names – the two coordinators will send out emails to confirm their willingness to do this and will work with the homeroom teachers to get each coordinator a list of emails for the class.

Kindergarten - Kate Sturdy	6th Grade - Becky Conley/Megan Schuiteboer
1st Grade - Jade Wolfe	7th Grade - Lauren Pearson
2nd Grade – Erin Crown	8 th Grade – Beth Fenstermaker/Marilee Menser
3rd Grade - Kate Sturdy	9th Grade - Megan Schuiteboer/?????
4th Grade – Lauren Pearson	10th Grade - Beth Fenstermaker/Rhoda Powell

5th Grade – Shelley Gaylor	11th Grade - Jodi Murphy
	12th Grade - Beth Fenstermaker/Sherry Barker

Community Building Events – Elementary Roller skating Party at Roller World went well. We discussed planning a Dads and Donuts in the Fall around the campfire and a Muffins with Mom event in the spring as well as a roller skating event in January or February.

School Fundraisers

We discussed the progress of class auction baskets. Several have been completed. Auction Date is Saturday, May 7, 2022.

Teacher Appreciation - We modified a list of teacher appreciation activities for the week of May 16-20. Mrs. Simpson will put them in the Eagle Tracker and Mrs. Vandegiesen will put the quotes in the daily announcements. We will do a Sundae Bar for May Staff Appreciation on Wednesday, May 12. Sue Miller will set up the ice cream bar and Shelley Gaylor will get out the ice cream just before school is out.

Graduation Cookies and punch - Dawn Zondervan has asked us to provide cookies and punch for graduation. Since we are so few this year, we are reaching out to band students to help with this. Mrs. Allen is asking them to bring in cookies for graduation as well. We need about 180 cookies and 6 gallons of punch.

Next Meeting will be in early August. Date to be announced. We plan to meet on the second Tuesday of each month during the school year.

Respectfully submitted,
Sue Miller
PPC CoPresident

- Principles Report-Melanie Simpson
Principal's Report

Submitted by Melanie Simpson

April 20 - May 17, 2022

- Terra Nova **standardized testing** was administered the last two weeks of April for Kindergarten through 7th grade. Answer sheets were mailed in last week. Results should come within 4-6 weeks.
- Elementary spring **concert** was held on May 9 at 2nd CRC.
- Julie has given nine **tours** this month to new families interested in possibly enrolling next year.

- Finished **observations** with elementary teachers. Working on having year-end review meetings with each elementary teacher.
- Honored seven April **good citizens** in our 4/27 chapel in an effort to encourage and honor students who exemplify our Expected Student Outcomes (ESOs)

- (10 Mins) Marketing & Development Update by Gayle Jacobs
 - Looking into new ideas for fundraising
 - Looking at dates for gala
 -
- (5 Mins) Eagle Backers Update by Joel Schoonbeck
- (10 Mins) Finance Committee Update by Gayle Jacobs
 - Proposing a finance committee to assist with school finances and driving further into strength of budget each year
 - Teacher endowment will go out end of this week of \$400 per full time teacher

- Old Business:

- New Business:
 -
- Public Comment:
 -
- Close Meeting: 1st- Gayle; 2nd- Liz
- Vote: Ayes 8, Nays 0
- Closing Prayer: Liz

Vote: Ayes , Nays 0

Discussion

- (15 mins) Administrative Report provided by Jason Miner
- Action Item: Sign Contracts

Open Meeting

- Greenhouse Campaign
 - Business plan done
 - Pursuing further funding
 - Greenhouse 24% funded without seeking inside donations
 - Meeting with Betsy De Vos June 30th



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- Missional Chaplaincy
 - Report on the value
 - Getting input from teachers to determine benefit for next year/funding of services
 - Switching School Information System from Chalkable to Facts
 - Sending information in and will have a second training
 - Let My Kids Learn Petitions
 - Enough signed trying to get more signatures
 - Hired Danece Adams for full time Bible teacher
-
- (5 Mins) Ed Policy Update by Jason Miner
 - (5 Mins) Parent-Partnership Committee by Melanie Simpson
 - (10 Mins) Marketing & Development Update by Gayle Jacobs
 - (5 Mins) Fine Arts Boosters Update by Beth Fenstermaker
 - (5 Mins) Eagle Backers Update by Joel Schoonbeck

Eagle Backers Meeting

June 20, 2022

Members in attendance - Phil Kilian, Jodi Murphy, Kelli Luke, Beth Fenstermaker, Robin Bartell, Mike McGeath, and Matt and Sue Miller

Phil called the meeting to order and opened in prayer.

Golf Outing recap - What is left to do? What needs to be closed up? A suggestion was made to rotate students and make sure they are not sent out to holes too early. We could do a better job of making sure that everyone knows who is a part of the million dollar shootout. A step by step flier of when and how things are happening for the day would be useful. We discussed changing the week day of the event. Monday is a better day for cost. Leagues often play Tuesday, Wednesday, and Thursday. Fridays are more expensive to use venues and usually less well attended. Customer service from the golf staff could have been better this year. We may look into other golf courses. We plan to send a handwritten note, a season sports pass, and a donation receipt to thank each sponsor. Mike will get the final sponsor list to Phil.



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The golf outing brought \$18,457 in total funds. Our expenses were \$4,089. We raised about \$12,500 total. Most of the sponsorships were filled.

Kelli - financial update. Our total funds are \$38,170, with \$9,000 earmarked for baseball and \$1,200 earmarked for volleyball uniforms raised by players. We also have \$10,000 in a CD. We are keeping \$3,000 back for the Eagle Backer's expenses. Point gym rental will be about \$10,000. We have \$12,500 to distribute to sports teams.

High School fall sports practices begin August 8. Our dead weeks are June 10-16 and August 1-7, 2022. We need to decide these earlier this coming calendar year. Middle School practices begin August 22.

July 1st is when everyone will be able to see the new sports schedules on our website. Also we need to establish senior night as soon as schedules are finalized.

Next meeting is Monday, July 18 at 6:30 pm.

Phil adjourned the meeting in prayer.

Respectfully Submitted,

Sue Miller, Secretary

- (5 Mins) Technology Committee Update by Jason Miner

Tech Committee Meeting Minutes of our Zoom Meeting Monday, June 20, 2022

Present: Tad Rogers, Mike Gray, Brent Bishop, Sue Davidson

Not Present: Steven Bohjanen, Denny Heinonen, Jeff Russ

Old Business:

Sue and Brent shared the quotes they got from CDW and Tech Soup to replace the 21 teachers' computers that are outdated. Tech Soup had a great quote for desktops but they do not sell Chromebooks. Sue got good prices for both Chromebooks and desktops.



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The committee discussed several options of purchasing from either or both of the companies. At one point it was presented that we should purchase all 21 Chromebooks and any teacher that needed a desktop, should have one from the computer lab since that was all updated last year. There would be about 9 Chromebooks placed in the lab. This meant that I potentially would need to change my lessons for the larger classes and that I would not teach using the Microsoft products.

Because this would be a curriculum change from Microsoft Apps to Google Apps, I wanted to be sure I discussed this with Jason & Melanie who head up the Ed Policy Committee. I met with them the next day. They were in agreement with the committee that I could make the change to Google Apps.

Therefore, we will purchase the 21 Chromebooks from CDW and not purchase any desktops from Tech Soup.

New Business

A discussion also came up about the laptops that came from OBA and we would like to consider changing them over to Chromebooks. Since we have had issues with them "disconnecting" from the domain, we think this would be a great idea and will plan to get this done.

Tad Rogers closed in prayer.

- Old Business:none
- New Business: none
- Public Comment: Question on class size and justification for aide in classroom. Question on application of therapy dog and use for school.
- Close Meeting: 1st -Collin ; 2nd - Gayle
- Vote: Ayes 8 , Nays 0