



## HCA OPEN BOARD MEETING MINUTES

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

- **Meeting Date/Time:** August 22, 2022 at 7:00pm
- **Location:** Heritage Christian Academy, Kalamazoo, Michigan
- **Meeting Goals – Results**
  - Align on Administrative Progress towards the HCA Vision
  - Build the HCA Community
- **Meeting Inputs – Information/Research/Pre-work/Proposals**
  - **Administrator’s Report:** Jason Miner
  - **Education Policy Report:** Jason Miner
  - **Principal Report:** Melanie Simpson
  - **Parent-Partnership Committee Report:** Melanie Simpson
  - **Technology Report:** Brent Bishop
  - **Finance Report:** Liz Cary
  - **Marketing & Development Report:** Lynn Townsend
  - **Eagle Backer Report:** Kelli Luke
- **Meeting Agenda – Meeting Activities/Flow**
  - Opening 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- via zoom
  - Liz Cary – Treasurer - via zoom
  - Kelsey McLaughlin - Secretary
  - Collin Schuiteboer – Vice Chair
  - Lynn Townsend – Chair
  - Jason Miner – Chief Administrator
  - **Other Attendees:**
    - **via zoom** - Mills Family, Kelli Luke, Stpehanie Jever, Brandi Burnham, Melanie Simpson, Gayle Jacobs
- **Roles**
  - **Facilitator/Timekeeper:** Brent Bishop
  - **Scribe:** Kelsey McLaughlin, Secretary

**Opening Prayer:** Collin

**Call to Order:** 1<sup>st</sup>-Collin ; 2<sup>nd</sup> -Liz

**Vote:** Ayes 5 , Nays 0

**Approval of Previous Month's Minutes:** No open meeting last month

## **COMMITTEE REPORTS**

### **Action Items - Signatures Needed:**

**Contracts**

**Endowment Paperwork**

### **Administrator's Report (15 minutes): Jason Miner**

#### **Open Meeting**

- Greenhouse Campaign
  - Developing
    - Prospectus
    - Brochure
    - Video
- All parent Meeting September 12th
  - Announced on back to school night
- Facts Training and Implementation on track
- Let My Kids Learn Petitions
  - 1st petition filed at the end of July
  - 2nd petition to be filed at the end of August
- School is ready
  - Orientation has begun
  - New tables and chairs in secondary
- 2022 Theme
  - Holy to the Lord... Exodus 28:36
    - What does it look like to be holy Romans 12:9
      - Love without hypocrisy, hate what is evil, do what is good
- Hired
  - Dianna Anderson **Math**
  - Danece Adams **Bible**
  - Briggette Jones **1st**
  - Tim Marsh **Band - not confirmed**
  - Eric Fenstermaker and Jodi Vlug **Janitor**
  - Allison Sanford **Aftercare**
- Current Strategic Plan -
  - 4 main goals - classroom management development, Education in Action development, specifically the green house, Living community development focused on fostering safety and connection, prepare for accreditation process
- Infectious Disease Plan - details at back to school night
- Enrollment 206
- Learning Lab getting walls (donation)
  - Mike Wolfe leading the planning
  - Setting a build time
- Senior Seek Field Trip - students will be going to Lake Michigan to choose their own stones for their senior gift

### **Ed Policy Report (5 minutes): Jason Miner**

No Ed Policy during summer

## Principal's Report (5 minutes): Melanie Simpson

Principal's Report  
Submitted by Melanie Simpson  
June 23 - July 21, 2022

- Worked with new 1st grade teacher to get her oriented
- Worked with Amber Kilian and Julie VandeGiessen in processing new families
- Finished updating family and staff handbook
- Led seven family interviews for new elementary families
- Planned new staff orientation; Jason led on 8/19 in my absence
- Worked with Jason to plan staff orientation week
- Worked on planning and organizing schedules for the year - specials, recess/lunch, staff duties, etc.

## Parent Partnership Committee Report (5 minutes): Melanie Simpson

The following summary highlights HCA's PPC Meeting:

- **Meeting Date/Time:** August 3, 2022 at 7:00pm
- **Location:** Heritage Christian Academy, Kalamazoo, Michigan
- **Meeting Goals – Results**
  - The PPC is a parent-run committee that seeks to enhance the HCA community by planning events that help families connect with each other and with staff. They also seek to support HCA staff by regularly providing opportunities for HCA families to show their appreciation to the faculty and staff at HCA. Every HCA parent is considered a member of the PPC.
- **Meeting Inputs –**
  - **President/Treasurer:** Jen Houtman and Sue Miller
  - **Vice President:**
  - **Secretary:** Melanie Simpson
  - **Homeroom Parent Coordinator:** Megan Schuiteboer
  - **Community Event Coordinator:**
  - **Teacher Appreciation Coordinator:** Sue Miller
  - **New Parent Welcome Coordinator:**
  - **Hospitality Coordinator:**
- **Meeting Agenda – Meeting Activities/Flow**
  - Opening Prayer
  - Approval of the Previous Month's Meeting Minutes
  - President's Report/Agenda
- **Attendees**
  - **President/Treasurer:** Jen Houtman
  - **President/Treasurer:** Sue Miller
  - **Secretary:** Melanie Simpson
  - **Homeroom Parent Coordinator:** Megan Schuiteboer

- **Other Attendees:** Jade Wolfe

## **PRESIDENT'S REPORT/AGENDA**

- **Mom's in Prayer** - Jenny Martin will be leading this again this year; she shared a flyer with us that advertises the MIP group; she would like us to put it in the back-to-school night packets.
- **New Family Welcome** - considering having homeroom parents plan a class event to connect new families with returning families; need to ask and get commitments from several homeroom parents to make this happen; will wait on planning an event until this new idea can be determined feasible or not
- **Staff Breakfast** - PPC will provide breakfast on the first day of orientation for staff on August 22. Sue will put together a sign-up genius for the following items to be dropped off at 8:00am that morning: sweet breakfast casserole, savory breakfast casserole, fruit, bagels, cream cheese, yogurt, granola, granola bars
- **Homeroom Parents** - We discussed possible parents to ask. Sue Miller will reach out to Megan and let her know our ideas of people so she can contact them. The following are confirmed so far:
  - PreK -
  - Kindergarten -
  - 1st - Kate Sturdy
  - 2nd - Jade Wolfe
  - 3rd - Erin Crown
  - 4th -
  - 5th
  - 6th
  - 7th - Becky Conley
  - 8th
  - 9th
  - 10th - Megan Schuiteboer
  - 11th - Beth Fenstermaker
  - 12th - Jodi Murphy
- **Community Building Events** - wait until September meeting to discuss
- **School Fundraisers**
  - Fall Gala - no firm date yet; may be in conjunction with Grandparent's Day
  - Spring Auction
- **Teacher Appreciation** - We are going to try something new this year and have one or two classes per month take turns providing the birthday/appreciation treats for staff; Sue Miller will coordinate; Melanie will have staff fill out questionnaire during orientation week; will put \$10 gift cards on the sign-up genius for birthdays to keep the gifts that come in more consistent in value
- **New Business:** Sue presented a flyer that can be put in back-to-school night packets to advertise the PPC and encourage parents to come to meetings
- **Next Meeting:** September 6 @ 2:00 PM

**Finance Report (5 minutes): Liz Cary**

Finance committee letter went out over email to families this past week.

### **Marketing & Development Report (5 minutes): Lynn Townsend**

Gala one of the first two Thursdays in November  
focus on presenting community and businesses in our Education in Action Plan

### **Technology Report (5 minutes): Brent Bishop**

## **Tech Committee Meeting Report August 2022**

We did not have a meeting this month. Our regularly scheduled meeting is next week.

It has taken some time to purchase all the licenses needed for the Chromebooks through CDW. We plan to start the set up process this week yet.

The third grade teacher has requested to have her projector hung from the ceiling, so we started getting quotes for this project. We need electrical receptacles to start with and the mounting unit and some longer cords to reach through the ceiling. We would like to consider mounting the one in the band room as well while we are at it. We won't be able to complete the project before school starts.

### **Eagle Backers Report (5 minutes): Kelli Luke**

## **Eagle Backers Meeting July 18, 2022**

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

Phil called the meeting to order and Matt opened in prayer.

Financial Update - Total in bank account is \$35,871, Baseball has nearly 11,000, Volleyball has 3,800. We are reserving \$3,000 for operational costs. Eagle Backers have about \$18,000 left to distribute to sports.

Athletic Director Update - Current number of students signed up to play - 11 High School Volleyball, 20 for Middle School volleyball, Cross Country 7 total, Soccer - 11 High School boys, Pack the Point may be in October. Senior night is Sept. 27 for Cross Country and Soccer. Sept. 30 could be Pack the Point. Checking dates for GL6 tournament as it currently conflicts with MHSAA district dates.

Equipment requests - Soccer needs for aluminum nets for practice. \$1200 with shipping. Also will need one set of balls. We also need backdrops. Middle school boys will need new shorts.

Request for practice nets was approved. We will consider and approve equipment requests as coaches submit them.

Elected Officers - Robin Bartell was elected president; Beth Fenstermaker, vice-president; Kelly Luke, treasurer; and Sue Miller, secretary. Sue will write an informational note about the Eagle Backers for the Back to School Night folders.

We wrote thank you notes to golf sponsors. Kelly will print labels and mail them. Next meeting is August 15.

Phil adjourned the meeting in prayer.

Respectfully Submitted,

Sue Miller, Secretary

### **Eagle Backers Meeting August 15, 2022**

Members in attendance - Kelli Luke, Robin Bartell, Beth Fenstermaker, Heather Toppen, and Sue Miller

Robin called the meeting to order and opened in prayer.

Financial Update - Total in bank account is \$33,395.18.

Athletic Director Update - High School Volleyball had an order mix up and ended up with short sleeved uniforms. They would like to pass the short sleeved ones on to middle school and order new long sleeved ones. The Eagle Backers approved this. Jake Hammonds requested two portable nets and scrimmage jerseys for middle school soccer. Kelli has a contract from The Point \$5,400 for the fall. September 30 is our Fall Frenzy date. There is a Varsity game at 5 pm. We will ask Phil if it would be possible for that night to be senior night as well. Volleyball alumni game and senior night is on October 28.

Senior banners need to be finished. Can someone from each sport be designated to photograph seniors? Robin will ask Amber who she will be willing to photograph and also do senior brochures.

We brainstormed ideas for Fall Frenzy.

September 17th will be the Mitchell Yoshikawa Memorial 5K at 10 am on the school course.

Sue will put together a note for Eagle Backers for Back to School night.

Next meeting is on September 12 at 7 p.m. at the school.

Robin adjourned the meeting and Sue prayed.

Respectfully Submitted,

Sue Miller, Secretary

## **HCA CELEBRATION & PUBLIC COMMENT**

- Gayle - Celebrate 206 Students enrolled

**Closing Prayer:** Brent Bishop

**Adjournment:** 1<sup>st</sup>-Collin ; 2<sup>nd</sup> - Brent

**Vote:** Ayes 5 , Nays 0