



October HCA OPEN BOARD MEETING MINUTES

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

- **Meeting Date/Time:** **October 24, 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:**
 - **Melanie Simpson**
 - **Caleb Scoonbeck**
 - **Via Zoom**
 - **Mills Family**
 - **Yetman Family**
- **Roles**
 - **Facilitator/Timekeeper:** Brent Bishop



- **Scribe:** Kelsey McLaughlin, Secretary

Opening Prayer:

Call to Order: 1st-Collin ; 2nd-Liz

Vote: Ayes 5 , Nays 0

Approval of Previous Month's Minutes: Approved as is

COMMITTEE REPORTS

Administrator's Report (15 minutes): Jason Miner

- 1. 2022-23 Theme:** Holy to the Lord. Exodus 28:36
 - a. Love must be sincere. Hate what is evil; cling to what is good. Rm 12:9
- 2. Student Success (EiA, Learning Lab, newest class offerings, KRESA/KVCC partnership, Radiant partnership, etc.)**
 - a. Radiant School of Ministry to partner again with worship team (11.20.22)
 - b. Maddie Kilian 1000 career digs in Varsity Volleyball
 - c. Varsity Volley 3rd in conference Tournament
 - d. Varsity Soccer 2nd in conference Tournament
 - e. Grace College and Dr. Beck
 - i. Government class offered this year or next free for our students (College Credit)
- 3. HCA Personnel (or Team)**
 - a. Kaitlin Ives ACSI Certification process
 - b. Melissa Dennis ACSI Certification process
 - c. Chaplaincy Donating time to our teachers
 - d. Baseball Coach
 - i. Searching for a new coach for the spring season
- 4. Policies/Procedures**
 - a. Open Lunch for Seniors
 - i. Has been positive so far
 - b. Attendance
 - i. School encouraging consistency, will be enforcing attendance policy starting the next semester.
- 5. Facilities/Grounds**
 - a. Learning Lab walls construction setting date for construction
 - b. Scheduling Parking Lot resurfacing next year
- 6. Strategic Plan (Enrollment, Re-accred., etc.)**
 - a. Reformed Baptist Church of Kalamazoo (Josh Armstrong)
 - b. Covey Baptist Church (Dan Wilson) Jason will be speaking on November 6th
 - c. Exploring creative Mental Health options
- 7. HCA Community (upcoming events, other)**

- a. 8th graders will be attending MiCareerQuest Southwest (Tuesday)
- b. Pack the Point (Friday)
- c. XC - Regionals (Friday)
- d. Fall Gala November 3rd

8. Community at Large (connections with other schools, business leaders, etc.)

- a. Beth Griffin (Fall Gala Speaker)
- b. Tom Kapanka (Calvary Christian/Fruitport) interested in EiA
- c. Jason Scheffers (VanDam/Krusinga) Possible Internship program
- d. Christinia Reed (HBA) Possible internship program
- e. Annette Kirk (Russel Kirk Center cultural renewal)
- f. Don Klooster & Jeff Brouer - Met today and gave a fresh quote for the greenhouse, looking to set a challenge date to raise the money by.
- g. Jerry Holtgren - Professional Development & Team Building (PBL) Principal at Niles Tech - Jason to visit their facility

9. Celebrations (alumni successes, donors, volunteers, etc.)

- a. Grandparents Day - over 180 grandparents
- b. Alumni List (Scott Grabow)

Caleb Scoonbeck (student body president)

- Role of the student government - plan events like fall frenzy and spirit week, homecoming, etc.
- Upcoming 4 on 4 volleyball tournament

Ed Policy Report (5 minutes): Jason Miner

Ed Policy Meeting: 10.19.22

In attendance: Stacey Koning, Deb Strahan, Melanie Simpson, Jason Miner

Ed Policy will:

Evaluate 2022/23

[Google Forms](#) to be distributed to teachers for curriculum review

1. ELA - Jon Alderman, Matthew Davidson
2. Music - Leslie Grubbs
3. Art - Eric Fenstermaker
4. Pre-kindergarten - Tammy Simon

Development

1. Health
2. Spanish
3. Secondary Bible and 4th and 5th grade Bible (?)
4. Secondary Math

Education and policy Points to Explore:

- Accreditation Goals for Ed Policy
- Looking at World Lit options - Stacey continues to struggle in finding options to even look at; current books need replacing regardless
- Shared Teacher Time for another elective 2023/24
 - P.E.

- o Band
- o Choir
- o Art
- Share a special teacher with St. Michael?
- Review the School Policy manual and make sure everything is in line
- Add Geography for 2023/24 Possibly Mr. Fenstermaker
- Start order plan to update 1-3rd from the old Abeka to BJU (Social Studies)
- Update K-Bible
- Review usefulness of 4-5th purposeful design
- Schoolwide classroom management system

Principal's Report (5 minutes): Melanie Simpson

Principal's Report

Submitted by Melanie Simpson

September 22 - October 19, 2022

- Navigated challenges in first grade as we said good-bye to Miss Jones and transitioned in Christy Reitenour
- Completed first round of informal observations with elementary teachers
- Processed and oriented two new substitute teachers
- Partnered with Ready? Let's Read! For a fall book club order opportunity for our families; minimal participation; will attempt to promote better for the next two times we have it scheduled this year
- Grandparent's Day was a success! We had 181 grandparents here; 201 pre-registered; feedback received and recorded for improvements next year
- Finalized and printed new brochure for visitors; gave to grandparents on Grandparent's Day along with advertisement for Christmas concert and Gala
- Moving forward with organizing committees for the self-study process of re-accreditation
- Professional development with teachers concerning CPR with Beth Fenstermaker and mandated reporter training with Lori Antkoviak
- Facilitated chapel with elementary students: zones of regulation, Mrs. Hadley, and 5th grade chapel
- PreK-12th Christmas concert (band and vocal) has been scheduled for Thursday, December 15, 6:30pm at Berean Baptist Church

Parent Partnership Committee Report (5 minutes): Melanie Simpson

PARENT PARTNERSHIP COMMITTEE MEETING MINUTES

The following summary highlights HCA's PPC Meeting:

- **Meeting Date/Time:** **October 4, 2022 at 1:00pm**
- **Location:** Heritage Christian Academy, Kalamazoo, Michigan
- **Meeting Goals – Results**
 - o 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:** Jen Houtman and Sue Miller
 - **Vice President:**
 - **Secretary:** Melanie Simpson
 - **Treasure:**
 - **Homeroom Parent Coordinator:** Megan Schuiteboer
 - **Community Event Coordinator:** [Shelley Gaylor](#); Katie Hruska
 - **Teacher Appreciation Coordinator:** Sue Miller
 - **New Parent Welcome Coordinator:**
 - **Hospitality Coordinator:**
- **Meeting Agenda – Meeting Activities/Flow**
 - Opening Prayer
 - President's Report/Agenda
- **Attendees**
 - Sue Miller, Jen Houtman, Melanie Simpson, Shelley Gaylor, Katie Hruska

Opening Prayer: Sue Miller

PRESIDENT'S REPORT/AGENDA

- **Treasury Report** - \$413.49
- **Need for officers** - vice president, secretary, hospitality coordinator (help with hospitality for ACSI re-accreditation next school year?)
- **Staff Dinner during conferences (11/10)** - Send out sign-up genius two weeks ahead of time; use money in fund to reimburse purchases that need to be made for things that were not signed up for; Sue Miller will create a soup and sandwich menu using Sign-up Genius to be sent out to all school families
- **Homeroom Parents -**
 - PreK - Beth Fenstermaker
 - Kindergarten - Beth VanDyke
 - 1st - Kate Sturdy
 - 2nd - Jade Wolfe
 - 3rd - Erin Crown
 - 4th - Amber McDermott w/ Beth VanDyke
 - 5th - Emily Boyer
 - 6th -
 - 7th - Becky Conley
 - 8th - Katie Hruska
 - 9th - Beth Fenstermaker
 - 10th - Megan Schuiteboer; Sue Miller
 - 11th - Shelley Gaylor; Jen Houtman

- 12th - Jodi Murphy; Kim Lilge; Heather Toppen; Amber Kilian
- **Community Building Events** - ideas suggested -
 - 11/19 - date confirmed for a ping pong tournament/game night for 8-12th grade; \$10 fee; Location TBD - Recast being considered
 - event confirmed - date TBD; 7am at school for a “Donuts w/ Dudes” event for elementary and 6th/7th grade; use Bible classroom?; pre-register; ask for attendees to give donations for donuts, coffee, cider; use funds for pre-purchase
 - 1/20 - date confirmed for a movie night in January for all families; sell concessions; bring your own seating; wear pjs; movie selection TBD but appropriate for all ages
 - other ideas yet to be confirmed - “moms and muffins”, ice skating event, roller skating event, sledding party
- **School Fundraisers**
 - Fall Gala - November 3
 - Spring Auction
- **Teacher Appreciation** - Next one is 10/19; Sue Miller will create sign-up genius and share with two classes chosen to provide food - have food dropped off in the office by 8:15 on the 19th; pumpkin theme decided on
- **New Business:**
- **Next Meeting:** November 1 @ 2:00

Finance Report (5 minutes): Liz Cary

Grandparents day collection for scholarships is being counted and dispersed to current families that are applied for assistance.

Marketing & Development Report (5 minutes): Lynn Townsend

Gala next week, RSVP by Thursday

Technology Report (5 minutes): Brent Bishop

Nothing to report this month. Meeting was canceled unexpectedly due to a personal situation.

Eagle Backers Report (5 minutes): Kelli Luke

Eagle Backers Meeting

October 3, 2022

Members in attendance - Kelli Luke, Robin Bartell, Denny Heinonen, and Matt and Sue Miller

Robin called the meeting to order and opened in prayer.

Fall Frenzy Wrap Up - We sold 123 baskets. Cash box was \$1,080. We have not subtracted expenses and are tracking down a few more receipts. Next year we need to charge everyone at the gate when they come in for the powder puff game and have admission good for the whole evening. Otherwise, Fall Frenzy went really well.

Treasurer report - \$36,000 in Eagle Backer account. A bunch of this is from the Mitchell 5K. We are still collecting receipts from a few items to no breakdown. We also have a CD for \$10,000.

Robin knows of two potential members who could not make it tonight. We need to recruit more members. How else can we do it? We need to come up with ideas.

Volleyball Senior Night - Pack the Point on Friday, October 28. We will ask Jason Miner to announce the seniors. We will purchase pizza for concessions and may need an HCA person to help at the concession counter. We will also put up a table with Eagle Backer and volleyball merchandise to sell.

T Shirt Order. We are getting ready to order. We will need to add a few extra shirts to the basketball, cross country and baseball minimums. Robin will put that order in this week. Sue will help sort and organize when the items come in.

Athletic Director report - The Eagle Backers approved baseball to proceed with plans for a bullpen at a cost of \$10,000. They have money left from a donation to cover this. Kelli also encouraged everyone to remind students to sign up for winter sports. January 27 possible Homecoming date at the Point. Also, Kelly has a few calls in to 12 Street Elementary School for possible Monday practices.

Next meeting is on November 7 at 7 p.m. at the school.

Robin adjourned the meeting and Matt closed in prayer.

Respectfully Submitted,

Sue Miller, Secretary

HCA CELEBRATION & PUBLIC COMMENT

Closing Prayer: Collin

Adjournment: 1st-Brent ; 2nd - Collin

Vote: Ayes 5 , Nays 0