



HCA OPEN BOARD MEETING MINUTES

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

- **Meeting Date/Time:** **September 26, 2022 at 7:00pm**
- **Location:** Heritage Christian Academy, Kalamazoo, Michigan
- **Meeting Goals – 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**
 - **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
 - Liz Cary – Treasurer
 - Kelsey McLaughlin - Secretary
 - Collin Schuiteboer – Vice Chair
 - Lynn Townsend – Chair
 - Jason Miner – Chief Administrator
 - **Other Attendees:**
 - **In Person: Stephanie Jevert**
 - **via zoom - Jenna Yetman, Mills Family, Becky Conley,**
- **Roles**
 - **Facilitator/Timekeeper:** Brent Bishop

- **Scribe:** Kelsey McLaughlin, Secretary

Opening Prayer: Lynn

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

Vote: Ayes 5 , Nays 0

Approval of Previous Month's Minutes: Minutes approved with two edits

Approval of minutes: 1st- Liz ; 2nd -Collin

Vote: Ayes 5 , Nays 0

COMMITTEE REPORTS

Admin Report (15 Jason Miner)

- 2022-23 Theme:** Holy to the Lord. Exodus 28:36
 - Love must be sincere. Hate what is evil; cling to what is good. Rm 12:9
- Student Success (EiA, Learning Lab, newest class offerings, KRESA/KVCC partnership, Radiant partnership, etc.)**
 - Radiant School of Ministry to partner again with worship team
Meting with worship team 1x month
 - huge variety of classes our students are currently involved in through partnerships
- HCA Personnel (or Team)**
 - Mary Beth Allen (Developing Music Therapy)
- Policies/Procedures**
 - Open Lunch for Seniors
 - Limited radius
 - Opportunity to practice responsibility
- Facilities/Grounds**
 - Intercom up and running - working out glitches
 - Learning Lab walls construction approved - just waiting on supply list and will begin construction
 - New signs going up all around campus (one way, parking, etc)
- Strategic Plan (Enrollment, Re-accred., etc.)**
 - Cherry Creek Church Visit to be scheduled
 - Amber Kilian organizing ACSI evaluation groups
- HCA Community (upcoming events, other)**
 - Fall Frenzy- carnival is coming back after a few years off
 - Field Trip for MS - 3 trips in 3 years to well known museums including a charter bus for transportation. Museum of science and industry for 2022
 - Daily Announcements
 - Senior Seek Trip - participated in prayer, devotion, rock find for senior gift
- Community at Large (connections with other schools, business leaders, etc.)**
 - Beth Griffin (Fall Gala Speaker)
 - Jeff Matner (ACSI) - open to discussing partnering with EiA in the future
 - Jason Scheffers (VanDam/Krusinga) - possible internship opportunities to come
 - True Vine

- e. Oshtemo Parks
- f. Pretty Lake Campground
- g. Rural Bible Ministries (released time Bible class)

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

- a. Learning Lab Donation - walls and sensory tools updated
- b. Evan Davis Serving HCA - including recess and lunch duty, the kids are enjoying building a relationship with him. Helps Mr Wolf with various tasks as well
- c. Ron Kilian Mowing

Ed Policy Report (5 minutes): Jason Miner

Ed Policy Meeting: 9.21.22

In attendance:

Goal of Committee:

To develop, maintain, and review curriculum and programming that strives to meet and/or exceed ACSI standards, has rigor, and a solid biblical worldview.

Ed Policy will:

Evaluate 2022/23

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

1. ELA
2. Music
3. Art
4. Preschool

Report Development

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

Principal's Report (5 minutes): Melanie Simpson

Principal's Report

Submitted by Melanie Simpson

August 19 - September 21, 2022

- Successfully implemented staff orientation and Back-to-school night
- The school year has gotten off to a good start as we try to establish relationships with the students and consistency in expectations with classroom and school wide guidelines and procedures.
- We are seeing improvement in social/emotional skills and self-regulation in most of our elementary classrooms.

- Made a few more adjustments to the staff handbook, family/student handbook, and crisis management manual
- Processed several new substitute teachers to help cover a variety of absence requests from our staff.
- Most students participated in the PYE assemblies
- Made a plan of how to get started on the self-study process of re-accreditation
- Professional development with teachers concerning updates on using TBRI (all) and zones of regulation (elementary)
- Currently working on first round of informal observations
- Facilitated chapel with elementary students concerning how Jesus makes our hearts clean and zones of regulation

Parent Partnership Committee Report (5 minutes): Melanie Simpson

PARENT PARTNERSHIP COMMITTEE MEETING MINUTES

The following summary highlights HCA's PPC Meeting:

- **Meeting Date/Time:** September 6, 2022 at 2:00pm
- **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, Shelley Gaylor, Amber McDermott, Leslie Block

Opening Prayer: Jen Houtman

Approval of Previous Month's Minutes: 1st- ; 2nd-

Vote: Ayes __ , Nays __

PRESIDENT'S REPORT/AGENDA

- **Mom's in Prayer** - First meeting 9/7 @ 8:15am in TRR
- **Treasury Report** - \$413.49
- **Need for officers** - vice president, secretary, hospitality coordinator (help with hospitality for ACSI re-accreditation next school year?)
- **New Family Welcome** - divided families up between Kate Sturdy, Shelley Gaylor, and Sue Miller; they wrote a personal welcome note to each family
- **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; confirm menu next month
- **Homeroom Parents** - We discussed possible parents to ask. 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 - Beth Fenstermaker
 - 10th - Megan Schuiteboer
 - 11th - Beth Fenstermaker; Jen Houtman
 - 12th - Jodi Murphy
- **Community Building Events** - ideas suggested - harvest party for mid/high; dads and donuts; moms and muffins; ice skating event; roller skating event; sledding party; need a lead person to plan each of these events
- **School Fundraisers**
 - Fall Gala - November 3
 - Spring Auction
- **Teacher Appreciation** - Next one is 9/21; donut holes/cider/hot chocolate/apples/mixed nuts/water; Sue Miller will create sign-up genius and share with Melanie to put in the Eagle Tracker - have food dropped off in the office by 8:15 on the 21st; Melanie will set up the food before the staff meeting.
- **New Business:**

- **Next Meeting:** October 4 @ 2:00 PM

Finance Report (5 minutes): Liz Cary

First finance committee meeting last week. July and August are considered dead months for income. September begins the new fiscal year. Gala goal 35,000\$ going towards the operational budget.

Marketing & Development Report (5 minutes): Lynn Townsend

Fundraiser but also to connect community leaders with our school

Technology Report (5 minutes): Brent Bishop

Tech Committee Meeting Minutes September 2022

Present: Tad Rogers, Brent Bishop, Denny Heinonen, Sue Davidson

Old Business

- The last of the licenses for the Chromebooks have arrived and Sue will finish changing out the old computers and load Chrome OS.
- Carol Anderson's computer is now hard wired since her computer that was wireless, kept dropping the WIFI in the ARK..
- Teacher & Student Chrome OS installed. 8 Teacher Chrome OS; 8 Teacher Desktop and about 15 Student Chrome OS installed in my room.
- Done & in process: Learning the new FACTS system for the gradebook and helping parents/students set up their own accounts.
- Two projector lightbulbs purchased and installed: Miss Koning and Mrs. Davidson

New Business

- Mount projectors for 3rd grade & band room on the ceiling
 - Mike Wolfe has contacted the electrician and we approved the quote and waiting for them to come and install the electric plugs.
 - We looked at possible Universal mounts to purchase. We will confirm our choices with Mike Wolfe who will install the mounts.
 - https://smile.amazon.com/gp/product/B01013QA86/ref=ox_sc_act_title_1?smid=A3W3STWCK1O3NR&th=1
 - https://smile.amazon.com/gp/product/B01014WET4/ref=ox_sc_act_title_3?smid=A3W3STWCK1O3NR&th=1
 - Discussed getting longer VGA cables to run up over the ceiling.
- The Pole Vault sound system in the computer lab has not been operating properly. The volume could not be turned up. It's very soft. We were able to change the plug into the front sound port on the computer and it works perfectly now.
- Miss Jones' DVD player stopped working on her computer. The team was able to get it operational again.
- We picked out the correct connection extender for Mr. Davidson's projector to be ordered.

- Technology Solutions met with Jason Miner and Sue Davidson about a new phone system. The team will look over the web site to learn more about it and confirm the choice.
 - <https://www.3cx.com/>
 - Physical phones \$110 each
 - 4 simultaneous calls \$240 year
 - 8 simultaneous calls \$450 year
 - Still pay phone bill to ATT or Spectrum whomever we have
- Work still to be done:
 - Upgrade Mrs. Hadley's computer and load Resource Mate on it
 - Discuss budget for 2023-24 to include replacement of some projectors. Include in discussion possibility of TV screens instead projectors for some classrooms.
 - Change out bad keyboards for new ones that were purchased. We've done some of the laptops but there are still more to do.
 - Tad was working on Chrome OS to connect to the Elementary Printer. Still not resolved.
 - Still having issues with the new bell/announcement system, but making headway. We know it is not our wiring that is causing problems. Brent was able to check that out for us!
 - Beck's corner monitor is still flashing. We believe he just needs a new monitor that can be wall mounted. I have one that could be wall mounted but doesn't match his hardware.
 - Donation coming of Chromebooks from Technology Solutions.

- Announcement:

Mike Gray is resigning from our committee after about 10 years of service to HCA on this committee. Our committee wants to express our deepest thanks to Mike for all the work and expertise he has donated to our school. He has troubleshooted countless computer issues and helped us make significant improvements to the infrastructure of the technology we have. He was instrumental in setting up the servers previous to this one. He has been instrumental in donations through his business and personal contacts. He has answered Sue's frantic phone calls and walked her through steps to resolve issues. We cannot name all the things he has done for us. Mike has been a blessing to our school and we will never forget his generous support and selfless commitment to this committee and the school. We also appreciate his willingness to be a resource to us.

We want to thank Mike and may God bless him in his retirement!

- Fall Frenzy this Friday
- First annual Mitchell 5k to honor Mitchell Yoshikawa
- 131 runners participated in the event
- 1/3 to big brother big sister, xcountry team, and HCA

August minutes were included in last month's agenda.

HCA CELEBRATION & PUBLIC COMMENT

Mark Mills

Therapy dog program information gathering (connecting with Paw Paw schools)

Becky Conley

Working on setting up a spirit shop to order HCA gear (t-shirts and other gear)

Taking other suggestions for local print shops (send to Becky)

Closing Prayer: Liz

Adjournment: 1st- Collin ; 2nd - Liz

Vote: Ayes 5 , Nays 0