



HCA OPEN BOARD MEETING MINUTES

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

- **Meeting Date/Time:** **March 27 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
 - Liz Cary – Treasurer
 - Kelsey McLaughlin - Secretary
 - Collin Schuiteboer – Vice Chair
 - Lynn Townsend – Chair
 - Jason Miner – Chief Administrator
 - **Other Attendees: Stephanie Jvert, Jenna Yetman, Melanie Simpson**
 - **via zoom** - Mark Mills, Reitenour Family, Gayle Jacobs, Danece Adams
- **Roles**
 - **Facilitator/Timekeeper:** Brent Bishop
 - **Scribe:** Kelsey McLaughlin, Secretary

Opening Prayer: Lynn Townsend

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

Vote: Ayes- 5 , Nays-0

Approval of Previous Month's Minutes: Approved as is

COMMITTEE REPORTS

Administrator's Report (15 minutes): Jason Miner

Signatures Needed on Contracts

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. Student Led Marketing team for greenhouse (met for the second week of M-Term)
 - i. Josh Beck, Carter Barker, Carter Huizenga
 1. Developed Marketing strategy
 2. Developed Bronco Pitch (April 15th, contest at Western Michigan University \$3,000 Cash Prize)
 3. The team had a booth at the musical
 - b. Student Scientific Study for greenhouse
 - i. Zeke Fenstermaker
 - c. Many Internship Opportunities over M-Term
 - i. [See Doc](#) Total of 20 Students participated in internships this M-term
3. **HCA Personnel (or Team)**
 - a. Accepting application for Kindergarten
4. **Policies/Procedures**
 - a. Accreditation Teams being put together
5. **Facilities/Grounds**
 - a. Permit for greenhouse submitted
 - i. At least \$15k in work donated
 - ii. Should know by the end of the week
 - b. Getting concrete bids
 - c. Kerwin Electric
 - d. Trying out 3 cameras for the grounds (Mike Wolfe)
 - e. Having a professional out this week to check our security/doors
6. **Strategic Plan (Enrollment, Re-accred., etc.)**
 - a. Covey Baptist Church (Dan Wilson) speak in February
 - b. Domain chairs assigned for re-accreditation
 - c. Curriculum Trak Training to begin April 12th
 - d. C-PBL training to continue June 12th-14th (whole staff)
 - e. Beginning work on LLC for EiA/A+ (Matt Antkviak)
 - f. Education Options Expo
 - i. May 6th 9-1:00pm.
 - ii. Centerpoint Church
 - iii. Over 150 interested
7. **HCA Community (upcoming events, other)**
 - a. NHS/NJHS Inductions April 20th

8. **Community at Large (connections with other schools, business leaders, etc.)**
 - a. Kalamazoo Flower Group
 - b. Wedels Greenhouse
9. **Celebrations (alumni successes, donors, volunteers, etc.)**
 - a. Musical
 - b. M-Term
 - c. Progressive AE
 - d. Ethan Shamus and Ella Luke Mission work

Ed Policy Report (5 minutes): Jason Miner

Ed Policy Minutes: 3.15.23

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

Education and policy Points to Explore:

- **Add Geography for 2023/24 Possibly Mr. Fenstermaker**
 - Still do art
 - STT for this
- **Elementary subjects with publishers**
- **How much is left to go all BJU**
 - **Dr. Beck is fine with Abeka**
 - **1-3rd from the old Abeka to BJU (Social Studies)**
 - **3 purchases for this**
 - Student work text
 - Teacher addition \$72
 - Student addition \$46
 - Student activity manual
 - Assessment work book
 - 1-3rd teachers said they didn't think they would use 2nd and 3rd bullet point but would use the student work text
 - **K-Bible?**
 - They like what they have now, it is a little bit lengthy but easily narrowed down.
 - Pictures could be updated
 - Content is great
- **Review usefulness of 4-5th purposeful design**
- **Schoolwide classroom management system**
- **Pk-2 literacy review**
 - **Melanie Simpson will set up meeting and report by February meeting**

Principal's Report (5 minutes): Melanie Simpson

Principal's Report

Submitted by Melanie Simpson

February 23 - March 21, 2023

- Planned for and facilitated three elementary chapels - Mark & Melanie Mills w/ Ginger, Kirby Huseby, Mrs. Simpson
- Hosted PreK-K info night on March 2nd.
- Elementary students (1st-5th grades) participated in Speech Meet on March 9th.
- Recreated parent survey used last year to better suit the data we desire to gather. Highlighted in Eagle Tracker two times so far.
- Completed second informal observation of all elementary teachers and met with them to give feedback and contracts afterwards.
- Wednesday professional development for staff consisted of ProEdCoach training and a separate elementary meeting.

PPC – Parent Partnership Committee (5 minutes): Melanie Simpson

PARENT PARTNERSHIP COMMITTEE MEETING MINUTES

The following summary highlights HCA's PPC Meeting:

- **Meeting Date/Time:** March 7, 2023 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:** 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:** Kate Sturdy
 - **Hospitality Coordinator:**
- **Meeting Agenda – Meeting Activities/Flow**
 - Opening Prayer
 - President's Report/Agenda
- **Attendees**

- Jen Houtman, Katie Hruska, Sue Miller, Mrs. Simpson, and Jade Wolfe

Opening Prayer: Sue Miller

PRESIDENT'S REPORT/AGENDA

- **Treasury Report** - \$342.84 is our current balance.
- **Need for officers** - vice president, secretary, hospitality coordinator (help with hospitality for ACSI re-accreditation next school year?)
- **Any new families to welcome?**
- **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 - ask Mrs. Berens?
 - 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** -
 - Movie Night
 - Movie night was well attended by the elementary students. Several of them even stayed for the second movie. We made about \$100 in concessions.
 - Culver's night - Katie has reached out to the owner/manager several times and has not received a response. We will look into other venues.
 - French Toast Sticks with Chicks - TBD
 - We may be able to partner with student government to help plan events for older students
 - Mom's morning out - Wednesday, September 6, 2023 after moms drop off kids at school
 - We are looking into the possibility of a roller skating night
- **School Fundraiser Support**
No Auction this year
- **Teacher Appreciation** -
 - Next one is 3/29; Sue Miller will create sign-up genius with chocolate gold coins, rainbow fruit tray, rainbow veggie tray, lucky charm rice krispie treats, St. Patricks Day cookies, etc.
- **New Business:**
 - Katie will check into availability for a Qdoba or Chick-Fil-A night
 - We need to create a Venmo for Staff Appreciation and link it to our email
- **Next Meeting:** April 11 @ 2:00

Finance Report (5 minutes): Liz Cary

Budget is ready and approved for next school year

Marketing & Development Report (5 minutes): Lynn Townsend

Legacy Brick fundraiser will be launching after spring break

Technology Report (5 minutes): Brent Bishop

Technology Report March 2023 Report

There was no meeting this month.

Old Business

The bells and announcements still occasionally have some problems and need to be reset. Problems are occurring much less than they had been.

We are in the final stages of purchasing the new switches after getting quotes from Technology Solutions and realizing we could save some money by purchasing them ourselves.

New Business

The ice storm and resulting power outage caused a problem with the Keri Door System and one door was not latching. The system could not be updated or resolved in house. Vanguard Fire and Alarm systems were contacted and they came out and discovered that the backup batteries for the system had died due to the long extended power outage. Batteries were replaced and the system was updated. Batteries need to be changed out every three years.

Eagle Backers Report (5 minutes): Kelli Luke

Eagle Backers Meeting

March 7, 2023

Members in attendance - Phil Kilian, Amber Kilian, Todd Foster, Beth Fenstermaker, Kristie Belden, Denny Heinonen, and Sue Miller

Amber called the meeting to order.

Phil opened with prayer.

Phil gave the financial report as Kelli Luke was not in attendance. The general fund collects from gate and concessions, golf outing, our major fundraiser collects. We take \$10,000 off the top to pay for The Point rental for volleyball and basketball. We take out operating costs and divide the rest between sports. We have accounts that are building for each sport. People may give money to a specific sport and teams may contribute funds from fundraising to their accounts. We also have a CD with \$10,000. General fund currently has \$6,482.

Golf Outing - Event date is May 22. Website is up and is GOLFINVITE.NET/HCAEAGLES We will do a dog/brat lunch. Heritage Glen is the location. Phil and Mike will meet with the manager prior to the event to go over details. The flyers and postcards are finished. Post cards will be mailed to previous golfers. We will also be advertising in the play brochure. Our fundraising goal is \$12,000. We will meet on Monday, March 13 at 6 p.m. to prepare letters and postcards for mailing. Mike quoted us a tumbler price of \$10-12 each for the golfer gifts.

We will plan senior nights for baseball and soccer at the April meeting. We will also consider a Flood the Field event.

Equipment requests - Volleyball has requested to purchase 40 practice balls, game balls, and a ball cart. This would be \$1200 out of their fund. We approved their request. Their old volleyballs will be passed on to the middle school teams.

Todd Foster reported that a 14U team may rent our field for a July tournament. We put in a late notice of our field's availability this year, so we may not rent it until 2024. Mike Wolfe would be willing to facilitate this and Eagle Backers could run concessions also. The school board checked out liability for us and we are able to do this.

Matt Miller closed in prayer.

Next regular meeting April 10, 2023 at 7 p.m., special mailing preparation meeting is Monday, March 13 at 6 p.m.

Respectfully Submitted,

Sue Miller, Secretary

HCA CELEBRATION & PUBLIC COMMENT

Stephanie Jvert -Wizard of Oz Musical

84 students between pre-k-12

1190 Tickets sold

\$12,000 in tickets and \$9,000 in ads \$1,300 concessions and \$1,500 in gift table

Mark Mills - Thankful for Stephanie and Danece

All of the effort put into this huge opportunity for the kids is greatly appreciated.

Closing Prayer: Brent Bishop

Adjournment: 1st Collin Schuiteboer- ; 2nd - Liz Cary

Vote: Ayes -5 , Nays -0