



HCA OPEN BOARD MEETING Minutes

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

- **Meeting Date/Time:** February 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 (Via Zoom)
 - Kelsey McLaughlin - Secretary (Via Zoom)
 - Collin Schuiteboer – Vice Chair
 - Lynn Townsend – Chair
 - Jason Miner – Chief Administrator
 - **Other Attendees: Via Zoom**
 - **via zoom** -Jenna Yetman, Melanie Simpson
 - **Roles**
 - **Facilitator/Timekeeper:** Brent Bishop
 - **Scribe:** Kelsey McLaughlin, Secretary
- Opening Prayer:** Lynn Townsend
Call to Order: 1st- Brent Bishop ; 2nd - Liz Cary

Vote: Ayes , Nays

Approval of Previous Month's Minutes: None to approve

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. Student led Tuesday Morning Prayer 7:00-7:45 a.m.
 - i. This is now fully led by highschool
 - ii. About 15 in attendance
 - b. Student Entrepreneur
 - i. Preorder forms for the hanging baskets will be going out this week
 - ii. Josh Beck
 - iii. Carter Barker
 1. Certification
 - a. Shark Tank
 - b. Entrepreneur Day WMU
 - c. Junior Achievement
 - c. Tech and Web design
 - i. Carter Huizenga
 - d. Student Horticulturist
 - i. Zeke Fenstermaker
 - e. TCE Job fair January 26th
 - i. Couple of Internships set up
3. **HCA Personnel (or Team)**
 - a.
4. **Policies/Procedures**
 - a. Finish Policy Manual
5. **Facilities/Grounds**
 - a. Moving forward on Greenhouse
 - i. Waiting on Civil drawing
 - b. Site Development plan completed
6. **Strategic Plan (Enrollment, Re-accred., etc.)**
 - a. Promoted at Covey Baptist Church (Dan Wilson) 2.12.23
 - b. Forming Domain chairs and members for ACSI
 - i. Meeting on Wednesday
 - c. Curriculum Trak Training to begin in March
 - d. PBL training to begin March 8th
 - e. PBL intensive training June 12-14th
7. **HCA Community (upcoming events, other)**
 - a. Speech Meet (3/9)
 - b. M-Term (3/13-24)

- c. Musical (3/24-25)
- 8. Community at Large (connections with other schools, business leaders, etc.)**
 - a. Tom Shockley Schrams Greenhouse
- 9. Celebrations (alumni successes, donors, volunteers, etc.)**
 - a. Civil Engineering Drawing donated

Ed Policy Report (5 minutes): Jason Miner

Ed Policy Meeting: 2.15.23

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

Recap of 2021-22 Curriculum Review

Last year ed policy reviewed Social Studies and Bible, gathered a report from the new curriculum in our Spanish program from BJU and gave recommendations for math to be updated on the secondary level for continuity in the program.

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**

Education and policy Points to Explore:

- Writing skills Building blocks MS/HS
 - Ms. Koning create rubric model for continuity between MS-HS
 - Orientation Week in breakout
- Looking at World Lit options - Stacey continues to struggle in finding options to even look at; current books need replacing regardless
 - Curriculum Trak Potential
- Review the School Policy manual and make sure everything is in line
- Add Geography for 2023/24 Possibly Mr. Fenstermaker
- 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

January 9 - February 22, 2023

- Planned for and facilitated six elementary chapels - speakers were third grade, the Schuiteboer family, Ms. Kramer, and Mrs. Simpson
- Elementary students raised \$800 to purchase a sustainable fish tank for an orphanage in Benin, Africa (Schuiteboer connection)
- Met with focus groups - teachers, parents, students - to get feedback and ideas for next year's dress code and finalized this with Jason for board approval.
- Processed one new sub - Vince Jacobson, Michelle Bogda
- Wednesday professional development for staff consisted of separate elementary/secondary meetings, information about service dog opportunity, calendar discussion, and two weeks of no PD to prep for a longer PD scheduled for 2/22
- Planning and prepping for PreK-K Info night on Mar 2, 2023
- Planning and prepping for Speech Meet (1st-5th) on Mar 7, 2023

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

PARENT PARTNERSHIP COMMITTEE MEETING MINUTES

The following summary highlights HCA's PPC Meeting:

- **Meeting Date/Time:** February 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, Shelley Gaylor, Sue Miller, 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 Lilje; Heather Toppen; Amber Kilian
- **Community Building Events** -
 - Movie Night
 - 2/10 - 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
 - Culver's night
 - Mom's night out?
 - other ideas yet to be confirmed - "moms and muffins", ice skating event, roller skating event, sledding party
- **School Fundraiser Support**
 - No Auction this year
- **Teacher Appreciation** -
 - Next one is 2/22; Sue Miller will create sign-up genius
- **New Business:**
 - Katie will check into availability for a Culver's Night
- **Next Meeting:** March 7 @ 2:00

Finance Report (5 minutes): Liz Cary

- Board retreat passed the budget for this year

Marketing & Development Report (5 minutes): Lynn Townsend

- Brick by Brick fundraiser, annual commitment, goal of 200 bricks to lay on the floor of the greenhouse.

Technology Report (5 minutes): Brent Bishop

**Tech Committee Meeting Minutes
Monday, February 20, 2023**

Virtually Present: Tad Rogers, Brent Bishop, Sue Davidson

Brent opened in prayer.

Old Business

- Technology Solutions have been working on the server since Jan 25th. Today should have been the day they were to do a hard reboot. I expect to hear a final report from them on Tuesday.

Here is what Josh Heysteck had to say on Tuesday: ***“We were able to move the HCAS student network off the main network and on to its own VLAN that the Meraki is handling instead of the server. This should cut down a lot of chatter on the main network as well as alleviate some of the strain on the server.*”**

We wanted to move the DHCP for the main network over to the Meraki at the same time, but due to some limitations on the Meraki we are not able to until we condense the size of the subnet down.

This task was not as important to do as moving the students off. This one we can approach down the road after we move to the new switches and 3CX so we can do it properly.”

On Tuesday, Mr. Miner was able to easily connect to the wifi, record the announcements. They were heard all the way through, The bells worked and the timing of the bells were correct. I heard no complaints of issues with connection or any other thing.

- Discussed the possibility of purchasing new switches yet this year. Sue will get quotes from TS and to find out the lead time in that purchase. We will establish our exact need of the number of ports before the final decision for purchase.
- Discussed the possibility of purchasing a new projector for the band room. Sue will get the quote and proceed with that purchase.

New Business

- Sue will check into Lanschool for Chromebooks and get a quote. Lanschool is useful to observe and review student activity in real time on Chromebooks.

Tad closed in prayer.

Next Meeting: Monday March 20th, 5:30. TBD online or in person.

Eagle Backers Report (5 minutes): Kelli Luke
Eagle Backers Meeting February 13, 2023

Members in attendance - Heather Toppen, Phil Kilian, Amber Kilian, Jodi Murphy, Mike McGeath, Denny Heinonen, and Sue Miller

Amber called the meeting to order.

Phil opened with prayer.

Equipment needs - There are no equipment requests to approve. Phil has rented out Soccer Zone for the second week of M-term. We approved of him spending his soccer budget for this. Other spring sports will be planned at the March meeting.

Golf Outing - Mike McGeath is helping us to put this together and spearheading this event. Possible dates are May 15 or 22nd. We can put a mailing together to send out as soon as we have the date finalized. We may use another golf course this year. We will better clarify the set up for the day beforehand so there are no surprises.

Sponsorship levels - Title sponsor - \$2500, lunch sponsor, cart sponsor, practice tee sponsor, website sponsor, putting challenge sponsor - \$750, hole sponsors - \$250, par 3 hole sponsor - \$350, corporate sponsor - \$850, corporate sponsors with hole sponsors - \$950. We are keeping same sponsorship prices as last year.

Golfer gifts - something to hold gift items, Mike is checking into the cost of tumblers for this.

No Treasurer report as Kelli was not in attendance.

Denny Heinonen closed in prayer.

Next meeting March 6, 2023 at 7 p.m.

Respectfully Submitted,

Sue Miller, Secretary

HCA CELEBRATION & PUBLIC COMMENT

Darren Nickel - very excited to see EiA taking off.

Closing Prayer: Brent Bishop

Adjournment: 1st- Collin ; 2nd - Brent

Vote: Ayes 5 , Nays 0