

HCA OPEN BOARD MEETING Minutes

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

- **Meeting Date/Time:** May 22 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
 - Jenna Yetman - Director
 - **Other Attendees:**
 - Jake Hammond, Lee Belden
 - **via zoom** - Melanie Simpson
 - **Roles**
 - **Facilitator/Timekeeper:** Brent Bishop
 - **Scribe:** Kelsey McLaughlin, Secretary
- Opening Prayer:** Lynn Townsend
- Call to Order:** 1st- Collin Schuiteboer; 2nd- Liz Cary
- Vote:** Ayes 6 , Nays 0

Approval of Previous Month's Minutes: Approved as is

COMMITTEE REPORTS

Administrator's Report (15 minutes): Jason Miner

Board Signatures

- 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
 - i. First Sale over 160 sold!
 - b. Varsity Soccer Season undefeated
 - c. Prayer Time Past Time Trivia off with Mr. Miner
- 3. HCA Personnel (or Team)**
 - a. Down to final 2 applicants for Kindergarten
 - b. Potential new guidance counselors
- 4. Policies/Procedures**
 - a. Senior Guide for parents almost complete
 - i. Will become a document that is looked at every year starting freshman year.
- 5. Facilities/Grounds**
 - a. Groundbreaking May 31st 1:15
- 6. Strategic Plan (Enrollment, Re-accred., etc.)**
 - a. Re-accreditation process is now called Inspire - HCA is on hold while we wait to be assigned a new chair
 - b. C-PBL training to continue June 12th-14th
 - c. Continuing conversation on LLC for EiA/A+
- 7. HCA Community (upcoming events, other)**
 - a. May 31st Ground breaking
 - b. June 9th graduation
- 8. Community at Large (connections with other schools, business leaders, etc.)**
 - a. Matt Hall
 - b. Jamie Green
 - c. Bill Huizenga
- 9. Celebrations (alumni successes, donors, volunteers, etc.)**
 - a. Lifelong Legacy Brick - Ribbon cutting to be announced shortly

Ed Policy Report (5 minutes): Jason Miner

Education and policy Points to Explore:

- New Policy proposals
- Writing skills Building blocks MS/HS
 - Ms. Koning create rubric model for continuity between MS-HS

- Orientation Week in breakout
 - Elementary (K-5) Literacy review - decision made to continue to use BJU for all elementary grades in reading with support from Abeka resources as needed; exception - first grade will rely heavily on Abeka for now until the one year interim of switching Ms. Kramer and Mrs. Reteinour is complete and we have a permanent first grade teacher decided on.
 - Accreditation Goals for Ed Policy
 - Curriculum Trak up and running
 - Communicate to teachers that they need to have all maps done by the week of orientation.
 - Review the School Policy manual and make sure everything is in line
 - **Mr. Fenstermaker**
 - **Still do art**
 - **Study hall monitor/Online course (physics)**
 - **Geography Wednesday's 9th grade World History**

Principal's Report (5 minutes): Melanie Simpson

Principal's Report

Submitted by Melanie Simpson

April 22 - May 17, 2023

- Planned for and facilitated four elementary chapels - speakers were Mrs. Simpson, Trooper Conner Mabie, Mrs. Burlison, Mrs. Allen (band chapel)
- Elementary students collected snacks for Police Appreciation Week and blessed Post #61 in Paw Paw with a trunk full of snacks and some appreciation cards for their break room.
- Continuing to vet candidates for PreK, K, and aide position
- Wednesday professional development for staff consisted of accreditation preparation and departmental meetings to prepare for end of year awards ceremony and events
- Many elementary and secondary field trips happening the last couple months of the year
- Elementary Spring concert was held on May 8th and was well attended - Top speech meet presenters presented along with the 5th grade band and elementary music classes.
- Jason and I attended the Education Expo at Centerpoint Church on May 6th and made many good connections with interested families.

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

PARENT PARTNERSHIP COMMITTEE MEETING MINUTES

The following summary highlights HCA's PPC Meeting:

- **Meeting Date/Time: May 2, 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
- **Treasurer:**
- **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, and Shelley Gaylor. Jen had to leave early for soccer.

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 -**
 - Muffins with Moms
 - Will be held May 10. We have two reservations which require 4 muffins. If we do not have 20 registrations by Monday, May 8, we will cancel. It may be mothers are too busy this time of year, or are having trouble just getting the kids ready in the morning.
 - Set up will be at 7 pm on May 9. Committee members will be here at 6:30 am to set up coffee and serve.
 - We will ask Mrs. Simpson to begin the morning with prayer.

- **School Fundraiser Support**
No Auction this year

- **Graduation Volunteers**

We need some parent volunteers to serve cookies and punch at graduation on May 9th at Berean Baptist Church from 6-8:30 pm. After setup and before graduation ends, parents may watch the ceremony. Jen Houtman, Katie Hruska, and Shelley Gaylor will help with this. Also, we are asking junior parents to donate cookies. Sue Miller is doing a write up for the 11th grade homeroom parents to send to their parents.

- **Teacher Appreciation -**

- Next one is 5/10; Sue Miller has created a sign-up genius.
- We will need help with setup at 1:30 pm on May 10, 2023. Sue will put together as much as possible beforehand and leave cold items in the fridge for quick set up.

- **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:** July 26, 2023 at 10 am

Finance Report (5 minutes): Liz Cary

Legacy Brick which has replaced this years annual auction

Marketing & Development Report (5 minutes): Lynn Townsend

Legacy Brick fundraiser - will have more detailed numbers update next month

Technology Report (5 minutes): Brent Bishop

Did not meet this month due to scheduling conflicts

Eagle Backers Report (5 minutes): Kelli Luke

No report submitted.

Golf outing was today and had a great turnout!

HCA CELEBRATION & PUBLIC COMMENT

“Yay HCA” - Melanie Simpson

Closing Prayer: Brent Bishop

Adjournment: 1st- Liz Cary ; 2nd- Brent Bishop

Vote: Ayes 6 , Nays 0