



## HCA OPEN BOARD MEETING MINUTES

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

- **Meeting Date/Time:** November 28, 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
  - Liz Cary – Treasurer
  - Kelsey McLaughlin - Secretary
  - Collin Schuiteboer – Vice Chair
  - Lynn Townsend – Chair
  - Jason Miner – Chief Administrator
  - **Other Attendees:** Matt Klooster, [Melanie Simpson](#), Kent Wallace
    - **via zoom** - Yetman Family
- **Roles**
  - **Facilitator/Timekeeper:** Brent Bishop
  - **Scribe:** Kelsey McLaughlin, Secretary

**Opening Prayer:** Lynn

**Call to Order:** 1<sup>st</sup>- Liz ; 2<sup>nd</sup> - Brent

**Vote:** Ayes Liz 1, Brent 2 All approve , Nays 0

**Approval of Previous Month's Minutes:** Brent and Liz were here in person, not Zoom. Admin report: Clarify 2 e, Grace Christian University, Not Gace Collage.  
Student body present, Caleb S (spelling of last name needs to be updated)

## **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 meets with worship team first time (11.20.22)
  - b. Basketball starting up
3. **HCA Personnel (or Team)**
  - a. Baseball Coach Jason Osbourn
4. **Policies/Procedures**
  - a. Absence Shutdown policy
  - b. Senior Monies Policy
5. **Facilities/Grounds**
  - a. Learning Lab walls construction Complete
  - b. Scheduling Parking Lot resurfacing
6. **Strategic Plan (Enrollment, Re-accred., etc.)**
  - a. Reformed Baptist Church of Kalamazoo (Josh Armstrong)
  - b. Covey Baptist Church (Dan Wilson)
  - c. Forming Domain chairs and members for ACSI
7. **HCA Community (upcoming events, other)**
  - a. Christmas Concert December 15th
8. **Community at Large (connections with other schools, business leaders, etc.)**
  - a. Jason Scheffers (VanDam/Krusinga)
  - b. Christinia Reed (HBA)
  - c. Annette Kirk (Russel Kirk Center cultural renewal)
  - d. Don Klooster & Jeff Brouer
  - e. Jerry Holtgren - Professional Development & Team Building (PBL)
9. **Celebrations (alumni successes, donors, volunteers, etc.)**
  - a. Grandparents Day
  - b. Alumni List (Scott Grabow)
  - c. Gala?

### **Ed Policy Report (5 minutes): Jason Miner**

Ed Policy Meeting: 11.16.22 Minutes

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

**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.

This is achieved through:

### **Educational Policies & Academic Excellence Committee**

1. Investigating and proposing academic and spiritual content of the school curricula.
2. At least two Faculty members shall serve on this committee as appointed by the Administrator.

### **Responsibilities shall include:**

- a. Assist Administration in the selection of course of study and related media for each grade.
- b. Development and use of library, library books, and related facilities.
- c. Planning future academic program(s), expansion, and needs of the school.
- d. Recommendation of policies concerning professional development.
- e. Assist Board, Administration, and School Life Committee in the development of general discipline policies.
- f. Regularly review State requirements and educational landscape of surrounding schools.
- g. Subcommittees of the Educational Policy Committee shall be as follows:
  - Accreditation (Open Subcommittee)- This subcommittee shall be responsible to ensure school compliance in maintaining school accreditation membership(s).

*As stated in the HCA Board Bylaws.*

### **Education and policy Points to Explore:**

- Writing skills Building blocks MS/HS
  - Ms. Koning create rubric model for continuity between MS-HS
- Accreditation Goals for Ed Policy
  - Curriculum Trak up and running
    - Monitoring
- Looking at World Lit options - Stacey continues to struggle in finding options to even look at; current books need replacing regardless
  - Curriculum Trak Potential
- Shared Teacher Time for another elective 2023/24
  - Kindergarten
  - P.E.
  - Band
  - Choir
  - Art
  - Geography?
- Review the School Policy manual and make sure everything is in line
- Add Geography for 2023/24 Possibly Mr. Fenstermaker

- Still do art
- STT for this
- How much is left to go all BJU
  - Dr. Beck is fine with Abeka
  - 1-3rd from the old Abeka to BJU (Social Studies)
  - 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

October 20 - November 21, 2022

- Oversaw elementary report card distribution for first quarter
- Performed and documented two fire drills for compliance with Kalamazoo County Sheriff's Office recommendations
- Planned for and facilitated four elementary chapels - speakers were Mr. Miner, Mrs. Adams, Mr. Paul Spotts (RBM), and 4th grade
- Will be using Iowa Assessment this year instead of Terra Nova for standardized testing of K-7th students in the spring. Supplies have been purchased. Teachers will be trained prior to testing.
- The ACSI re-accreditation process using the Inspire protocol continues as we introduced the process to teachers and are finalizing committees; Team visit will be spring of 2024; It requires 12-18 months of work to prepare for the visit.
- One new family processed - Anne Marie Edwards (PreK)
- 11/11 - faculty professional development at Pretty Lake Camp - learned about Curriculum Trak; vision for the future of HCA; also, met separately as elementary and secondary staff to talk about things specific to our areas.
- 11/10 - Parent Teacher conferences were held
- Wednesday professional development for staff consisted of an Aflac presentation, departmental meetings (elem/sec), conference prep, and small group discussion of strengths

### **Parent Partnership Committee (5 minutes): Melanie Simpson**

#### **PARENT PARTNERSHIP COMMITTEE MEETING MINUTES**

The following summary highlights HCA's PPC Meeting:

- **Meeting Date/Time:** **November 1, 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:** 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**
  - Sue Miller, Jen Houtman, Melanie Simpson, Shelley Gaylor, Jade Wolfe

**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)*** - Sign-up genius sent out; use money in fund to reimburse purchases that need to be made for things that were not signed up for; soup and sandwich menu with various sides and desserts
- ***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 -
  - wait until next semester - ping pong tournament/game night for 8-12th grade; \$10 fee; Location TBD - Recast being considered
  - event confirmed - date 11/10; 7am at school for a “Donuts w/ Dudes” event for elementary and 6th/7th grade; use Bible classroom or gym depending on how many 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 12/14; Sue Miller will create sign-up genius and share with three classes (2nd, 11th, 6th) chosen to provide food - have food dropped off in the office by 8:15 on the 14th; hot cocoa bar, Christmas cookies, veggie tray
- **New Business:**
- **Next Meeting:** December 6 @ 2:00

**Finance Report (5 minutes): Liz Cary**

**Marketing & Development Report (5 minutes): Lynn Townsend**

**Technology Report (5 minutes): Brent Bishop**

## **Tech Committee Meeting Minutes November 21, 2022**

**Present:** Sue Davidson, Brent Bishop and online: Tad Rogers, Jeff Russ, Denny Heinonen

### **Old Business**

- Three projectors have been giving us a problem. When they have been on for a while the bulb will go black. Sue researched it and did the easiest thing and cleaned out the dust with canned air and so far they are working well.
- Mount projectors for 3<sup>rd</sup> grade & band room on the ceiling
  - Mike Wolfe has contacted the electrician and we approved the quote and they are now coming to do the work over Christmas break.

- o We need to purchase the mounts and longer VGA cables and connect with Mike Wolfe for installation of the mounts.
- Tad was working on Chrome OS to connect to the Elementary Printer. I was able to talk with Cornerstone and they had a solution but as it turns out that is no longer available. His suggestion now would be to install a small color printer. I asked him for a quote but I'm still waiting for that. The team suggested we get something on Black Friday. They shared some links with me and Sue will pursue it if that sounds better than what Cornerstone can do for us.

### **New Business**

- Still having issues with the new bell/announcement system, but making headway. They are trying to downgrade the software and research some more. They worked on it remotely on Friday when we didn't have school. They still are trying different things like using Sip through the current phone system. It works for some time and then it doesn't again.
- We need projectors- Mrs. Anderson's projector is casting double; I have no back-ups projectors. She has a contact that might have some that could be donated from a local school. Can we also find a school who would be willing to donate their used ones when they upgrade? Sue will look into this with her KRESA Tech Committee.
- Jeff Russ is in the process of re-wiring the Ethernet lines for the Learning Lab after their new building job. He gave a report on how he was doing it.
- We discussed the budget for 2023-24 to include replacement of some projectors. It was suggested to include in the long range plans beyond next year to replace the Meraki and the Firewall. Brent took pictures of the model number of the switches to know how long of life they have when determining what needs to be replaced when. We also discussed not replacing the server in the future and have everything in the cloud. If a staff member needs a PC computer, it would be a standalone with its own back up. Sue will research some numbers for the budget for the next school year and share it with the committee by the next meeting.
- Next Meeting: Monday December 12<sup>th</sup>, 5:30. TBD online or in person.

### **Eagle Backers Report (5 minutes): Kelli Luke**

### **HCA CELEBRATION & PUBLIC COMMENT**

**Closing Prayer:** [Liz Cary](#)

**Adjournment:** 1<sup>st</sup>- Brent ; 2<sup>nd</sup> - Liz

**Vote:** Ayes All , Nays - 0

