



HCA OPEN BOARD MEETING Minutes

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

- **Meeting Date/Time:** August 28, 2023 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:** Jason Miner
 - **Eagle Backer Report:** Collin Schuiteboer
- **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 - Vice Chair
 - Liz Cary – Treasurer
 - Kelsey McLaughlin - Secretary
 - Collin Schuiteboer - Chair
 - Lee Belden - Director
 - Jason Miner – Chief Administrator
 - Jenna Yetman - Via Zoom- Director
 - **Other Attendees:** Melanie Simpson
 - **via zoom** - Rob Houtman, Dawn Stender, Sarah Huber, John-Mark Grabow
- **Roles**
 - **Facilitator/Timekeeper:** Brent Bishop
 - **Scribe:** Kelsey McLaughlin, Secretary

Opening Prayer:

Call to Order: 1st - Brent Bishop ; 2nd - Lee Belden

Approval of Previous Month's Minutes: No open meeting last month

COMMITTEE REPORTS

Administrator's Report (15 minutes): Jason Miner

- **2023-24 Theme:** Loving God Together. Deuteronomy 6:5
 - Love the Lord your God with all your heart and with all your soul and with all your strength.
- **Student Success (EiA, Learning Lab, newest class offerings, KRESA/KVCC partnership, Radiant partnership, etc.)**
- Cross Country, Soccer and Volleyball in full swing
- Seniors Carter Barker, Josh Beck, Zeke Fenstermaker & Carter Huizenga to make promo video for the vision of A+ Students. Completed last week and will be sent out to all families through the eagle tracker, facebook, and website.
- Danece Adams taking over the Chapel team
- Alumni Celebration wall coming
 - The current 4 will be posted first with new recognized to be added yearly.
- **HCA Personnel (or Team)**
 - orientation week has begun
- **Policies/Procedures**
 - Policies manuals 100, 200, 300 complete and being reviewed by Jenna Yetman
- **Facilities/Grounds**
 - Parking Lot Resurfaced
 - New Furniture in Elementary
- **Strategic Plan (Enrollment, Re-accred., etc.)**
 - Lynn Tolley from Ohio will be here in October to do a soft visit
- **HCA Community (upcoming events, other)**
 - A+ Ribbon Cutting in September 21 6:00 (celebration for our community)
 - Gala October 19 at 6:00pm Highlighting the greenhouse but also visioncasting for EiA's future.
- **Community at Large (connections with other schools, business leaders, etc.)**
- **Celebrations (alumni successes, donors, volunteers, etc.)**
 - Klooster's donated over 2 months of labor to build the greenhouse!
 - New Website coming
 - EiA Logo coming
 - A+ greenhouse logo coming official releases at the gala and ribbon cutting

Ed Policy Report (5 minutes): Jason Miner

Jenna Yetman and Jason will be meeting soon to schedule reviews

Principal's Report (5 minutes): Melanie Simpson

Principal's Report

Submitted by Melanie Simpson

June 21-August 23, 2023

- Summer is always a different pace and I have thoroughly enjoyed some time off and the part-time hours. The highlight of my summer, hands down, was welcoming my second

granddaughter into the world on August 7th - Ivy Jane. My son, Eli and his wife, Emily are doing well and settling into parenthood.

- Summer is also a big time for planning. The following are things I've/we've been working on:
 - Prepped for and met with nine new elementary families for family interviews
 - Met with PPC throughout the summer
 - Elementary specials schedule
 - Elementary chapel schedule
 - New staff orientation
 - Full staff orientation
 - Hiring of part-time PreK teacher - Suzy Bos covering the Tuesday/Thursday students
 - Training Amber Kilian to take over the Eagle Tracker
 - Several meetings with families to discuss their child's unique needs and if we can accommodate them
 - Reviewed staff surveys
 - Professional development schedule
 - Collaborated with elementary teachers to order new furniture (still in process)
 - A+ Greenhouse grand opening planning
 - Alumni outreach planning
 - Reaccreditation planning
 - Homeschool connection meeting

Parent Partnership Committee (5 minutes): Melanie Simpson

PARENT PARTNERSHIP COMMITTEE MEETING MINUTES

The following summary highlights HCA's PPC Meeting:

- **Meeting Date/Time:** July 13, 2023 at 10:30 AM
- **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, Shelley Gaylor, Melanie Simpson

Opening Prayer: Sue Miller

PRESIDENT'S REPORT/AGENDA

- **Treasury Report** - \$413.49 -
- **Need for officers** -
- **Any new families to welcome?**
- **Homeroom Parents** -
 - PreK -
 - Kindergarten - Beth Fenstermaker
 - 1st - Beth VanDyke
 - 2nd - Kate Sturdy
 - 3rd - Jade Wolfe
 - 4th - Erin Crown
 - 5th - Amber McDermott w/ Beth VanDyke
 - 6th - Emily Boyer
 - 7th - ask Mrs. Berens?
 - 8th - Becky Conley
 - 9th - Katie Hruska
 - 10th - Beth Fenstermaker
 - 11th - Megan Schuiteboer; Sue Miller
 - 12th - Shelley Gaylor; Jen Houtman
- **Community Building Events** -
 - recap of
 - events in process -
 - fall event - bonfire
 - Harvest Moon in Gobles
 - September 23 or October 21? 5-7 for elem? 7-9 for secondary?
 - Shelley Gaylor will call and check on availability
 - Katie Hruska will create flyer to have in packets at B2S Night and first family envelope that goes home
 - Melanie will put in Eagle Tracker
 - set up venmo account? Sue will talk to Dawn about this
 - other ideas yet to be confirmed -
 - New family welcome event
 - write handwritten notes followed up with a phone call - Sue ask Alice Foster
 - "meet at the playground" events for new elementary families - August 17 & 22, 10:00-11:30; serve popsicles; ask current families with kids the same age

- secondary new students - see what connections can be made through extra curricular activities
- **School Fundraiser Support**
- **Teacher Appreciation -**
 - Orientation Week is August 28 - September 1 - provide breakfast on 8/28 breakfast casseroles, juice, muffins, bagels/cream cheese, fresh fruit, yogurts, granola, water bottles, plates, napkins - Jen will create sign-up and give to Sue for eagle tracker and email list from last year
 - Jen will create a schedule to assign classes to certain dates each month - get class numbers to Jen
- **New Business:**
 - try some evening meetings again? decided we would try offering a Zoom option for the daytime meeting first. We tried evening meetings a year ago and no one came as well as it being a hardship for the people who were able to come during the day
 - Sue will ask Megan to formulate a sheet that specifies the things homeroom parents should do throughout the year:
 - teacher birthday
 - teacher appreciation week in May
 - end of year gift
 - etc.
 - Melanie Ask Amber if we can share volunteer info that was filled out in FACTS with PPC
 - create survey about PPC for families to fill out; give questions to Melanie to create a Google form to send out to families
- **Next Meeting:** August 2nd - 10:00; regular meetings we're considering Wednesdays at noon-1:00 if it works with the souled out schedule

PARENT PARTNERSHIP COMMITTEE MEETING MINUTES

The following summary highlights HCA's PPC Meeting:

- **Meeting Date/Time:** August 2, 2023 at 10:00 AM
- **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

- o **Hospitality Coordinator:**
- **Meeting Agenda** – Meeting Activities/Flow
 - o Opening Prayer
 - o President's Report/Agenda
- **Attendees**
 - Sue Miller, Jen Houtman, Melanie Simpson

Opening Prayer: Sue Miller

PRESIDENT'S REPORT/AGENDA

- ***Treasury Report*** - \$413.49 -
- ***Need for officers*** -
- ***Any new families to welcome?***
- ***Community Building Events*** -
 - o Sue confirmed that we can open a Venmo account (pending Mr. Miner's approval) for receiving (and refunded if needed and possible) funds from families for PPC events.
 - o events in process -
 - fall event - bonfire
 - Harvest Moon in Gobles - Shelley found out they don't take reservations until September 1st; recommend using October date to give us time to advertise
 - September 23 or October 21? 5-7 for elem? 7-9 for secondary?
 - Katie Hruska will create flyer (and share w/ Melanie/Amber for Eagle Tracker) for family envelopes
 - write handwritten notes followed up with a phone call - Sue Miller and Alice Foster
 - o other ideas yet to be confirmed -
 - New family welcome event
 - "meet at the playground" events for new elementary families - August 17 & 22, 10:00-11:30; serve popsicles; ask current families with kids the same age; Sue Miller asking Tammy Simon if she could be the official meet and greet person at these since there are quite a few new PreK families
 - o UPDATE - both dates went well with lots of new families attending
 - secondary new students - see what connections can be made through extra curricular activities
- ***Teacher Appreciation*** -
 - o Orientation Week is August 28 - September 1 - provide breakfast on 8/28 - sign-up sent out in last eagle tracker and will be sent in the next one as well
 - o monthly teacher birthday/appreciation treats - put in eagle tracker and ask specific classes to sign-up each time:
- ***New Business:***
 - o Try some evening meetings again? The committee decided we would try offering a Zoom option for the daytime meeting as well as try having one evening meeting in the fall to see how it goes.
 - o Sue will ask Megan to formulate a sheet that specifies the things homeroom parents should do throughout the year:

- teacher birthday
 - teacher appreciation week in May
 - end of year gift
 - etc.
- Melanie Ask Amber if we can share volunteer info that was filled out in FACTS with PPC - ask her next month when FACTs stuff gets figured out and all families have filled out the needed forms
- For now, not doing survey like suggested last meeting, but instead putting clipboards out at B2S night breaking down the responsibilities of PPC and trying to get people to sign up for specific things.
- **Next Meeting:** August 21st at 10:00 AM; regular daytime meetings during the school year will be the 2nd Wednesdays of the month from noon-1:00 (including a zoom option) September 1st will be the first one followed by an evening meeting on October 5th at 6:00 PM.

Finance Report (5 minutes): Liz Cary

Budget is coming in almost perfectly balanced for the year (in the black!)

Marketing & Development Report (5 minutes): Jason Miner

Current goal is to be reaching out to local businesses in regards to our greenhouse. Jason has a new goal to be out in the community more. The board determining a new set hour goal for Jason to be out in the community.

Technology Report (5 minutes): Brent Bishop

Tech Committee Minutes Thursday, July 20, 2023

Present: Tad Rogers, Sue Davidson

Old Business

- Switches have been installed. Tad installed the ones in the lab and hooked everything back up. Mike Wolfe installed the one in the music modular Sue hooked that one up. Sue contacted TS for them to finish whatever is needed. The uplink fibre optic is in place but needs to be connected. Jason from TS came in and finished the connections. He also took one of the switches that was in the lab and put it in the janitor's closet. It was mounted in the wrong unit. He told us there were several cords that were not functioning (the speaker units- they are labeled) that would need to be tested. We checked those cords out and the cords do not connect to any units. They were installed thinking those rooms would get a unit but did not. Sue will relabel those cords.
 - He also said we could use a SPF connector for the elementary building connection. It's not absolutely necessary but it would make the elementary building run faster. The committee decided to go ahead and purchase it since it was very inexpensive. ***Tad installed them at the meeting.***
 - Finish installing cords to switches. ***Tad and Sue installed the cords at the meeting.***
- Summer purchases.
 - For 2022-23 Budget

- 5 teacher computers – decided to purchase 5 refurbished PCs before June 30 for the 2022-2023 Budget.
- ***Discussed & decided that Sue Davidson and Stacey Koning should get one of these new computers since it has HDMI ports to connect to the TVs they are installing in their rooms.***
- ***Library should get one of these computers and Mr. Fenstermaker. The fifth computer is to be determined.***
- o For 2023-2-24 Budget
 - 19 Chromebooks- decided to purchase the \$10 Chromebooks from Dave Glas from Lema Institute for the Computer Lab. ***Sue started the process of setting up the devices with the Google Admin console.***
 - 3 Projectors- ***Discussed possible placements: Eric Fenstermaker, Deb Strahan & Matthew Davidson.***
 - 2 TVs – One for Stacey Koning and one for Sue Davidson. They will test the quality for a classroom to see how it might work for others. TVs would be cheaper than projectors. Mike Wolfe is installing the mounts. ***Sue needs to purchase HDMI cables long enough to reach from the computer to the TVs.***
 - Discussed

New Business

- Sue will locate the procedure to upload the software for the library.
- Sue will create a Google Sheet to list all the work needed to be completed before school starts and share it with the committee so they can help complete it.
- DONE: The floors were cleaned in the lab with removal of ALL tables and computers. That has never been done since the lab was set up and the floors were embedded with dirt when it was waxed in the past. Everything is set back up and in place. ***There were a few computers that needed attention after being set back up in the lab and Tad was able to find the solutions to these issues.***
- Tad and Sue were able to figure out the issue with the licenses and Sue will contact Dylan at Genesis Technology and request the more subscriptions of Chrome Upgrade for the additional Chromebooks purchased.
- Discussed buying more Chromebooks for First, Second and Third Grades – (8) \$10 Chromebooks from Dave Glas from Lema Institute.
- Kindergarten teacher wants a projector. There is no electric in the ceiling nor mounting for a projector. She had a TV in the room but we discussed the option of purchasing the larger 65" TV for her. We saw some good prices online and will pursue that option for her. That would be much more cost effective than a projector. Because of the HDMI port, she should have one of the new computers as well.
- Tad and Sue went through much of our stored technology to decide what needs to be discarded. Sue will follow through with that and have Green Earth come pick it up before school begins.
- Dawn Zondervan donated a laptop. We will convert it to a Chromebook.
- Brent Bishop had a contact who donated a short throw projector. We need to test it and consider where to use it if it is in working condition.
- **STILL NEED TO DO:** We set up a trial with Lanschool and it connected with the PCs fine and it looked useful. But Sue never could figure out how to connect to the Chromebook in the Admin Console. Sue will contact Lanschool for support and will go forward with purchase.

Next Meeting: Tuesday, August 15th 5:30

Tech Committee Report

August, 2023

The committee members (Brent Bishop, Tad Rogers and John-Mark Grabow) met with Sue at different times to help get things all set up for the new school year. Mike Wolfe also did some work as requested for the committee.

Old Business

🎬 We installed a SPF connector for the elementary building connection.

🎬 Tad and Sue finished installing cords to switches

O

🎬 Summer purchases.

o For 2022-23 Budget

📖 6 teacher computers – decided to purchase 6 refurbished PCs before June 30 for the 2022-2023 Budget.

o For 2023-2-24 Budget

📖 19 Chromebooks- decided to purchase the \$10 Chromebooks from Dave Glas from Lema Institute.

📖 3 Projectors

📖 3 TVs – One for Miss Koning, Mrs. Lockwood and Mrs. Davidson. They will test the quality for a classroom to see how it might work for others. TVs would be cheaper than projectors.

🎬 Lanschool: We set up a trial with Lanschool and it connected with the PCs fine and it looked useful. But Sue never could figure out how to connect to the Chromebook in the Admin Console. Sue will contact Lanschool for support and will go forward with purchase. I have contacted them and they said they were setting me up with a rep. I have the invoice and we are in the process of purchasing the licenses needed.

🎬 Library computer needs set up with her program. I have the directions and the key codes needed.

🎬 Sue had Green Earth come by and take away all my discards after cleaning out my room.

New Business

Discuss:

🎬 Purchasing more Chromebooks from Dave Glas. We decided to purchase another 20. 15 for a classroom and 5 spares.

🎬 Miss Koning wants a tablet to use with the TV. It was decided to get her one.

🎬 Mrs. Dianna Anderson wants Bluetooth for her projector if possible. We decided to get her a long HDMI cable afeter she contacted the company and found out it didn't have the capabilities.

🎬 Mrs. Reitenour wanted a bigger monitor- We gave her one from the back up pile.

🎬 The TV that was in the kindergarten room was moved to the Pre-K room.

Work done this month:

🎬 Three TVs installed- Davidson, Koning & Lockwood. Mike Wolfe installed the mounts and TVs.

🎬 Library Computer & install library software

🎬 Koning- New computer, HDMI cord

🎬 Davidson- Back up computer with a HDMI port, HDMI cord

- 📺 Take down Miss Koning's projector & give to Miss Sanford
- 📺 Take down Mrs. Davidson's projector & give to Miss Mroczek
- 📺 New Computer to Miss Jever. She wanted to move her computer to the other side of the room so Sue moved the cables across the room above the ceiling panels.
- 📺 New Computer to Mroczek
- 📺 New Computer to Strahan
- 📺 Lanschool purchased. Will set it up soon.
- 📺 Go Guardian purchased.
- 📺 Enrolled all the Chromebooks on hand.

Still need to do:

- 📺 Test short throw projector, could it be installed without moving electric?

Next Meeting: Monday, September 18

Eagle Backers Report (5 minutes): Collin Schuiteboer

Eagle Backers Meeting

August 7 , 2023

Members in attendance - Phil Kilian, Mike Orley, Julie Orley, Denny Heinonen, Kelli Luke, Kristi Belden, Kelli Luke, and Sue Miller.

Phil called the meeting to order and opened with prayer.

Eagle Backers has \$39,000 total - The Point is charging a new one time fee for sound (\$50-\$100), also new \$25 set up/tear down fee for game nights. Gym rental is now \$60 per hour full gym, \$30 per hour half. This would amount to \$7,000 for the volleyball season. Our fees for entire sports gym rental could be close to \$13,000-\$14,000 for The Point this year. Kelli is working with them to see what we can do to reduce costs. Note: The Point has since eliminated the set up/tear down fee for games as the HCA fans are reliable to help do this.

After we set aside \$10,000 for The Point rental money, we are putting \$4,800 for sports and keeping \$3000 in the general fund to start the year. We have \$4,800 to put into HCA sports teams. Based on last year's athlete numbers, Baseball will receive \$384, Girls basketball \$528, Boys basketball \$816, Cross Country \$288, Volleyball - \$864, Boys' Soccer \$960, and Girls' Soccer \$960.

\$487.50 from Zoetis came in last week.

September 16 - Mitchel 5K, We are encouraging all athletes to participate.

Sept 22 - possible Fall Frenzy date, Cross Country is away.

New coaches for soccer - James Gibson is the new Girls Soccer head coach, Ruth Hutchens is the new JV Girls Volleyball coach.

Senior night volleyball - October 26th, No soccer or cross country senior night date yet.

August 11 - soccer alumni game 7 pm, guys need to be there at 6:30 pm. We will put out a donation bucket to go to the soccer team.

Senior banners need to be done. We will take funds for senior banners from each sport fund.

Also working on advertising banners for fences. Denny Heinonen will take pictures for banners.

Thank you gifts and cards for sponsors. We need to send these as soon as possible. We will send them with donation receipts. They were divided up and will be completed by members.

Next year we will bring thank you cards to the golf outing and ask seniors to write letters that day and have this done in a more timely manner.

Phil Kilian got quotes for netting for the soccer field. It will be about \$7,200 including shipping, not installation. Money to purchase these is in soccer accounts.

Concessions are needed for soccer and volleyball - We need one or two pizza people for volleyball. Sue can add it to sign up genius for volleyball games. They need to order, pay, and pick up pizzas. Soccer also needs ball runners and gate help. We decided to ask each soccer, cross country, and volleyball family to work concessions, gate, etc. three times per season per athlete or pay \$10 per time they do not volunteer. Kelli will have a sign up sheet for tomorrow night for the soccer parent meeting. Any relative 18 or over can run concessions, and scorebook. Ball runners must be 10 and older. Line judges must be 15 or older.

Back to school night table - We plan to advertise the Mitchell 5K.

Next meeting is September 7, 2023 at 6:30 pm

Phil closed the meeting in prayer.

Respectfully Submitted,

Sue Miller, Secretary

HCA CELEBRATION & PUBLIC COMMENT

Fawn Stender "Looking forward to a great year!"

Closing Prayer: Brent Bishop

Adjournment: 1st - Lee Beldon ; 2nd - Liz Cary

Vote: Ayes 5 , Nays 0