



## HCA OPEN BOARD MEETING Minutes

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

- **Meeting Date/Time:** June 26, 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:** 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:**
    - via zoom - none
- **Roles**
  - **Facilitator/Timekeeper:** Brent Bishop
  - **Scribe:** Kelsey McLaughlin, Secretary

**Opening Prayer:** Lynn Townsend

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

**Vote:** Ayes 6 , Nays 0

**Approval of Previous Month's Minutes:**

Motion to approve revision (PTPT abbreviation to Prayer Time, Past Time)

1st- Collin Schuiteboer 2nd - Liz Cary

**COMMITTEE REPORTS**

**Administrator's Report (15 minutes): Jason Miner**

**\*\*\*Sign 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. \$1.5 Million offered in Scholarships
  - b. 15 Graduates
  - c. Jacob Wessing Metal Workers Union
3. **HCA Personnel (or Team)**
  - a. Band -excited to extend an offer this week
  - b. Rachel Allen/Lockwood Kindergarten
4. **Policies/Procedures**
  - a. Senior Guide complete and in use
5. **Facilities/Grounds**
  - a. Parking Lot Resurfacing
  - b. New HVAC unit
  - c. New Furniture in Elementary is being ordered
6. **Strategic Plan (Enrollment, Re-accred., etc.)**
  - a. Christian Project Based Learning training June 12th-14th
    - i. Huge success, positive feedback from the teachers
7. **HCA Community (upcoming events, other)**
  - a. A+ Ribbon Cutting in September
8. **Community at Large (connections with other schools, business leaders, etc.)**
  - a. Matt Hall
  - b. Jamie Green
  - c. Bill Huizenga - wore an HCA hat in the national congressional baseball game
  - d. Oshtemo Rotary - Jason spoke with a group last week who were very excited about EiA
9. **Celebrations (alumni successes, donors, volunteers, etc.)**
  - a. Peterman Concrete donated concrete for posts
    - i. \$1000-2000?

### **Principal's Report (5 minutes): Melanie Simpson**

Principal's Report

Submitted by Melanie Simpson

May 18 - June 20, 2023

- Planned for and facilitated two elementary chapels to finish off the school year - Kindergarten Graduation and several high school students from the worship team led us in a time of singing and then shared a couple of testimonies.
- Planned for and facilitated the Elementary Awards Ceremony - We had a great crowd of parents and grandparents come out for this; each student received a Christian character award recognizing a godly trait in them; we reviewed chapel speakers and themes we'd had throughout the year, service projects we had done, and celebrated with the 5th graders as they graduated to middle school; students were encouraged to read their Bible throughout the summer and think of ways to serve others.
- The Lord graciously provided Rachel Allen (soon to be Lockwood) for our full time Kindergarten position.
- Currently looking at a candidate for the part-time PreK position (T, Th) with a possible back up plan if that person doesn't work out;
- Wednesday professional development for staff consisted of one last meeting for the year where we encouraged teachers to develop themselves professionally over the summer by reading a book that would increase their skills as a teacher; each teacher will commit to a book and share about it with the other teachers through our PD Google classroom.
- Attended a webinar on building empathy in kids.
- Christian project based Learning Training - June 12-14 - so good!

### **Finance Report: Liz Cary**

None this month

### **Technology Report: Brent Bishop**

## **Tech Committee Minutes Monday, June 19, 2023**

**Present:** Brent Bishop, 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.

- o 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.
  - o The pole in my room has a plug in unit that keeps falling off the pole. With them cleaning my room this could easily be a problem. Through the years I have zip tied it to make it work but that doesn't work long term. The committee has agreed to take a look at it.
- Purchased and installed a projector for Ms. Koning and the computer lab. Installed the one from Ms. Koning for the band room. It was cleaned well so overheating shouldn't be an issue and she said she doesn't use it for long periods of time.

### **New Business**

- Summer purchases.
  - o For 2022-23 Budget
    - 5 teacher computers – decided to purchase 5 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
    - 2 TVs – One for 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.
- 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.
- The floors will be 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 are embedded with dirt when it was waxed in the past. We discussed the process and identifying the location of all parts of tables and computers.
- We discussed how to figure total number of Chromebook licenses needed- there are several not functioning and we need to know how to find total in the Admin Console. It was recommended to contact the rep that sells us the licenses and ask him these questions.

**Next Meeting:** Monday, July 17

Jason: We will be switching to a new phone system next year

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

**Eagle Backers Meeting**

**June 20 , 2023**

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

Phil called the meeting to order and opened with prayer.

Phil commented on the golf outing - Most golfers we have ever had (87) and most finances raised.

Phil gave a run down of Eagle Backer activities and what we finance throughout the year for the sports programs at HCA.

Kelli gave the financial report. Total golf outing fundraising was over \$10,000. We are waiting on a few more financial details to know the exact amount. Total funds \$6 927.96 in account as of right now. We are close to \$17,000 in the general fund at the moment.

Phil asked Todd to talk about fences. Banners from sponsors for fences. How to manage banners for our property. We discussed the size, color of banners for fences and how to manage them yearly. We are thinking of using them August to August and adding them as an option for hole sponsorship at the annual golf outing.

Phil - idea to group. Would like to tackle career leader boards for hall, gym, etc. Designate some money from this year's general fund for these. Phil would get quotes from different designers. We want to include a verse about excellence and decide where to display them. We will have to talk to coaches and see which stats we have. Maybe \$800-1,000. We voted to do this.

Beth will reach out to Mr. Miner with our comments about bundling all HCA group fundraising into one donation and asking donors for finances one time.

Sue Miller & Julie Orley will work on Athletic t-shirt, sweatshirt orders- Send out in Eagle Tracker and in family folders for the beginning of school?

Money distribution - \$17,000. Use \$1,000 for leaderboards. The Point will be about \$10,000. We would like to set aside \$2,000 for the general budget. This leaves about \$4,000.

Generally at this meeting we decide on new officers but decided to hold off until the next meeting.

Next meeting will be August 7, at 6:30 p.m. Sue will ask Julie VandeGeissen to put our meeting date and time in the school calendar.

Matt Miller closed the meeting in prayer.

Respectfully Submitted,

Sue Miller, Secretary

**HCA CELEBRATION & PUBLIC COMMENT**

Liz Cary - A big thank you to Lynn Townsend for her service the last 3 years. Note: Lynn is our first female president of the school board.

**Closing Prayer: Collin Schuiteboer**

**Adjournment:** 1<sup>st</sup>-Kelsey McLaughlin ; 2<sup>nd</sup> - Liz Cary

**Vote:** Ayes 6 , Nays 0