



HCA OPEN BOARD MEETING Minutes

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

- **Meeting Date/Time:** September 25, 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 - Director
 - **Other Attendees:**
 - via zoom - John Davis, Melanie Simpson, Stephanie Jevort
- **Roles**
 - **Facilitator/Timekeeper:** Brent Bishop
 - **Scribe:** Kelsey McLaughlin, Secretary

Opening Prayer: Brent Bishop

Call to Order: 1st- Liz Cary ; 2nd - Brent Bishop

Vote: Ayes -6 , Nays -0

Approval of Previous Month's Minutes: Jenna Yetman needs to be corrected to via Zoom on Aug. open minutes.

Moved: Brent Bishop; 2nd- Liz Cary

Ayes: 6; Nays: 0

COMMITTEE REPORTS

Administrator's Report (15 minutes): Jason Miner

- 1. 2023-24 Theme:** Loving God Together. Deuteronomy 6:5
 - a. Love the Lord your God with all your heart and with all your soul and with all your strength.
 - b. Restating every Friday in Friday Morning Worship
- 2. Student Success (EiA, Learning Lab, newest class offerings, KRESA/KVCC partnership, Radiant partnership, etc.)**
 - a. Souled out serving at
 - i. Park Village Pines
 - ii. Calvary Church
 - iii. Taste of Heaven
 - iv. Pretty Lake
 - v. Oshtemo Parks
 - vi. Christian Life Center
 - vii. Gospel Mission
 - viii. Alternatives
 - b. Grand Opening for A+ Greenhouse
 - c. Danece Adams leading worship team development with Radiant and our students. First visit happened today.
 - d. Psychology 101 offered again next semester through Grace College
 - i. Mrs. Davis (Stacey) to be the adjunct
 - e. KVCC business math course being offered on campus
 - i. Scott Zondervan Adjunct teaching it
 - f. Alumni Celebration wall coming
 - i. Board reviewing nomination process
- 3. HCA Personnel (or Team)**
 - a. Teachers & staff are settling into a new year well.
- 4. Policies/Procedures**
 - a. John-Mark Grabow was a huge help tackling these over the summer.
- 5. Facilities/Grounds**
 - a. Securing Doors; waiting for bolt to secure it fully.
 - b. Cameras for Soccer field
- 6. Strategic Plan (Enrollment, Re-accred., etc.)**
 - a. Lynn Tolley from Ohio will be here in October to do a soft visit
 - b. Enrollment at 223 highest since the 16/17 school year; now at 224.
- 7. HCA Community (upcoming events, other)**

- a. Gala October 19
- b. Grandparents Day October 12th

8. Community at Large (connections with other schools, business leaders, etc.)

- a. Mulders Landscaping donated lime rock for greenhouse
- b. [Boss Club](#) interested in EiA

9. Celebrations (alumni successes, donors, volunteers, etc.)

- a. Shelby Lilge leaves September 28th for 9 Month Mission with YWAM

Ed Policy Report (5 minutes): Jenna Yetman

Ed. Policy Meeting 9-11-23

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

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. Review a quarterly report from the library department.
- c. Planning future academic program(s), degree tracks (graduation requirements), expansion, and needs of the school.
- d. Review semiannual administrator's report of professional development plan.
- e. Review annual guidance counselor's report on state requirements and educational landscape of surrounding schools.
- f. 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.

Curriculum Review Schedule

Ed Policy will:

Evaluate 2023/24

Google Forms to be distributed to teachers for curriculum review

1. PE - Melissa Dennis
2. Spelling - all elementary and Jon Alderman
3. Art - Eric Fenstermaker
4. Technology - Sue Davidson annual report

Implementation

1. Health - Melissa Dennis
2. 1-3 Social Studies - Switzer, Reitenour, Sanford
3. World Literature - Koning

Action Points

- Deb to reach out to Mrs. Dennis for her semi-annual report on the implementation of her new health curriculum. One before Christmas break and the other at the end of the year.
- Jason to reach out to Sue for her yearly report on technology. This year, to be done at the beginning before the end of 1st quarter. Every year following, to be done at the end of the year, including this academic year.
- Melanie to take the spelling evaluations from all the elementary teachers & Jon A.
- Stacey to create questions for Mrs. Strahan to ask Mrs. Dennis for her two reports.

Education and policy Points to Explore:

- Mr. Davidson & Mrs. Strahan reading curriculum update: (9-11-23)
 - Currently the 4th & 5th grades do not have a reading curriculum; their version is out of print. They are both using their own books, and other resources (i.e. other subjects and classes) as a form of supplemental materials.
 - The two of them were wondering if they should continue to use these ways for their reading curriculum or look into getting a new curriculum. They do currently have reliable resources already in use to make it through the year and the NWEA testing will give us good feedback if we need a new curriculum or if they can continue using their current method.
 - We can always use Read Naturally if a few students are struggling.
 - Jason suggested:
 1. We find out the state standards on reading. (per Stacey's suggestion)
 2. We use the NWEA to see how these students are tracking thus far in reading.
- NWEA Testing Update with John-Mark Grabow: (9-11-23)
 - His main concern is getting the information from teachers when they want him to come and do the testing. Who would like (or should) test first? What's their preferred time? He needs to test in a short window, so he'd like to get started as soon as possible. There are 4 tests per grade; each taking roughly 45 minutes. (1st grade only has 2 tests and Kindergarten testing will be added in January).

- The Chromebooks are all set and ready to be in use for the testing. He knows the first test will take longer as the students, teachers and himself learn how to do the test on the Chromebook.
- John-Mark will create a document with his availability to test and have the teachers sign up for their preferred testing time. High school teachers to go first, filling in open slots with elementary teachers.
- It was suggested that the high school be tested during their regularly scheduled class time (algebra test during their algebra hour; biology during biology hour; etc.)
- The secondary teachers need to also include Jon A., Stephanie J. & Renee M.
- He will get the document schedule out by the end of this week to the teachers and give them until the end of next week (9-22-23) to respond so it doesn't get lost in their inbox and he can then open it up to the elementary teachers and give them time to sign up.

Principal's Report (5 minutes): Melanie Simpson

Principal's Report

Submitted by Melanie Simpson

August 23 - September 20, 2023

- New Staff Orientation 8/25 - three new teachers were acclimated to all things HCA and set up with their mentors for the year
- All staff orientation - 8/28 - 8/31 - prayer and devo times, safety and crisis management training, TBRI refresher, therapy dog intro, departmental meetings, workshops - (communication/record keeping, CPBL, student support, accreditation, curriculum TRAK)
- Back to School Night 9/5 - all but three families attended!
- Shannon Burlison has covered three Fridays for me so far with my new four-day schedule and is doing great with the things that are coming her way!
- Amber continues to be a huge asset as well - doing great with Eagle Tracker and support in so many other organizational ways with events and activities.
- JohnMark has also been such a great addition to the office staff and helps us troubleshoot anything and everything.
- Planned for and facilitated three elementary chapels - Intro to chapel, Mrs. Simpson, Bill and Melanie Benefiel (Togo, West Africa) - a service project came out of this chapel where we will be encouraging elementary students to earn money and donate towards baby formula and flash drives.
- Processed one new sub - Cheri Clemens (also filling in for Kelsey McLaughlin as an aide while she's recovering).
- First round of NWEA happening the end of September
- Six new staff people have all been a huge asset to the team thus far!
- Wednesday professional development for staff consisted of departmental meetings and re-accreditation.

- Working with students during morning opening learning school verse in ASL.
- New banner with theme verse being worked on.

PPC (Parent Partnership Committee) - Melanie Simpson

PPC (Parent Partnership Committee)

The committee met over a zoom call and there was confusion on who was to be taking minutes. Sue Miller offered the following brief summary from the meeting:

We are putting homeroom parents in place, helping with the Gala, planning teacher appreciation events once a month, and working on a fall harvest activity. Our next meeting is Thursday, October 5 at 6 pm. We have several more volunteers from Back to School night. We are putting homeroom parents in place, helping with the Gala, planning teacher appreciation events once a month, and working on a fall harvest activity. Our next meeting is Thursday, October 5 at 6 pm. We have several more volunteers from Back to School night.

Several new parents came to last month's meeting!

Finance Report (5 minutes): Liz Cary

-No income to evaluate until October because September is the beginning of the fiscal year.
 -Developed a fundraising committee which has been approved by the board. This is to assist the high school classes that do fundraisers, school wide fundraisers or other donations. It does not include the eagle backers or yearbook.

Marketing & Development Report (5 minutes): Jason Miner

- Going out into the community total of 10hrs. networking to a variety of places.
- Developed business cards with school logo, A+ Greenhouse & EiA that can be used to develop more community connections.

Technology Report (5 minutes): Brent Bishop

No technology report this month.

The meeting was cancelled due to Mrs. Davidson's family medical emergency.

Eagle Backers Report (5 minutes): Collin Schuiteboer

- Nets behind the goals are being installed to catch loose balls and prevent people from wandering through the poison ivy.

Eagle Backers Meeting September 7 , 2023

Members in attendance - Phil Kilian, Mike Orley, Denny Heinonen, Jodi Murphy, Heather Toppen, Kristi Belden, Kelli Luke, and Sue Miller.

Phil called the meeting to order and opened with prayer.

\$42,414 all together, plus Cd is \$10,000. \$11,000 will be put towards facility rental. We are also expecting a donation for Fall Frenzy from Metro Toyota.

9/22 Friday is Fall Frenzy. Only night no volleyball. 10/6 for volleyball senior night, also a soccer game. Would prefer to hold senior night separate from Fall Frenzy as will be missing a set of parents. Maybe October 8 or 9? Possible nights for senior nights. Are we doing a Middle School soccer game? We have 18 players and could scrimmage.

We will reach out to Sue Davidson for help for senior night brochures. We are wanting to involve a student.

Food for Fall Frenzy - Hot dogs, pizza, pop, chips, cookies - \$7 per basket, \$2 per hot dog.

Senior fall season sports pictures will be finished tomorrow and sent to Christ Shamus to make banners. He is also working advertising banners \$38 and \$46 for 3 and 4 foot banners. Do we want mesh or vinyl.

Kelli asked about how many sets of uniforms to keep for each team. We decided to keep one older set in addition to the one we are currently using.

Mike suggested we have a sports equipment themed garage sale.

Mike will talk to his contact about sports t-shirts ordering.

Sue closed the meeting with prayer.

Respectfully Submitted,
Sue Miller, Secretary

HCA CELEBRATION & PUBLIC COMMENT

Closing Prayer: Lee Belden

Adjournment: 1st - Lee Belden ; 2nd - Brent Bishop

Vote: Ayes-6 , Nays-0