

HCA OPEN BOARD MEETING Agenda

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

- **Meeting Date/Time:** November 27, 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:** Jenna Yetman
 - **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:** Lee Belden
 - **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 - Chair
 - Liz Cary – Treasurer
 - Lee Belden - Vice Chair
 - Jason Miner – Chief Administrator
 - Jenna Yetman - Secretary
 - Jake Hammond- Director
 - **Other Attendees:** Dr. Weigel, Kelsey McLaughlin (advisory position)If we get the 91aa we will use it for this
 - **via zoom** - Melanie Simpson, Stephanie Jevort, Hruska Family, Brad Dennis, Mark Mills, Gaylor Family.
 - **Roles**
 - **Facilitator/Timekeeper:** Brent Bishop
 - **Scribe:** Jenna Yetman, Secretary
- Opening Prayer:** Lee Belden

Call to Order: 1st- Liz Cary ; 2nd - Jake Hammond

Vote: Ayes-5 , Nays-0

Approval of Previous Month's Minutes: 1st- Lee Belden 2nd- Liz Cary; approved as is

COMMITTEE REPORTS

Administrator's Report (15 minutes): Jason Miner

- Prayer/devotion groups; 7 student groups total
- Dad's in prayer group on Tuesday mornings
- Getting new subs and working with those who need recertification (both personal & with ACSI)
- looking at developing an AI policy with John-Mark
- Mike Wolfe working on maintaining grounds and the building
- Christmas concerts coming up
- Boileroom prayer vigil headed up by Katie Shank
- St. Michael's Lutheran, visiting with Paige Pawell & Ethan Davis, to present HCA to those there.

Ed Policy Report (5 minutes): Jenna Yetman

- Deb Strahan to reach out to Mrs. Dennis for her semi-annual report on implementation of the new curriculum.
- Jason to reach out to Sue for her report on technology.
- Melanie to continue collecting spelling evaluations from the elementary teachers.
- Update on NWEA testing from John-Mark coming in December.
- Stacey will check on the 4th & 5th grade reading standards
- Jason emailed Eric Fenstermaker to fill out the Ed. Policy Curriculum review form & will follow up.
- All are to review the Cornerstone Component for the December meeting.

Principal's Report (5 minutes): Melanie Simpson

- Completing drills for the year (1 more lockdown & fire drill since Oct. meeting)
- almost done with first round formal observations & follow up meetings.
- Jen Wickey was the long term sub for 3rd grade through end of October
- Becky Conelly partnering with Melanie to help with the dress code
- Safe Harbor presented PK-6th grades about safe/unsafe touch; parents were informed ahead of time. Each grade had a grade specific presentation.
- Scheduled K/PK info night; March 5th.
- Completed 4 elementary chapels; character focus for November was being consistent.
- Wednesday PD for staff was report card prep, NWEA training, conference prep and Biblical integration with Jason.

Parent Partnership Report (5 minutes): Melanie Simpson

- Parents provided conference dinner for the teachers; December appreciation coming for birthdays.
- Venmo account for the PPC is now up and running; for donating or paying for events. Note is in Eagle Tracker.

- Fall event unfortunately fell through; but looking at a possible event for January/February (movie night, ice skating, etc)
- Next meeting is Jan. 16 @ 6PM at HCA; not meeting in December due to busyness & short month.

Finance Report (5 minutes): Liz Cary

- Meeting operational expenses and income, budget

Fundraising: Liz Cary

- Butterbraid fundraiser right now
- Trivia Night, earlier Nov.
- Volleyball tournament coming up
- Craft sale Dec. 2nd
- Pancake fundraiser

Marketing & Development Report (5 minutes): Jason Miner

- Going to St. Michael's to promote HCA
- Reaching out to Brian Calley for business contacts to develop flower sales

Technology Report (5 minutes): Brent Bishop

- Completed internet upgrade for main building
- still working out phone issues
- planning ahead for the NWEA system requirements to make sure the system is able to meet the requirements

Eagle Backers Report (5 minutes): Lee Belden

- Nov. 13 last meeting
- worked on how to draw more to the games; putting more info in Eagle Tracker
- soccer nets up behind the goals
- Homecoming perspective dates in January
- Senior night for boys basketball TBD
- Banners printed for soccer fences
- Next Meeting is Dec. 7th

New Comments to add:

- Announcing new advisory member

HCA CELEBRATION & PUBLIC COMMENT

- Katie Hruska: inquired about Dr. Richard Weigel.

Closing Prayer: Brent Bishop

Adjournment: 1st- Lee Belden ; 2nd - Jenna Yetman

Vote: Ayes-5 , Nays-0

