

HCA OPEN BOARD MEETING Minutes

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

- **Meeting Date/Time:** **October 23, 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:** 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
 - Lee Belden - Director
 - Jason Miner – Chief Administrator
 - Jenna Yetman - Director
 - **Other Attendees:**
 - **via zoom** - Ken Gaylor, Mark Mills, Elijah Fenstermaker (family), Michael Pearson, Hruska Family, John Davis & Stephanie Jever
- **Roles**
 - **Facilitator/Timekeeper:** Brent Bishop
 - **Scribe:**

Opening Prayer: Lee Belden

Call to Order: 1st- Liz Cary ; 2nd - Jenna Yetman

Vote: Ayes , Nays

Approval of Previous Month's Minutes: Accepted as is

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
 - c. Wall Display
- 2. Student Success (EiA, Learning Lab, newest class offerings, KRESA/KVCC partnership, Radiant partnership, etc.)**
 - a. Prayer/Devotion Groups
 - i. Middles School Lunch time
 - ii. Tuesday Morning Prayer
 - iii. Wednesday 3:00 HS Girls Devo/Prayer time
 - iv. Friday Senior Prayer walk
 - b. Alumni Celebration wall coming
 - i. Board reviewing nomination process
- 3. HCA Personnel (or Team)**
 - a. Child Advocacy Training scheduled for January 24th; done by Safe Harbor.
- 4. Policies/Procedures**
 - a. Updated reporting policies by January
- 5. Facilities/Grounds**
 - a.
- 6. Strategic Plan (Enrollment, Re-accred., etc.)**
 - a. Lynn Tolley from Ohio will be here in October to do a soft visit
 - b. St. Michaels to present to 8th grade (11.30.23 @ 1:35)
- 7. HCA Community (upcoming events, other)**
 - a. Christmas Concerts
 - b. Men's prayer group 3rd Tuesday mornings 7:45-8:30
- 8. Community at Large (connections with other schools, business leaders, etc.)**
 - a. St. Michaels Lutheran MS
- 9. Celebrations (alumni successes, donors, volunteers, etc.)**
 - a.

Ed Policy Report (5 minutes): Jenna Yetman

No meeting this month.

Principal's Report (5 minutes): Melanie Simpson

Principal's Report
Submitted by Melanie Simpson
September 21 - October 19, 2023

- Grandparents day - over 200 grandparents attended; most of the student body involved in one way or another; lots of positive feedback; shout out to Amber Kilian for her hard work on all the details in the midst of a very challenging couple of weeks
- Two fire drills complete
- Partnered with Randal Hadley to manage the school while Jason was gone - 9/29-10/5
- Started first round of formal observations for elementary staff
- Mrs. Sanford has been having some medical issues and has taken a temporary leave of absence. Mrs. Jen Wickey has been hired as a long term sub for the third grade and is doing a fantastic job.
- Planned for and facilitated four elementary chapels - Mrs. Allen, Mrs. Hadley, Grandparents' Day practice, and 5th grade
- Elementary character focus for the month of October is "Be Cooperative". We are encouraging students to work on this by being helpful to teachers and students, letting others go first, being agreeable, and being easy going. We talk in opening about what those things mean and remind them to continue working on it. The Good Citizen Award this month will go to a student from each class who best exemplifies this quality.
- Wednesday professional development for staff consisted of CPBL collaboration, prayer, Grandparents' Day prep, and separate elementary/secondary meetings.

Parent Partnership Report (5 minutes): Melanie Simpson

PARENT PARTNERSHIP COMMITTEE MEETING MINUTES

The following summary highlights HCA's PPC Meeting:

- **Meeting Date/Time:** October 5, 2023 at 6 pm
- **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, and Cathy Hoogenboom met in person. Michelle Scholten joined online.

Opening Prayer: Sue Miller

PRESIDENT'S REPORT/AGENDA

- ***Treasury Report*** - \$413.49 -
- ***Need for officers*** -
- ***Any new families to welcome? - Not at this time***
- ***Homeroom Parents*** -
 - PreK - Clairia Bowen/Esther Baer
 - Kindergarten - Beth Fenstermaker/ Rachel Eldersveld
 - 1st - Beth VanDyke/Lindsey Hoard
 - 2nd - Kate Sturdy
 - 3rd - Jade Wolfe
 - 4th - Erin Crown/Joanna Miner
 - 5th - Amber McDermott w/ Beth VanDyke/Michelle Scholten
 - 6th - Emily Boyer/Lisa Drenth
 - 7th - Carissa Berens/Sarah Huber
 - 8th - Becky Conley/Megan Schuiteboer
 - 9th - Katie Hruska/ Mike and Julie Orley
 - 10th - Beth Fenstermaker/Fawn Stender/Jodi Murphy
 - 11th - Megan Schuiteboer/Sue Miller/Jen Wickey
 - 12th - Shelley Gaylor/ Jen Houtman
- ***Community Building Events*** -
 - Venmo Account update - Venmo is in place
 - fall event - bonfire
 - Harvest Moon in Gobles - Shelley has been incredibly busy, but did some ground work for this. Sue Miller will call Harvest Moon on Thursday.
 - October 21? 5-7 for elem? 7-9 for secondary?
 - Jen Houtman will contact Katie Hruska to ask her to make a flyer when we get information. We want to email it to the school and place it in the Eagle Tracker
 - We will brainstorm community building events for second semester at the November meeting.
- ***School Fundraiser Support***
 - Gala - October 19th. Sue Miller contacted Gayle Jacobs and made a sign up event for the Gala. It has been sent to the PPC committee email list and will be in the Eagle Tracker on Friday, October 6.
- ***Teacher Appreciation*** -
 - We missed the September Teacher Appreciation event. We will combine September with October. Jen Houtman will make sign ups for October 27 (including missed staff birthdays from September) and November 9.

- October 27
- November 9
- January 31
- February 28
- March 27 - leftovers can be used for conferences the next day
- April 24
- May 15 - Teacher appreciation week
- Click [HERE](#) to see schedule of dates, themes, classes responsible, birthdays
- **New Business:**
 - ~~Sue Miller will create a flyer of PPC meeting dates to pass out at B2S Night~~
 - Megan Schuiteboer formulated a sheet that specifies the things homeroom parents should do throughout the year:
 - ~~Melanie asked Amber if we can share volunteer info that was filled out in FACTS with PPC.~~
- **Next Meeting:** November 8 from noon-1:00
 - regular daytime meetings during the school year will be the 2nd Wednesdays of the month from noon-1:00 (including a zoom option)

Finance Report (5 minutes): Liz Cary

- In good standing where they are right now.

Fundraising Committee (5 minutes): Liz Cary

- Approved 1 request for student gov. for a volleyball tournament; was approved. Will happen on 11/14.

Marketing & Development Report (5 minutes): Jason Miner

- Connecting w/ St. Michael's with Amber's help.
- Connecting w/ Brian Calley from the gala to present the EiA results from the year and possibly presenting the results w/ other small businesses of SWMI.

Technology Report (5 minutes): Brent Bishop

Tech Committee Agenda

September/October 2023

Present to our virtual Google Meet: Tad Rogers, John-Mark Grabow, Sue Davidson

Old Business

- New Printers – reporting John-Mark Grabow
 - It was costing HCA \$20,000 a year for Cornerstone's printers & services.
 - We project that in 7 years we have a savings of \$70,000-\$100,000 with this purchase.
 - John-Mark Grabow found printers to purchase with Precision.
 - We purchased 4 printers- office, copy room, computer lab, and Dawn

- One of the printers needs the drawer replaced.
- We returned the printers to Cornerstone
- We are not getting the support we need. But John Mark is learning the technical portion of the printers, so he can fix what is needed.
- LFW is our tech support & servicing for Learning Lab printer; It's ¼ amount of what we had been paying.
- Sue will set up and share a document with John-Mark to list the issues teachers and students are having so John Mark can troubleshoot during his spare moments.
- Upgrade for our internet speed – reporting John- Mark Grabow
 - Our old speed was grandfathered in at 100 Megabytes but to upgrade to 300MBYTEs a second is cheaper. We have Spectrum and they have not been communicating well with us. They say it will be completed in a week and the next time he talks with them it's two weeks and then a month. And the latest they say they don't even know if they can do it. John Mark will continue to speak with management and try to get to the bottom of these promises.
 - John-Mark is looking into fiber for next year with a grant.
- We installed about 6 new teacher computers, 4 projectors & 3 TVs.
- Lanschool-
 - Tad came in and helped explore it and to set it up. We still need it to connect to the PCs but it works great with the Chromebooks.
- A tablet was purchased for Miss Koning at her request. Student Sam Hruska helped resolve some apps issues for her.

New Business

- The Athletic Department is setting up Sports Video for the soccer field. We were asked have an Internet drop & a switch (#46) without POE. They need internet speed of 250 and we are barely at 100. We understand they couldn't get it to work and we wonder if they (TS) could have turned off their routing when they switched off the POE. We are still waiting for final confirmation of what needs to happen next.
- The company coming in to set up the sports video also brought their own switch cases. They didn't need it so they donated it to the school. We will look into whether it can be used or if we should sell them.

- We have been notified of a Chromebook issue by the John Davis family with an app called “Accountable2You”. Sue has to figure out how come our Google Admin Console won’t allow them to continue to use the app “Accountable2You” on their own device at home.
- Mr. Miner has requested we write up how our school protects our students concerning technology. Sue will work on this. The following is our list of what the school uses:
 - GoGuardian
 - Bark
 - Google Admin Console
 - Firewall- Meraki
 - Lanschool
- During this discussion there is some question about our anti-virus. Sue will contact TS to find out what we use.
- New Phone System
 - 3CX
 - Still working out some bugs
 - New Dedicated phone for Jason – they will purchase TMobile 5G with extender
- The new NWEA Testing System needs to be upgraded to 113 version for the Chromebooks. We need to buy enough for 2 classes to test at once (40 Chromebooks) or enough for one class (the largest one of about 20). We barely have enough to use for testing now. We need to start finding quotes to upgrade for these tests.

Eagle Backers Report (5 minutes): Collin Schuiteboer (Brent Bishop presented)

Eagle Backers Meeting October 2, 2023

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

Phil called the meeting to order and opened with prayer.

Eagle Backers has \$41,828 in checking, plus the Cd is \$10,699. Parent Booster USA membership was paid. The CD will automatically renew. We will check rates and decide about renewal. The general fund has approximately 13,000, some funds are going to different places yet.

Senior night is Friday, October 6, for all senior fall athletes. Denny Heinonen will organize the senior parents at volleyball. Kelly will organize soccer and cross country at the soccer field. We will ask Stephanie Jever for announcer ideas for volleyball and Mr. Alderman to announce soccer/cross country senior athletes. Beth is purchasing flowers and candy for parents. Kristi Belden collected information for the brochures. We are waiting on coaches for their player statements.

Wednesday October 11 and maybe 12 will be soccer districts at HCA. We will do light concessions. Volleyball districts will begin vs Howardsville, October 30, 2023.

Fall Frenzy Review - Amounts in cash boxes at end of night: concessions \$927, gate \$430, swag \$120. Plus \$250 Metro Toyota sponsorship. We still need to deduct expenses. We need to better organize food flow, electrical connections and our cooking surfaces. We need to keep games and student activities outside of the gate area. The powderpuff game could be played on the baseball field.

Soccer field netting is finished as of tonight! Phil asked permission to purchase 2 \$50 gift cards for Black Rock for Joel Schoonbeck and Rob Houtman. They; along with Mike Orley, did much of the work, donated use of equipment, etc. to keep costs down.

Senior banner update - Reorders are submitted. Should be here in time for senior night soon.

Update for advertising banners for fences from Todd Foster. They will be sold yearly, posted March 1st - November 1st with money going into the general fund. Chris Shamus will design them for about \$50 per banner. Approximately \$300 profit per banner for 4x4 foot banner.

The baseball field irrigation was actually hooked into the school's city water source instead of the soccer field well. We were able to tie the baseball field into pipes used by the greenhouse. The well is now providing the soccer field, green house, and baseball field with water.

Phil officially resigned as President of the Eagle Backers. The group voted Mike Orley as our new president. Phil will be available if needed and plans to attend meetings this year.

Next meeting will be Monday, November 6, at 6:30-7:30 pm in person or [Join with Google Meet](https://meet.google.com/zhp-ykhg-vek) meet.google.com/zhp-ykhg-vek

Phil closed the meeting with prayer.

Respectfully Submitted,

Sue Miller, Secretary

HCA CELEBRATION & PUBLIC COMMENT (2 minute limit):

Mark Mills: wanted to submit a photo of a student w/ Oaken (therapy dog), but was unable.

Melanie Mills is still bringing him Monday & Friday and getting positive feedback. They appreciate the opportunity to serve the school in that way.

Katie Hruska: Question about updated policies and what was wondering what was being done between now and January. Questioning some of the policies. She'll set up a time to come in and talk with Jason.

Closing Prayer: Liz Cary

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

Vote: Ayes , Nays