



HCA OPEN BOARD MEETING Minutes

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

- **Meeting Date/Time:** December 18, 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 - Via Zoom**
 - Brent Bishop - vice chair
 - Liz Cary – Treasurer
 - Kelsey McLaughlin - Advisor
 - Lee Belden - Director
 - Jason Miner – Chief Administrator
 - Jenna Yetman - Secretary
 - Anthony Wickey - Director
 - Jake Hammond - Director
 - **Other Attendees:**
 - **via zoom** - Melanie Simpson, Ken and Shelley Gaylor, Beth Fenstermaker, Hruska Family
- **Roles**
 - **Facilitator/Timekeeper:** Brent Bishop

- **Scribe:** for December meeting- Kelsey McLaughlin

Opening Prayer: Lee Belden

Call to Order: 1st- Lee Belden ; 2nd -Liz Cary

Vote: Ayes 6, Nays 0

Approval of Previous Month's Minutes: Change Collin Schuiteboer to Lee Belden as Eagle Backer reporter.

Motion to approve with change

1st - Liz Cary 2nd Lee Belden

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
- c. Wall Display

2. Student Success

- a. Ezekiel Fenstermaker - Sen. Nesbit introduced him and then Lt. Governor Gilchrist announced him and his issue to change the state bird to the senate. Afterwards a staffer took Ezekiel and Beth around the House offices to distribute his proposal to each senator's staffers to be reviewed.
- b. Planning for National Day of Prayer
 - i. Planning begins Jan. 14
 - ii. Event May 2
- c. Alumni Celebration wall coming
 - i. Waiting on first nominations
- d. NWEA shows we are excelling in ELA

3. HCA Personnel (or Team)

- a. Re-Certifications in process
 - i. 4 Team members to be renewed this January

4. Policies/Procedures

- a. AI Policy - Board will review in closed meeting tonight
- b. Discipline Policy Ready for January

5. Facilities/Grounds

- a. HVAC
- b. Roof

6. Strategic Plan (Enrollment, Re-accred., etc.)

- a. Giving teams time to work on evidence research for Domains
 - i. All domain and evidences should be complete by the end of the week
 - ii. February ACSI chair will review, April will be the site visit

7. HCA Community (upcoming events, other)

- a. Christmas Break! Exam schedule has been progressing well, Christmas parties happening throughout the week.

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

- a. St. Michael's Lutheran MS - Paige Powell and Ethan Davis presented with Jason Miner
- b. Monthly meeting with ACSI School Administrators
 - i. Grace in Watervliet (Ben Williamson)
 - ii. Howardsville Christian School (Tyler Bishop)
- c. Home Builders Association to put on Job fair again
 - i. 1.18.24 @ 11:30
 - ii. Multiple Trades represented
 - iii. 1 week internships offered for M-TErm
 - iv. Sophomores-Seniors

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

- a. Shelby Lilge off to Africa 9 months on the mission field

Ed Policy Report (5 minutes): Jenna Yetman

Ed. Policy Meeting 12-11-23

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

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.
 - Needs yet to do the first semi-annual report. Will send on the implementation of new curriculum questionnaire.

- 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.
 - Sue will have it set for next month for the December meeting.

11-13-23 Action Points:

- Update on 4th & 5th grade reading curriculum, assess need by:
 - Stacey will check state standards on reading, 4th & 5th grade only.
 - NWEA to see how students are tracking thus far in reading; this will have to wait until after the second test date.
- Get a new update from John Mark on the NWEA testing by the December meeting
- Jason emailed Eric Fenstermaker to fill out the Ed. Policy curriculum review form and will follow up. **Done**

12.11.23 Action Points

- Melanie will compile spelling evaluation results by next meeting 1-15-24.
- Jason will have Sue's report for review at the next meeting also.
- Stacey will check state standards for reading, 4th & 5th grade.

Principal's Report (5 minutes): Melanie Simpson

Principal's Report

Submitted by Melanie Simpson

November 20 - December 13, 2023

- Re-accreditation committees met and worked on compiling evidence and writing summaries for their specific domains.
- second lockdown drill successfully completed
- Finished formal observations with elementary staff
- HCA Craft Sale was well attended - Leadership for the event reports great turnout and sales
- Band and Choir concerts went well and were well attended
- Boiler room prayer was a success and appreciated by all staff
- Field trips - several field trips were taken including one for 3rd, 4th, and PreK
- Becky Conley continues to connect with students and have conversations with them about dress code. She and I will meet with the girls next week to discuss the formal dress code for Homecoming on January 20th. We will also send it home to parents. We want to set clear expectations and give them the opportunity to have dresses pre-approved. Any student out of dress code for that evening will be sent home.
- Planned for and facilitated three elementary chapels - Mrs. Simpson, Christmas program practice, Mrs. Burlison

- Elementary character focus for the month of November is “Be Committed”. We are encouraging students to work on this by:
 - Committing their day to God
 - Committing to their school work
 - Committing to their friends

Wednesday professional development for staff consisted of two sessions on biblical integration and a split departmental meeting

Parent Partnership Report (5 minutes): Melanie Simpson

No report this month. There may be 2 reports next month.

Finance Report (5 minutes): Liz Cary

Roof Replacement will be coming up, and the committee is strategizing to cover that cost.

Marketing & Development Report (5 minutes): Jason Miner

A former family has offered to help develop an ad for the greenhouse.

Seeds will be coming in soon, goal of 1,000 pots sold this year building up to 2,000 next year.

Technology Report (5 minutes): Brent Bishop

Eagle Backers Report (5 minutes): Lee Belden

No Update at this time

HCA CELEBRATION & PUBLIC COMMENT

Katie Hruska - concern about last month's guest Dr. Richard Weigel

Richard is an advisor from Pro-Ed Coaching. He has a focus on coaching christian leaders in education around the country. Please contact Jason offline with further questions.

Beth Fenstermaker - Wondering if the school would be offering in person open meetings in the future. Board will discuss.

Closing Prayer:

Adjournment: 1st Jake Hammond ; 2nd - Jenna Yetman

Vote: Ayes 6 , Nays 0