

## HCA OPEN BOARD MEETING Minutes

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

- **Meeting Date/Time:** Monday March 24, 2024; 7:00 PM
  - **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
    - Kelsey McLaughlin - Advisor
    - Lee Belden - Vice Chair
    - Jason Miner – Chief Administrator
    - Jenna Yetman - Secretary
    - Anthony Wickey- Director
    - Jake Hammond- Director
    - **Other Attendees:** Melanie Simpson
      - **via zoom** - Mark Mills, Hruska Family, Mike Pearson, Christy Tuinstra,
  - **Roles**
    - **Facilitator/Timekeeper:** Brent Bishop
    - **Scribe:** Jenna Yetman, Secretary
- Opening Prayer:** Lee Belden

**Call to Order:** 1<sup>st</sup>- Liz Cary ; 2<sup>nd</sup> - Lee Belden

**Vote:** Ayes: 6, 2nd: 0

**Approval of Previous Month's Minutes:** Modified the Ed. Policy section of February's minutes.

1st: Jake Hammond; 2nd: Lee Belden

**Reading of the HCA Mission Statement:** "To prepare students for a life of service by teaching, modeling, and encouraging Biblical principles while pursuing academic excellence".

**Reading of the HCA School Verse:** "But those who hope in the Lord will renew their strength. They will soar like eagles, they will run and not grow weary, they will walk and not faint."

## **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. MTerm - 14 Internships
  - b. Planning for National Day of Prayer
    - i. Planning continues
    - ii. Event May 2
  - c. Alumni Celebration wall coming
    - i. Have first nomination
    - ii. Creating review committee
  - d. Musical a wonderful success
    - i. **Cinderella**
      1. 1,355 tickets sold
        - a. Friday night: 492
        - b. Saturday afternoon: 539
        - c. Saturday night: 324
      2. Gross: \$38,152.05
      3. Expenses: \$26,681.61
      4. Profit: \$11,470.44
    - ii. **Wizard of Oz (2023)**
      1. Ticket sales: 1,187
        - a. Biggest night: 466
      2. Gross: \$31,389.27
      3. Expenses: \$28,443.27
      4. Profit: \$2,946

**iii. Little Women (2019)**

1. Ticket sales: 826
  - a. Biggest night: 377

**3. HCA Personnel (or Team)**

a.

**4. Policies/Procedures**

a.

**5. Facilities/Grounds**

- a. Generator for Greenhouse

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

- a. Reaccreditation is right on track
  - i. We have the greenlight for our site review

**7. HCA Community (upcoming events, other)**

a.

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

- a. Monthly meeting with ACSI School Administrators
  - i. Grace in Watervliet (Ben Williamson)
  - ii. Howardsville Christian School (Tyler Bishop)
- b. MANS Non-Public Policy day in Lansing
  - i. Mr. Grabow and Mr. Miner attended
  - ii. Visited offices of Rep. Rogers and Rep. Morse
    1. Discussed budget lines that non-public schools have been left out of and appealed to our reps to encourage Rep. Weiss to put the wording back in giving non-public schools access.

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

- a. Ella Luke to travel US on with a team to spread the Gospel

**Ed Policy Report (5 minutes): Jenna Yetman**

Ed. Policy Meeting 3-18-24

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

New Business

- A. Yearly Tech Report
- B. AI Policy
  - a. Goals
    - i. Expectation
    - ii. Awareness
    - iii. Potential

**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.
- If the student fails to demonstrate mastery, there will be a meeting with the parent(s) & teacher. If the parents agree with the teacher the student will be given another chance to write the work. But, if the parent believes that mastery has been achieved the parents will sign a form & move on.
- John-Mark to make a form of the policy for parents & students to sign.
- Review [art](#) curriculum
- Jason & Melanie to review [spelling](#) evaluation results.
  - Jason, Melanie, and Jean met to discuss results and planned to move forward continuing to use the current curriculum. Jean will meet with each elementary teacher one on one to go over and adjust lists as needed per teacher feedback. She's already met with some and will do the rest before the end of the school year.
  - Jean and Julie S. To provide PD to all elementary teachers in order to be sure everyone is unified on where our spelling curriculum came from and why we use it, as well as examples on how to implement it in the classroom. Completed on 3/6
  - summer project - create a more formal booklet that contains activities and suggestions to use when teaching each list.
  - fall orientation - provide a PD opportunity for new and returning teachers that is a refresher on the why's and how's of our spelling curriculum.
- Get a new update from John Mark on the NWEA testing.
- Have Jade fill out the new curriculum questionnaire; Jenna to email her & invite her to the next meeting (4/9).

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

Principal's Report

Submitted by Melanie Simpson

February 23 - March 20, 2024

- Submitted ACSI Re-accreditation Self Study Report to the team coming in April.
- Elementary Speech Meet - high scorers will be showcased in the spring concert.
- NHS planned Dr. Seuss Day for elementary students
- PreK-K info night went well. Ten families attended.
- Attended Child Advocacy Training offered through Radiant Church
- Updated Non-HCA guest participation request form and formal dress code
- Run Like a Girl Program - had their first meeting this week
- PreK change for next year - 3 full day or 5 full day program offered; no half day option

- Planned for and facilitated four elementary chapels - Mrs. Simpson, Speech Meet Ribbon Ceremony, Mrs. Burlison, 2nd Grade
- Elementary character focus for the month of March has been “Be Courageous”. We are encouraging students to work on this by:
  - Choosing God’s way instead of what the crowd is doing.
  - Standing up for a friend who is being picked on.
- Wednesday professional development for staff consisted of CPBL collaboration and split departmental meetings.

### **Parent Partnership Report (5 minutes): Melanie Simpson**

## **PARENT PARTNERSHIP COMMITTEE MEETING MINUTES**

The following summary highlights HCA’s PPC Meeting:

- **Meeting Date/Time: March 7, 2024 at 12:00 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
  - **Treasurer:**
  - **Homeroom Parent Coordinator:** Megan Schuiteboer
  - **Community Event Coordinator:**
  - **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, Melanie Simpson, Megan Schuiteboer**

**Prayer:** Sue Miller

## **PRESIDENT'S REPORT/AGENDA**

- **Treasury Report** - \$413.49 -
  - venmo account balance
- **Need for officers** -
- **Any new families to welcome? Reece Lloyd**
- **Homeroom Parents** -
  - PreK -
  - Kindergarten - Beth Fenstermaker
  - 1st - Beth VanDyke
  - 2nd - Kate Sturdy
  - 3rd - Jade Wolfe
  - 4th - Erin Crown
  - 5th - Amber McDermott w/ Beth VanDyke
  - 6th - Emily Boyer
  - 7th - ask Mrs. Berens?
  - 8th - Becky Conley
  - 9th - Katie Hruska
  - 10th - Beth Fenstermaker
  - 11th - Megan Schuiteboer, Sue Miller
  - 12th - Shelley Gaylor; Jen Houtman
- **Community Building Events** -
  - report on ice skating event - 11 rsvp'd; 30 people attended with more that came after Sue Miller left; good event to do, maybe in January next year; park staff was wonderful to work with; Mrs. D took pictures
  - events in process -
    - look for a date for an after school movie event; ideas given by Caleb Martin and Peyton Henson; need a movie to stream
  - other ideas yet to be confirmed -
    - would like to do Moms/Muffins and/or Dad/Donuts events but currently have no fulfilling the community events coordinator role; Megan reached out to homeroom moms to see if any were interested in spearheading this and got no response
- **School Fundraiser Support**
  -
- **Teacher Appreciation Treats** -
  - 3/27 - leftovers can be used for conferences the next day - Mrs. Miller will send link for eagle tracker
  - 4/24 -
  - 5/15 - Teacher appreciation week
  - Click [HERE](#) to see schedule of dates, themes, classes responsible, birthdays
- **New Business:**

- Caleb and Peyton presented ideas: movie night and breakfast buddies - breakfast buddies will not be anything PPC can help them with but we will talk with them more about the movie night
- PPC will help coordinate cookies for graduation; Sue will do sign-up genius for junior parents; Megan will send out
- **Next Meeting: April 10 @ noon**
  - regular daytime meetings during the school year will be the 2nd Wednesdays of the month from noon-1:00 (including a zoom option); evening meetings at 6:00 PM every other month when possible
    - April 10 @ noon
    - May 8 @ noon

#### **Finance Report (5 minutes): Liz Cary**

- Nothing new to report; budget approved for next school year
- looking at a new roof within the next couple years

#### **Marketing & Development Report (5 minutes): Jason Miner**

- Working on new website with Shamus Design
- Provision Living (assisted living place in kalamazoo) is excited about the Greenhouse & anxious to partner with us in a financial way.

#### **Technology Report (5 minutes): Brent Bishop**

### **Tech Committee Minutes March 2024**

**Members Present:** Tad Rogers, John-Mark Grabow, Sue Davidson

#### **Old Business**

- New PCs are set up in the lab. Everyone wants to use those devices over the Chromebooks. We are “refurbishing” our old towers to use again, but don’t have enough monitors. So we put out a notice for old monitors and received a phone call from a grandparent that may have a lead to get some as well as some pcs. We’ll see what happens from here.

#### **New Business**

- Go Guardian requires minimum of \$2000 for a school no matter what they need. (Although John-Mark Grabow negotiated with them to come down to \$1700 for next year only.) To help me get to that minimum, they suggested we purchase Go Guardian Teacher. They would allow us not to have to be charged for Pre-K, K-4, and students off campus more than half a day.
- Go Guardian Teacher would replace Lanschool. It would be \$8.50 per student rather than \$7.00 per student. It appears it has the functions we would like but Sue will check into it more and find out if we could get a trial of it.



- We also would like to look into other options than Go Guardian. Tad & Sue will look into Active Track and research more possibilities.
- The elementary printer is having lots of issues and we will need to consider how to move forward with that.
- We worked on some computers/laptops to determine if they could be fixed or if they are trash.
- It was suggested to use the big laptops in the computer lab since they don't keep a charge and they can stay plugged in when they are in the lab.

**Next Meeting:** Monday, April 15

**Eagle Backers Report (5 minutes): Lee Belden**

## **Eagle Backers Meeting**

**March 11, 2024**

Members in attendance - Mike Orley, Julie Orley, Denny Heinonen, Todd Foster, Kristie Belden, Matt Miller, and Sue Miller.

President Mike Orley opened the meeting with prayer.

Our cost for the Banners for Heritage is \$70 each. Now we can contact people about banners. We can email or send pdf from phones.

Newsletter - Denny Heinonen has pictures from Senior and will send them to Sue. She can also announce our golf outing.

Uniforms - Middle School soccer uniforms have arrived. Cost was \$2,225.52

Concessions - Baseball, soccer - We plan to do separate concessions for each sport. Sue can check and see what we have left in concessions that is good. We are asking each family to volunteer 3 times per season. Adults need to handle money for We need to reassess prices. We need ideas on the menu for concessions.

Golf Outing - May 20th, we have 6 confirmed adult volunteers. We will ask seniors to help out that day as well. We will need 6 to 8 students. Sue will check into 8 dozen donuts for breakfast. Donations for door prizes - we need to ask for those. . Sign up before the end of March. Then work on ordering gifts for golfers. We also need to plan lunch with the golf course.

Baseball and girls soccer began today. \$280 raised by girls in pop bottle drive. \$500 donation towards uniforms. \$2,225.52 spent on uniforms. Winter basketball facility rental was \$3,171. We are keeping some money for facility rental for spring sports if needed.

We divided up the list of previous sponsors to contact about sponsoring the 2024 Golf Outing.

The next meeting will be Monday, April 8, at 6:30 pm

Mike Orley closed the meeting with prayer.

Respectfully Submitted,

Sue Miller, Secretary

## **HCA CELEBRATION & PUBLIC COMMENT**

Katie Hruska- Inquiring about the SWAT training day. Asking how it went, who was here & what they did. Follow up question about the past couple cases where police officers were called and in one case they weren't called. She's wondering how to get a meeting with the board. Also has questions regarding open record issues on policy & safety. Brent instructed her to email the board with her questions & concerns before moving forward.

**Closing Prayer:** Brent Bishop

**Adjournment:** 1<sup>st</sup>- Jake Hammond ; 2<sup>nd</sup> - Liz Cary

**Vote:** Ayes-6 , Nays-0