

HCA OPEN BOARD MEETING Minutes

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

- **Meeting Date/Time: Monday August 26, 2024;**
 - **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:** Jason Miner
 - **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
 - Lee Belden – Treasurer
 - Kelsey McLaughlin - Vice Chair
 - Lee Belden - Treasurer
 - Jason Miner – Chief Administrator
 - Jenna Yetman - Secretary
 - Bonnie Belson- Director
 - Jake Hammond- Director
 - **Other Attendees:** Stephanie Jvert
 - **via zoom** - Mark Mills, Eric Fenstermaker, Becky Conley
 - **Roles**
 - **Facilitator/Timekeeper:** Brent Bishop
 - **Scribe:** Jenna Yetman, Secretary
- Opening Prayer:** [Lee Belden](#)

Call to Order: 1st- Kelsey McLaughlin ; 2nd - Lee Belden

Vote: Ayes- 6 , Nays-0

Approval of Previous Month's Minutes: Approved as is; no changes made.

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: Isaiah 40:31 “But those that hope in the Lord will renew their strength. They will soar on wings like eagles, they will run and not grow weary, they will walk and not faint.”

COMMITTEE REPORTS

Administrator's Report (15 minutes): Jason Miner

- a. **2024-25 Theme:** Let your light shine
 - i. “Let your light shine before men, but they may see your good works and glorify your father and heaven.” Matthew 5:16
- b. **Student Success (EiA, Learning Lab, newest class offerings, KRESA/KVCC partnership, Radiant partnership, etc.)**
 - i.
- c. **HCA Personnel (or Team)**
 - i. Orientation day 1 complete
- d. **Policies/Procedures**
 - i. Audit class
- e. **Facilities/Grounds**
 - i. The team is back for one last push. The school is looking great!
- f. **Strategic Plan (Enrollment, Re-accred., etc.)**
 - i. Still a few in process current numbers at 208
- g. **HCA Community (upcoming events, other)**
 - i. Back to school night September 3rd
 - ii. 1st day of school September 4th
- h. **Community at Large (connections with other schools, business leaders, etc.)**
 - i. Monthly meeting with ACSI School Administrators
 1. Grace in Watervliet (Ben Williamson)
 2. Howardsville Christian School (Tyler Bishop)
 - ii. [MANS in Motown Education Expo and Conference](#) (w/ Mrs. Wolfe & Mr. Grabow)
 - iii. Meeting with Local church leadership
 1. John Koller VXV
- i. **Celebrations (alumni successes, donors, volunteers, etc.)**
 - i. Paver pad
 - ii. Distinguished alumni award committee met

Ed Policy Report (5 minutes): Jenna Yetman

No report, meeting this week

Principal's Report (5 minutes): Melanie Simpson

- In an effort to help our staff feel more connected to one another as a team, we've put together a small group of staff members called the "Connection Crew". We met over the summer and discussed ways that we could help the staff develop better connections with each other and with their students. One idea that we came up with has already happened - the staff picnic. All those who could met at Flesher Field Park last Thursday, August 22nd to eat and fellowship. We had about 50 staff/family members in attendance. This team of people will each be in charge of touching base with a smaller group of staff members regularly to make sure they are feeling connected to each other and to their students. The CC will offer support and help as needed in that area. The group consists of me, Jean Rus, Stacey Koning, Kristi Rabe, and Melanie Mills. We're excited to see how the Lord may use this to strengthen our HCA team as a whole and better live out the unified community He desires us to be!
- Prepared for and facilitated new staff orientation on Thursday, August 22nd.
- Facilitated several new family interviews.
- Prepared for back to school night.
- Prepared schedules for elementary specials and recess/lunch coverage
- Prepared elementary chapel [monthly themes](#) that tie into the whole school theme for the year of "Let Your Light Shine!"

Parent Partnership Report (5 minutes): Melanie Simpson

PARENT PARTNERSHIP COMMITTEE MEETING MINUTES

The following summary highlights HCA's PPC Meeting:

- Meeting Date/Time: August 12, 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

Prayer:

PRESIDENT’S REPORT/AGENDA

- *Treasury Report* - \$413.49 (- \$90 for teacher appreciation week in May?)
 - venmo account balance
- *Need for officers* - need someone willing to shadow Sue Miller this year for president’s role next year
- *Any new families to welcome?* Amber will send info to Sue for welcome notes
- *Homeroom Parents* - need to confirm this list from last year
 - PreK -
 - Kindergarten -
 - 1st - Beth Fenstermaker?
 - 2nd - Beth VanDyke?
 - 3rd - Kate Sturdy?
 - 4th - Jade Wolfe?
 - 5th - Erin Crown?
 - 6th - Amber McDermott w/ Beth VanDyke?
 - 7th - Emily Boyer?
 - 8th - ask Mrs. Berens?
 - 9th - Becky Conley?
 - 10th -
 - 11th - Beth Fenstermaker?
 - 12th - Megan Schuiteboer?, Sue Miller?
- *Community Building Events* -
 - events in process -
 - other ideas yet to be confirmed -
-
- *School Fundraiser Support*
 - Gala - October 15 (Gayle Jacobs)
- *Teacher Appreciation Treats* -
 - 8/26 - 1st day of orientation -
 - Sue will create sign-up genius and send it to us to send out through email; will need to go separate from an eagle tracker

- Sue will put together goody bags for teachers
 - set the monthly schedule for this in September meeting once Souled Out schedule comes out; Sue would prefer doing monthly treats on a week that she doesn't have to drive for Souled out so she can help with set-up
 - add venmo QR code each time a sign up goes out for people who would like to donate money instead of donating items; use this for weekly snacks for the meetings as well
- *New Business:*
 - send notes to new families/students
 - contact new parents who want to be involved in PPC - Sue
 - new family playground dates set - 8/20 and 8/22 - 10-noon - flyer has been in eagle tracker and given to new families
 - create flyer for B2S night packets - Sue
 - table at B2S night - Sue
 - confirm homeroom parents for this year - Megan
 - decide whether to do day or evening meetings or mix of both - Sue will discuss w/ Jen
 - put meetings (& minutes?) in the eagle tracker ahead of the date each month - Melanie
- *Next Meeting: September 11 @ 12:00 PM*

Finance Report (5 minutes): Lee Belden

- Met last Monday via Zoom
- Gala & planning is progressing

Marketing & Development Report (5 minutes): Jason Miner

- **Eagle Go team**
- **Social Media Team**

Technology Report (5 minutes): Brent Bishop

Tech Committee Report August 19, 2024

Our committee did not meet this month since we had a lot to set up for the start of school. This is what was accomplished since the last meeting.

Old Business

We have set up and did some troubleshooting as needed for the following:

- The following teachers/rooms received a new TV:
 - Dr. Beck, Mrs. Strahan, & TRR

- The following teachers received a new laptop:
 - Mr. Davidson, Miss Jevert, & one has been ordered for Mrs. Wolfe
- The following teachers received new PCs
 - Mrs. Adams, Mrs. Taylor, Mrs. Switzer, Mrs. Pike, Mr. Wolfe, Mrs. Lockwood, Mrs. VandeGeissen, & Mrs. Simpson
- Mrs. Adams had her projector replaced with one from Dr. Beck's room
- From our stock, Mrs. Allen was given a mini projector, for her music therapy room.

New Business

- All the computers from the teachers that were replaced with new computers will be set up in the computer lab before school starts.
- We still need to set up Go Guardian Teacher this week before school starts.
- We are in discussion of purchasing a laptop for Mrs. Allen.

Next Meeting: Monday, September 16th at 5:30

Eagle Backers Report (5 minutes): Stephanie Jevert (for Jake Hammond)

Eagle Backer Minutes August 15, 2024

Members Present: Sue Miller, Kelli Luke, Stephanie Jevert, Mike Orley, and Julie Orley,

Mike opened the meeting in prayer.

Mike will work on thank you gifts for golfers. We plan to spend \$15-\$20 for major sponsors. \$10 for hole sponsors. Mike is looking into gifts and will order them. He will also contact Denny Heinonen for pictures of sponsor signs from the golf outing to put on cards. If he does not have those, Sue will pick up thank you cards. She will need a list of who to write thank yous to and for what. Mike and Sue will work on organizing athletes to write out the cards.

Boy's soccer will determine if we will have Fall Frenzy or if we will go another direction for a fall athletic event. At the moment we have about 8 athletes. We will know if it is a go by August 20th.

Mike, Kelli will help with Eagle Backers Back to School Night table. Sue will set up table. We will have a sign up for Fall Frenzy, Eagle Backers, and the Golf Outing. Sue will create sign ups for volunteers and will provide a sign up genius list for volunteers for game help. We are asking parents to sign up for 3 volunteer roles per athlete per season.

We discussed the possibility of allowing a student group - a class or student government to do concessions for soccer and baseball this year. Stephanie will follow up on that.

The all school sports meeting will be September 9, 7 pm in the gym at HCA. Stephanie and Mike Orley will address parents. Stephanie plans to introduce coaches and discuss sports at HCA, code of conduct for athletes and coaches, and the chains of communication for parents, athletes, and coaches. Mike

will put in a plug for joining Eagle Backers and explain who we are and the kinds of involvement we need. We will also have an Eagle Backer, golf outing, and Sign Up Genius game help sign up available.

Next meeting time in early September to be determined.

Mike closed the meeting.

Respectfully submitted,

Sue Miller

Secretary

HCA CELEBRATION & PUBLIC COMMENT

- Reminder school board meetings are still open for in-person attendance.

Closing Prayer: Brent Bishop

Adjournment: 1st- Bonnie Belson ; 2nd - Jake Hammond

Vote: Ayes-6 , Nays-0