



## HCA OPEN BOARD MEETING Minutes

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

- **Meeting Date/Time: Monday October 28, 2024; 7:00 P.M.**
- **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:** Lee Belden
  - **Marketing & Development Report:** Jason Miner
  - **Eagle Backer Report:** Jake Hammond
- **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
  - Jenna Yetman-Secretary
  - Lee Belden- Treasurer
  - Jason Miner- Chief Administrator
  - Bonnie Belson- Director
  - Jake Hammond-Director
  - **Other Attendees-** Stephanie Jevert, Danece Adams
  - **Via Zoom:** Brad Dennis, Mark Mills, Casey Pawell, Karen Martinez, Kristin Dodge
- **Roles**
  - Facilitator/Timekeeper:** Brent Bishop
  - Scribe:** Jenna Yetman, Secretary

**Opening Prayer:** Bonnie Belson

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

**Vote:** Ayes- 5, Nays- 0

**Approval of Previous Month's Minutes:** Approved as is

**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 and God-given potential."

**Reading of the HCA Verse:** Isaiah 40:31 "But those who 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 be faint."

## COMMITTEE REPORTS

### **Administrator's Report (15 minutes): Jason Miner**

1. **2024-25 Theme:** Let your light shine
  - a. "Let your light shine before men, but they may see your good works and glorify your father and heaven." Matthew 5:16
  - b. Hall display with light bulbs decorated by all staff and students is complete
2. **Student Success (EiA, Learning Lab, newest class offerings, KRESA/KVCC partnership, Radiant partnership, etc.)**
  - a. Matthew Klooster and Aryn Ortiz presented at ed expo about their experience in EiA
3. **HCA Personnel (or Team)**
  - a. Teachers **pbl** intensive. Dr. Richard Weigel and Anna Booes led a 4 hour training October 25.
4. **Policies/Procedures**
  - a.
5. **Facilities/Grounds**
  - a. New Intercom install
  - b. New Paver Pad in Secondary Lunch area
6. **Strategic Plan (Enrollment, Re-accred., etc.)**
  - a. Still a few in process current numbers at 212
7. **HCA Community (upcoming events, other)**
  - a. New basketball Season
8. **Community at Large (connections with other schools, business leaders, etc.)**
  - a. ACSI network meet Administrators
    - i. Grace in Watervliet (Ben Williamson)
    - ii. Howardsville Christian School (Tyler Bishop)
    - iii. Calhoun
    - iv. Grainger
    - v. Cadillac
  - b. [MANS in Motown Education Expo and Conference](#) (w/ Mrs. Wolfe & Mr. Grabow) 20-25 attended our workshop
9. **Celebrations (alumni successes, donors, volunteers, etc.)**
  - a. Gala met budgeted goal of \$25k
  - b. Distinguished alumni plaque hung

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

Ed. Policy Meeting 10-14-24

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

## Curriculum Review Schedule

### **Action Points for the year:**

- Library report
- Tech report
- Get an implementation report for P.E., Spelling and Foreign Language (in January meeting)

### Action Point for upcoming meeting:

- Review the [grad requirement document](#)
- Stacey will make and send out a google form to check honors courses meet the new honors course policy.
- Jason will meet with Mrs. Adams for Bible and compile Bible Info.
- Deb will compile the elementary Bible info

### **Notes:**

- [AI policy](#) - Should we have the teachers send a note home before their first big projects to remind them of what is expected of their students? Remind students as well?
- After the evaluation of art, the ed policy committee found no need for changes and will not be following up with an implementation protocol.

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

#### Principal's Report

Submitted by Melanie Simpson

September 19 - October 23, 2024

- Staff Professional Development this month consisted of prep for the All Belong visit, prep for NWEA testing, prep for Grandparents' Day, departmental collaboration.
- Grandparents' Day on October 11th was a great success. We had a packed gym and a good time connecting with grandparents and their grandchildren. We continue to work at finding the best way to communicate with grandparents ahead of time and streamline the logistics of the morning. NHS students were a huge help in this event as was Amber Kilian!
- Finding subs continues to be a challenge. We could still use a few more.
- Elementary chapels - [monthly themes](#) that tie into the whole school theme for the year of "Let Your Light Shine!"
  - 9/25 - Mrs. Allen talked about the Zones of Regulation
  - 10/2 - Mrs. Hadley shared about the Prodigal Son
  - 10/9 - Mrs. Grubbs led students in a Grandparents' Day rehearsal.
  - 10/16 - 5th grade shared some skits and songs that connected with our theme for the year.
  - 10/23 - Our chapel speaker could not come last minute and so we used Right Now Media to show the students a video from the Wild Brothers called "From Your Couch to Creation" which encouraged kids to get off their couch and go discover something new from God's vast creation.

- Eight elementary field trips happened as well as two special celebration days among the early elementary classes - Apple Day and Fall Fun Day. First graders also ministered to the folks at PVP.
- Christian online book fair complete
- Two fire drills and one lockdown drill complete
- Elementary walk-through highlights -
  - Mrs. Switzer introduced a Bible lesson by pretending to be tired and laying her head on a pillow she brought to peak students' interest. She asked if students ever had a dream that kept them from sleeping well and allowed a couple of students to share their dreams. Mrs. S told students to use “thumbs up” or “thumbs down” to represent yes or no to a couple of questions she asked. She showed a visual aid from the curriculum and read with expression the portion of the account from the Bible that they were focusing on that day. One student asked for a “sneak peek” about tomorrow and Mrs. S quickly showed them the picture card for tomorrow and said the title and then tucked it away. Mrs. Switzer's lesson was engaging and sensitive to student participation - excellent job, Mrs. Switzer!

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

### A PARENT PARTNERSHIP COMMITTEE MEETING MINUTES

- **Meeting Date/Time:** October 9th, at 12:15 PM
- **Location:** Heritage Christian Academy
- **Attendees:** Sue Miller, Melanie Simpson, Megan Schuiteboer, Kevin Belson, others
- **Opening Prayer:** Sue Miller
- **Presidents Report:**
  - Need For Officers:** We are still looking for a Vice-Chair & Hospitality Chair
  - Homeroom Parents:** Megan is still looking for a few more homeroom parents, but most are filled.
  - Sign-up Genius for Fall Gala:** There are still a few spots open for the Gala.
  - Teacher Appreciation:** Oct.23rd, we are doing a caramel apple bar, probably need 2 people to set this up?
  - Conferences:** November 7th, We will be doing meals like we have done in the past.
- **New Business:**
  - Fall Community Connection:** We would like to have an event for connection, some places we have gone before were discussed. Does anyone have any other ideas, let Sue know.
  - Next Meeting:** November 13th at 12:15 PM.

Respectfully Submitted,  
Kevin Belson

#### Finance Report (5 minutes): Lee Belden

- Budget of \$25,000 was hit at the gala
- Enrollment up to 212

### **Fundraising: Jason Miner**

- Legacy brick campaign planning to resume this winter now that the gala is finished.

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

- Continued to develop the website; blogs being posted by the teachers once a month (also in the Eagle Tracker). So far done by Miss Koning & Mrs. Pace.
- Continuing to look at ways to foster more relationships with surrounding churches.

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

## **Tech Committee Report October 2024**

**We did not have a meeting this month. The report this month includes what has been done in the last month.**

### **Old Business**

- We were still trying to set up Go Guardian Teacher. We were able to set up Go Guardian Teacher but we still have issues seeing all students who are on a PC. We will continue to troubleshoot the problems. Tad and Sue worked on it some more and finally had to contact Tech Support. The video meeting has been postponed till November now.

### **New Business**

- The new PA system is being installed in all the buildings, in the rooms, hallways and even outside.
- The internet has had issues. We keep troubleshooting that in the hopes of identifying and resolving the issue after the PA system is installed.
- Several teacher and student computers crashed. Some you could only see a black screen and the arrow. Others wouldn't connect to the access points for the internet. Those particular computers had wireless USB WiFi Adapters. Turns out both were caused by an update. Mr. Grabow was able to fix the updates. And then we hard wired those computers that had the USB WiFi Adapters.
- Mrs. Taylor's projector is very dim. We will be purchasing another TV to replace it.
- Mrs. Adams needs a remote for her projector. We are in the process of testing out some remotes we have on hand.
- Several teacher computers are coming to end of life. Mr. Grabow has a group of students on Wednesdays that are working with hardware and he plans to build some computers with them to use for the school. This would save money to build them than to purchase them.
- It has come to our attention that some recent group emails (allstaff@hcaeagles.org, elemteachers@hcaeagles.org, msteachers@hcaeagles.org, hsteachers@hcaeagles.org, and learninglab@hcaeagles.org. ) are going into everyone's spam folder. We are working on a solution.

**Next Meeting:** Monday, November 19th at 5:30

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

## **Eagle Backer Minutes October 7, 2024**

Members Present: Sue Miller, Stephanie Jevert, Mike Orley, Kristie Belden, Michelle Scholten, Melissa Dennis, and Robin Bartel.

Mike opened the meeting in prayer.

We have a varsity boys soccer team! Fall Frenzy is set for September 20th. Sue Miller, Stephanie Jevet, Michelle Scholten, and Melissa Dennis are available to help (possibly Robin Bartel as well). We will serve hotdogs and pizza baskets. Chips, pop, cookies and water. We will need prices for baskets. Plan to serve 100. Robin will check into borrowing a bounce house from The Bridge Church. Mike will check into Gogin rental for a dunk tank. We will need extension cords for the power source. National Honor Society students may be able to help to run the activities.

Robin asked if the Eagle Backers would be able to help run the Mitchell 5K. Mitch Yokisahwa would like to add a dinner with fellowship afterwards. Robin would be fine to plan the 5K but would need extra help from the Eagle Backers to add the extra events. The Eagle Backers is taking this under consideration.

Senior Banners- We have seniors in Cross Country and Volleyball. No seniors in soccer. Team and individual pictures will be taken tomorrow. Stephanie will talk with the photographer about using team pics in the yearbook. We will order senior banners from her as well.

Todd is working on the banner program. We are sending out a letter to renew banners for next year. Michelle suggested we offer discounts for long term contracts. We may add tiers to this program. We have a right to refuse to sell to companies that do not align with our values.

Next meeting time is October 7 at 6:30 pm. A zoom option will be available.

Mike closed the meeting.

Respectfully submitted,

Sue Miller  
Secretary

**New Comments to add:**

**HCA CELEBRATION & PUBLIC COMMENT**

- Casey Pawell: Interested in any update on the middle school boys basketball coach. Laythan Young will be the new coach and the season will be starting soon.

**Closing Prayer:** Brent Bishop

**Adjournment:** 1<sup>st</sup>-Bonnie Belson ; 2<sup>nd</sup> - Lee Belden

**Vote:** Ayes-5 , Nays-0