

HCA OPEN BOARD MEETING MINUTES

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

- **Meeting Date/Time: Monday November 25, 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
 - Kelsey McLaughlin- Vice Chair
 - Jenna Yetman-Secretary
 - Lee Belden- Treasurer
 - Jason Miner- Chief Administrator
 - Bonnie Belson- Director
 - **Other Attendees-**
 - **Via Zoom:** Casey Pawell, Mills Family, Mark Scholten
- **Roles**

Facilitator/Timekeeper: Brent Bishop

Scribe: Jenna Yetman, Secretary

Opening Prayer: Lee Belden

Call to Order: 1st- Bonnie Belson ; 2nd - Lee Belden

Vote: Ayes- 6 , 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. Devon Knowlton was a special guest/speaker for a Western Michigan University college Bible study. The topic was apologetics and Devon presented to the college students. Many of the students are new to the faith and had many questions for Devon. The leader of the group asked Devon at the end if he would consider coming again.
3. **HCA Personnel (or Team)**
 - a. Led a PD for secondary on using ChatGPT in developing their PBL lessons.
4. **Policies/Procedures**
 - a. Developed a procedure on how to best respond to a power outage.
5. **Facilities/Grounds**
 - a. Looking at low cost options to repair the sign out front.
6. **Strategic Plan (Enrollment, Re-accred., etc.)**
 - a. Plan to start up meeting with Pastors in the new year.
7. **HCA Community (upcoming events, other)**
 - a. New basketball Season (MS Boys having great success)
8. **Community at Large (connections with other schools, business leaders, etc.)**
 - a. Developing a meeting with SW Michigan Christian Schools
 - i. Grace in Watervliet (Ben Williamson)
 - ii. Howardsville Christian School (Tyler Bishop)
 - iii. Calhoun
 - iv. Grainger (IN)
 - v. Cadillac
9. **Celebrations (alumni successes, donors, volunteers, etc.)**
 - a. Always great to see our former students stop in

Ed Policy Report (5 minutes): Jenna Yetman

Ed. Policy Meeting 11-11-24

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

Ed Policy Notes for Board Meeting

1. Curriculum Evaluation for 2024/25

- **Google Forms:** Sent to teachers for curriculum review.
- **Subjects to Review:**
 - **Bible**
 - **EiA:** Focus on formalizing non-negotiables.
 - Review 9th grade non-negotiables (e.g., Algebra, Physical Science, Grammar & Composition, Computers).
 - Set non-negotiables for 10th grade (e.g., Biology, American Lit, Geometry).
 - Formalize acceptance of non-negotiables.
 - **Timelines:** Curriculum map with timeline due by January. Ed Policy to review.

2. Honors Classes

- Review current honors courses to align with new policy, including college-level courses.
- **Update on Honors Courses:**
 - Review complete of Honors Biology course
 - Next year, move to a course that works as an addition to the already existing bio course, this will achieve Honors course parameters more clearly.
 - Reviewing of other courses: World Lit, British Lit, College Writing, Pre-Calc, Physics, U.S. History, Bible 12 (Trinitarian Doctrine).

3. Action Points for the Year:

- Library report
- Tech report
- Curriculum implementation report for PE, Spelling, and Foreign Language (due January).

4. Action Point for Upcoming Meeting:

- Jason to meet with Mrs. Adams about Bible curriculum and compile Bible information.
- Deb to compile elementary Bible info by December meeting (feedback received from PK, 1st, 2nd, 3rd grades).
- Becky Conley to submit a homework proposal for Ed. Policy in December and meet with the committee in January.

5. Notes:

- EiA needs her own teaching manuals.

Principal's Report (5 minutes): Melanie Simpson

Principal's Report

Submitted by Melanie Simpson

October 23 - November 20, 2024

- Staff Professional Development this month consisted of a full day PD on 10/25 about CPBL, a special All Belong meeting, P/T conference prep, departmental meetings, and Curriculum Trak development
- The All Belong Site Study went well. We are waiting for our final report from them which should be coming our way anytime now.

- P/T conferences were well attended.
- Elementary chapels - [monthly themes](#) that tie into the whole school theme for the year of “Let Your Light Shine!”
 - 10/30 - Mrs. Burlison
 - 11/6 - Mrs. Adams
 - 11/13 - 4th grade
 - 11/20 - Mrs. Simpson
- One elementary field trip (Nature Center) happened as well as one special celebration day among the early elementary classes (Veteran’s Day assembly). First graders also ministered to the folks at PVP.
- One fire drill was completed
- Elementary walk-through highlights -
 - During a formal observation with Mrs. Pace, I was impressed to see her facilitate a CPBL lesson using technology and biblical integration. She also used a combination of individual, pair, and whole-group interactions, allowing students to engage in a variety of ways. Students were encouraged to actively participate in discussions and share their ideas, and she used a mix of questioning strategies to ensure engagement (e.g., asking for hand raises, using non-verbal cues like hands on heads for answers).

Parent Partnership Report (5 minutes): Melanie Simpson

PARENT PARTNERSHIP COMMITTEE MEETING MINUTES

The following summary highlights HCA’s PPC Meeting:

- **Meeting Date/Time: November 13, 2024 at 12:15 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: needed**
 - **Secretary: Kevin Belson**
 - **Treasurer: needed**
 - **Homeroom Parent Coordinator: Megan Schuiteboer**
 - **Community Event Coordinator: needed**
 - **Teacher Appreciation Coordinator: Sue Miller (interim) needed**

- New Parent Welcome Coordinator: **needed**
- Hospitality Coordinator: **needed**
- Meeting Agenda – Meeting Activities/Flow
 - Opening Prayer
 - President’s Report/Agenda
- Attendees: Jen Houtman, Melanie Simpson, Megan Schuiteboer, Michelle Scholten, Lori Antkoviak

Prayer: Jen Houtman

PRESIDENT’S REPORT/AGENDA

- **Treasury Report - about \$300 -**
 - venmo account balance
- **Need for officers - see above; also, need someone willing to shadow Sue Miller this year for president’s role next year**
- **Any new families to welcome? Sue Miller sent emails to a new family that began Monday, November 11 and listed they were interested in joining the PPC. She is passing information on to Megan Schuiteboer for homeroom parents. They are Matthew and Cheryl Flora. Their daughter Libby is in 8th grade. Update: Morgan (5th) & Brady (6th) Cole will be starting at HCA January 6. Their parents’ names are Dustin and Jennifer Cole.**
- **Homeroom Parents - Megan shared that all grades are set**
 - PreK - Abbey Solitro
 - Kindergarten - Claira Bowen
 - 1st - Beth Fenstermaker
 - 2nd - Beth VanDyke / Lindsey Hoard
 - 3rd - Kate Sturdy
 - 4th - Jade Wolfe
 - 5th - Amy Boekestein / Erin Crown
 - 6th - Michelle Scholten / Amber McDermott
 - 7th - Emily Boyer
 - 8th - Kelsey McLaughlin / Sarah Huber
 - 9th - Jenni Houtman / Megan Schuiteboer / Michelle Bishop
 - 10th - Mike & Julie Orley
 - 11th - Fawn Stender / Jodi Murphy
 - 12th -Megan Schuiteboer / Sue Miller / Jennifer Wickey
- **Moms in Prayer - Carissa Berens leading this year**
- **Community Building Events -**
 - **Harvest Moon Acres event - about a dozen secondary students attended; no report concerning elementary students/families in attendance**
 - **events in process - skating day for January/February at Millennium Park on a Saturday? Avoid January 24/25 due to Homecoming.**
 - other ideas yet to be confirmed -

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- **School Fundraiser Support**
 - **Gala - October 15 (Gayle Jacobs) - The Gala was well supported and attended.**
- **Teacher Appreciation Treats -**
 - **December 11 will be the next one -**
 - **Charcuterie Board Theme**
 - **Send out sign-up genius through homeroom parents by November 22.**
 - **encourage parents to bring food items in disposable containers**
 - **Set up snacks at 2:40 on 12/11. Sue Miller can help.**
 - **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**
- **Task List:**
 - **send welcome cards to the Flora family and the Cole family.**
 - **create and send out sign-up genius for December Teacher Treats by 11/22 - Sue/Jen**
 - **finalize minutes and send to Dawn Zondervan for board meeting - Melanie**
 - **put meetings (& minutes) in the eagle tracker each month - Melanie**
- **Next Meeting: January 8 at 12:15 in the TRR at HCA; zoom link will be sent out ahead of time.**

Finance Report (5 minutes): Lee Belden

Met on Nov. 25, Members Present: Jason, Gayle, Dawn, Lee

Currently at 208 full time students, 210 with the 2 part time students. Currently have 2 students set to start the beginning of the 2nd semester. We already have tours being given for next school year, very exciting!

Currently gearing up to start the brick campaign after Thanksgiving.

Will be sending end of the year letter out on Nov. 26 to Grandparents, Alumni, and Donors. Hoping for generous Christmas giving with a goal of \$20K

Had an Alumni give \$1,000 for the Gala but gifted it afterwards because they said it was too hard to give while at the Gala and that we need to make it easier to give

Jason is going to start prepping next years budget after Thanksgiving. Please be in prayer over the 2025/2026 budget.

Fundraising: Jason Miner

- Sending out an end of the year letter to our network of supporters
- Preparing for the Legacy Brick launch

Marketing & Development Report (5 minutes): Jason Miner

Technology Report (5 minutes): Brent Bishop

Tech Committee Minutes November 18, 2024

Present at the Online Meeting: Tad Rogers, John-Mark Grabow, Sue Davidson

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 with them has been postponed till November 21.
- The WIFI access points have had issues. We keep troubleshooting that in the hopes of identifying and resolving the issue after the PA system is installed. We were able to fix three issues this week just by unplugging and re-plugging the cable in the switch for the areas in question. (Rooms 101,107,104,114 seem to have the most issues.) Technology Solutions (TS) has looked at the issue and their suggestion is resetting it. Tad suggests we ask TS to have access to the Ubiquiti dashboard. Another idea to try is to move some of the cables we have been resetting and move it to an empty port in the switch.
- Mrs. Taylor's projector was very dim. We purchased and installed a 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.
- 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. Tad Rogers was able to find the problem and work with Chris Shamus to resolve it.
 - We added PKIM and DEMARC settings in public DNS environment.

New Business

- Windows 11 Pro Key
 - John-Mark found a site to purchase Windows 11 Pro Key licenses for \$12 apiece. Retail price is normally \$210 apiece.
- Computer Builds
 - John-Mark has built a computer for Mr. Beck's room. He has utilities student help as well as demonstrated the process to his students.
 - The desire is to build more for the lab at about \$250-\$350 each.
 - He also wants to build them for the teachers and customize them for their specific needs.
- Discussion: Meraki. Can we find a more economical firewall?
 - Ubiquiti also makes a firewall at a much more economical price of \$379 and appears not to have subscription charges.
 - <https://store.ui.com/us/en/category/all-unifi-cloud-gateways/products/udm-pro>
 - John-Mark will contact TS to discuss this possibility.
- Discussion: Server.
 - The server only has a couple of years of life left. Sometime in 2027, it will no longer be supported. Do we want to consider not using a server on site? We need to determine what is needed and costs.
 - Tad suggested Assure Active Directory, a cloud-based application by Microsoft. The PCs would authenticate to the cloud.
 - This would involve reconfiguration to do this. It is something our team could do over the summer and as new computers were installed. It would be necessary to touch each computer.
 - OR we could buy a new server with Window 2022. It would give us about 10 more years.
 - If we went with an online server, we could get a file storage system like Naz for pictures (for yearbook) docs, etc. We can get something like this at Office Max for about \$400 and could hold about up to 8TB.
- Budget for '25-'26. John-Mark has been thinking through the needs for the next school year and is proposing to our committee the following:

Item	Category	Cost	Effect
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Technology Solutions	Need	\$2,000	Without External IT we will not be able to maintain HCA network
Chromebook	Need	\$6,000	Purchasing 20 systems. Needed for NWEA testing (retiring legacy systems)
Windows 11 Pro Computers	Need	\$7,700	Needed to move all existing systems to Windows 11 Pro prior to the cut off in 2025. Replacing 22 systems
Miscellaneous Tech Cost	Highly Recommended	\$1,000	Wanted to cover miscellaneous costs to include: security software, and minor tech purchases.
New Access Points	Recommended	\$3,000	IT recommends replacing access points before current access points are no longer operational. 6 systems
Teacher TVs	Highly Recommended	\$700	Purchasing 2 TVs to replace older projectors.

- Issue: Dianna Anderson has large PDFs – whole textbook. Can't load it in Google classroom because it is too large. Is there some kind of PDF compression tool we could use? The ones we found did not work for this pdf. Dianna's husband, Eric Anderson has a suggestion. We will check that one out. If that doesn't work, our suggestion would be to split the book by several chapters or so.
- It was suggested to clean up server: accounts, files and pictures. Sue has already removed a lot of last year's pictures. Sue will follow up with the other files and accounts.
- Remind teachers to make back-ups of their work on hard drives.

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

Eagle Backers Report (5 minutes): Brent Bishop (for Jake Hammond)

Eagle Backer Minutes November 4, 2024

Members Present: Sue Miller, Stephanie Jevet, Mike Orley, Kristie Belden, Julie Orley, Kelli Luke, and Michelle Scholten.

Mike opened the meeting in prayer.

Mike reported that pizza sales for the Pack the Point went well. He will make a few changes for the next time we do this, which will be Homecoming. He needs a separate cash box and another person to help with sales. There will be a small charge (about .45 cents) for paying electronically.

We had a mess at The Point after the Pack the Point game. We cleaned up popcorn, food, water bottles, and other items. She put a reminder about cleaning up after ourselves in the announcements. Stephanie has an email from The Point about vandalism. It was sent to everyone who rented the facility this fall, so it was not specifically directed to us. They plan to prosecute if this happens again. We do not know that our students were involved in this, but Mike did notice some young children throwing rocks at the building at Pack the Point Night. Stephanie will have a conversation with Matt and Spencer from The Point to clarify what has happened. She will also emphasize to the HCA community our responsibility to be good stewards with basketball season coming up.

We have another banner sale from Rob Hunt, Rose Street Financial We have 12 or so banners right now. This program is running well and takes little effort to renew each year. Our goal is 30 banners.

We discussed how to be more efficient with financial information including deposits so Kelli has correct information in one place. We will keep a shared Google sheet. Mike will create it in the hcagamehelp@hcaeagles Google account and everyone on Eagle Backers will have access to add information to it. This way, Kelli will have the notes all in one place.

Stephanie turned in volleyball fundraising money and would like to designate some for off season training. More details to follow.

The general fund is about \$22,566 at the moment. The fall Point rental has not been deducted yet. We also have money from the Mitchell 5K in our account that will be distributed to charities designated by the Yokishawas.

Sue is still completing thank yous for golf outing sponsors and making good progress.

Financials for Fall Frenzy - We raised somewhere around \$1,000.

The juniors will take on concessions as a class fundraiser. Stephanie is working out the details with them.

Kelli reminded us that we need new Middle School Boys Basketball uniforms. Stephanie will get sizes and we will order 14 sets. We have six players at the moment, but need to make sure we order enough for future players. Mike and Julie will look into this. They will check with Wayne at Action Gear.

We discussed a few possibilities for entertainment/fundraisers on Homecoming Night, January 24th. Next meeting everyone needs to bring more ideas.

We will sell pizza again at Homecoming. We may do two pizza runs. Could we get a few more people to sign up to help with security and clean up? Mike will look for donations of product for games.

Next meeting time is December 2 at 6:30 pm. A zoom option will be available.

Mike closed the meeting.

Respectfully submitted,

Sue Miller

Secretary

New Comments to add:

- December board meeting will be moved up one week for the Christmas holiday. It will be Monday, December 16th at 7 P.M.

HCA CELEBRATION & PUBLIC COMMENT

- Casey Pawell simply wished the board a Happy Thanksgiving.

Closing Prayer: Brent Bishop

Adjournment: 1st- Lee Belden; 2nd - Bonnie Belson

Vote: Ayes-5 , Nays-0