

HCA OPEN BOARD MEETING Minutes

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

- **Meeting Date/Time: Monday September 23, 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
 - Bonnie Belson- Director
 - Jake Hammond-Director
 - Jason Miner-Administrator
 - **Other Attendees-** Stephanie Jevert
 - **Via Zoom:** Casey Pawell, Mark Mills
- **Roles**

Facilitator/Timekeeper: Lee Belden

Scribe: Jenna Yetman, Secretary

Opening Prayer: Kelsey McLaughlin

Call to Order: 1st- Bonnie Belson ; 2nd - Kelsey McLaughlin

Vote: Ayes- 5, Nays-0

Approval of Previous Month's Minutes: corrected the spelling Becky Conley's last name.

Motion to accept: Jake Hammond; 2nd: Kelsey McLaughlin

Vote- Ayes: 5; Nays: 0

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 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 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
 - ii. Making a hall display with light bulbs decorated by all staff and students to be hung down the hall
- b. **Student Success (EiA, Learning Lab, newest class offerings, KRESA/KVCC partnership, Radiant partnership, etc.)**
 - i. Provision Living recognition of [Jean-Marie Ishimwe](#)
- c. **HCA Personnel (or Team)**
 - i. Dr. Beck received Google training on how teachers can use AI in their classroom helping them prepare for lesson plans, projects, etc.
- d. **Policies/Procedures**
 - i. AI Policy was presented again to students and families
- e. **Facilities/Grounds**
 - i. New Intercom being installed
 1. Wiring is in process of being run
 - ii. New Paver Pad in Secondary Lunch area
- f. **Strategic Plan (Enrollment, Re-accred., etc.)**
 - i. Still a few in process current numbers at 211
- g. **HCA Community (upcoming events, other)**
 - i. Senior Seek September 27
 - ii. NWEA Testing October 1-24
 - iii. Grandparents Day October 11
 - iv. Fall Gala 6:00 @ Airzoo October 15
- 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)
 3. Calvary Christian in Fruitport (Samantha Anhalt)

- ii. [MANS in Motown Education Expo and Conference](#) (w/ Mrs. Wolfe & Mr. Grabow)
October 17
- iii. Meeting with Local church leadership
 - 1. Close to 20 pastors attended. I plan to follow up with a text this week and start coffee connections.
 - 2. Shared Vision with pastors
- i. **Celebrations (alumni successes, donors, volunteers, etc.)**
 - i. Renzema donated rolls for Pastor Appreciation Day
 - ii. Distinguished alumni award to be announced at Fall Gala

Ed Policy Report (5 minutes): Jenna Yetman

Ed. Policy Meeting 9-9-24

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

Action Points

- Review new grad requirement document
- Library report
- Tech report
- Check board bylaws to make sure Ed. Policy is following policy per subcommittees.
- P.E. -Miss J. will have to know to make an implementation curriculum report (after 1st qtr.)
- 2nd semester meet with Mrs. Pike, Mrs. Pace & Mrs. Miller to get an update on the spelling curriculum.
- Stacey will meet with Mrs. Wolfe about how to evaluate EiA; Jason will meet with Mrs. Adams.
- Mr. Hadley will be appointed to review the surveys for the honors classes. Jason will talk to Mr. Hadley & email teachers in charge of honors classes.
- Deb will send out the form for elem teachers to fill out for Bible and compile the elementary Bible info

Action Point for October meeting:

- Review the graduation requirements

Notes:

- [AI policy](#) - Teachers will send a note home before their first big projects to remind them of what is expected of their students. Remind students as well.
- [AI Article](#)

- 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

August 23 - September 18, 2024

- Staff orientation went well and included things like safety and crisis management training, policy update reviews, departmental planning, various workshops - NWEA, CPBL, as well as a time for staff to re-connect and get to know new staff members.
- Back to School night was well attended (all but two families), with a new format for the ice cream social - Kazoopy's Frosty Boy ice cream truck. They ran out of ice cream but we were able to get coupons for free cones to give to those who were in line at the time they ran out for them to get ice cream another time.
- First week of school went well and involved much training/practice with procedures as well as connection activities.
- Facilitated a substitute teacher orientation with four subs in attendance. Currently have six secondary subs and nine elementary subs. Could use a few more secondary subs.
- Elementary chapels - [monthly themes](#) that tie into the whole school theme for the year of "Let Your Light Shine!"
 - 9/4 - "practice" chapel - go over chapel etiquette
 - 9/11 - I shared the theme for the year with students and we talked about the good citizen award that will be given to one student from each class monthly.
 - 9/18 - pastor appreciation chapel - I talked about what our responsibilities are as church members.
- Facilitated several new family interviews.
- Staff Professional Development:
 - 9/11 - setting goals and long-term planning - part 1
 - 9/18 - setting goals and long-term planning - part 2
- Elementary walk-through highlights -

- 5th grade students were working on “leader boards” - a project where students are divided into small groups of 3 or 4 and collaborate on what makes a good leader. They then design and create a poster to represent their ideas.

Parent Partnership Report (5 minutes): Melanie Simpson

PARENT PARTNERSHIP COMMITTEE MEETING MINUTES

The following summary highlights HCA’s PPC Meeting:

- **Meeting Date/Time: September 11, 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:** needed
 - **Secretary:** Melanie Simpson (interim)
 - **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:** Sue Miller, Jen Houtman, Melanie Simpson, Megan Schuiteboer, Becky Conley, Jade Wolfe, Michelle Scholten, Beth VanDyke, Abbey Solitro (zoom), Jim Sebree (zoom), Kevin Belson (zoom)

Prayer: Sue Miller

PRESIDENT’S REPORT/AGENDA

- **Treasury Report** - about \$300 - Dawn Zondervan is checking on this.
 - 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?** Many new families enrolled this year; Amber sent info to Sue for welcome notes; These were divided up at the end of the meeting among in-person attendees.
- **Homeroom Parents** - need to confirm this list from last year
 - PreK -
 - Kindergarten - Clair Bowen (would like a helper)

- 1st - Beth Fenstermaker
- 2nd - Beth VanDyke / Lindsey Hoard
- 3rd - Kate Sturdy?
- 4th - Jade Wolfe
- 5th - Erin Crown (would like a helper)
- 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 will be heading this up for the 2024-25 school year; invitations will be going home in the family envelopes on 9/13.
- **Community Building Events** -
 - report on events from the previous month - The two playground days in August before school started were a success; 20+ families participated - involved both returning and new families; snacks and water bottles provided
 - events in process - on hold until an officer for this role is established
 - other ideas yet to be confirmed -
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- **School Fundraiser Support**
 - Gala - October 15 (Gayle Jacobs) - Sent email to Gayle Jacobs, have not heard back yet. Sue Miller will create a signup genius and send it to PPC group, put it in Eagle Tracker and announcements when we know what help is needed.
- **Teacher Appreciation Treats** -
 - treats and cards/gift cards to celebrate staff birthdays each month beginning in October - Use ½ birthdays this year for summer months.
 - October 16 will be the next one
 - caramel apple bar and hot apple cider will be the theme
 - Send out sign-up genius through homeroom parents by October 2.
 - encourage parents to bring food items in disposable containers
 - Set up snacks at 2:40 on 10/16.
 - 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 out to new families - Sue distributed these cards today
 - create and send out sign-up genius for October Teacher Treats - 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:** October 9 at 12:15 in the TRR at HCA; zoom link will be sent out ahead of time.

Finance Report (5 minutes): Brent Bishop (for Lee Belden)

- Enrollment currently at 211; budgeted for 224. Cautiously watching the budget due to the deficit.
- Created the Eagle Go Team to utilize social media and other outlets better to create better and stronger connections within the community.

Fundraising: Jason Miner

- Gala coming up 10/15, already raised \$10,000 pre-gala fundraiser. Goal is a total of \$40,000. Speaker is all set to better highlight MANS. Gayle Jacobs is doing a great job planning & organizing the event.

Marketing & Development Report (5 minutes): Jason Miner

- Social media promotion is going well, school blog (through the Eagle Tracker) is up and going well.
- Starting 1x a month having teachers write articles for the school blog, starting with Miss Konining.
- Flower sales are going well for the fall; connections have been made with community members coming onto campus to purchase flowers.

Technology Report (5 minutes): Brent Bishop

Tech Committee Minutes September 18, 2024

Present: Tad Rogers, Sue Davidson, on call: John-Mark Grabow

Old Business

- All the computers from the teachers that were replaced with new computers were set up in the computer lab before school started.
- We were still trying to set up Go Guardian Teacher. Working on it was the priority for this meeting. **We were able to set up Go Guardian Teacher and get it to work properly! Sue will continue to use it to be sure it works for each of her classrooms and then she will encourage the other teachers to use it as well. As it turns out we still have issues seeing all students who are on a PC. We will continue to troubleshoot the problems.**
- We did not purchase a laptop for Mrs. Allen. She has an old PC from the lab in one room (Learning Lab) and a Chromebook in the other room (music therapy).

New Business

- Technology Solutions Updated something on the server so all the access points are available for WIFI since we are getting a new PA system and it won't need those access points that the old system needed.
- Had to call in Vanguard-for Keri Doors. Keri Doors was removed from the server this summer when they removed virtual Server 02 and it was never put back on. So Keri Doors is reinstalled on Server 01. It took them most of last Friday to complete the job. I was then able to make keys for individuals that needed it.
- We've had fewer problems with the printers this year.
- Matthew Davidson's new laptop had a problem with a jumpy touch pad. Multiple windows would open when no one was touching it. Tad looked at it and it appeared that updates were jammed up. Once we got it to do all its updates, it works properly.
- I have several computers that need attention. It is an internet issue for most of them. Tad was able to take care of two of them. Will continue to troubleshoot the rest as I can.

Next Meeting: Monday, October 21st at 5:30

Eagle Backers Report (5 minutes): Stephanie Jever

Eagle Backer Minutes September 11, 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 Jevert, 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 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:

Casey Pawell- Affirmed the board with all the work and commitment we're putting into this new school year.

Mark Mills- Just wanted to pass on his appreciation for the board.

HCA CELEBRATION & PUBLIC COMMENT

Closing Prayer: Brent Bishop

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

Vote: Ayes-5 , Nays-0

