

HCA OPEN BOARD MEETING Minutes

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

- **Meeting Date/Time: Monday January 27, 2025 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
 - Jason Miner- Chief Administrator
 - Bonnie Belson- Director
 - Jake Hammond- Director
 - **Other Attendees-** Melanie Simpson
 - **Via Zoom:** Mills Family, Casey Pawell, Stephanie Jevert, Katie Shank, Jennifer Houtman
- **Roles**

Facilitator/Timekeeper: Brent Bishop

Scribe: Jenna Yetman, Secretary

Opening Prayer: Brent Bishop

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

Vote: Ayes- 5 , Nays- 0

Approval of Previous Month's Minutes: Added Jake Hammond to board members attendee

Motion to approve:

1st: Bonnie Belson; 2nd: Kelsey McLaughlin

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 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. Had a great homecoming we won both games and the homecoming festivities were excellent
3. **HCA Personnel (or Team)**
 - a. We will be leading a PD this week on the 10 dimensions of belonging.
4. **Policies/Procedures**
 - a. No new policies
5. **Facilities/Grounds**
 - a. Snow removal has been a blessing but we have needed it a lot.
 - b. Ordered some new chairs
6. **Strategic Plan (Enrollment, Re-accred., etc.)**
 - a. We visited a small property next to us that is coming up for sale. We will review our findings on the potential of it.
7. **HCA Community (upcoming events, other)**
 - a. M-Term is all set and awaiting students to return their forms
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. Benton Harbor River of Life (Malory ?)
 - iv. Calhoun
 - v. Grainger (IN)
 - vi. Cadillac
9. **Celebrations (alumni successes, donors, volunteers, etc.)**

Ed Policy Report (5 minutes): Jenna Yetman

- No meeting due to snow day on 1-20-25

Principal's Report (5 minutes): Melanie Simpson

Principal's Report

Submitted by Melanie Simpson

December 14, 2024 - January 20, 2025

- Staff Professional Development this month consisted of work on All Belong, Curriculum Trak and split departmental meetings.
- We had a staff Christmas party on Thursday, December 19th catered by Mcalister's Deli complete with games, fun, and fellowship. We would like to thank Tim Hutchens and Ken Karakula Sr. for sponsoring this event! We are also thankful for the generous parents who enabled us to give each staff person a monetary bonus this year.
- All Belong Site Study follow up - Jean, Jason, and I continue to work with the staff to share insights and resources available to us through this organization. Several of us have been utilizing their professional development resources and been in communication with their team as we develop our school further in this area of inclusion.
- Elementary chapels - [monthly themes](#) that tie into the whole school theme for the year of "Let Your Light Shine!"
 - 12/18 - rescheduled choral Christmas concert
 - 1/8 - Speech Meet Kick-off
 - 1/15 - I shared about who we are in Christ.
- One elementary field trip happened - 3rd graders went to Menards to shop for their supplies for their PBL project. We also had an "in-house" field trip on December 16 - the Farm Science Van came and did a hands-on lesson with each elementary class.
- No drills this month
- Elementary walk-through - It was hard to pick just one so here are a couple of highlights:
 - In 4th grade, Mrs. Strahan was giving students DEAR (Drop Everything And Read) time complete with quiet music playing in the background. I love how this encourages students to read for enjoyment!
 - 2nd graders were expounding on their health lesson about manners by working in small groups to discuss and focus on one manner they wanted to make a habit.
 - Mrs. Switzer used a puppet to engage 1st graders in their phonics/handwriting lesson - so fun!
 - PreK was eating lunch after a student led prayer.
 - Also, I didn't observe this but heard that the Learning Lab had a Praise Party where they celebrated answered prayers from last semester!

Parent Partnership Report (5 minutes): Melanie Simpson

PARENT PARTNERSHIP COMMITTEE MEETING MINUTES

The following summary highlights HCA's PPC Meeting:

- **Meeting Date/Time: January 8, 2025 at 12:30 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:** Sue Miller, Jen Houtman, Melanie Simpson, Megan Schuiteboer (Zoom)

Prayer: Sue Miller

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 will send a welcome note to Dustin and Jennifer Cole and also reach out to homeroom parents of those grades to let them know. Their children, Morgan (5th) & Brady (6th) Cole started attending HCA January 6.
- **Homeroom Parents** -
 - PreK - Abbey Solitro
 - Kindergarten - Clair 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** -
 - events in process - A skating day has been decided on and will be promoted in the 1/10 Eagle Tracker. It will be held at Millennium Park from 1-3pm. Sue/Jen getting info to Amber to create flyer.
 - other ideas yet to be confirmed -
- **School Fundraiser Support**
 - Nothing needed at this time
- **Teacher Appreciation Treats** -
 - January 29 will be the next one -
 - Hot chocolate bar
 - Send out sign-up genius through homeroom parents.
 - encourage parents to bring food items in disposable containers
 - Set up for snacks at 2:40 on 12/11. Ask Souled Out group to help with that.
 - February 19 will be the next one
 - 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 Cole family and let homeroom parents know - Sue
 - create and send out sign-up genius for January Teacher Treats - Sue/Jen
 - ask souled out group to help set up food on 1/29
 - finalize minutes and send to Dawn Zondervan for board meeting - Melanie
 - put meetings (& minutes) in the eagle tracker each month - Melanie
- **Next Meeting:** February 5 at 12:30 in the TRR at HCA; zoom link will be sent out ahead of time.

Finance Report (5 minutes): Lee Belden

- With the budget planning done over Jason's retreat, he reviewed it with the committee in last Monday's (1-20) meeting. It will be finalized by board at February meeting (retreat)

Fundraising: Jason Miner

- Finalizing legacy brick campaign with John-Mark

Marketing & Development Report (5 minutes): Jason Miner

- Reached out to a local jiu jitsu business to look for ways to market EiA through them and foster internships.

Technology Report (5 minutes): Brent Bishop

Tech Committee Minutes

December 16, 2024

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

Old Business

- We got Go Guardian Teacher set up after meeting with their Tech guy. We had to install an app on each computer and work on some settings. Tad did all the deep work and Sue installed the apps after

being instructed how to do it by Tad. It is working well now so Sue can see what students are doing in real time.

- The WIFI access points have had issues. We asked Technology Solutions to have access to the Ubiquiti dashboard. John-Mark can now see the access points and issues as it happens and do a reset if needed. John-Mark has admin access now and is able to fix the system faster but we are still getting daily issues with the same access points.
- Mrs. Adams needs a remote for her projector. We still need to test out some remotes we have on hand.
- 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.
 - John-Mark contacted Technology Solutions and he proved to them that the Meraki Firewall was not working as intended. They will refund the subscription we had just paid. They ordered the Ubiquiti firewall for us.
 - They will refund/remove 3 access points and install new ones in June.
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- 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 Azure Entra 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.
 - Tad will research more into Azure.
 - **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 NAS 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.
 - John-Mark suggested if we are just looking for storage capacity HDD drives are pretty cheap and we could get 8 TB for around \$100
- 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
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. Sue understands she got it to work with Eric's idea.
- It was suggested to clean up the server: accounts, files and pictures. Sue has already removed a lot of last year's pictures. Sue cleaned up the student accounts. She still has to clean up old files in the archived teachers' folders of teachers that are no longer here.
- Sue still needs to remind teachers to make back-ups of their work on hard drives.

Tech Committee Minutes

January 20, 2025

Present Virtually: Tad Rogers, John-Mark Grabow, Sue Davidson

Old Business

- The WIFI access points have had issues. We asked Technology Solutions to have access to the Ubiquiti dashboard. John-Mark can now see the access points and issues as it happens and do a reset if needed. John-Mark has admin access now and is able to fix the system faster but we are still getting daily issues with the same access points.
- Computer Builds
 - John-Mark continues to work on new PC builds for the computer lab.
- The Teacher Resources Page on our website is password protected but it doesn't work consistently. We have contacted the makers of the site many times and nothing has made it work. We have decided to drop that page and put those documents in a shared Google folder for the teachers. John-Mark finished that task.

New Business

- Technology Solutions removed the Meraki and installed a new router last week.
 - Ubiquiti Dream Machine Pro
- John-Mark purchased 10 new Chromebooks since several Chromebooks are no longer usable for testing. They arrived this week. Sue will start setting them up.
- We discussed purchasing one access point to test out since John-Mark has been tracking failures mostly in the office and room 101- Mrs. Wickey's room before school is out. Here are options that Tad suggested:
 - <https://store.ui.com/us/en/category/all-wifi/products/u7-pro>
 - <https://store.ui.com/us/en/category/all-wifi/products/u7-pro-max>
 - John-Mark will check them out

Next Meeting: Monday, February 17th at 5:30

Eagle Backers Report (5 minutes): Jake Hammond

Eagle Backer Minutes January 9, 2025

Members Present: Sue Miller, Stephanie Jevert, Mike Orley, Robin Bartell, Kelli Luke, and Todd Foster. Michelle Scholten joined online.

Mike opened the meeting in prayer.

We each named a personal best for this month.

Mike thanked everyone for sticking with Eagle Backers during the leadership transition and working with all the thank yous for the golf outing. Sue wrote the ones for the hole sponsors and Mike took care of the corporate sponsorships.

Kelli is wrapping things up with the Mitchell 5K. She is looking into a way to separate the Mitchell 5K funds from the Eagle Backers funds so the Mitchell 5K does not look like our income for IRS reporting purposes.

Mike is creating a pizza order sheet for homecoming. Families can pre order. We are also asking for people to sell pizza, monitor upstairs and downstairs, and help clean up at the end. Sue Miller will be able to help sell pizza. We may sell temporary eagle tattoos. We plan to do games at both half times. Mike suggested the duck toss game. Michelle is checking through her notes for another game. We need to solicit donations for the game prizes. Kelli will monitor downstairs and Mike will monitor upstairs. Homecoming court will be announced after the Varsity Game.

Girls soccer should be set for spring uniforms unless they need new whites. Boys soccer will need new white uniforms for fall and maybe new regular uniforms also. We did not make any decisions on high school boys soccer as we have not secured a coach. Mike is looking into Middle School boys basketball uniforms for next season.

Banner update - Todd Foster gave us a spreadsheet with dates we began displaying banners. We have sold 12 so far. We decided not to renew banners until after the golf outing. We will give them some time to renew before we take the banners down. The banners should last a few years. Only one business has not yet paid.

We discussed the upcoming golf outing. Mike has attended several other golf fundraisers. He said Young Life likes Thursday or Friday for a golf outing because they feel it is easier for people to plan their week. We will all come back with a few dates for the outing and work on pricing. Looking at May 29th as a possible date. This would allow students to attend with parents and avoid

The general fund is about \$59,178 the moment. This does not include the \$10,739 in CDs. Of this, \$20,000 is the general fund. This figure also includes some Mitchell 5K funds yet to be distributed. Stephanie does not have a contract with the Point for basketball yet. Stephanie will let us know the projected cost of rental when she receives that. We are also paying \$100 per Monday for rental of the place in Paw Paw where girls and guys basketball is practicing. We have \$5,000 budgeted for the Point for basketball. In the spring we may be able to use the Monday night place for baseball also if needed.

Next meeting time is February 5 at 6 pm. A zoom option will be available.

Mike closed the meeting.

Respectfully submitted,

Sue Miller
Secretary

New Comments to add:

- February board retreat on Saturday 2-8, the February open meeting will be held that day as well.

HCA CELEBRATION & PUBLIC COMMENT

- Stephanie Jevert: Shared about BC Pizza donating the pizza for homecoming as well as Pack the Point.

Closing Prayer: Bonnie Belson

Adjournment: 1st- Kelsey McLaughlin ; 2nd - Jenna Yetman

Vote: Ayes-5, Nays- 0