

HCA OPEN BOARD MEETING Minutes

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

- **Meeting Date/Time: Monday December 16, 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-** Melanie Simpson
 - **Via Zoom:** Robin Bartell
- **Roles**

Facilitator/Timekeeper: Brent Bishop

Scribe: Jenna Yetman, Secretary

Opening Prayer: Brent Bishop

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

Vote: Ayes-6 , Nays- 0

Approval of Previous Month's Minutes: Changed the correct ayes to 6 & nays to 0

Motion to approve change: 1st- Kelsey McLaughlin; 2nd; Lee Belden

Ayes: 6; 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. The Radiant School of Ministry Bible class that has been offered to our seniors this year has gone very well. There are 6 students enrolled and RSM plans to open the program to more schools next year.
3. **HCA Personnel (or Team)**
 - a. Led a PD on communication and how to make emails more effective and time sensitive.
4. **Policies/Procedures**
 - a. No new policies
5. **Facilities/Grounds**
 - a. New Intercom is working great.
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. All basketball is rolling along. Lots of potential!
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.

***ACTION* - SIGN JEN WICKEY'S CONTRACT**

Ed Policy Report (5 minutes): Jenna Yetman

Action Point for upcoming meeting:

- Jason did meet with Mrs. Adams for Bible and she is compiling the Bible info.
- Deb will compile the elementary Bible info; so far have heard from PK, 1st, 2nd & 3rd. After the other classes submit their survey, the compilation should be done by the January meeting.
- Becky Conley would like to write up a proposal of consideration for levels of homework given for Ed. Policy to review. She'll submit her proposal in January & come in February to meet with the committee.
- Julie to gather information for spelling; Stacey to ask Miss J & Ms. Ives for them to come to the February meeting to give an update on those subjects (PE & Foreign Language).

Principal's Report (5 minutes): Melanie Simpson

- Staff Professional Development this month consisted of a training on using chatGPT and a collaborative on CPBL
- We received our report from The All Belong Site Study. Jean, Jason, and I have been reading through it and will meet this week to discuss next steps.
- Elementary chapels - [monthly themes](#) that tie into the whole school theme for the year of "Let Your Light Shine!"
 - 12/27 - Thanksgiving Break
 - 12/4 - Christmas Program practice
 - 12/11 - Mr. Kirby Huseby
- Two elementary field trips happened as well as one special celebration day among the early elementary classes (Thanksgiving). PreK students also ministered to the folks at PVP.
- The Christmas Choral Concert was cancelled due to weather. Students will be presenting a condensed version on Wednesday afternoon (12/18) in a combined chapel. Parents are invited but seating is very limited.
- The band concert was well attended on 12/9 and was a fun celebration of Christmas through instrumental music.
- One fire drill was completed
- Elementary walk-through highlights -
 - As I walked through the buildings the Monday and Tuesday before Thanksgiving Break, I noticed so many teachers doing special things to help students learn about the history of Thanksgiving as well as foster in them a focus on being thankful! Thank you, teachers, for your creativity and diligence in connecting with your students while engaging them in fun and applicable ways.

Parent Partnership Report (5 minutes): Melanie Simpson

- No report for December - The PPC did not meet this month.

Finance Report (5 minutes): Lee Belden

- Overall budget is tight but manageable, tuition discounts are higher than budgeted.
- Jason is continuing to work on the 2025/2026 budget
- We received a \$10K unexpected donation.
- Discussed how to handle negative class balances from previous years in itemized list
- Green House had a \$200 profit this fall!!

Fundraising: Jason Miner

- Calls for the legacy brick campaign have started & will continue after break.

Marketing & Development Report (5 minutes): Jason Miner

- FB Business page has been redesigned. Now a community page and a business page
 - Comments about how much better the focus is; a lot easier to share online.
- Master Site Plan committee to begin developing long term site plan goals in the new year

Technology Report (5 minutes): Brent Bishop

-no tech report this month; met earlier this evening.

Eagle Backers Report (5 minutes): Jake Hammond

- Homecoming 1/24/25 at the Point; pizza sale planned based on past events.
- Supervised children will be addressed by the committee for homecoming events. They're looking for volunteers for that evening.
- Mitchell 5K, run by Robin Bartell, funds are looking for a different way to approach those instead of directly to the Eagle Backers. $\frac{1}{3}$ given to charity donation; $\frac{1}{3}$ donation to school; $\frac{1}{3}$ given to CC team (per Robin Bartell)

New Comments to add:

- Robin Bartell wanted to listen to what's going on in the school; intends to attend more often. He also wanted to pass along thanks to the board for all being done.

HCA CELEBRATION & PUBLIC COMMENT

Closing Prayer: Bonnie Belson

Adjournment: 1st- Kelsey McLaughlin; 2nd - Lee Belden

Vote: Ayes-6, Nays- 0