

HCA OPEN BOARD MEETING Minutes (2025 Board Retreat)

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

- **Meeting Date/Time: Saturday February 8, 2025 1:00 P.M.**
- **Location:** Cherry Creek Community Church, Portage, 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 Meeting Attendees**
 - Brent Bishop- Chair
 - Jenna Yetman-Secretary
 - Lee Belden- Treasurer
 - Jason Miner- Chief Administrator
 - Bonnie Belson- Director
 - Jake Hammond- Director
 - **Other Attendees-**
 - **Via Zoom:** Mills family, Gayle Jacobs,
- **Roles**

Facilitator/Timekeeper: Brent Bishop

Scribe: Jenna Yetman, Secretary

Opening Prayer: Brent Bishop

Call to Order: 1st- Jake Hammond ; 2nd - Bonnie Belson

Vote: Ayes-5 , Nays- 0

Approval of Previous Month's Minutes:

Modified "board member attendees" to say "board meeting attendees"

Motion to approve change:

1st: Bonnie Belson; 2nd: Lee Belden

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.
3. **HCA Personnel (or Team)**
 - a. PD on the 10 dimensions of belonging.
 - b. As we wrapped up January, it was heartening to see the secondary teachers reconnecting with students and welcoming them back. Returning after a break can be tough, but their efforts made it enjoyable for the students. A big thank you to our teachers for bringing positive energy and joy, and for making the start of the semester a bright one!
4. **Policies/Procedures**
 - a. Worked on some during board retreat, 2-8-25; an all parent meeting coming in March to discuss more with parents.
5. **Facilities/Grounds**
 - a. New Ice and Salt procedures being implemented
6. **Strategic Plan (Enrollment, Re-accred., etc.)**
 - a. Working on an update on the sign out front
7. **HCA Community (upcoming events, other)**
 - a. M-Term is all set; new classes & internships.
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

-Meeting set for Monday, February 10th.

Principal's Report (5 minutes): Melanie Simpson

Parent Partnership Report (5 minutes): Melanie Simpson

PARENT PARTNERSHIP COMMITTEE MINUTES

February 5, 2025

Attendees: Sue Miller, Megan Schuiteboer, John Mark, Abby, Jim Sebree, Kevin Belson

Prayer: Sue Miller

Presidents Report:

Megan gave a recap of the skating event at Millennium Park. Megan said there were 12-20 kids & although there have been more kids in the past, the group had a good time.

Sue said that she spent \$72 on hot chocolate supplies for the next teacher appreciation which will be Feb. 19th. Jim will help Sue set this up.

We have less than \$300 in our account now so a fundraiser was discussed. Kevin said he would check with Chick-fil-a & find out if we could do a fundraiser in March or April. Sue said she would get the school's permission. We will discuss this more at our next meeting.

Moms & Prayer meets at the school every Wednesday morning at 8:00am, & is open to any mom or grandma that has connection to the school.

Men & Prayer meets the 3rd Tuesday of the month at 7:45am & is open to any dad or grandpa connected to the school.

Muffins With Moms & Donuts With Dudes events were discussed.

Muffins With Moms is tentatively scheduled for March 20, from 7:30 -8:00 am.

Donuts With Dudes is tentatively scheduled for April 10, from 7:30 - 8:00 am.

Sue will check with Mrs Simpson to make sure these dates are ok.

New Business:

None at this time.

Meeting adjourned at 1:05pm

Finance Report (5 minutes): Lee Belden

-Next meeting is February 17

Marketing & Development Report (5 minutes): Jason Miner

-working on church relations & connections

Technology Report (5 minutes): Brent Bishop

- Finalizing budget in preparation for board retreat (today). More details coming in March.

Eagle Backers Report (5 minutes): Jake Hammond

Eagle Backer Minutes February 5, 2025

Members Present: Sue Miller, Juliee Orley, Mike Orley, and Michelle Scholten.

Mike opened the meeting in prayer.

We each named a personal best for this month.

Mike reached out to Mike McGeath about the golf outing but has not heard back yet. Dates are the first step. Then we can invite golfers who would be interested in participating. Our goal is 120 golfers. We need to implement a more efficient system to record paid sponsors.

Stephanie Jevert mentioned to Mike that it would be nice to give our coaches HCA clothing to use when they coach. We decided we will budget for this going forward.

We need to check inventory on medical kits and replace needed parts for these kits. Julie Orley will work on this. Sue will ask Matt Miller what needs to be included in these kits. Note: Matt volunteered to check the kits we have for expired items.

We are still waiting on information for girls soccer uniforms. We are ready to order boys' middle school basketball uniforms. We will need to order boys' varsity soccer uniforms soon. We already know the needed sizes for these.

Homecoming wrap up. Gate brought in \$426, Duck game raised \$210, and pizza brought in \$350. We currently have about \$58,000 in the account. Funds for Mitchell 5K will be distributed soon.

February 21 will be senior night for basketball. We have one senior girl and one senior guy. Mike will ask Kristie Belden to gather information from the seniors for a brochure and find out what candy fathers prefer. He will also ask Stephanie if she can find students to put together the brochures for senior night and ask coaches for their comments.

Next meeting time is February 27 at 6 pm as we need to get moving on the golf outing. There will be a Zoom option.

Mike closed the meeting.

Respectfully submitted,

Sue Miller
Secretary

New Comments to add:

HCA CELEBRATION & PUBLIC COMMENT

Gayle: Thanks for all the board is doing & looking forward to hearing more on the project.

Mills: Thanks for the leadership; they're excited to see what new things are coming next year.

Closing Prayer: Jake Hammond

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

Vote: Ayes- 5, Nays- 0