



HCA OPEN BOARD MEETING Meeting

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

- **Meeting Date/Time: Monday March 24, 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 Meeting Attendees**
 - Brent Bishop- Chair
 - Kelsey McLaughlin- Vice Chair
 - Jenna Yetman-Secretary
 - Lee Belden- Treasurer
 - Jason Miner- Chief Administrator
 - Bonnie Belson- Director
 - Jake Hammond- Director
 - **Other Attendees-** Melanie Simpson,
 - **Via Zoom:** Stephanie Jever, Gayle Jacobs, Michelle Bird, Matthew Flora, Katie Shank
- **Roles**

Facilitator/Timekeeper: Brent Bishop

Scribe: Jenna Yetman, Secretary

Opening Prayer: Lee Belden

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

Vote: Ayes- 5 , Nays- 0

Approval of Previous Month's Minutes:

Added Lee Belden to the list of Board member attendees.

Motion to approve change: 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 has been a success
 - i. Plans to do it again next year
3. **HCA Personnel (or Team)**
 - a. Preparing for Conferences
4. **Policies/Procedures**
 - a.
5. **Facilities/Grounds**
 - a. Working on finalizing the intercom system with the final updates
6. **Strategic Plan (Enrollment, Re-accred., etc.)**
 - a. Sign out front updated to have a hanging digital sign
 - i. Donation for the work done
7. **HCA Community (upcoming events, other)**
 - a. M-Term was a great success
 - i. 11 Students participated in the Build-Your-Own-Internship option this year.
 1. A few examples include: Inspired Health and Wellness, Revive Hair Salon, Lighten Up Salon, Millennium Catering & Events and RC Automotive.
 - ii. We had 11 morning classes and 6 afternoon classes. Total of 17 M-Term classes
 1. New classes for 2025 included: Next Level Sports, Many Things Fish, The Art Bayou, Floral Arranging, Career Blueprint and Creative Writing.
 - b. Musical was phenomenal as always
 - i. Jever report
 - ii. Had 1,180 attendees over the three shows; comparable to previous years. Final numbers yet to come.
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

Action Points for upcoming meeting:

- Jason did meet with Mrs. Adams for Bible and she is compiling the Bible info for the April meeting.
- 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 April meeting.
- Melanie to gather information for spelling; Stacey to ask Miss J & Ms. Ives for them to come to the April meeting to give an update on those subjects (PE & Foreign Language).
- Jason to send notes from Becky Conely's meeting for review. Look at policy in regards to the things she brought up in the April meeting.

Principal's Report (5 minutes): Melanie Simpson

Principal's Report

Submitted by Melanie Simpson

January 20, 2025 - March 19, 2025

- Staff Professional Development this month consisted of work on All Belong and Curriculum Trak.
- The staff was given the option of playing Bingo throughout Jan/Feb. The board had activities on it that were intended to help them grow spiritually, emotionally, and socially and in general, just give them something fun to work on during the long winter months of Jan/Feb. Any staff person who got a "bingo" was rewarded with a "dress down" day. If they filled their entire board, I treated them to lunch. (The lunch was not paid for by school money.)
- Elementary chapels - [monthly themes](#) that tie into the whole school theme for the year of "Let Your Light Shine!"
 - 1/29 - KGM service project kick-off - elementary students collected items (chapstick, hand sanitizer, and kleenex) for the kids program at KGM
 - 2/5 - Mrs. Allen
 - 2/12 - 3rd Grade
 - 2/19 - Mr. Miner
 - 2/26 - Mrs. Hadley
 - 3/5 - Mrs. Simpson
 - 3/12 - Mr. Huseby
 - 3/19 - 2nd Grade
- Now that the weather is getting nicer again, elementary field trips have started to happen again.
- We completed our first of two tornado drills

- 1st-5th grade students participated in Speech Meet on Thursday, February 27. Overall, students did a great job preparing for and presenting their speeches. Many received Excellent or Superior ratings. Six judges volunteered their time that day and had a wonderful time connecting as well: Deb Kolberg, Debbie Blum, Allison Sanford, Miriam Janke, Connie Farmer, and Jenna Yetman.
- Finalized 2025-26 Academic Calendar
- Attended All Belong Seminar: Sensory Regulation 101 on February 5 with six other staff members.

Parent Partnership Report (5 minutes): Melanie Simpson

- They did meet, but it wasn't in time to submit the report. This month's minutes will be compiled with April's meeting notes.
- Muffin's with mom's event in April; Donuts with dad's coming.

Finance Report (5 minutes): Lee Belden

- Discussed 2025/2026 budget
- Discussed ways to improve how we display/report monthly budget reports so they are more trackable and easier to understand.

Marketing & Development Report (5 minutes): Jason Miner

- Legacy brick campaign, John Mark has been working really hard on it.

Technology Report (5 minutes): Brent Bishop

Tech Committee Minutes February 17, 2025

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

Old Business

- Computer Builds
 - John-Mark continues to work on new PC builds for the computer lab. He just needs to install the operating system to each of them.
- Technology Solutions removed the Meraki and installed a new router. It seems to be working just fine. (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. Sue could only set up four when it said we did not have enough licenses. Sue deprovisioned several more which should have opened up more licenses. She will see if it works after some time has passed to make it available, hopefully.
- 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 checked them out and found that Unify 7 has a very poor review. His research found that the Unify 6 has stellar reviews. We will be waiting to purchase one since there is a freeze on discretionary spending.

New Business

- Phone System Problem- It rings once and hangs up and goes to voicemail. John Mark and TS are working on this. They did updates over the weekend and they thought it was fixed but a couple of hours later the same thing happened. They will continue to work on this.
- Printers are not printing in color. John Mark researched it and it says it's a driver issue. He is working on this with TS.
- Discussion: Email accounts for Google Suite for elementary students? Other options?
- Google Suite update question: Additional Google Services - deadline March 2025. Sue and John-Mark will look into it more.

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

Eagle Backers Report (5 minutes): Jake Hammond

Eagle Backer Minutes March 6, 2025

Members Present: Sue Miller, Juliee Orley, Mike Orley, Kelli Luke, Robin Bartell, Melissa Dennis, and Stephanie Jvert in person and Todd Foster and Michelle Scholten online.

Mike opened the meeting in prayer.

We need middle school boys jerseys for basketball and must decide sizes needed to order. Varsity girls soccer uniforms will need to be sized and ordered. We will try to match up what we have in cut and uniform. Robin Bartell will help with this.

Golf Outing will be on Friday, May 16th, and begin at 9 am. We divided up sponsors to contact to renew their sponsorship of the golf outing. Sue Miller will contact Renzema Bakery, Jagerworks, and Alternatives for sponsorships. Melissa Dennis will contact TRC Group. Robin will contact Metro Toyota. Kellie will contact TKH Group and Shamus Design. Sue will also order 8 dozen donuts. Everyone, please wait until Mike makes the website live and then contact sponsors by March 20th. Note: golf outing is a scramble.

If you have someone who is planning to sign up for teams, encourage people to bring others. Golf Outing fee is \$110 for early sign up and \$135 for sign up after March 31, 2025. We are looking to offer a discount for HCA alumni 25 and under, maybe \$90. Mike is running numbers on that.

Sue will ask for volunteers from PPC to help with Golf Outing on the morning of the event. Mike is checking with the school for available students to help.

Mike challenged members to think about different events we can do as fundraisers on the actual grounds.

Treasurer report from Kelli Luke. Our 12 month CD is at \$12,744. We have \$52,672 total in all accounts and the general fund is currently \$22,688. We are expecting a bill from The Point for gym rental that will be approximately \$5,000. The Mitchell 5K funds have been distributed, divided between Heritage Cross Country, HCA, Starlight Ministries camps for grief support, and Big Brothers Big Sisters of America.

We decided to send gift cards to all coaches who donated extra time to boys basketball and to provide game passes to all Eagle Backer members.

We plan to budget to provide each coach with an Eagle gear item in 2025-26. We are also looking into gear for Eagle Backer members at the Golf Outing.

Mike closed the meeting in prayer.

We meet next on April 8, 2025 at 6 pm.

Respectfully submitted,

Sue Miller
Secretary

New Comments to add:

HCA CELEBRATION & PUBLIC COMMENT

Closing Prayer: Brent Bishop

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

Vote: Ayes-6 , Nays- 0