



HCA OPEN BOARD MEETING Minutes

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

- **Meeting Date/Time: Monday April 28, 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
 - Jason Miner- Chief Administrator
 - Bonnie Belson- Director
 - Gayle Jacobs- Director
 - **Other Attendees-** Ken Karakula Jr., Dan Allison, Lori Antkoviak, Melanie Simpson & Hunter Miller
 - **Via Zoom:** Mills Family, Shanell Sempert, Jen Houtman, Maria Nickell & James Holliday

- **Roles**
Facilitator/Timekeeper: Brent Bishop
Scribe: Jenna Yetman, Secretary

Opening Prayer: Bonnie Belson

Call to Order: 1st - Kelsey McLaughlin ; 2nd - Jenna Yetman

Vote: Ayes- 5 , Nays- 0

Approval of Previous Month's Minutes: No Changes needed; approved as is

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

- 2024-25 Theme:** Let your light shine
 - "Let your light shine before men, but they may see your good works and glorify your father and heaven." Matthew 5:16
 - Hall display with light bulbs decorated by all staff and students is complete
- Student Success (EiA, Learning Lab, newest class offerings, KRESA/KVCC partnership, Radiant partnership, etc.)**
 - History Day
 - Our two entries at the state finals did very well, but fell just a little short of going to nationals. They had a great time at the event and look forward to competing again next year
 - Physical Science
 - Trebuchet and Catapults
 - Trinity Bible course projects; 10 seniors involved
 - 3 in 1 Podcast
 - Trinity Board Game
- HCA Personnel (or Team)**
 - James Holliday came and visited
 - Connecting with the staff as we wrap up the year.
- Policies/Procedures**
 -
- Facilities/Grounds**
 - Maintaining and sprucing up grounds
- Strategic Plan (Enrollment, Re-accred., etc.)**
 -
- HCA Community (upcoming events, other)**
 - National Day of Prayer - The Watching

- i. Parents pray May 1 - 12:00-7:00a.m.
 - ii. Communal Worship with Students at 7:00
- b. Donuts with dudes 5-1-25 7-7:30 AM
- 8. **Community at Large (connections with other schools, business leaders, etc.)**
 - a.
- 9. **Celebrations (alumni successes, donors, volunteers, etc.)**
 - a. It has been wonderful to see the passion in volunteering be inspired in these last few weeks.

Ed Policy Report (5 minutes): Jenna Yetman

- We reviewed Health & P.E. with Miss J, Spanish with Ms. Ives & Bible with Mrs. Adams. They gave good feedback on their current curriculum on insights for improvement; as well as the impact the curriculum is making by the teachers using it.
- Deb S. will compile the elementary Bible info for May; so far have heard from PK, 1st, 2nd & 3rd. After the other classes submit their survey, the compilation should be done by the May meeting.
- Jason to send notes from Becky Conley's meeting for review. Look at policy in regards to the things she brought up in the April meeting. (tabled until the new administration comes in for a fresh start).

Principal's Report (5 minutes): Melanie Simpson

- Staff PD met 2-3x last month
- Staff kickoff for Trove to replace BJU teacher materials online. More online resources for them to use with their BJU curriculum; very hands on.
- Year end events: awards ceremony/assemblies at the end of May.
- Lots of requests for days off from staff; some last minute requests, some further out. Wants to start building up the subbing list.
- Connecting with the staff & students these last few weeks.
- 4 chapels: Holly Karrer, Melanie Simpson (chapel birthday!), 1st grade class chapel & James Holliday & band chapel
- Drills: 1 tornado & 1 lockdown drill, 1 more lockdown drill to go.
- Lots of field trips happening with the nicer weather
- Starting to look at applicants who are applying for the open positions
- Lots of tours from perspective families for next year

Parent Partnership Report (5 minutes): Melanie Simpson

PPC MEETING MINUTES ***April 9, 2025***

Meeting called to order at 12:30PM.

Sue opened with prayer.

Present: Sue, Jen, Melanie, Megan, Abby, Stephanie, James, Kevin

Financial Report: We still have \$260 in our account.

Muffins With Moms: Jen gave an update, there will be a craft the kids can do at the event. This will be set-up at the far end of the gym so that if kids arrive early that aren't there for M.W.M., there will be space for

them.

Donuts With Dudes: May 1st will be the date, RSVP by 4/24/2025

Spring Fundraiser: Melanie said that Becky Conley is organizing a calendar fundraiser which is very simple: pick a day & you owe that amount. Calendars will be sent home on Friday with the students.

Chick-fi-la Fundraiser: Kevin has still not received any info from them.

April Teacher Appreciation: Megan & Stephanie will set-up this month's appreciation.

National Teacher Appreciation: Melanie said that this year will be May 5th - 9th. She would like to have something for them everyday. Last year the teachers really enjoyed Back To Health Chiro doing massages/adjustments. Sue said the PPC could do breakfast on Wednesday morning. Arbor Financial may be willing to do something and Kazoopy's would bring the ice cream truck again. We need to call these people to confirm.

New Leadership: Sue said that because her daughter is a senior this year, this will be her last year as President. Jen has also expressed a desire to take a break. If someone is interested now would be the time to start the transition while Sue & Jen are still here to help.

Next Meeting: May 7th at 12:30 PM. Meeting adjourned at 1:05 PM.

Finance Report (5 minutes): Gayle Jacobs (for Lee)

- After the last meeting in March, there's been a large boost in donors
- FUNdraiser calendars were due today & it sounds like it was a great success. The parents did great & the kids' excitement was huge.
- Currently in a much healthier position; will know the final numbers from donations/donors/fundraising in the coming weeks. Only a couple more months in the fiscal year.

Marketing & Development Report (5 minutes): Jason Miner

- Currently working on FB Site & utilizing the boosting there. Stephanie Peterson has been working on that.
- Liz Cary is working with the Steenholdts who are also a marketing company.

Technology Report (5 minutes): Brent Bishop

Technology Update - April

John-Mark Grabow

Summary: Three of the new PA speakers are not working. The Elementary Printer was replaced.

PA Speakers: Following the Storm prior to Spring Break the PA speakers in the Music Modular and in the 3rd Grade classroom are now offline. We reached out to Shock Tech and Technology Solutions to troubleshoot but so far we have not been able to get them back online. We are continuing to work on the issue as it is vital to

our School's Security plan for us to have a speaker system that can reach the whole school. Any expenses incurred are being classified as 31AA funds in order to fully use those earmarked funds.

Elementary Printer: The Elementary Printer started to have more issues following the Storm prior to Spring Break. LFW (who we are leasing the printer from) has been working on the printer for several weeks but made the call to replace the printer. The printer was replaced on 22 April. Due to the contract, HCA will incur no additional cost for the printer but we do have to pay Technology Solutions for set up.

Eagle Backers Report (5 minutes): Brent Bishop (for Jake)

Eagle Backer Minutes April 8, 2025

Members Present: Sue Miller, Kristie Belden, Mike Orley, Kelli Luke, Robin Bartell, Melissa Dennis, Todd Foster, Stephanie Jever, and Michelle Scholten. Julie Orley also joined after the meeting began. We met remotely as the school was not available for use.

Mike opened the meeting in prayer.

We are getting pricing on white shirts for Varsity Girls Soccer. Robin has been working with Adam at Team Outfitters and gave us a cost of \$36 each for girls soccer whites. We need to match numbers and sizes with current blue numbers. Need about 20. It will cost about \$720 for all 20 white tops. We have 16 Varsity Girls soccer players. We ordered 20 or 25 blues last time. Melissa Dennis will work with coaches and team to get sizes and numbers for the order.

Boys soccer uniforms whites may need replacing. Steph will check on those. White are very grubby according to Kelli Luke. We are not sure we can locate a list of sizes from the last order.

Robin is working on pricing for a reversible shirt for middle school boys basketball.

We looked at where we are for sponsorships for the Golf Outing. We divided up sponsors still needing to be contacted. Robin has contacted a few new potential sponsors.

8 dozen donuts have been ordered from Renzema's bakery. Jason Luke will pick them up around 7:15 am and take them to the golf course. Melissa Dennis and Sue will contact Great Lakes to see if they will donate coffee again. If so, Jason can pick up that as well.

We have about 42 golfers signed up currently. The website we have been using is not as user friendly as we would like. Kelli is seeing some payments come in on PayPal and will keep details of any checks that have been written.

We need to look at \$8-\$10 gifts to give golfers when they check in at registration.

Stephanie has some ideas to contact businesses to donate swag and gifts for golfers. She is reaching out to Megan Schuiteboer about this.

We would like to find some college students to attend the Golf Outing 8-8:30 and stay for a few hours and then bring in another shift in the afternoon. Everyone will ask the HCA grads they know and see if they are available to help.

We would also like a good golf player to be at the Par 3 hole. We can offer the golfers to purchase the opportunity to use the good players shot instead of their own. If we could find an HCA student who golfs well, this would make it fun. Mike also floated the idea of selling Mulligan bags. These would give golfers one do over shot and one free shot to get out of the rough. Sue could put together Mulligan kits if she knows what goes into them.

Very few changes in finances since last month. Baseball fund \$ 4,560.00. Invoice for \$75 facility for practice Performance Field House at Paw Paw.

Next meeting is a remote one on Monday, April 21, 2025 at 6 pm.

Mike closed the meeting.

Respectfully submitted,
Sue Miller, Eagle Backer Secretary

New Comments to add:

- Welcome Gayle Jacobs back to the board officially! :)
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HCA CELEBRATION & PUBLIC COMMENT

Closing Prayer: Brent Bishop

Adjournment: 1st- Gayle Jacobs ; 2nd - Bonnie Belson

Vote: Ayes- 5 , Nays- 0