



HCA OPEN BOARD MEETING Minutes

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

- **Meeting Date/Time: Monday May 19, 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
 - Lee Belden- Treasurer
 - Jenna Yetman-Secretary
 - Jason Miner- Chief Administrator
 - Bonnie Belson- Director
 - Liz Cary- Director
 - **Other Attendees-** Melanie Simpson,
 - **Via Zoom:** Mills family, Gayle Jacobs, Hunter Miller, Dan Allison

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

Opening Prayer: Lee Belden

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

Vote: Ayes- 7 , Nays- 0

Approval of Previous Month's Minutes: Approved as is, no changes made.

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
 - Seniors used theme in Senior chapel, charged next year's student body to be the light!
- Student Success (EiA, Learning Lab, newest class offerings, KRESA/KVCC partnership, Radiant partnership, etc.)**
 - National Day of Prayer
 - Many prayers
 - 1 Salvation!
 - PTPT Champions
 - Freshman Class
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- HCA Personnel (or Team)**
 - James Holliday came and visited
 - Connecting with the staff as we wrap up the year.
- Policies/Procedures**
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- Facilities/Grounds**
 - Intercom - Bogen replacing storm damaged speakers
- Strategic Plan (Enrollment, Re-accred., etc.)**
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- HCA Community (upcoming events, other)**
 - Graduation May 30th, 6:00 p.m. @ Centerpoint
- Community at Large (connections with other schools, business leaders, etc.)**
 - Met with admins from Howardsville and Grace, informed them of James' arrival.
- Celebrations (alumni successes, donors, volunteers, etc.)**
 - Shout out to field trip drivers!

Ed Policy Report (5 minutes): Jenna Yetman

- Deb 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.
- Elementary Bible curriculum update is tabled until James' arrival for next year.
- Follow up with the homework policy draft Jason created for next year.

- 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

Principal's Report

Submitted by Melanie Simpson

April 24 - May 14, 2025

- Staff Professional Development this month consisted of textbook inventory, teacher appreciation, open agenda to discuss questions/comments concerning next year - elem met with me and secondary will be meeting virtually with Mr. Holliday on Monday, 5/19.
- Staff support - absence requests, behavioral support
- Elementary chapels - [monthly themes](#) that tie into the whole school theme for the year of "Let Your Light Shine!"
 - 4/30 - Mrs. Adams and Morgan Cole
 - 5/7 - spring program practice
 - 5/14 - Kindergarten Graduation
- We completed 1 lockdown drill and subsequently completed our drill schedule expectations for the year.
- Elementary events - various field trips, Donuts with Dudes, PreK and K graduation, fundraiser success and rewards
- NWEA spring testing is complete; using data to inform how to reach all learnings in the classroom including those who naturally excel and need more learning opportunities
- PreK state approval received - thanks to Suzy Bos for all of her work on this that helped us pass with flying colors!

Parent Partnership Report (5 minutes): Melanie Simpson

PPC Meeting Minutes May 7, 2025

Open meeting in prayer - Jen Houtman

Treasury Report - balance is about \$. Funds are used for teacher conference meals or any upfront expenses for events.

Officers -

Co Presidents - Jen Houtman and Sue Miller (This is Sue's and Jen's last year)

Vice President - **needed**

Secretary - Kevin Belson

Homeroom Parent Coordinator - Megan Schuiteboer

Community Event Coordinator - **needed**

Teacher Appreciation Coordinator - **needed**

New Parent Welcome Coordinator - **needed**

Hospitality Coordinator (Meal train, etc.) - **needed**

Attendees:

Jen Houtman, Melanie Simpson, Megan Schuiteboer, Stephanie Peterson, Abby Solitro

Old Business:

- Moms in Prayer - Carissa Berens will be heading this up for the 2024-25 school year. Please attend on Wednesday mornings if you are able to do so.
- Men's in Prayer - Tuesday mornings

Homeroom parents - Please fill in additions

- PreK -
- Kindergarten - Clairia Bowen (would like a helper)
- 1st - Beth Fenstermaker
- 2nd - Beth VanDyke / Lindsey Hoard
- 3rd - Kate Sturdy
- 4th - Jade Wolfe
- 5th - Erin Crown (would like a helper)
- 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

New Business

- Fundraiser on Tuesday, May 13 5-7 pm at both Kalamazoo Chick-Fil-A locations. You must load the mobile app on your device and order through it for the PPC to receive credit.
- Two dates set for "Playground Meet Up" Days for new and returning elementary families to get to know each other - August 19 (10-noon) and August 28 (2-4 PM)

New Family Welcome - Check with Amber Kilian throughout the summer to get names of fully enrolled new families.

Community Building Events - Donuts with Dudes event went well. We had 44 reservations and about 13 additional people show up.

School Fundraisers -

Teacher Appreciation Week - Monday the PPC provided a coffee bar for teachers and staff. Wednesday, we provided breakfast.

New Coordinators and Assistant Coordinators - This is Sue Miller's last year working with PPC. We need someone else to volunteer to help lead this vital ministry. Sue and Jen are currently talking with several who are interested.

Next Meeting - August 13 at 12:30 in the TRR at HCA; zoom link will be sent out ahead of time.

Finance Report (5 minutes): Lee Belden

We have received about \$85K in donations the last few months. We originally were projecting to start being in the red in April all the way through Oct. Now we are still in the black and are projecting to end the fiscal year in the black. We will briefly dip into the red in July/Aug and then climb back into black rest of the year. We have made some cuts where we can and tightened our spending. Currently around 90 students enrolled for next year. Working on developing a quarterly report to be more open to the school community. Also looking at ways to clean up our reports.

Marketing & Development Report (5 minutes): Jason Miner

- Met with James & handed off items (contacts & names) to know for next year.

Technology Report (5 minutes): Brent Bishop

There have been no major updates with Technology, however there is a warning. Currently Sue Davidson is stepping down at the end of the month and there is no one who has been trained to do any of her tasks or has the institutional knowledge.

Eagle Backers Report (5 minutes): Brent Bishop

Eagle Backer Minutes April 8, 2025

Members Present: Sue Miller, Kristie Belden, Mike Orley, Melissa Dennis, Todd Foster, and Stephanie Jever. We met remotely.

Mike opened the meeting in prayer.

Varsity girls soccer uniforms are in.

Stephanie will hold senior night tomorrow, May 9 for soccer. She is putting together bios and found volunteers to purchase flowers and candy. There are no senior baseball players.

Stephanie has students that will help put together the golfer gift bags. We need about 85. Sue will put together the Mulligan bags with one Mulligan card, one lob a grenade card, and a two foot length of rope. We need 25, one for each team to purchase.

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.

Julie Orley contacted Great Lakes coffee and they will donate coffee. If so, Jason can pick up that as well.

We have about 85 golfers signed up currently.

Lizzy Orley and John Foster can help with the putting contest.

Kelli and Julie will handle check in of golfers. Stephanie will work on getting a camera to take pictures of each team.

No financial update as Kelli was not able to attend this meeting.

Next meeting is a remote one on Monday, June 2, 2025 at 6 pm.

Mike closed the meeting.

Respectfully submitted,
Sue Miller, Eagle Backer Secretary

New Comments to add:

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HCA CELEBRATION & PUBLIC COMMENT

Closing Prayer: Brent Bishop

Adjournment: 1st- Gayle Jacobs ; 2nd - Kelsey McLaughlin

Vote: Ayes- 7 , Nays- 0