



## HCA OPEN BOARD MEETING Minutes

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

- **Meeting Date/Time: Monday June 23, 2025 7:21 PM**
- **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:** Brent Bishop
- **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
  - Gayle Jacobs- Director
  - Liz Cary- Director
  - James Holliday- Chief Administrator
  - **Other Attendees-** Melanie Simpson
  - **Via Zoom:**

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

**Opening Prayer:** Gayle Jacobs

**Call to Order:** 1<sup>st</sup>- Kelsey McLaughlin ; 2<sup>nd</sup> - Liz Cary

**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**

Jason got the office ready for James' arrival; painting, etc.

- Jason fixed the soft spot in the music building floor (\$25!)
- Jason looked at the window trim on the elementary modular. They need replacement, but can stay for now.
- The door to the music modular was removed & left as an open vestibule.

### **Ed Policy Report (5 minutes): Jenna Yetman**

- No Ed. Policy until inservice week

### **Principal's Report (5 minutes): Melanie Simpson**

Principal's Report

Submitted by Melanie Simpson

May 15-June 18, 2025

- Staff Professional Development
  - ACSI certification reminders/renewal
  - All Belong workshop - 8/4
  - James and I will be making plans this summer for the 25/26 PD schedule with the goal being to have each time we meet involve a dual purpose of connection and meeting ACSI and/or state CEU qualifications as much as possible.
- Staff support -
  - We ended the year with a staff luncheon and years of service award ceremony which honored the following people:
    - 5 Years of Service - Renae Mroczek, Jason Miner
    - 11 Years of Service - Randal Hadley (got missed last year!)
    - Good-byes - Jen Wickey for taking over for Jen Taylor after first quarter; Natasha Miller - 1 year; Melanie Mills - 4 years; Danece Adams - 4 years; Jason Miner - 5 years; Dawn Zondervan - 19 years; Sue Davidson - 28 years
  - absence requests/substitute teacher plan for 25-26 - EZ Schools App
- Elementary chapels - [monthly themes](#) that tie into the whole school theme for the year of "Let Your Light Shine!"
  - 5/21 - I challenged students to stay in God's Word throughout the summer by giving them a summer Bible reading plan.
  - 5/23 - We ended the year with an award ceremony which honored each student with a personalized character award and also involved quoting our ABC's of being in Christ and 5th grade "graduation".
- Elementary events - Spring Concert at Berean; Field Day

- PPC update - new leadership being established
- Summer tasks -
  - Working with James to get him acclimated
  - Plans for orientation, various schedules, etc.
  - Personnel interviews for open positions
    - Middle school - one hired, one opening
    - Aide - hired
    - Bible teacher - alternative plan being communicated
  - New Family Orientations:
    - Complete - Vermeulen, Jager, Peters, Blok, Miester, Trautman, Swabash
    - 6/25 - Miles
  - Education Expo at Centerpoint - MaryBeth Allen, James, and I attended this on Saturday (6/21).

#### **Parent Partnership Report (5 minutes): Melanie Simpson**

- No Report this month

#### **Finance Report (5 minutes): Liz Cary**

- JMG & Liz met, JMG is planning on the switch to QuickBooks will happen within the next month. It is a more cost effective solution saving us money.
- On track with enrollment right now between numbers & budget.

#### **Marketing & Development Report (5 minutes): Jason Miner**

- Able to give Jacob Steenholdt access to the Google business page to help us get more online visibility.

#### **Technology Report (5 minutes): Brent Bishop**

No Report this month

#### **Eagle Backers Report (5 minutes): Brent Bishop**

- No report

#### **New Comments to add:**

- Last farewell to Jason for all he's done for HCA. He's done an awesome job leading us through highs & lows.
- Thanks to Brent & Kelsey for their years of service on the board leading the school we all love so much.

#### **HCA CELEBRATION & PUBLIC COMMENT**

**Closing Prayer:** Brent Bishop

**Adjournment:** 1<sup>st</sup>- Kelsey McLaughlin ; 2<sup>nd</sup> - Bonnie Belson

**Vote:** Ayes-7 , Nays- 0