



HCA OPEN BOARD MEETING AGENDA

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

- **Meeting Date/Time: Monday August 25, 2025 7:00 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**
 - **Education Policy Report:** Jenna Yetman
 - **Principal Report:** Melanie Simpson
 - **Parent-Partnership Committee Report:** Melanie Simpson
 - **Finance Report:** Gayle Jacobs
 - **Marketing & Development Report:** Katie Shank
 - **Eagle Backer Report:**
- **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**
 - Liz Cary - Chair
 - Lee Belden - Vice Chair
 - Bonnie Belson - Secretary
 - James Holliday - Chief Administrator
 - Jenna Yetman - Director
 - Katie Shank - Director
 - Hunter Miller - Director
 - Dan Allison- Director
 - **Other Attendees-**
 - **Via Zoom:** Shanelle Sempert, Dodge Family, Stephanie Jevort
- **Roles**
 - Facilitator/Timekeeper:** Liz Cary
 - Scribe:** Bonnie Belson, Secretary

Opening Prayer: [Liz Cary](#)

Call to Order: 1st: Lee Belden ; 2nd: [Ken Karakula](#)

Vote: Ayes; 8 Nays; 0

Approval of Previous Month's Minutes:

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."

Welcome to new board member Dan Allison!

COMMITTEE REPORTS

Administrator's Report (15 minutes): James Holliday

1. **2025-26 Theme:** He must increase, and I must decrease.
 - a. Our school year verses will be James 1:16-17
2. **Student Success (EiA, Learning Lab, newest class offerings, KRESA/KVCC partnership, Radiant partnership, etc.)**
 - a. Current Enrollment - 178
3. **HCA Personnel (or Team)**
 - a. Sarah Smith will be our next Musical Director. More information on the spring musical will be forthcoming as the school year progresses.
4. **Policies/Procedures**
5. **Facilities/Grounds**
 - a. One of the HVAC systems went down last week but Mike Wolfe was able to work through getting this resolved. We will need to start budgeting for the eventual replacement of two of our larger HVAC systems.
6. **HCA Community (upcoming events, other)**
 - a. Parents are encouraged to stop by the pop-up tent on the first day of school after drop-off for coffee and to hear from James on the school theme, verse and a time of prayer
7. **Community at Large (connections with other schools, business leaders, etc.)**
 - a. Connected churches to HCA are currently being reached out to in hopes of having a pastor networking lunch on HCA campus next month. 43 churches contacted.
 - b.
8. **Celebrations (alumni successes, donors, volunteers, etc.)**
 - a. Keep October 11 open on your calendar for our fall fundraiser

Ed Policy Report (5 minutes): Jenna Yetman

No Report - meeting Thursday

Principal's Report (5 minutes): Melanie Simpson

Prep for new staff and family orientations.

Eagle Parent Partnership Report (5 minutes): Melanie Simpson

Heritage Christian Academy Eagle Parent Partners Meeting

Date: Wednesday, August 13th

Time: 6:30pm

Attendees: Bonnie Belson, Kevin Belson, Michelle Bishop, Lindsey Hoard, ~~Stephanie Peterson~~, Megan Schuiteboer, Melanie Simpson, Abbey Solitro, Sean Solitro, Ian Trautman, Sarah Trautman

Agenda Items

Item	Presenter	Notes
1. Opening prayer	Sean Solitro	
2. Welcome	Abbey Solitro	<ul style="list-style-type: none"> Goal of the EPP is to share the Gospel of Jesus Christ through every event.
3. EPP member introductions	All	<ul style="list-style-type: none"> Lead Coordinator: Abbey Solitro Communications Facilitator: Sean Solitro Gratitude Facilitator: Michelle Bishop Community Events Facilitator: Lindsey Hoard (lead) and Ian Trautman (assistant) Hospitality Facilitator: Bonnie Belson New Families Facilitator: Abbey Solitro Homeroom Parent Facilitator: Megan Schuiteboer Treasurer: Kevin Belson <p>Action Item: Abbey Solitro will follow up with Stephanie Peterson about assisting Michelle Bishop</p>
4. Communications facilitator updates	Sean Solitro	<ul style="list-style-type: none"> EPP has new Instagram and Facebook accounts that will be shared with families at Back to School Night. HCA's Facebook account will be updated soon. From the Nest podcast has started, with first episode interviewing James Holliday.
5. Hospitality facilitator updates	Bonnie Belson	<ul style="list-style-type: none"> EPP will coordinate with Moms in Prayer to generate weekly prayer/needs lists for HCA staff and families.
6. New families facilitator updates	Abbey Solitro	<ul style="list-style-type: none"> Welcome packets including parent-to-parent notes, student-to-student drawings/notes, and information on the EPP and upcoming events have been sent to all families that enrolled as of 8/6/25; response has been very positive.

7. Homeroom parent facilitator	Megan Schuiteboer	<ul style="list-style-type: none"> • Almost all homeroom parents have been confirmed for this year: • Pre-K – • Kindergarten – Sean Solitro • 1st – Sarah Trautman • 2nd – Beth Fenstermaker/Sam Smith • 3rd – Beth VanDyke/Lindsey Hoard • 4th – Jessica Bowman • 5th – Jade Wolfe • 6th – • 7th – Amber McDermott • 8th – Michelle Bishop • 9th – Kelsey McLaughlin • 10th – Jenni Houtman/Megan Schuiteboer/Michelle Bishop • 11th – Mike and Julie Orley • 12th – Jodi Murphy/Danielle Davis/Lori Antkowiak • Each classroom will be set up with a TeamReach account for communication this year.
8. Treasurer update	All	<ul style="list-style-type: none"> • Nearly \$500 available for use to date. • Kevin Belson will coordinate with John Mark Grainger to fill out required forms and submit receipts for reimbursement. <p>Action Item: Abbey Solitro will request forms to make available to EPP members for future needs.</p>
9. Gratitude facilitator update	Michelle Bishop, Stephanie Peterson, Melanie Simpson	<ul style="list-style-type: none"> • Donations are coming in for Breakfast for Staff Orientation: Monday, August 25th; EPP funds will be used if donations are insufficient. • Will coordinate with Melanie Simpson to assign classroom responsibilities for Staff Professional Development Days. • Packets will be given to each family at Back to School Night containing a list of the teacher's favorite things, the assigned month for supporting Staff Professional Development, and EPP information. • EPP has made a limited supply of HCA t-shirts that will be sold at Back to School Night for \$10, as a EPP fundraiser. <p>Action Items: Michelle Bishop will contact Amber Killian about advertising for t-shirts. Melanie Simpson will send teachers' favorite things</p>

		documents to Michelle Bishop by Tuesday, August 26 th . EPP members will coordinate to print and put together family packets.
10. Community events facilitator	Lindsey Hoard, Ian Trautman, Melanie Simpson	<ul style="list-style-type: none"> Advertising has happened for Playground Days: Thursday, August 14th 6-8pm and Wednesday, August 20th 10am-12pm. EPP will have a table at Back to School Night: Tuesday, September 2nd; we will be responsible for handing out yearbooks to returning families. The school is taking the lead on the First Day of School Coffee with Parents: Wednesday, September 3rd; Lindsey Hoard is working to secure coffee and donut donations. EPP will be managing activities for Fall Frenzy: Friday, September 19th, with Eagle Backers managing food; everything will be free apart from food. EPP will be providing volunteers for the Fall Gala; this event is being reworked for this year. Several EPP events are awaiting approval by the Board. <p>Action Items: Lindsey Hoard will establish shifts for the EPP table at Back to School Night. EPP members will coordinate to print flyers, QR codes, etc. for the table.</p>
11. Future meeting availability	Abbey Solitro	<ul style="list-style-type: none"> EPP will meet the second Thursday of every month at 8:15am in the TRR; meetings are open to any parent/guardian of HCA students. The next meeting will be Thursday, September 11th. Text group will be maintained for EPP core members. Meeting minutes and EPP communications will be sent out through the weekly Eagle Tracker email. <p>Action Item: Abbey Solitro will share meeting schedule with Amber Killian to include in future Eagle Tracker emails.</p>
12. Closing prayer and adjourn	Sean Solitro	

Finance Report (5 minutes): Gayle Jacobs

- Save the date! We are holding our annual fall fundraiser on the Saturday immediately following Grandparents Day, October 11, 2025 at Berean Baptist Church from 5.30 to 7.30.

- The theme this year will be Celebrating our Community, and accordingly we want to celebrate our current families as well as alumni and of course, our grandparents.
- The objective of our fundraiser will be our tuition assistance fund, which is a critical need for some families and an important component of supporting our continued growth.
- Stay tuned for more details - please help us spread the word and mark your calendars!
- Other Updates:
 - The HVAC system was able to be repaired. Total cost for parts and labor is around \$500.
 - Our insurance quote for this year is around \$32,000, below the \$37,000 we had budgeted.
 - Praise be to God!
 - Lastly, the cash balance in our primary checking account as of July 31 was \$199,525, down from \$243,097 at the end of June.
 - This is one of our leaner months for tuition even as payroll continues year round. While some parents have prepaid tuition for the year, we anticipate roughly \$55k coming in during the month of August.
 - Please don't hesitate to reach out to me or other members of the finance committee with any questions. (Me, Liz, JM, Lee, etc.)

Marketing & Development Report (5 minutes): Katie Shank

- Met with James a little over a week ago to discuss his vision for Marketing and Promotion; still working out the details on a Promotions & Partnership plan from that meeting so no details to share at this time, but I can share that the main focus areas are the following:
 - Engage in marketing and promotion activities that will lead to increased enrollment.
 - Implement strategies to assist families with tuition to reduce financial barriers to enrollment.
 - Develop a Donor Relations Program that equips HCA to attract, communicate with, promote, patronize, and retain donors.
 - Create a Partnership Program to build a community network of like-minded individuals/groups for mutual edification.
 - Develop metrics to report progress.
- Once we've clearly identified where we're aiming, I'll be reaching out to members of our HCA community to help us implement the "how" part of hitting the target - we have several talented parents in our community who are willing to help!

Eagle Backers Report (5 minutes): Lee Belden

Golf Outing is Sept. 11, 2025

Fall Frenzy is all planned & ready to go!

New Comments to add:

Stephanie Jeverter also added that along with the fall frenzy, the Mitchell Yoshikawa 5K is down September 6th.

Closing Prayer: Lee Belden

Adjournment: 1st; Lee Belden 2nd; Katie Shank

Vote: Ayes: 8 Nays: 0