



HCA OPEN BOARD MEETING AGENDA

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

- **Meeting Date/Time: Monday July 28, 2024 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
 - **Technology Report:**
 - **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
 - Gayle Jacobs - Treasurer
 - Bonnie Belson - Secretary
 - James Holliday - Chief Administrator
 - Jenna Yetman - Director
 - Katie Shank - Director
 - Hunter Miller - Director
 - **Other Attendees-**
 - **Via Zoom:** [Melanie Simpson](#), Ken Karakula Jr., Erin Crown, Theresa Swabash, Ian Troutman, Stephanie Jever, Shanell Sempert
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- **Roles**
Facilitator/Timekeeper: Liz Cary
Scribe: Bonnie Belson, Secretary

Opening Prayer: Katie Shank

Call to Order: [Gayle Jacobs](#) first, Second [Lee Belden](#)

Vote: Ayes; 7 Nays; 0

Approval of Previous Month's Minutes: Added Gayle to list of attendees; 1st - Lee Belden 2nd - Jenna Yetman
 Ayes; 7 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): James Holliday

- 2025-26 Theme:** He must increase, and I must decrease.
 - Our school year verses will be James 1:16-17
- Student Success (EiA, Learning Lab, newest class offerings, KRESA/KVCC partnership, Radiant partnership, etc.)**
 - Learning Lab - HCA was approached by Fellowship Baptist Academy to help them with their professional development. James is working with Jean on using our history in All Belong to support their faculty and staff.
- HCA Personnel (or Team)**
 - Sarah Trautman has agreed to be our T/TH preschool teacher allowing us to officially offer a 5 full day option for 3-5 year old preschoolers. The preschool aide position is being interviewed for now and will start once enrollment increases for the 5 day preschool option this school year.
- Policies/Procedures**
- Facilities/Grounds**
 - Getting final fencing estimates. Hoping to get the price closer to \$5k from the original quotes at \$7,600
 - New dirt and seed was placed around the facility to help with landscaping prior to school starting
- Strategic Plan (Enrollment, Re-accred., etc.)**
 - Preschool Expansion
 - Advancement planning is focused on creating a bigger bucket for tuition assistance.
 - Beth, Gayle, Ken, and James are working on the fall fundraiser (Berean Baptist)
 - Ken, Don Klooster, Jade, and James are working on our 5 weekends of mum sales through our Greenhouse program
- HCA Community (upcoming events, other)**
- Community at Large (connections with other schools, business leaders, etc.)**
- Celebrations (alumni successes, donors, volunteers, etc.)**

Ed Policy Report (5 minutes): Jenna Yetman

- Good meeting with Randy Hadley who had his contract expanded from 9-1 to 9-3 and teaching 2 periods. Working on the elementary elective schedule and hope to have Sarah Gonyer taking on Art or Band through shared teaching time.

Principal's Report (5 minutes): Melanie Simpson

Melanie did not have a report this month.

Eagle Parent Partnership Report (5 minutes): Liz Cary for Melanie Simpson

Meeting Minutes: Event Planning Committee

Date: July 22, 2025

Location: HCA playground

Objective

Discuss and plan school-related events for the 2025–2026 school year.

Confirmed Events

1. Playground Meetups

- **Wednesday, August 14th** – 6:00–8:00 PM
- **Tuesday, August 20th** – 10:00 AM–12:00 PM
- Informal gatherings for families before school begins

2. Back-to-School Coffee & Donuts (school will take this event on)

- Morning of the first school day during drop-off
- A chance for parents and staff to connect casually
- Lindsey will work on getting coffee/donut donations

3. Fall Frenzy

- EPP in charge of carnival
 - September 19th
 - Pick which games/how we want to do prizes
 - \$50 left in Eagle Backers Donation - use toward a dunk tank? Or prizes?
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Proposed Event Ideas (Pending Approval)

3. Rock Painting Activity

- Kids paint rocks to hide (could hide on Back-to-School Night?)

- Option to include a feature that draws them back to school (e.g., return-for-prize?)
- Maybe make an event for middle school girls?

4. Bonfire + Cornhole + Worship Night

- Host if the outdoor area can be cleaned/prepared
- Include live worship music
- Cornhole tournament?

5. Murder Mystery Night

- Fall event where students act out the mystery
- Ian to write script
- Consider charging entrance fee as fundraiser?

6. Christmas Giving Tree

- Partner with Bethany Christian Services or similar
- Create tags for wish list items, collect and deliver gifts

7. Game Night in the Gym

- Station-based activities for all ages
- Request pizza donations, charge a small amount for food

8. Father-Daughter Dance

- Potential Valentine's Day theme
- Check if Jade has Cinderella-themed decor
- Requires school approval

9. Easter Egg Hunt

- On the soccer field
- Potential addition of pre-K tours
- Seek donations for eggs and candy
- May open to the community

10. Mom-to-Mom Sale

- Community-wide resale event
- Could also incorporate pre-K tours

11. Nerf Gun Night

- Targeted "boy event"
 - Details and safety planning TBD
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Planning Notes

- Aim to finalize and publish a calendar before the school year begins (timeline may be tight)
 - Discussed ideas for attracting and organizing volunteers for events
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Next Steps:

- Finalize confirmed events and assign leads
- Review proposed events with administration for approval
- Begin developing volunteer recruitment strategy

Finance Report (5 minutes): Gayle Jacobs

Last week we had the first finance meeting under James' tenure. John Mark Grabow, Dawn Zondervan joined James to provide financial updates. A number of substantive updates to share include:

- Following the close of our 2024-25 books and subject to final review by our external auditor, Seber Tans, it appears we will close our books with a positive result of approximately \$35,000 in Net Operating Revenue. We are so grateful to God for this outcome and the many supporters who ensured we closed the financial year with a positive result.
- Per the above, we are in the midst of a two-year financial audit by Seber Tans and will report back when their review is complete.
- As we closed the June 30, 2025 fiscal year, we had just under \$250,000 in our checking account, much of which consists of pre-paid tuition for the 2025-26 school year. This unearned tuition revenue sits as a liability on our balance sheet until the proportional amount is 'earned' each month of the school financial year. Put differently, while it is great to have, it is not for operational use until it becomes earned.
- Our teacher endowment paid out 4% of the annual balance per the prescribed convention of the donors, which resulted in approximately \$5,200 going to 31 teachers, equating to roughly \$231 per teacher as an end of year thank you.
- A number of financial procedures are being updated, including moving our payroll system to Quickbooks, resulting in significant time savings in the office due to automation of processes such as logging time and information reducing 1-2 days' worth of work to a couple of hours. In addition it will save \$50-200 per month over using the external payroll processor.
- As of July 1 the office is also scanning all book keeping to a hard drive at the school backed up by cloud-based redundancy which is required by law.
- We are also in the process of evaluating the cost effectiveness of our banking relationships keeping a close eye on fees and other charges we are assessed. Our current primary financial institution is Mercantile Bank however we are considering other credit unions and comparing their non-profit business banking offerings.
- The current 2025-26 school budget combined with our current enrollment headcount at 165 (confirm updated actual) has our school income in the black until roughly March timeframe, however this does not take into account fundraising from a spring auction which has historically brought in anywhere from \$40-60k depending on the year. The latter, combined with ongoing enrollment still in process should see the year balance out. We will continue to keep our families and staff updated regarding this picture.

Finally, we are in active planning discussions regarding a fall community event that would also be a fundraiser specifically for tuition, in lieu of an annual gala event. Our objective is to link this to grandparents so **please save the date - Saturday, Oct 11, 2025.**

I want to emphasize how much John Mark Grabow has worked tirelessly behind the scenes regarding a number of the above updates. We cannot thank him enough for all he has given to HCA and the delicate work of some of these processes as James gets settled in, particularly while juggling a busy family and in anticipation of a new baby coming this week! Thank you, John Mark!

Marketing & Development Report (5 minutes): Katie Shank
Connected with Jake Steenholdt on Social media and some other things.
Set up a press release to introduce James to the community

Eagle Backers Report (5 minutes):
- Off for July, will resume meeting in August

New Comments to add:

HCA CELEBRATION & PUBLIC COMMENT

Shanelle: loves the idea of the fence for the PK program! She also inquired about who will replace Mrs. Wickey. James shared there were a couple individuals who were interested. They didn't work out. But he has leads for a long term sub & got a new candidate this morning.

Ian Troutman just giving a shout out and is looking forward to working with all of us.

Stephanie Jeverter shared the class of 2005 just got together to celebrate their 25th class reunion.

Great attendance via zoom!

Thank you John Mark!

Closing Prayer: Lee Belden

Adjournment: 1st - Lee Belden 2nd; [Jenna Yetman](#)

Vote: Ayes; 7 Nays: 0