

HCA OPEN BOARD MEETING Minutes

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

- **Meeting Date/Time:** Monday January 26, 2026, 7:02 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:** James Holliday
 - **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**
 - James Holiday- Administrator
 - Melanie Simpson- Principal
 - Liz Cary- Chair
 - Gayle Jacobs- Treasurer
 - Jenna Yetman- Director (filling in secretary as Bonnie Belson is gone)
 - Katie Shank- Director
 - Dan Allison- Director
 - Hunter Miller- Director
 - **Other Attendees:** Holli Karrer, Cheryl Flora, Kristen Dodge, Melanie Mills, Megan Reber, John Davis, Shanell Sempert, Theresa Swabash, Dana Priestly, Mark Mills

- **Roles**
 - **Facilitator/Timekeeper:** Liz Cary, Chair
 - **Scribe:** Jenna Yetman (filling in for Bonnie Belson who is gone)

Opening Prayer: Liz Cary

Call to Order: 1st- Gayle Jacobs ; 2nd - Dan Allison

Vote: Ayes- 6, 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."

Reading of the HCA Verse: Isaiah 40:31 "But those who hope in the Lord will renew their strength. They will soar like eagles, they will run and not grow weary, they will walk and not faint."

COMMITTEE REPORTS

Administrator's Report: James Holliday

1. Cornerstone was on campus Friday January 16, 2026 helping our 17 HS students get logged into their courses that started Tuesday January 20, 2026
2. Alumni Paige Powell led chapel for us this month and our seniors put on a Worship Night the following evening
3. Homecoming week update
4. Mom to Mom Sale and Preschool/K Info Night
 - a. (need preschool/k tuition rates before this evening)
5. Band Field Trip and the Father/Daughter Dance
 - a. same weekend but students can attend both

Ed. Policy Report (5 minutes): Jenna Yetman

Action points for the upcoming meeting:

1. Jenna will reach out to Bible teachers for next year & follow up with the curriculum set up for them by John Beck. Are they okay with what was presented or do they have an alternative they'd like to use/do?
2. Get the technology survey results from Melanie & review.
3. James will bring the NWEA scores for the committee to review

Academic Excellence summary: Academic excellence is a sustained, collaborative process that prioritizes a student's growth through rigorous and biblically grounded instruction with a whole child focus, preparing them to be life long learners. (2 Peter 3:18)

Principal's Report (5 minutes): Melanie Simpson

- Click [HERE](#)

Eagle Parent Partners (5 minutes): Melanie Simpson

- Looking for someone to fill in the hospitality role
- Looking to have roles filled and ready to go by the end of the current year for next year
- Created & approved an event policy, for the EPP specifically, so things are lined up, organized and in line with the schools mission
- Next Wednesday will be the next teacher snack day
- Mom to mom sale coming up, father/daughter dance
- Next meeting: Thursday 2-12 at 8:15 and open to the community at large.

Finance Report (5 minutes): Gayle Jacobs

At the end of the calendar year, the Lord truly blessed our school through a number of generous gifts. In real terms, notwithstanding the \$55k we had in the budget for our YE ask of our supporters and friends, we received nearly **\$74k** (\$73,563 to be exact) with some that came in after the December books closed.

In total, gifts and donations received to date in our fiscal year (since July 1) have exceeded our fundraising targets for the year - praise the Lord. Meeting this important goal will allow us to balance our budget and plan for the future. We want to continue to set aside funds in the event of an unanticipated capital expenses such as our HVAC system or roof repairs / replacement (as appropriate), which we are keeping a close eye on.

In terms of key statistics:

- The ending cash balance in our main operating account at Mercantile is \$265,282 for December
- Our net operating revenue in December was \$132,390 compared to \$44,965 budgeted thanks in large part to year end giving
- Our total expenses for the month were \$120,331
- Our current enrollment is at 188

The finance committee retreat (comprised of Mr. Holliday, Liz Cary, Lee Belden, John-Mark Grabow and me) will take place next Tuesday during which we will set aside a half day to prayerfully construct the 2026-27 budget. Getting a clearer picture of reenrollment much earlier in the calendar year makes this a much better and more informed exercise.

Any questions?

Marketing & Development Report (5 minutes): Katie Shank

Due to the holidays and some scheduling conflicts on the committee, our meeting time has been minimal. We should be back to a two week rhythm now.

Highlights:

- State of the School address - excellent video with vision for this and coming years
- Viewed 250+ times
 - Shorter highlight videos from this to be shared on social media
- Future videos in the works
- New YouTube Channel
- Updated Preschool webpage; other class pages coming
- Starting to analyze feedback from staff and board for branding
- Working on a branding survey for churches connected to the school
- Discussion about encouraging school reviews; more to come on that next month

Eagle Backers Report (5 minutes): James Holliday

- Finalized homecoming details (of course pizza :) at the Point
- Considering an alternative to The Point as changes have occurred there, still a process

New Comments to add:

-

HCA Celebration & Public Comment:

- Cheryl Flora: suggested KZOO kids as a great resource for listing HCA preschool/school on their site. Is it possible to connect to realtors and include flyers about HCA to new Kalamazoo residents? She is willing to put in her time to set up if we are interested in having a Scholastic book fair, the school would then keep the proceeds. She has experience setting up and running fairs. Scholastic is able to cater to the needs and interests of small Christian schools. Maybe in the end of March, coinciding with spring conferences so parents are able to look as well.

Closing Prayer: James Holliday

Adjournment: 1st- Jenna Yetman ; 2nd - Katie Shank

Vote: Ayes- 6, Nays-0