

## **HCA OPEN BOARD MEETING Minutes**

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

- **Meeting Date/Time:** Monday March 23, 2026 7:00PM
- **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:** James Holliday
- **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
  - Lee Belden- Vice Chair
  - Gayle Jacobs- Treasurer
  - Jenna Yetman- acting secretary (Bonnie is gone)
  - Katie Shank- Director
  - Dan Allison- Director
  - Hunter Miller- Director
  - Ken Karakula Jr.- Director
  - **Other Attendees:** Mark Scholten, Jen Houtman, Brittany Jager, Teresa Swabash, Kristen Dodge, Merritt Pace, Melanie Mills, Bonnie Belson

- **Roles**
  - **Facilitator/Timekeeper:** Liz Cary, Chair
  - **Scribe:** Jenna Yetman, Secretary

**Opening Prayer:** Liz Cary

**Call to Order:** 1<sup>st</sup>- Dan Allison ; 2<sup>nd</sup> - Lee Belden

**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.”

**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. High School Student/Parent Meeting

- Discuss schedule for next year
- Answer questions regarding our updated Guidance Office Policy Updates
- Create clarity on what families should be doing at each grade level
  - Freshmen - develop a high school graduation pathway
  - Sophomore - PreACT for those interested in 4 year college
  - Junior - ACT and College Visits
  - Senior - Applications and FAFSA completed
- Meeting with Worthy Pursuit Consulting Tuesday, March 24
- Date TBD, likely end of April or early May on a school day evening

#### 2. Next Years Musical Announced in the Eagle Tracker this Friday

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

1. Melanie will share the technology survey results
  - The committee will dissect the survey results together, so we can determine what the big points are that teachers want
  - Next steps: consider a rotation at the end of each quarter (lower el. & upper el. groups).
  - How can we be intentional with students about the respect & sacredness of internet safety tied in with a christian, biblical perspective of sex education/preparedness (primarily 5th grade on the sex education group). Melanie will reach out to the elementary teachers to get their perspective and feedback.

2. Reading Curriculum: re-evaluate PK-2 reading, to strengthen the readers coming out of those lower grades.
  - Tabled until after the April 9th meeting with the curriculum rep. and the teachers.
3. Stacey & James will collaborate this week and work on making a Google form for textbook inventory and bring it to the April meeting.
4. Update on what the sex education course looks like for the 7th graders and can the 5th graders be included in that program?

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

#### [March Principal's Report](#)

### **Eagle Parent Partners (5 minutes): Melanie Simpson**

#### [March EPP Minutes](#)

- Midst of nominating positions, due April 7th.
- Continuing to do staff professional development snacks each month
- Next meeting is Thursday April 9th @ 8:15AM
- Spring concerts are set for the spring
  - Elementary (all of Elementary): Thursday May 7th @ Berean at 7PM
  - Secondary (MS/HS) choir & band: Monday May 4th at 7, at HCA

### **Finance Report (5 minutes): Gayle Jacobs**

Our numbers remain steady: In February, total revenue came in slightly higher than budgeted at \$144,412 versus a budgeted \$139,847. Somewhat by coincidence, this \$5k variance carried through to the actual net revenue of \$26,370 being \$5k higher than the \$21,031 budgeted.

The ending statement balance for February in our main Mercantile checking account was \$245,367.37.

Enrollment: 189

45 students so far re-enrolled for next year (25% of current student population)

### **Marketing & Development Report (5 minutes): Katie Shank**

The Marketing & Development Committee continues to meet every two weeks. Here's a brief overview of our recent activities:

- Provided business-card sized handouts for those who made purchase at the musical
- Enrollment booth at musical
- Flyers in strategic places at musical
- Have begun sending the Church partnership survey
- Produced third State of the School video related to operations
- Continued refining SEO (Search Engine Optimization) for our website, and quality changes to several pages

- Met with Ian Trautman from EPP to discuss a quarterly alumni newsletter

#### Projects Still in Progress

- Kzoo Kids Advertising
- Flyers to local clubs and kid-focused organizations
- Share Squad social media team
- Yard Signs
- Video regarding testimony from the musical

#### **Eagle Backers Report (5 minutes): James Holliday**

- Meeting with the Pointe April 7 to discuss our contract renewal, with Mike Orley

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

#### **HCA Celebration & Public Comment:**

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**Closing Prayer:** Dan Allison

**Adjournment:** 1<sup>st</sup>- Gayle Jacobs ; 2<sup>nd</sup> - Ken Karakula

**Vote:** Ayes- 8 , Nays- 0

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