

HCA OPEN BOARD MEETING Minutes

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

- **Meeting Date/Time:** Monday April 27, 2026 7:00 P.M.
- **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 Member Attendees**
 - James Holiday- Administrator
 - Melanie Simpson- Principal
 - Liz Cary- Chair
 - Lee Belden- Vice Chair
 - Gayle Jacobs- Treasurer
 - Bonnie Belson- Secretary
 - Jenna Yetman- Director
 - Katie Shank- Director
 - Dan Allison- Director
 - Hunter Miller- Director
 - Ken Karakula Jr.- Director - Absent
 - **Other Attendees:** Matthew Flora
 - **via GoogleMeet-**
Brittany Jager,

- **Roles**

- **Facilitator/Timekeeper:** Liz Cary
- **Scribe:** Bonnie Belson, Secretary

Opening Prayer: Liz Cary

Call to Order: 1st- Gayle ; 2nd - Lee

Vote: Ayes-7 , 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 (15 minutes): James Holliday

- Eagle Vision Night Recap
- Tuition Assistance and Scholarships are open for new and returning families. Funding has already been determined for numerous families that have filled out the FACTS application.
- National day of Prayer - May 7

Ed Policy Report (5 minutes): Jenna Yetman

- Technology update: We're evaluating some options; we've got some good ones. But the committee wants to have it all lined up before presenting it to the community at large.
- Reading curriculum update: The ABeka representative came and left some of their curriculum. The teachers are reviewing it.
- Sex Education update: We've got options we're reviewing to present hopefully at the May board meeting.
- James will pull the NWEA scores from the fall. The spring tests will be happening at the end of April. We will compare the fall & spring scores at the May meeting.

Principal's Report (5 minutes): Melanie Simpson

[Principal's Report](#)

Parent Partnership Report (5 minutes): Melanie Simpson

[EPP Report](#)

Finance Report (5 minutes): Gayle Jacobs

March was another solid month. Total actual revenue was \$155,458 against a budgeted \$139,847 for a variance of \$15,611. The higher revenue was in part driven by slightly higher tuition income than budgeted as well as monies related to 2026-27 registration.

Net revenue for the month after expenses was \$35,523.58 versus a budgeted \$21,031.50, a variance of \$14,492.08.

In March we moved \$120,000 to Charles Schwab for use in high yield CDs which is reflected in our beginning and ending balance on our main checking account statement:

	02/28/26 thru 03/31/26
Beginning Balance	\$245,367.37
Ending Balance	\$125,977.37

Current enrollment stands at **189**.

We are nearly complete with the external review of the last 2 years' of financial statements provided by Seber Tans, an accounting firm based in Kalamazoo. They do not provide us with a full audit given the associated expense however they do undertake a review and provide an opinion letter afterwards. Their questions continue to help us continue to improve clarity in some of our methodology, which has been very helpful.

As a for instance, they noted that we have 3 different timeframe 'lenses' through which we take in income: the calendar year (Jan-Dec), our fiscal year (July - June) and for parents that pay on a 12-month basis, the first payment is due in June for the following school year. This is manageable but a complexity to be mindful of.

I want to acknowledge a 'win' that recently occurred with regard to finances and our utilities expenses. After careful evaluation, we will now be purchasing 100% of our gas from Consumers Energy at more competitive rates that could result in savings as great as \$10,000 over the coming year. The improvement will not be realized until we are in the colder months again, but a success thanks to **John-Mark Grabow** and Laura Allison, who provides a monthly review of our books (distinct from the Seber Tans annual review).

Marketing & Development Report (5 minutes): Katie Shank

The Marketing Committee has recently worked on:

- Another State of the School video
- Scheduled meetings with Yelp and Niche.com to discuss how to best leverage those sites when potential families are searching for schools
- Reached out to Kzoo Kids to discuss promotion options
- Sent a survey to churches with members affiliated with the school and began receiving good feedback
- Ongoing website tweaks
- Ongoing SEO adjustments and monitoring

Our volunteers have been really busy during this season, so we do have some projects that have been on our to-do list for a while that are still being worked on, but just taking longer than expected:

- Flyers to local clubs and kid-focused organizations
- Share Squad social media team
- Yard Signs

- A banner at the front of the property
- Video regarding testimony from the musical

Eagle Backers Report (5 minutes): James Holiday

- Mike Orley and James Holliday met with the point to discuss renewing our contract with them for the 26-27 school year.
- The Eagle Backers are currently looking for new members interested in supporting our athletic program at HCA. Interested individuals should reach out to Mike or James for further information.

New Comments to add:

HCA CELEBRATION & PUBLIC COMMENT

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Closing Prayer: Dan Allison

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

Vote: Ayes- 8 , Nays-0