

**Grand Rapids Christian Schools
Board of Trustees
December 18, 2006 Minutes**

Members Present: Cathie Brasser, Jim Bush, Ric Hernandez, Dan Holtrop, Dan Hubka, Paul Jeltema, Ross Leisman, Jim McClurg, Jim Schipper, Candace Sorensen, Dave Tiesenga, Gayle VanGessel, Tim Wiersma

Members Absent: None

Staff Present: Tom DeJonge, Jay Laninga, Lon Swartzentruber, Eric Burgess

Guests: J. Varineau, R. Pruim

1. Welcome and Call to Order - Jim Schipper, President
2. Devotions - Cathie Brasser, Vicar
3. Approval of Minutes
MOTION PRESENTED BY JIM SCHIPPER AND SECONDED BY DAN HOLTROP to approve the Grand Rapids Christian Schools Board of Trustees minutes of November 20, 2006
MOTION APPROVED
4. Public Comment
J. Varineau read a prepared statement relative to concerns about Shared Time arrangements with area public schools
5. Reports
 - A. Superintendent's Report
 - 1) Faith in Action
Jan VanderWerp, Rockford Christian Principal, provided an overview of TRIAGE, a three-year partnership with Calvin College made possible by a grant from the National Science Foundation
 - 2) Parent Advisory Committee (PAC)
Tom provided an update of the PAC, its purpose and charge, and membership
 - 3) Shared Time Recommendation
Following a thorough review of Shared Time practices, legislation, and implications, Tom provided a recommendation that GRCS continue its current Shared Time arrangements with Grand Rapids Public and Rockford Public Schools in the 2007-08 school year, including the following points:
 - a) no further expansion of program during the 07-08 school year
 - b) administration providing careful oversight and annual review
 - c) providing GRCS Shared Time teachers with a GRCS-produced Shared Time staff handbook

Tom will report back to Board in January 2007 relative to clarification on religious symbols and contingency plans in case current laws change
 - B. Executive Committee – no report
 - C. Personnel Committee
Dan reviewed progress on two personnel policy reviews and reported that draft policy revisions for the Board's review are anticipated in January and February 2007
 - 1) Teacher evaluation procedure
 - 2) Professional obligations
 - D. Finance and Operations
 - 1) Audit Report
Bruce Jelsema of Dolinka VanNoord provided a copy and summary of the consolidated financial statements for years ending August 31 2004 and 2005
 - a) clean opinion
 - b) \$17,561 positive cash flow for year ended August 31, 2006

Recommendations received:

- a) standardized accounting practices being implemented at New 2 You
- b) business office operating over capacity and the need to be supported by an additional staff member

MOTION PRESENTED BY JIM BUSH AND SECONDED BY PAUL JELTEMA requesting that the Grand Rapids Christian Schools Board of Trustees accept the audit for fiscal year September 1, 2005 – August 31, 2006 as prepared and presented by Dolinka VanNoord and Company on December 18, 2006.

MOTION PASSED

- 2) 2007-08 Budget Preparation
Jay reported on variables being considered as the first draft of the 2007-08 budget is developed, including:
 - a) Wage increase for staff
 - b) Potential tuition increase
 - c) Student enrollment targets
 - d) Staffing changes
 - Board members will begin their review in January 2007

- 3) Policy Revision
MOTION PRESENTED BY JIM BUSH AND SECONDED BY DAN HOLTROP requesting that the Grand Rapids Christian Schools Board of Trustees approve the following policy revision for the purpose of annually including a contingency in the operating budget of the Schools:

Section 451.1 Determination of Financial Commitments

A. Tuition Rates and Fees

Tuition rates include all instructional expenses, including wages and benefits, instruction and extracurricular activities, and operations, and may include projected debt service and capital needs. Families are encouraged to pay the full tuition rate. Beginning in 2009-10, annual tuition rates also reflect a 4% contingency.

MOTION PASSED

- E. Development
Lon distributed a comprehensive analysis and current status of fund raising through the Get Healthy funding initiative, reporting that \$22.5 million has been raised as of December 18, 2006 from more than 1,600 donors
- F. Admissions
Eric reported on 2007-08 admissions open houses and enrollment efforts, which will begin in January 2007 and on several marketing materials currently under development
- G. Spiritual Formation Task Force
Candace provided a summary of the task force's work, highlighting the staffing and budget recommendations coming to the Board in February 2007

H. Champions of Diversity Update

- 1) Cross Cultural Competencies

MOTION PRESENTED BY JIM SCHIPPER AND SECONDED BY RIC HERNANDEZ requesting that the Grand Rapids Christian Schools Board of Trustees approve instituting the Cross Cultural Competencies as collaboratively developed by the Kent Intermediate School District, Kent Intermediate Superintendents' Association, and Kent Curriculum Council effective the 2007-08 school year

Following a request for additional information from Ben Boerkoel, Director of Instructional Services, prior to voting to approve, **MOTION MADE BY DAN HOLTROP AND SECONDED BY PAUL JELTEMA** to withdraw the motion

MOTION PASSED

MOTION MADE BY DAN HOLTROP AND SECONDED BY DAVE TIESENGA to table the approval of the Cross Cultural Competencies
MOTION PASSED

I. New2You Shoppe

Dan Hubka reported on New 2 You sales averaging \$1,000 per day and the importance for a strong connection between GRCS and the Shoppe. He also reported that:

- 1) more parent store volunteers and donations are needed
- 2) Steve Visser has been hired as a full time store manager

6. Correspondence – none

7. Public Comment – none

8. Round Table

A. Thanks to Jan VanderWerp for hosting the board this evening and for her presentation.

B. Dan Holtrop presented a motion from the Millbrook Christian District Board requesting GRCS review Sabbath policies to ensure a consistent implementation GRCS-wide

- Tom will review and make recommendation to the Board in January 2007

C. Tom reported that the guaranteed maximum price for the stadium renovation is anticipated prior to the end of 2006

9. Closing Prayer - The Lord's Prayer spoken in unison

10. Adjournment - 10:07 pm

Next Meetings: Combined District Board on January 8 at 7:00 pm at Grand Rapids Christian High School
Board of Trustees – January 22 at 7:00 pm (4th Monday) at Oakdale Christian

Minutes respectfully submitted by Sara Buchholz, GRCS Administrative Assistant