

Zion Christian School  
Board Meeting  
August 24, 2004

1. **OPENING OF MEETING.** Craig Baker, board president, opened the meeting at 7:00pm by reading II Corinthians 5:17-end, and leading in prayer.
2. **ROLL CALL.** Present were: Craig Baker; Mark DeJong; Jim Drew; Jason Heerema; \*Tom Kwekel; Jerry Lobbezoo; Ken Smith, and Todd Pettit. Absent with notice: Carl Kooiker \*indicates partial attendance.
3. **CLASSROOM OBSERVATION REPORTS.** On motion, the new teacher observation reports and procedures were approved as presented by the principal. The new observation procedure suggests that classroom observation include the following; board/education members arrive before class, stay for the entire class, take a brief time after class to thank the teacher and provide on the spot input, report form to be filled out and returned to Principal Tom Kwekel.
4. **REFORMED EMPHASIS.** The board received as information a thematic approach presenting 5 emphasizes on Reformed doctrines for this school year and a one page presentation of the distinctiveness of Zion Christian School.
5. **SPECIAL NEEDS STUDENTS.** On motion the board approved accepting special needs students in the first grade and will seek to supply the support necessary for the student's special needs. The board indicated that it was their desire to begin building the resources necessary for our special needs / learning disabled students throughout the student body.
6. **TEXTBOOK APPROVED.** On motion the board approved the use of a Physiology textbook - Human Biology (Mader). Because of potentially offensive material, the teacher will remove the chapter on reproduction and other graphic drawings and photographs from the text, and include a separate insert on reproduction by Rev. A.T. Vergunst. The teacher will also send a note home to parents of Physiology students and lecture the class on securing the text book from inappropriate ages.
7. **MINUTES APPROVED.** By general consent the minutes of July 28, 2004 were approved.
8. **CORRESPONDANCE.** None.
9. **ADMINISTRATOR'S REPORT.** Jason Heerema, Administrator, presented a written report. Preparation for the golf outing is going well. The web site is being moved in house. Teacher orientation is going very well. Preschool licensing is fully approved. Faculty handbook and Family handbook are completed /

updated. Chapel speakers are being scheduled. Music & Computer teaching positions still need to be filled.

10. **BUILDING AND GROUNDS.** Craig Baker reported for the committee. Things are looking well for the start of school, inside and outside. Excavation and parking lots to be completed the Friday before school. Excavation will continue on the baseball, softball and soccer fields over the course of the next couple of weeks.

11. **TREASURER'S REPORT.** Mark DeJong presented a written report for the committee. On motion the board approved transferring health care providers from Priority Health to a PPOM provider. While the coverage provided to our employees would be very comparable to current coverage, the cost to ZCS would be substantially less. Teachers and staff have already pre-qualified for this coverage.

12. **PUBLIC RELATIONS.** Craig Baker reported for the committee.

13. **EDUCATION.** The education committee recommended that the board work on a procedure/policy manual to include (but not be limited to) the following topics; Interviewing, hiring, evaluation of Zion employees, curriculum selection and modification, employee grievance procedures, exit interviews. The board approved this by consent and asked Jason Heerema to begin pulling this document together for review at a future meeting of the board.

14. **TRANSPORTATION.** No report.

15. **LONG RANGE PLANNING COMMITTEE.** No report.

16. **ROUNDTABLE.** The board discussed a variety of items at this point; the need for clear communication, the need to conduct exit interviews at the end of the school year prior to the last day of school, the need for proper support for our teaching staff, appreciation for Tom Kwekel and Jason Heerema, the need to continue to improve Zion to the Glory of God.

16. **DATE OF NEXT MEETING.** The moderator declared that the next meeting will be September 28, 2004.

17. **ADJOURNMENT.** On motion the meeting adjourned at 9:39 p.m. with prayer led by Ken Smith.

Respectfully Submitted,

Rev. Ken Smith  
Secretary