LCA
Board of Trustees

Document Information

Meeting Topic	LCA Board Minutes for 9 June 2009		
Prepared By:	Niek Schreuder	Document Version No:	1.0
		Review Date:	

Distribution List

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Mrs. Joanna Bruce	Review		tjbruce@bluemarble.net
Mr. Dave Archer	Review		davearcher@bluemarble.net

Action Types: Approve, Review, Inform, File, Action Required, Attend Meeting, Other (please specify)

LCA
Board of Trustees

Meeting Specifics

Type:	Board Meeting				
Purpose:	Monthly LCA Board Meeting				
Meeting Date:	August 31, 2009	Start Time:	6:30	End Time:	9:30 pm
Meeting Location:	Room B18				
Meeting Leader:	Margaret Jones				
Minute Taker:	Niek Schreuder				

1. Meeting Preparation

[Identify any preparation steps that meeting participants need to do before the meeting]

Task	Due Date

2. Logistics

Meeting was held in Room B18

3. Participants

Participants	Representing	Attendance
Mr. Micheal Baldemero	Administration	
Mr. Niek Schreuder	LCA Board	
Mrs. Margret Jones	LCA Board	
Mr. Kevin Spicer	LCA Board	
Mr. Ryan Beisecker	LCA Board	
Mrs. Amy Holdeman	LCA Board	
Mrs. Kathy Strickler	LCA Board	
Mrs. Joanna Bruce	LCA Board	
Mr. Dave Archer	LCA Board	Absent

4. Meeting Agenda

I. Devotion and Prayer
II. Approve Agenda
III. Head of School Report
IV. Strategic Planning
   a. Update from Mike
V. Finance Report
   a. Living Memorial Fund
VI. Education Report
VII. Spiritual Life Report

VIII. Facilities Report
IX. Parent/Teacher/School Partnering
X. Board of Trustees Management
  a. Retreat Dates
  b. Updating of Board Policies and Procedures
  c. Board Calendar
    i. Update on Evaluation of Mike on August 27, 2009
    ii. Review school, directors' and officers' insurance coverage
    iii. Committee Charge Sheets
      1. Include financial component for budgeting process for 2010/2011
XI. Old Business
  a. Mike, Niek, and Dave to present LCA document control process
  b. Memorial for Elizabeth Rasmusen
XII. New Business
  a. Formation of Committee on Trustees
XIII. Schedule Next Regular Meetings (October 5, documents September 30)
XIV. Approve Minutes
XV. Closing Prayer

5. Meeting Minutes

5.1. Devotion and Prayer

Margaret on Ps 143:8 + 10; Opening prayer by Ryan Beisecker.

5.2. Approve Agenda

Motion to approve: Amy Holdeman
Second: Kevin Spicer
Motion approved: all in favor.

5.3. Head of School Report

Mike presented the HOS report.

5.4. Strategic Planning

5.4.1. Update from Mike

Nothing new to report.

5.5. Finance Report

5.5.1. Living Memorial Fund

Finance committee is researching living funds at other Christian schools in the Indianapolis area.

5.6. Education Report

Nothing to report

5.7. Spiritual Life Report

Nothing to Report.

5.8. Facilities Report

Nothing to Report.

5.9. Parent/Teacher/School Partnering

Nothing to Report

5.10. Board of Trustees Management

5.10.1. Retreat Dates

Nothing to Report

5.10.2. Updating of Board Policies and Procedures

See section 11a

5.10.3. Board Calendar

5.10.3.1. Update on Evaluation of Mike on August 27, 2009

Margaret + Ryan + Mike met to review and discuss Mike's performance according to his contract and other goals. The outcomes were very positive.

MSA: That the board thanks Mike for his exceptional work during the past year.
Motion: Niek Schreuder
Second: Ryan Beisecker
All in favor

5.10.3.2. Review school, directors' and officers' insurance coverage

Mrs. Stevens met with the insurance brokers. Nothing to report at this stage.

5.10.3.3. Committee Charge Sheets

The Board recommends the following focus areas for the respective committees:

Spritual Life: Philosophy of Christian education at LCA according to the LCA mission and vision statements; Practical means for exercising the spiritual identity of LCA.
Facilities: Maintenance of the LCA facilities.
Finance: Financial oversight and Fundraising. Oversight of existing fundraisers and new innovative means of making the budgets work.
PTF: Appoint chairpersons for existing teacher support activities; Review teacher support activities.
Education: Leave as is but add the encouragement of teacher involvement in the education committee activities.

MSA: That an adhoc committee be formed to look into the LCA Information Technology (IT) needs and desires.
Motion: Ryan Beisecker
Second: Amy Holdeman
All in favor.

Niek will contact Jim Cooper to ask for nominations of possible members. Niek will present possible names at the next board meeting.

(a) Include financial component for budgeting process for 2010/2011

Board representatives should urge committee chairs to submit budget needs by middle of October, 2009.

5.11. Old Business

5.11.1. Mike, Niek, and Dave to present LCA document control process

Niek presented the proposed "Draft - LCA Board policy/Document Control Process". A few minor revisions were discussed and will be implemented by Niek and Dave for approval at the next meeting.

5.11.12. Memorial for Elizabeth Rasmusen.

Margaret has been in contact with the family. Margaret + Mike will meet with the class families soon.

5.12. New Business

5.12.1. Formation of Committee on Trustees

Margaret will approach Sandy Siefers + Brian Callahan to serve on the Committee of Trustees for 2010.

5.13. Schedule Next Regular Meetings

Next meeting –Tuesday October 6, 2009; documents ready by Friday October 2, 2009.

5.14. Approve Minutes

Motion: - Approve minutes: Ryan Beisecker
Second: Kevin Spicer
All in favor; Motion approved.

5.15. Closing Prayer

By Kevin Spicer

I. Meeting Results

Results Table

Meeting Result *	Subject/Description	Owner / Source	Date Initiated	Status **	Target Date

[Table can be sorted; highlight the table, select Table from main tool bar, select sort, choose sort options.]

Legend

*		**	
A	Action	C[date]	Control Date; status of action will be discussed, the date adjusted
S	Status	D[date]	Deadline
D	Decision		
I	Issue		
P	Establishes or adjusts LCA Policy		
T	Time Agreement for next meeting		

II. Abbreviations

MSA = Motion made and Seconded and Approved
MA = Motion made and Approved (used for Motions from Committees)