

Lansing Christian School
LCS Board of Directors Meeting Minutes
August 13, 2007

Present:

Board Members:

Troy Sprague
Gary Seelye
Chris Royce
Joy Witte
Sal Durso
Neil Mac Vicar, Secretary
Ken Granger, Chair
Ron Hansen [present, but not participating]
Doug Harkema

Staff:

A. Castelbuono
R. Fleenor
T. Blamer
P. Limburg
R. Roskamp

Guests:

List available upon request

Call to Order:

Ken Granger convened the meeting at 7:00 pm. Ken Granger briefly explained that Ron Hansen would not participate on the Board while on an administrative leave.

Devotions and Prayer:

Barry Kooops, guest, offered devotions and prayer which focused on the teachings in Genesis concerning God's creation, God's truth, and God's love for all soul bearing individuals.

Agenda Approval:

Ken reviewed the agenda for the current meeting. The agenda was approved without any changes or additions.

Minutes:

By unanimous consent, minutes of the July meeting were approved without any changes or amendments.

Parent Survey:

Ken Granger encouraged the Board members to review the recently completed annual Parent Survey in detail. There will likely be a presentation by Rich Spreng at the September Board meeting.

Executive Limitations Reports:

Financial Report:

Ron Roskamp presented a financial report and specifically addressed the following:

- A] Net Income for the 2006-2007 fiscal year was approximately \$58,000.
- B] The amount loaned from the line of credit in the 2006-2007 fiscal year was approximately \$125,000 and has been repaid in full.

- C] A complete explanation and analysis of various LCS funds and accounts [see detailed report].
- D] A review of “designated funds” and loans against those accounts. Ron recommends that this item be monitored as loans amount to nearly \$500,000.
- E] Enrollment report for the upcoming school year. In summary, the enrollment is down by approximately 65 students — deficiencies are found in kindergarten, 5th grade and 7th grade classes. Contingency plans are in place in the event enrollment is deficient.
- F] A report concerning family accounts that are in arrears with tuition payments [18 families presenting 30 students]. Progress is being made with collection and payment plans. Tuition payments in arrears total approximately \$247,000.
- G] Addressed “budget philosophy” for the 2007-2008 budget year — what will be our budget philosophy?
- H] Health Insurance costs and plans for LCS Staff. Due to increased premium costs proposed by the current health care insurance provider [LCS budgeted a 7% increase; actual increase ~14%], Ron has sought proposals for possible change. The current plan has been extended for two months as bids are received for a possible change in health care insurance coverage. The Centennial Group presented options for alternative health care insurance plans. Concerns were raised about impact on LCS staff. Action: The Board encouraged the LCS management staff to consider the budget as a whole, along with the impact on LCS staff, and make a recommendation to the Board.
- I] Proposed changes in signatories for LCS financial accounts were approved — delete J. Koan; add R. Fleenor and K. Granger.

Continuing Business:

Teacher Evaluation and Improvement:

Randy Fleenor [along with A. Castelbuono and T. Blamer] presented the latest version of the teacher evaluation tool [which was originally presented at the June meeting]. Members of the Board encouraged LCS management to include objective and measurable criteria when appropriate. The Board was assured that the evaluation program will be in place for the 2007-2008 school year.

Correspondence from and Comments by Association Members:

Ken Granger reported that the Board and individual Board members received correspondence from various Association members. The individual communications were acknowledged and addressed. Ken Granger assigned specific Board members to respond to some of the communications.

During this time, several guests [Association members] were provided an opportunity to address the Board and comment on the recent change in LCS administration [ie: superintendent resignation]. The guests and Board members engaged in discussion as appropriate; some guests will receive follow-up acknowledgement from Board members as assigned by Ken Granger.

LCS Staff Survey:

Neil Mac Vicar and Doug Harkema requested that this matter be tabled until the next meeting. Granted.

Handbook Review:

Ken Granger encouraged the Board members [as assigned] to review all handbooks and guidebooks used at LCS. Reports will be made at the September 13th Board meeting. Handbook review assignments:

- Student: Mac Vicar and Witte
- Staff: Hanson and Sprague
- Athletic: Durso and Granger
- Administrative: Royce and Harkema

Building-Property Proposal:

A project with a local business remains under consideration and is under active discussion regarding the possible sale, lease or other use of LCS property. Further reports will be made as developments occur.

Action: A motion to support continuing discussions was approved by unanimous consent. [Seelye/Witte]

New Business:**Association Membership:**

Pursuant to the LCS Constitution, persons who do not have children currently enrolled at the school and are not employees have the opportunity to apply for LCS Association membership under certain requirements. Three families have applied for membership. This is an area, however, that needs review for Constitutional compliance. Neil Mac Vicar will review and report to the Board at a later date.

Action: By unanimous consent, the Board approved LCS Association membership for the Jerry Granger family, David Chapman family and the Ron Granger family.

Next Board Meeting:

Due to conflicts with scheduled parent meetings for the beginning of the new school year, the LCS Board meeting will be on September 13, 2007 at 7:00 pm. Notice will be provided to the LCS community.

Letter to the Association:

Ken Granger, along with a committee to be assigned, will prepare and issue a letter to the LCS Association. The letter will address school growth, mutual respect, bullying, financial support and other matters relevant to parents and guardians.

Superintendent Strategy:

Sal Durso provided a status report on the Board's strategy for naming an interim and permanent superintendent. Sal encouraged Board members to review the assignment list and comply with assigned deadlines.

On August 21, 2007, the Board will meet to consider and discuss a long-term vision plan for LCS.

Committee Report — Ron Hanson:

The committee [Seelye, Royce and Mac Vicar] reported that it is gathering facts and information concerning the election of Ron Hanson and compliance with Constitutional requirements. A report and recommendation will be presented at the September Board meeting.

Executive Session:

The Board moved into an executive session at approximately 11:15 pm to discuss family financial issues and personnel issues.

Executive Session Note for Publication: By unanimous consent, the Board approved a motion to offer employment to Barry Koops as interim superintendent.

Adjournment:

By unanimous consent, the Board meeting was adjourned at approximately 12: 44 am on August 14, 2007.

Prepared and respectfully submitted by:

A handwritten signature in black ink, appearing to read "Neil A. Mac Vicar". The signature is written in a cursive, somewhat stylized font.

Neil A. Mac Vicar
LCS Board Secretary

Dated: September 12, 2007