

**Lansing Christian School**  
**LCS Board of Directors Meeting Minutes**  
**November 12, 2007**

**Present:**

Board Members:

Troy Sprague  
Chris Royce  
Joy Witte  
Sal Durso  
Doug Harkema  
Neil Mac Vicar, Secretary  
Ken Granger, Chair  
Ron Hansen

Staff:

Barry Koops  
Ken Howard

Guests [List Available Upon Request]:

Association Members  
Teachers

Absent / Excused: Gary Seelye

**Call to Order:**

Ken Granger convened the meeting at 7:04 pm.

**Devotions and Prayer:**

Chris Royce offered devotions and prayer which focused on the topic of "Teaching the Truth".

**Agenda Approval:**

Ken presented the agenda for the current meeting. The agenda was approved without any changes, objections or additions.

**Minutes:**

By unanimous consent, minutes of the October 8, 2007 Board Meeting were approved with no changes or amendments. [Sprague/Royce]

**Gift to LCS:**

A restricted gift was offered by the Jim and Ann L. Bowden family. The gift is intended for, and dedicated to, the spiritual enrichment of the LCS faculty and staff. The main purpose the gift will be to fund and support an annual "Spiritual Life Retreat" for the LCS faculty staff on an on-going basis. The gift will eventually be known as the "Faculty Spiritual Enrichment Fund" and other donors are encouraged to contribute. The LCS Board considered the proposed restricted gift, and a motion to accept the gift with the donors' restrictions was carried. [Granger/Witte]

**Grand Charity Event: Final Report:**

- A) Financial Report: ~\$233K raised; net proceeds ~\$168K
- B) Leadership: Linda Zylstra and Troy Jamison indicated that new leadership will be needed for a future event. Linda and Troy were recognized for their dedication and success.
- C) Future Events: Linda and Troy recommend that LCS consider new alternatives, other than an auction — ie: special dinner, golf events, smaller family-fun events should be considered.

**Financial Report:**

Ken Howard was introduced and is serving as the temporary financial manager. Mr. Howard presented a financial report [written] and specifically addressed the following:

- A) Revenue: Positive — ~ 8.9% over budget at this point
- B) Expenses: Positive — under budget at this point
- C) Net Income: Positive — ~\$56 K at this point
- D) Mr. Howard encouraged the Administration and Board to begin preparation for a proposed 2008-2009 budget.

**Superintendent Search and Strategy:**

The search process continues — noting that the Board is behind its initial search goals. The Search Committee will continue to identify candidates, interview candidates, and make recommendations. Enhanced communication by the Board is needed for the LCS Association concerning this process. Dr. Koops encouraged the Board initiate contacts to identify candidates and begin an aggressive mode for this process as there is an upcoming window of opportunity between November and February.

A report will be made at the November Association meeting.

**Board Planning Session / Vision Strategy:**

The Board is setting forth strategic objectives that will address academic excellence, teacher excellence, spiritual maturity and affordable tuition [via the Pilgrim Foundation]. Board members will define these objectives and offer specific, measurable goals.

**Superintendent Report:****Attrition Report:**

Dr. Koops presented a detailed attrition report based on available information. The attrition level for this school year was slightly higher than the previous year — ~11% to ~14%. Dr. Koops indicates that improvement is needed, but we are not at a level of significant concern. Improvement can occur at the kindergarten level and with an admissions director.

**Ends/Outcomes Report:**

Dr. Koops indicates that goals are being met with regard to physical and social objectives. However, there are areas for improvement with regard to social interaction skills.

**Other:**

- A] Staff has been hired to provide supervision of students within the building between 3 and 5 pm.
- B] Steps are being taken to provide middle school staff support in the Learning Center — with possible part-time staff with professional training in special education. There was discussion on the difficult balance between the investment needed and the support offered in this area.
- C] Other matters under consideration:
  - Evaluating each activity at the school
  - Reviewing the school calendar, especially out-of-class days
  - Need dynamic development director
  - Considering volunteer coordinator
  - Considering recruitment/admissions coordinator

**Board Committee Reports:****Constitutional Amendment:**

The Committee considering an amendment to the LCS Constitution regarding “church membership” for Board nominees issued a report and recommendation. The report was discussed and tabled for later consideration. [Durso, Mac Vicar, Witte]

**Parent Survey:**

The Committee reviewing the recent Parent Survey issued a report and recommendation. The Committee recommended no specific action by the Board. The Committee did recommend that LCS Administration review and respond to topics in the survey, including: review academics [math, science and writing], continue zero tolerance policy for bullying and disrespect, and convene a subcommittee to review overall school safety. The Committee acknowledged that on each of these topics the LCS Administration is actively working on these issues and has implemented steps to address the topics. [Durso, Mac Vicar, Witte]

**Executive Limitations:**

The Committee is identifying and recommending which limitations should be considered. Further reports will be issued. [Harkema, Royce, Seelye]

**Budget:**

The Committee is currently reviewing the budget with Ken Howard and will prepare a report at a later date. [Hansen, Sprague]

**Open Positions Search / Other:**

- Investigate the "no superintendent" concept or model. [Harkema]
- Development Director [Koops, Durso]
- Financial Manager [Granger, Seelye, Sprague]
- School Safety [Hansen]

**Hidden Treasures Report:**

- A] The Grand Opening for Hidden Treasures was Friday, November 9, 2007. Revenue generated the first weekend exceeded expectations.
- B] There is a constant need for volunteers.

**Next Board Meeting:**

The next LCS Board meeting: December 10, 2007 at 7:00 pm. Notice will be provided to the LCS community.

The LCS Annual Association Meeting will be held on November 26, 2007 at 7:00 pm. Notice will be provided to the LCS community.

**Executive Session:**

The Board moved into an executive session at approximately 9:50 pm to discuss administrative issues and prepare for the LCS Association meeting.

**Adjournment:**

By unanimous consent, the Board meeting was adjourned at approximately 11:43 pm on November 12, 2007.

Prepared and respectfully submitted by:



Neil A. Mac Vicar  
LCS Board Secretary