

**Lansing Christian School**

**LCS Board of Directors Meeting Minutes**

**December 10, 2007**

**Present:**

Board Members:

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

Staff:

Barry Koops  
Ken Howard

Guests [List Available Upon Request]:

Association Members

Absent / Excused: Sal Durso

**Call to Order:**

Ken Granger convened the meeting at 7:04 pm.

**Devotions and Prayer:**

Ken Granger offered devotions and prayer. Ken's devotion focused on Psalm 9:10 — recognize who the Lord is first and seek Him . . . to address our needs, concerns, and problems.

**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 November 12, 2007 Board Meeting were approved with no changes or amendments. [Hansen/Royce]

**Superintendent Search and Strategy:**

The search process continues. Resumes have been received. The Search Committee will meet [this week preferably] to begin identifying candidates, interviewing candidates, and eventually make recommendations. Members of the Committee include: Ken Granger, Joy Witte, Doug Harkema, and Neil Mac Vicar from the Board, Ron Khoury [parent] from the Association, and we are awaiting participants from the teacher community.

**Financial Report:**

Ken Howard, temporary financial manager, presented a financial report [written] and specifically addressed the following:

- A) Accounts Payable — Transactions from this account are not consistent. Mr. Howard will review this in more detail and provide more information as necessary.
- B) Annual Fund — The balance in this account is low, with only one month of assets remaining. The balance in the "Campaign For Advancement" account is also low.

**Superintendent Report:**

Dr. Koops presented a detailed written report in advance of the meeting. His report was supplemented by reports from the principals and athletic director.

**Other issues:**

- A] Business Manager Position: Interviews have been conducted and a candidate is under consideration.
- B] Financial: As previously mentioned, Dr. Koops has asked Ken Howard to review and report on accounts receivable.
- C] Enrollment: LCS needs to focus on recruitment of new students. Efforts include: utilizing parents for this function, offer regular "open house" opportunities during school hours for prospective students and families, seek opportunities to promote LCS through local churches.
- D] Gifts to LCS: A letter is prepared and will be sent to families and friends suggesting LCS as a recipient for a "year end" gift or contribution. Board members are encouraged to assist with this promotion.

**Board Committee Reports:****School Model / No Superintendent:**

Doug Harkema reviewed the concept of operating a school without a superintendent position. Doug presented a report on his interview with Mr. Jack Postma on Unity Christian School in west Michigan. Unity Christian does not have a superintendent in name, but has specialized administrators and a person who serves the functions of a superintendent. The Board decided to not pursue the "no superintendent" model.

**Executive Limitations:**

The Committee did not have a report. This matter was tabled for the next meeting.

**Budget Committee:**

The Committee has been meeting and reviewing financial matters with Dr. Koops and Ken Howard. The Committee will follow-up with budget development and proposals for the LCS 2008-2009 fiscal year. The Committee and Dr. Koops recommend the development of a 3 – 5 year budget plan in conjunction with a 3 – 5 strategic plan. A formal report will be presented by the Committee in February 2008. The Committee affirms the need for a Development Director.

**School Safety Committee:**

The Committee has been formed — Ron Hansen, along with parents Mike Hamel, Marv Helmker, and Jen Wagoner and LCS friend, Bob Chapman. The Committee will present a report in February or March 2008.

**Communication:**

Parent Council: The Board considered a recommendation from the LCS Parent Council concerning "volunteer hours" for LCS families. The Parent Council presented a preliminary proposal to designate a certain number of volunteer hours or payment of a special fee in lieu of serving volunteer hours. The Board discussed possible strengths and weaknesses of proposal and considered alternative options. LCS Administration will consider the an action plan and respond to the Parent Council.

Association Meeting Follow-up: Board members intend to follow-up with LCS Association member inquiries [Sprague and Royce].

**Executive Session:**

The Board moved into an executive session at approximately 8:13 pm to discuss administrative and personnel issues.

**Adjournment:**

By unanimous consent, the Board meeting was adjourned at approximately 9:48 pm on December 10, 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 style with a prominent initial "N" and a long, sweeping underline.

Neil A. Mac Vicar  
LCS Board Secretary