

Lansing Christian School
LCS Board of Directors Meeting Minutes

March 10, 2008

Present:

Board Members:

Ken Granger, Chair
Gary Seelye
Joy Witte
Doug Harkema
Neil Mac Vicar, Secretary
Ron Hansen
Sal Durso

Staff:

Barry Koops
Carol Feuss
Mary Dunsmore

Guests [List Available Upon Request
Association Members

Absent/Excused: Chris Royce
Troy Sprague

Call to Order:

Ken Granger convened the meeting at 7:00 pm.

Devotions and Prayer:

Sal Durso offered devotions and prayer. Sal's devotion focused on Ephesians 4:28, Proverbs 18:15 and Mark 2:21-22 — regarding "change". We should seek God in change, and need to be nimble and flexible to change, be positive toward change, and be open to new ideas. It is our responsibility to lead change and be positive.

Agenda Approval:

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

Minutes:

By unanimous consent, minutes of the February 11, 2008 Board Meeting were approved with no changes or amendments. [Witte/Harkema]

Superintendent Report:

Dr. Koops presented a detailed written report in advance of the meeting. His report was supplemented by reports from the principals and Miss McDaniel, math teacher.

Other issues:

- A] Miss McDaniels provided an excellent, on-site classroom demonstration of the "Smart Board" which is currently used by at least two teachers at LCS. Miss McDaniels demonstrated how the board is used in the classroom, the value of the teaching tool, and answered various questions.

- B] Dr. Koops provided a detailed report on the development of a proposed budget for fiscal year 2008-2009. The budget will be based on a carefully selected and conservative estimate of student enrollment. The student enrollment for LCS in September 2007 was 620 — 17 have left and 12 have been added. The upcoming budget will be built on a planned enrollment of 569 students. LCS is preparing and planning a publicity campaign [mailings, radio, etc.]

- C] Written report focused on: the school calendar for 2008-2009, which will add 11 days of classroom instructional days; the search for a new high school principal and bookkeeper continue; and, acknowledged student life accomplishments — choir, boy's varsity basketball, robotics team and art exhibition.

Financial Report:

Mary Dunsmore, LCS Business Manager, presented a verbal and written financial report and specifically addressed the following:

- A] The Past Financial Performance: Review of past financial statements, restrictive fund borrowing, and deficit spending. Mrs. Dunsmore estimates a shortfall of nearly \$420,000 for the current LCS fiscal year.
- B] Current Financial Performance: Accounts payable and accounts receivable, adjustments in the line of credit, health insurance costs, the LCS/Pilgrim Foundation, and plans to reduce the current fiscal year deficit by June 30, 2008.
- C] Future Financial Performance: Mrs. Dunsmore set forth a proposed budget based on an anticipated enrollment of 569 students. She also presented a proposed tuition plan for students/families. There was extensive discussion concerning the proposed budget and tuition cost plan. Based on the discussion, Mrs. Dunsmore will make some adjustments and incorporate several suggestions in the tuition plan. Tuition and registration packets will be sent to families within one week. Volunteer commitments by all families was also discussed.

Development Report:

Carol Feuss, LCS Development Director, presented a report and specifically addressed the following:

- A] Mrs. Feuss acknowledged and clarified the Bowden family gift offered to LCS. See LCS Board minutes for November 2007.
- B] The LCS donor data based is in-place, and now a volunteer data base is being considered and developed.
- C] Requests will be made for funding the LCS Learning Center.

Board Committee Reports:

School Safety Committee:

The Committee presented a written report and offered several suggestions for enhancing safety within the school grounds — including parking lot safety, emergency preparedness, and risk management. LCS Administration accepted the report and will act as appropriate and necessary.

Foundation Report:

Sal Durso reported that the Foundation start-up continues. Next steps include: a meeting on March 25th for prospective Foundation Board members and volunteers; the preparation of written materials to explain the Foundation and offer information about giving; first formal Board meeting in April; and the commencement of an initial campaign to support the Foundation.

Sal Durso also reminded the Board that the Foundation will not make loans to LCS, but will offer grants to LCS.

LCS Vision Process:

Sal Durso reported that the development of measurements and metrics continues. Several measurement criteria have been identified by Administration for each of the "Four Pillars".

Executive Session:

The Board moved into an executive session at approximately 9:45 pm to discuss administrative and personnel issues, and other Board matters.

Adjournment:

By unanimous consent, the Board meeting was adjourned at approximately 11:20 pm on March 10, 2008.

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, flowing style with a prominent initial "N" and a long, sweeping underline.

Neil A. Mac Vicar
LCS Board Secretary