

**Lansing Christian School**  
**LCS Board of Directors Meeting Minutes**

**April 14, 2008**

**Present:**

Board Members:

Ken Granger, Chair  
Chris Royce  
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: Gary Seeyle and Troy Sprague

**Call to Order:**

Ken Granger convened the meeting at 7:08 pm.

**Devotions and Prayer:**

Joy Witte offered devotions and prayer. Joy's devotion focused on Luke 24 — regarding the gift of the resurrection and walking with Jesus on the road to Emmaus.

**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 March 10, 2008 Board Meeting were approved with no changes or amendments. [Durso/Witte]

**Public Comment:**

Several Association members posed questions and concerns to the LCS Board which included the following topics:

- Concerns about the current budget shortfall and plans to correct.
- Concerns about the athletic director position.

**Superintendent Report:**

Dr. Koops presented a detailed written report in advance of the meeting. His report was supplemented by reports from other administrative team members.

**Other issues:**

- A] Teacher Evaluation Process: Dr. Koops reported that the teacher evaluation process was completely carried-out by the principals and submitted to administration.
- B] Student Life: Dr. Koops encouraged all in attendance to attend the upcoming middle school play and other spring events [sporting events and Spring Social].

- C] Enrollment: Dr. Koops presented a report on current enrollment and projected enrollment for budget purposes. The goal is at least 90% retention of current students. The 2008-2009 budget will be built on a projected enrollment of 595 full-time students. LCS is actively engaged in a publicity campaign [mailings, radio, etc.]

**Financial Report:**

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

- A] Financial Report: Review of financial statements and deficit spending. Mrs. Dunsmore estimates a shortfall of nearly \$578,000 for the current LCS fiscal year — which includes depreciation and mortgage interest expenses. Net income before depreciation and interest is at a \$256,000 loss. Efforts are being made to cut expenses, but the largest expense line is payroll and benefits which has little or no room for adjustment.
- B] Mrs. Dunsmore provided a review of the restricted account balances.
- C] Teacher renewal contracts for full-time employees were offered over the last week. Part-time contracts will be offered after a more complete analysis on the projected enrollment numbers.
- D] Hidden Treasures announced that it will offer a monetary gift to all teachers this year.
- E] Health Insurance will be changed to the PHP plan and will result in some savings to LCS.
- F] Donor Giving: This is an area of on-going review and outreach.
- G] Registration and Re-enrollment for 2008-2009: The proposed budget for the next fiscal year will be based on 595 full-time equivalent students. Currently, 520 FTE students are enrolled for 2008-2009.
- H] Proposed Budget: Mrs. Dunsmore presented a report on the proposed budget for fiscal year 2008-2009. During an extensive discussion, many ideas were suggested, questions were answered and clarification/explanation was offered.

Motion: Accept the proposed budget for submission to the LCS Association. [Mac Vicar / Royce]. Motion carried.

**Development Report:**

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

- A] Mrs. Feuss acknowledged that efforts continue to contact and thank donors.
- B] The Development Office is continuing to research methods to track volunteer hours for LCS and develop a volunteer data base.

**Principal Report:**

Randy Fleenor, elementary principal and acting secondary principal, presented a report and update.

**Board Committee Reports:****Foundation Report:**

Sal Durso provided an overview of the Foundation and reported that the Foundation start-up has much momentum. There is currently a giving campaign in progress. The Foundation has established a series of levels to recognize donations. Sal encouraged and challenged all attendees — especially Board members — to consider a pledge or gift to the Foundation by May 5, 2008, the date of the upcoming LCS Association meeting.

**Easement Request:**

Ken Granger reported that a request has been made to LCS for a water flow/drain easement to connect with the drain field that runs across the west side of the LCS property. The Board will consider the request. Granger and Hansen will not participate in discussion and action on this topic.

**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 11:25 pm on April 14, 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 long horizontal stroke at the end.

Neil A. Mac Vicar  
LCS Board Secretary