

LANSING CHRISTIAN SCHOOL
Board Meeting
November 16, 2009
MINUTES

Board Members Present:

Marv Helmker
Ken Granger
Joy Witte
Rod Moore
Ron Hansen
David Chapman
Vickie Parmer
Michael VandeHaar
Shari Nussdorfer

Administration:

Pam Campbell
Mary Dunsmore
Carol Feuss

1. Call to Order: 7:00 pm

Marv Helmker

2. Devotions and Prayer

Marv Helmker

3. 10/19/09 Board Meeting Minutes

MOTION: To approve the 10/19/09 Board Minutes as presented.

Motion: PASSED

4. Public Comment—There were no public comments.

5. Administrative Reports

Superintendent Report

Pam Campbell

- Pam reported on the good news that LCS has received an anonymous financial gift of \$491,000. This generous amount is designated to be used to pay off the mortgage on our building with \$30,000 remaining to be applied to our line of credit.
- Pam shared recognition of outstanding athletic accomplishments by our men's soccer team and women's volleyball team.
- Pam shared some very positive comments received from elementary parents regarding their appreciation of LCS teachers and recognition of very positive Iowa testing scores for students in the 3rd – 5th grades.
- **Administrative Handbook / Staff Handbook**—EL2i, EL2b1

Pam reports that the current handbooks are in the process of review and revision. A New document is being compiled and will be ready for review in the next 2 weeks. The first Draft of the handbook will be sent out to all Board members via email for initial review prior to sending a final draft to print.

Foundation Report

Carol Feuss

- Carol also acknowledged excitement and gratitude for the donation received today.
- There is a phone calling campaign going on this very evening to connect with current LCS families, express our continued need for funds to cover the gap in budget costs and tuition payments. Callers are using a script to help encourage a consistent explanation of what the “gap” is and why financial support is important.
- A year-end appeal will go out in November.

Financial Report

Mary Dunsmore

- Mary explained the impact of the \$491K donation on our current budget and financial status. Paying off the mortgage will allow us to increase the cash we have on hand and keep our short-term debt under control. The donation does not eliminate the need to secure donations to cover the “gap” between budgeted program expenses and our tuition income.
- There is a clear plan to continue to help LCS families understand that we continue to have donation needs in order to meet the current year budget. “The current budget is balanced only with gifts.”
- Several current LCS families are struggling with meeting financial commitments with tuition. Mary and the administrative team continue to work closely with families who are in arrears with tuition payments. The Board encouraged administrative efforts to keep accounts up to date, realizing that in the difficult financial climate of our community, we may have families who can no longer afford to be enrolled at LCS.
- Mary reports that the long-range financial plan for LCS continues to have some challenges. If enrollment continues to stay flat we will have a difficult time keeping a balanced budget while pursuing CSI compensation levels for our teachers.
- We will need to put more manpower and financial resources into marketing and creating intentional increases in enrollment
- LCS continues to have a budget model where tuition income covers only 80% of actual cost. The remaining 20% depends on contributions. More “healthy” school models set tuition to cover at least 90% of actual cost... leaving only 10% or less to be covered by donations.
- Mary suggests that LCS would benefit from evaluating and retooling the scholarship and financial assistance programs. We currently offer 5 types of scholarships (including the multi-child grants). Designing programs with more clearly defined eligibility criteria and consistency in allocating funds would improve fund raising opportunities and encourage more efficient use of our limited resources. The Board agrees to allow/encourage Mary to do a complete review of our LCS scholarship and needs based financial assistance programs. The

Board will welcome a report on recommendations. Of specific concern to the Board, however, is recognition that our multi-child families have been very faithful customers and supporters of Christian education at LCS. Any review of financial assistance programs needs to take into consideration the needs of families with multiple children attending.

6. New Business-- Strategic Plan

- **Strategic Plan—EL2c5:** In follow up to our previous discussion regarding the LCS Strategic Plan (September 21, 2009 Minutes), the Board requests that Pam provide a complete report to the Board which includes a summary of her review of the prior strategic planning processes, clarification of her recommendation to make Program Quality our strategic focus, and specific strategic programming goals for LCS reflecting the language and content of our Ends Policies.

Pam is asked to provide the Board with a Strategic Plan report for review prior to December's regular Board meeting.

- LCS Family directories should be available this week.
- Change in December meeting date to **Monday December 14**, 7 pm.

7. Adjournment of public session: 8:35 pm
8. Executive Session
9. Board Self Evaluation and Monitoring Tool completed

Respectfully submitted,

Shari Nussdorfer, Board Secretary