

LANSING CHRISTIAN SCHOOL

Board Meeting
December 14, 2009

MINUTES

Board Members Present:

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

Administrators:

Pam Campbell, Superintendent
Mary Dunsmore

1. **Call to Order: 7:05 p.m.**

Marv Helmker

2. **Devotions and Prayer**

Shari Nussdorfer

3. 11/16/2009 Board Meeting Minutes

MOTION: To approve the 11/16/2009 Board Minutes as presented.

Motion: PASSED

4. Public Comment-- No public comments were raised.

5. Administrative Reports

Superintendent Report

Pam Campbell

- Earlier in December 9 LCS staff members attended an NCA accreditation seminar in Howell. LCS will be reviewed for accreditation in the fall of 2012.
- Staff and program committees are beginning to work on processes and goals to help LCS prepare for a successful NCA accreditation.
- Pam has been meeting with a Marketing / Communication committee to learn about ideas and programs to enhance marketing opportunities for LCS.
- Grandparents day in November was a huge success with one of the largest turnouts ever.
- The LCS Secondary Christmas Concert will be our big event for December

Development Report

Pam Campbell

- Laurie Iverson has put out an LCS Alumni Newsletter. It looks great and it was sent out to alumni, parents and grandparents.
- **March 18, 2010 – Black and Gold Celebration**
This will be the annual Spring fundraiser for LCS. The event will showcase LCS student art and accomplishments

Financial Report

Mary Dunsmore

- Mary reviewed her monthly financial report with the Board and answered all questions.
- The building mortgage has been paid off.
- Accounts receivable amounts are holding steady. Current outstanding accounts are not any greater than the number at this time last year.
- Review of the LCS 403(b) plan—changes to the LCS 403(b) plan have been made to reflect and comply with all current government requirements.

MOTION: To accept and adopt the mandated changes made to the 2009-2010 403(b) document as recommended. (a copy of the plan is available for review in the Administrative office)

Motion: PASSED

- Mary is working on the 2010 – 2011 LCS Budget. Every effort will be made to maintain stable enrollment for the school. However, in consideration of the current financial climate in our Lansing community and most recent enrollment trends, the budget will be based on an anticipated 5% decrease in student enrollment numbers.
- A contingency budget reflecting an additional 5% decrease in enrollment will be drawn up just in case we need it.
- Pam indicated that the difficulty in predicting actual enrollment for the fall will require her to make very careful choices about offering teacher contracts this spring. Confirmation of some individual contracts will be offered only as enrollment is secured.
- David Chapman commented that in the next several months several hundred families will be relocating to the Lansing area from the Saturn plant closings in Springhill. The administration was urged to make some effort to determine if there may be families in this group who would be interested in finding Christian education opportunities for their children.

6. New Business

a. Strategic Plan Report

Pam Campbell

Pam provided Board members with a print copy of her power point presentation of a Strategic Plan for LCS. The information included many aspects of the most recent Strategic plans presented by our previous Superintendent, along with updates and additions made by Pam based upon our current priorities of building a strong Christian environment for learning and striving for academic excellence in all of our programs.

A key aspect of moving forward to accomplish these goals will be LCS involvement in the NCA Accreditation process. Pam spent some time explaining the many aspects of the NCA process to the Board. Pam indicated that the staff are now working on plans to evaluate all aspects of our LCS program using the accreditation process in order to establish program improvement goals. The accreditation process looks at how well we, as a Christian School, define our own program goals and then how we accomplish them.

b. Administrative manual / employee handbook update

Mary Dunsmore has been working on merging the 2 documents into one comprehensive and user friendly policy manual. All government mandated policies have been updated and/or added. All policies have been reviewed for consistency and clarity. We have purchased a policy program template that will provide automatic updates to policies that are commonly used. The principals are currently reviewing the first draft. Board members are welcomed and encouraged to also review the current draft and submit any questions or clarifications to Mary.

c. In order to complete the annual inspection of staff salaries and benefits (EL2g2) , the Board asked Mary and Pam to provide some detailed information for review at our next meeting. Specifically, the Board would like to review all current Administrative positions including salaries and benefits. As a means of comparison, the Board would also like to see the same information reflecting the Administrative staff positions over the past 3 school years (2006 – present). Please include information about what percentage of the past 3 school budgets has been dedicated to Administrative positions. And include a copy of the teacher pay scale that we use to determine teaching staff salaries. (We do not need any specific teaching staff salary information)

d. In order to honor the observance of Martin Luther King, Jr day on January 18, 2010, the January Board meeting will be moved forward one week.

LCS Board Meeting – January 11, 2010 at 7:p.m.

e. Joy Witte took a moment to share her feelings about how she continues to hear comments in our community criticizing and discrediting former leadership staff at LCS. In particular, Joy wanted to urge us all, leadership and the community in general, to recognize in Christian spirit that although we may not always agree with particulars about a decision, management style or method of individuals who have been in our employment, It is not graceful or productive to continue to criticize, judge or call into question that individual's character or integrity.

7. GP2a4: Meeting Monitoring and Evaluation completed

8. Adjournment of regular session: 8:25 p.m.

9 Executive Session for the review of personnel related issues/duties. 8:45 – 11:30 pm

Respectfully Submitted,

Shari Nussdorfer, Board Secretary