

Strategic Plan

Lafayette Christian School

Approved: 08/15/2017

Strategy Subcommittee: Building & Grounds

Upgrade and maintain the building to market a safe, professional, and inviting atmosphere where parents want to send their children

Large Goal #1: Upgrade the Old Wing to Create an Inviting Atmosphere

	Action Items	Start Date	End Date	Assigned To:
Sub-Goal #1	Upgrade Flooring	Fall 2017	12/1/2017	Jan Fisher, Paul VanDokkenburg
Sub-Goal #2	Upgrade Lighting	Spring 2018	Summer 2018	Malcolm Neumeyer
Sub-Goal #3	Upgrade paint, trim, landscaping and windows	Fall 2017	Summer 2018	
Sub-Goal #4	Smart Bulletin Boards at Entrances	Summer 2017	Fall 2017	Dan Bollock, Greg Veldman

Large Goal #2: Improve the Function of the Old Wing to Model a Professional Atmosphere

	Action Items	Start Date	End Date	Assigned To:
Sub-Goal #1	Second set of doors/re-key	Fall 2017	12/1/2017	Safety Committee
Sub-Goal #2	Re-evaluate office spaces/entry layout	Fall 2017	Summer 2018	Special Committee
Sub-Goal #3	Re-evaluate sick area	Fall 2017	12/1/2017	Office Staff/Teachers
Sub-Goal #4	New furniture	Summer 2018	Summer 2019	

Large Goal #3: Settle on Plan for Complete Renovation and Begin Capital Drive

	Action Items	Start Date	End Date	Assigned To:
Sub-Goal #1	Settle Plan for Complete Renovation	Spring 2018	Fall 2018	Special Committee
Sub-Goal #2	Begin Capital Drive	Fall 2018	Ongoing	Director of Advancement

Large Goal #4: Clarify Maintenance Roles and Fund Appropriately

	Action Items	Start Date	End Date	Assigned To:
Sub-Goal #1	Define responsibility of maintenance staff vs. building and grounds committee	Fall 2017	Spring 2018	Building and Grounds Committee, Board
Sub-Goal #2	Clarify use of and provide funds for emergency, regular maintenance, and capital projects	Fall 2017	Summer 2018	Finance Committee, Building and Grounds Committee

Strategy Subcommittee: Communications

To provide both internal and external communications consistently to the LCS community giving them the information they need via a platform that is easily accessible.

Large Goal #1: Internal Communications Plan: More effective, concise, and streamlined communications

	Action Items	Start Date	End Date	Assigned To:
Sub-Goal #1	Teachers trained on <i>School Site</i> system	Summer 2017	8/10/2017	Director of Advancement
Sub-Goal #2	Parent communications distributed re. <i>School Site</i> system (teacher letter, principal email, etc.)	Summer 2017	8/10/2017	Director of Advancement, Principal
Sub-Goal #3	Creation of one-page template for weekly school newsletter	Summer 2017	Fall 2017	Director of Advancement, Board President
Sub-Goal #4	Creation of template for teacher newsletter (including middle school)	Summer 2017	Summer 2018	Principal, Director of Advancement, Board President
Sub-Goal #5	Develop archiving of weekly newsletter	Summer 2017	Fall 2017	Director of Advancement

Large Goal #2: External Communication Plan: Develop communications plan to local/affiliated churches and pastors and school community

	Action Items	Start Date	End Date	Assigned To:
Sub-Goal #1	Establish annual pastor breakfast in correspondence with all-school chapel	Fall 2017	Spring 2018	Director of Advancement, Special Committee
Sub-Goal #2	Development and distribution of parent survey regarding internal/external communications	Fall 2017	Spring 2018	Board President, Special Committee
Sub-Goal #3	Use survey results to develop long-term external plan opportunities	Fall 2017	Spring 2018	Communications Subcommittee
Sub-Goal #4	Annual community service project completed by each class; link project to learning-themed subject for that school year (e.g., science for 2017-18)	Fall 2017	Ongoing	Principal, Board President

Large Goal #3: Building a closer school society and community

	Action Items	Start Date	End Date	Assigned To:
Sub-Goal #1	Intro calls to new families	Summer 2017	Ongoing with each new school year	PTO
Sub-Goal #2	Better communication and marketing for 'significant events'	Fall 2017	Ongoing	Director of Advancement, Advancement Committee

Strategy Subcommittee: Finance

Develop a set of fiscal principles and practices that ensures good stewardship of the blessings God provides to Lafayette Christian School

Large Goal #1: Create a balanced budget to enable the school to operate in a fiscally responsible manner.

	Action Items	Start Date	End Date	Assigned To:
Sub-Goal #1	Reduce the tuition gap funding from 10% to 5%. This will be achieved by decreasing the fund raising reliance by 1.7% each school year (18/19, 19/20 and 20/21).	2018-2019 school year	2020-21 school year	Principal, Finance Committee
Sub-Goal #2	Develop a 3-year budget on a roll forward basis each year.	2017-2018 school year	Ongoing	Principal, Finance Chair, Board of Trustees

Large Goal #2: Create a budget that is compared to actual performance on a continual basis as well as maintaining expense control accountability.

	Action Items	Start Date	End Date	Assigned To:
Sub-Goal #1	The budget to be prepared for the school year by the end January of current year for the following school year.	2017-2018 school year	Ongoing	Principal, Accountant, Finance Committee
Sub-Goal #2	Board will approve final budget by February board meeting of current school year.	2017-2018 school year	Ongoing	Board of Trustees
Sub-Goal #3	Ongoing monitoring of the current year's Budget will be reviewed no less than every two months	2017-2018 school year	Ongoing	Principal, Accountant, Finance Committee (or at least Finance Chair)
Sub-Goal #4	Create a forecast at least quarterly for board to review the following month i.e. quarters ending October, January, April and July.	2017-2018 school year	Ongoing	Finance Chair
Sub-Goal #5	Competitively bid Commercial Insurance, Health insurance, Building Maintenance (i.e. lawn care, snow removal), Copier services and Banking services at least once every three years.	2017-2018 school year	Ongoing	Principal, Finance Committee, Finance Chair

Large Goal #3: Create financial accountability and review procedures for cash handling in the front office.

	Action Items	Start Date	End Date	Assigned To:
Sub-Goal #1	Set up and implement Renweb on-line lunch purchase and ordering by second semester.	First semester: 2017-2018 school year	Beginning of second semester: 2017-2018 school year	Director of Advancement, Accountant, Kitchen Manager
Sub-Goal #2	The recording of the cash should be logged daily by at least two office staff members.	Immediately	Ongoing	Accountant
Sub-Goal #3	The deposits will then be made into the school's checking account at least weekly.	Immediately	Ongoing	Accountant, Finance Chair
Sub-Goal #4	Controlling and accounting of cash that comes into the office. Finance chair or another finance committee member to review cash receipt sheets that are completed by the office staff with the deposits made into the checking account at a minimum of once per month.	Immediately	Ongoing	Finance Chair, Finance Committee

Strategy Subcommittee: Education

Our goal is to excel in Christ-centered education, equipping each child for a lifetime of learning and service to God.

Large Goal #1: Update curriculum consistently in order to ensure students are receiving a relevant education for today's learners.

	Action Items	Start Date	End Date	Assigned To:
Sub-Goal #1	Follow rotating schedule for updating curriculum - follow public school schedule			Education Committee
Sub-Goal #2	Review current status of curriculum in August-December	August of each school year	December of each school year	Middle school teacher representing the "head" of the department
Sub-Goal #3	Look at new or potential adoption materials	January of each school year	March of each school year	All teachers in that particular content area
Sub-Goal #4	Board approval of new curriculum and purchase of materials	March of each school year	April of each school year	Board of Trustees
Sub-Goal #5	Teachers implement new curriculum	August of each school year		Classroom Teachers

Large Goal #2: Technology - We must ensure that our students are equipped for working in today's society. Using updated tools and technology helps with lifetime learning

	Action Items	Start Date	End Date	Assigned To:
Sub-Goal #1	Implement Chromebooks for grades 6-8. - Goal to have fully implemented by 2018-2019 school year (pilot in 6th grade class)	2017-2018 school year	2018-2019 school year	Technology Director, Principal
Sub-Goal #2	Develop plan for rental, insurance (for purchased hardware), etc for upcoming years	7/1/2017	3/1/2018	Technology Director, Principal
Sub-Goal #3	Develop plan for budgeting and purchasing more Chromebooks for the incoming 6th grade classes as well as lower grades	7/1/2017	5/1/2018	Technology Director, Principal, Finance Committee

Large Goal #3: Simple Excellence - We want to assess what is important to our school and community and make sure these events are done well.

	Action Items	Start Date	End Date	Assigned To:
Sub-Goal #1	Principal advisory committee review school year calendar		By July 1st of each year	Principal Advisory Committee
Sub-Goal #2	Principal advisory committee looks at current committees and responsibilities/roles, then creates/dismisses committees and roles as necessary	Start of May of each school year	End of May of each school year	Principal Advisory Committee

Large Goal #4: Teacher Evaluation (Faculty Development) - It is necessary to consistently evaluate and give feedback to teachers in order to continually ensure excellent education for the students.

	Action Items	Start Date	End Date	Assigned To:
Sub-Goal #1	Review teacher evaluation process and make any necessary changes		Annually by July 1st	Principal Advisory Committee
Sub-Goal #2	Create timeline for teacher review and evaluation		Annually by July 1st	Principal Advisory Committee
Sub-Goal #3	Administration evaluates teachers according to timeline created	Begin in October of each year	Complete by March of each year	Principal
Sub-Goal #4	Board follow up with administration to ensure evaluations have taken place		Complete by March of each year	Board of Trustees

Strategy Subcommittee: Governance

Governance provides guidance, structure, direction, stability & consistency. Without good governance, all else becomes chaos.

Large Goal #1: Affirm current LCS basis & beliefs in the board & in the staff.

Goal #1a: Call for all board members/nominees to affirm & profess (subscribe to) a statement of the LCS current basis, purpose & fundamental beliefs including affirmation of the LCS Reformed Biblical world view:

Goal #1b: Affirm the LCS call for all teachers & administrators (& similar leadership staff) to affirm & profess (subscribe to) a statement of the LCS current basis, purpose & fundamental beliefs (same as the board).

	Action Items	Start Date	End Date	Assigned To:
Sub-Goal #1	Review/affirm LCS basic belief statements	7/1/2017	12/31/2017	Board of Trustees
Sub-Goal #2	Review/affirm/clarify board policies	Start of school year	End of school year	Board of Trustees
Sub-Goal #3	Regular education of LCS basic beliefs & "Being Reformed."	Early 2018	Ongoing	Board & Principal
		2018-2019 school year	Ongoing	Board, Principal and Staff

Note: Governance goals A1 & A2 do not address parents, but maybe the board should. So: examine LCS criteria for enrollment

Large Goal #2: Review and evaluate board size, composition and terms.

	Action Items	Start Date	End Date	Assigned To:
Sub-Goal #1	Reduce the size of the board of trustees from 12 to 7 - 9. Propose Society amendment of LCS constitution.	7/1/2017	2018 Society Meeting	Board of Trustees
Sub-Goal #2	Address eligibility for board membership. Propose Society amendment of LCS constitution.	7/1/2017	2018 Society Meeting	Board of Trustees
	1) affirm CRC membership on board of at least 51% (4 or 5 of 7-9) 2) Include at least two (2) board members (of 7-9) other than CRC			
Sub-Goal #3	Affirm current three-year elected terms; make Society members eligible for consecutive election up to two consecutive terms. Propose Society amendment of LCS constitution.	7/1/2017	2018 Society Meeting	Board of Trustees

Large Goal #3: External Board. Goal. Include invited non-board members to participate in planned/regular presentations to the board.

	Action Items	Start Date	End Date	Assigned To:
Action Steps:	Implement support group participation in board meetings. Include presentations to the board by groups such as a) the LCS Foundation, b) the LCS PTO, c) student & parent activity groups, and d) LCS/board committees. Plan time limited participation at start of regular board meetings.	Fall 2017	Ongoing	Board President and Principal

Large Goal #4: External/Church Relations. Goal. Pursue additional LCS "supporting churches." Educate the LCS leadership/community, and refine definitions of relations with new supporting churches.

	Action Items	Start Date	End Date	Assigned To:
Action Steps:	a) review/clarify board policies, b) offer a statement/brochure of church relations & church opportunities at LCS, c) review & activate all classes of Society membership, and d) set targets for improved church involvement/support/roles at LCS.	Fall 2017	Spring 2019	Board of Trustees (designee) and Principal