



April 29, 2019

Dear Association Members:

The Crown Point Christian School Board of Trustees is hosting its annual spring *Association Business Meeting* on **Monday, May 13, 2019 at 7:00 PM** in the school gymnasium. As a member of the Association, you are urged to attend this annual meeting. Association meetings are very important as Crown Point Christian School is a Parent/Association owned and run school. Your involvement and input is requested. Included with this letter is a copy of the proposed agenda and the Y2019/2020 budget summary for the meeting. The agenda includes election of new trustees, approval of the budget, updates from the school administration, the Development Director, Student Services, and Second Life Resale Shoppe. Also, please review the attached Minutes of the May 14, 2018 meeting of the Association as they will not be read aloud at this year's meeting.

We welcome you to submit any questions you have or issues you would like addressed to the Board of Trustees prior to the meeting. Questions should be sent to the following email address: association@crownpoinchristian.org.

If you are unable to attend the meeting, you may secure an absentee ballot in the school office. ***Absentee ballots will be accepted in the school office until 3:00 PM on Friday, May 10, 2019. No absentee ballots will be accepted after May 10 or at the May 13 meeting of the Association.***

We look forward to seeing you.

On behalf of the Board of Trustees, in Christ's service,

Jeff Schutt
President
Board of Trustees

Association Membership:

Eligibility for membership, including voting privileges, is stated in the Crown Point Christian School Constitution. In order to meet the donation criteria as stated, a person must pay tuition for children attending Crown Point Christian School or have donated 2.5% of the base tuition (\$155) during the date range of March 1, 2018 – February 28, 2019.



School Association

Spring Business Meeting Agenda

May 13, 2019 ♦ 7:00 PM ♦ CPCS Gymnasium

1. Call to Order *Jeff Schutt, President*
2. Devotions *Larry Bolt, Vice President*
3. Motion and Approval of Minutes of the May 14, 2018 Meeting..... *Chris Huang, Secretary*
4. Presentation of the 2019/2020 Budget *Joe Lenehan, Treasurer*
(Requires Motion and Approval)
5. Election of Board Trustees..... *Jeff Schutt, President*
 - A. The Board of Trustees presents the following five (5) nominees of which three (3) will be elected to serve a three-year term.
(On the ballot, choose three (3) names.)

<i>Vincent Dykstra</i>	<i>Susan Tambrini</i>
<i>Carrie Edwards</i>	<i>David Whitehead</i>
<i>Janelle Lindemulder</i>	
 - B. Motion to Accept Absentee Ballots on the First Ballot Only
 - C. Ballot Committee (Tyler Carter, Julie Hanks, Jim Jabaay, Steve Wegner)
6. Presentation of Employee Service Awards..... *Chris Huang, Secretary*
7. Administration Report..... *Michael Wiersma, Superintendent*
8. Board Report..... *Jeff Schutt, President*
 - Development Director (*Lisa Wilson*)
 - Student Services (*Jenn Cary*)
 - Spanish Immersion Update (*Lisa Flipse*)
 - Second Life Resale Shoppe (*Tim Groenewold*)
9. Recognition of Retiring Trustees..... *Larry Bolt, Vice President*
 - Jeff Schutt, Steve Wegner
10. Announcement of Newly Elected Trustees *Jeff Schutt, President*
11. Adjournment and Closing Prayer..... *Jeff Schutt, President*



2019 CPCS Board Nominees

May 13, 2019 ♦ 7:00 PM ♦ CPCS Gymnasium

Vincent Dykstra



Vincent is a member of Faith Church in Schererville. He and his wife, Lauren, live in Schererville and have three children, two of whom attend Crown Point Christian School. Allison is in first grade and Tatum is in Prekindergarten. Grant is two years old. Vincent is a Cardiometabolic Account Executive for Cleveland HeartLab Center of Excellence. He attended Indiana University Northwest and graduated with bachelor degrees in both Elementary and Special Education and holds his master's degree in Educational Leadership. Vincent serves on the Auction Committee and as a parent volunteer for his children's classrooms at Crown Point Christian School. He is involved at his church as a member of the setup team, leader of volunteers at the Faith Church Free Sale, and teaching elementary children in Faith Kids. Vincent has also served as a high school youth group leader.

Carrie Edwards



Carrie is a member at Crosspoint Church in Crown Point. She and her husband, Tommy, live in Schererville and have four children, three of whom attend Crown Point Christian School. Natalie and Kinely are in third grade and Olivia is in Kindergarten. Arden is four years old and will attend CPCS Prekindergarten in the fall. Carrie is currently a stay-at-home mom. She graduated from Indiana University in Bloomington, Indiana with a B.A. in Psychology and completed her M.A. in School Psychology with an Educational Specialist Degree from James Madison University in Harrisonburg, Virginia. Carrie worked as a School Psychologist in Fairfax and Culpepper Virginia as well at Lake Central High School. She has served as a room mom over the past several years and is passionate about helping the Spanish Immersion program thrive at Crown Point Christian School. Carrie has served at her church teaching elementary Sunday school for almost 10 years and has also been a group leader for Bible studies for the past 8 years.

Janelle Lindemulder



Janelle is a member of Faith Church in Dyer. She and husband, Peter, live in Schererville and have three children that attend Crown Point Christian School. Ava is in eighth grade, Chase is in sixth grade, and Anya is in fourth grade Spanish Immersion. Janelle is a stay-at-home mom. She graduated from Calvin College with bachelor degrees in Special Education and Elementary Education and spent time in the classroom as a Special Education Teacher before deciding to stay at home with her family. She has served Crown Point Christian School as a room mom, hot lunch helper, and volunteer at Second Life. Janelle is part of a team at her church coordinating efforts for the set-up of events for multiple ministries including women's ministry events, Reflectors, and the Ravines.



Susan Tambrini



Susan is a member of Faith Church in Dyer. She and her husband, Seth, live in St. John and have three children. Reece is in fourth grade, Harper is in second grade and Holland is in Kindergarten at Crown Point Christian School. Susan worked for Eli Lilly & Company as a market researcher for fifteen years and has recently taken some time off from her position. Susan attended Mercer University and obtained her degree in International Business and also graduated from the University of Georgia with her Masters in Market Research. Susan has been a member of the Auction Committee, served as a room mom, helped in the Kindergarten classroom, and volunteered at the Book Fair at Crown Point Christian School. She is currently a coach for the Girls on the Run program. Susan has served as a discussion group leader for the evening MOPS program and helped in the Faith Kids ministry at her church.

David Whitehead



David is a member of Bethel Church in Crown Point. He and his wife, Lanell, live in Crown Point and have two children. Anna is in second grade and Clayton is in Prekindergarten at Crown Point Christian School. David has been a real estate agent with RE/MAX for the past twelve years and prior to that held a position as Land Acquisition Manager at Olthof Homes. He attended Purdue University in West Lafayette and graduated with a Bachelor of Science in Agricultural Economics. He volunteers at Second Life Resale Shoppe and in his children's classrooms at Crown Point Christian School. David is involved with small groups at his church and works with the Children's Miracle Network through his job at RE/MAX.



CPCS 2019-20 Budget Summary				
	2018-2019 Final	2019-2020 Proposed	Variance	% Variance
Enrollment	746	724	(22)	-3%
Tuition	\$4,287,300	\$4,324,800	\$37,500	1%
Middle School Fees	\$64,500	\$57,300	(\$7,200)	-11%
Immersion Fees	\$35,400	\$40,800	\$5,400	15%
Registration Fees	\$51,525	\$44,200	(\$7,325)	-14%
Student Services Fees/Fund	\$40,000	\$50,000	\$10,000	25%
Staff Tuition Discounts	(\$30,520)	(\$30,419)	\$101	0%
Fundraising	\$50,669	\$50,669	\$0	0%
Projected Revenue	\$4,498,874	\$4,537,350	\$38,476	1%
Expenses:				
Personnel	\$3,621,021	\$3,665,697	\$44,676	1%
Curriculum	\$146,839	\$158,198	\$11,359	8%
Utilities	\$123,620	\$124,120	\$500	0%
Admin & Support	\$96,176	\$83,970	(\$12,206)	-13%
Office Expenses	\$26,800	\$45,200	\$18,400	69%
Building & Grounds	\$86,899	\$86,899	\$0	0%
Interscholastic Athletics	\$35,950	\$35,950	\$0	0%
Mortgage & Land Purchase	\$239,870	\$239,870	\$0	0%
Capital Expenditures	\$81,700	\$57,446	(\$24,254)	-30%
Allowance for W/D Students & Reserves	\$40,000	\$40,000	\$0	0%
Total Expenses	\$4,498,874	\$4,537,350	\$38,476	1%
Surplus/(Shortfall)	\$0	\$0	\$0	
Tuition				
1st Student	\$6,206	\$6,439	\$233	3.75%
2nd Student	\$5,978	\$6,202	\$224	3.74%
3rd Student	\$5,750	\$5,966	\$216	3.75%
4th/5th Student			\$0	0.00%
PreK 3 day	\$3,865	\$4,010	\$145	3.75%
PreK 2 day	\$2,785	\$2,889	\$104	3.75%
K 4 day	\$5,729	\$5,944	\$215	3.76%
K 5 day	\$6,206	\$6,439	\$233	3.75%

School Association

Spring Business Meeting Minutes

MAY 14, 2018 ♦ 7:00 PM ♦ CPCS GYMNASIUM

1. Call to Order *Phil Eenigenburg, President*
2. Devotions *Jeff Schutt, Vice President*
 - Jeff Schutt led devotions on the importance of relying on God as individuals, families, and a school. Psalm 27:1
3. Reading of Minutes of the May 8, 2017 Meeting *Lisa Postma, Secretary*
Motion made to approve the minutes from the May 8, 2017 Association Meeting as presented. Motion supported and passed.

(Requires Motion and Approval)

4. Election of Board Trustees *Phil Eenigenburg, President - 105 present, 59 absentee ballots*
 - A. The Board of Trustees presents the following eight (8) nominees of which four (4) will be elected to serve a three-year term. (On the ballot, choose four (4) names.)

*Diane Aardema
Lauren Bouwman
Tyler Carter
Michael Gutierrez
Jim Jabaay
Susan Tambrini
John Ryan Terpstra
Trent VanderZee*
 - B. Roll Call of Association Members Present - 105 Association members in attendance.
 - C. Motion to Accept Absentee Ballots on the First Ballot Only
Motion made to accept 59 absentee ballots. Motion supported, motion passed.
 - D. Ballot Committee - PE communicated that Larry Bolt, Julie Hanks, and Steve Wegner will serve as this year's ballot committee.

5. Presentation of Employee Service Awards *Lisa Postma, Secretary*
Service awards were presented to the following staff members:

- 20 years - Jenny Summerhill
- 10 years - Henry Van Proyen
- 5 years - Doug Ackerson
- 5 years - Erin Arterburn
- 5 years - Corinne Jansma
- 5 years - Cherilyn Klom
- 5 years - Emily O'Brien
- 5 years - Lora Postma

6. Administration Report *Michael Wiersma, Superintendent*

- Reflection on 2017 - 2018 theme of "FEARLESS," based on Psalm 27:1
- Presentation of the 2018-2019 theme
- Student enrollment in 2017-2018 - 745 students enrolled
- 15 new faculty and staff
- Spiritual highlights - Middle School working on spiritual portfolios, Bible study, chapels, "wing sings," service projects
- Academic highlights - ISTEPS online, STEM program, partnership with Elim Christian Services
- Celebrating concerts and events - CPCS track, basketball, and volleyball all earned championships this year. CPCS held its first dramatic performance. MW thanked association members for attending Fellowship dinner, Auction, and supporting facility improvements through these fundraisers.
- Looking ahead to the 2018 - 2019 school year

7. Presentation of the 2018/2019 Budget *Joe Lenehan, Treasurer*

- Financial Position - CPCS is incredibly blessed!
- Enrollment Growth Continues
 - Enrollment continues to increase
 - 2017/2018 projected enrollment stands at 746
- Revenue Assumptions - 2.75% tuition increase, Middle school and Spanish Immersion fees remain unchanged, fundraising for General Fund is projected at \$50,000,
- Staffing Assumptions
- Expense Assumptions - Pension plan cost increase, 1% staff wage increase, STEM Program, fourth grade Spanish Immersion curriculum, fourth grade Spanish Immersion teacher and aide
- Budget By Category
- Current Year Tuition
- Tuition Statistics
- Proposed Tuition
- Question: What do we expect to do with the \$367,817 in surplus funds? They will make a recommendation to the Board and it would be voted on. Historically, it has gone toward the building fund.
- Question: Why did the revenue of the Spanish Immersion program go up? We have another class of students that are contributing to the revenue.

- Question: Why where teaching salary increases only 1% for 2018-2019? This year CPCS is projecting a flat enrollment and we have significantly more requested “wish list” items than funds available.
- Question: How do our teacher salaries compare to other school's teacher salaries? Our salaries are reviewed periodically and kept in line with other school's salaries.
- Question: Can you provide more details on the CSI Pension situation? The CSI Pension has been frozen and will no longer pay out dividends. CPCS is investigating other retirement program options and hopes to be able to pay out a similar return as CSI previously provided in the future.
- *Motion made to approve the proposed 2018-2019 budget. Motion supported. Motion open for discussion. Motion passed to approve the proposed 2018-2019 budget.*

8. Board Report *Phil Eenigenburg, President*

- Development Director (Lisa Wilson) - Lisa is excited to move into her new role as Development Director. She is eager to get to know our association better and share how God has blessed CPCS and is using it to shape young hearts and minds.
- STEM Update (Nick Groen) - The launch of the STEM program in the 2017-2018 school year has been a successful and rewarding experience for students. NG thanked the association for their support.
 - 7th and 8th grade classes donated 32 prosthetic hands to E-Nabel this school year.
 - Scope of 2nd through 5th grade curriculum was appropriate for the class time.
 - 2nd through 5th grade curriculum kits for 2018-2019 will be doubled, as well as many of the middle school activities.
 - Dyson reverse engineering activities have been added. Students in 6th grade will completely deconstruct and rebuild a vacuum and bladeless fan to understand how it works.
 - VR experiences will be added to the curriculum next year covering everything from Apollo Mission simulator experiences, interacting with animals, solving interactive puzzles that support critical thinking, and taking our roller coaster lessons to the next level.
- Student Services (Michael Wiersma) -
 - * A team of 17 (full and part-time teachers, therapists, and aides)
 - * 200 students in Pre-K through eighth grade services in English and Spanish Immersion classes.
 - * Successful first Middle School “Step-Up” day
 - * First year of early childhood Special Education Services - CPCS is the first Christian school in the area to offer this program
 - * Entire team re-trained in Crisis prevention Intervention
 - * Continued relationship with Elim Christian Outreach Services
 - * Future: Bi-lingual Student Services, Campus Counselor, Nurse, One-on-One aides

- Second Life Resale Shoppe (Tim Groenewold) -
 - * Second Life opened their new facility in August and the profits have been great.
 - * Less than a \$1,000,000 loan
 - * Doubled the sales floor and sorting area
 - * Second Life was able to provide over \$300,000 to CPCS
 - * Second Life needs help - both things to sell and volunteers!

9. Recognition of Retiring Trustees *Jeff Schutt, Vice President*

- Janelle Bremer, Lance Davids, Phil Eenigenburg, Lisa Postma, Craig Slings

10. Announcement of Newly Elected Trustees *Phil Eenigenburg, President*

- Tyler Carter, Michael Gutierrez, James Jabaay, John Ryan Terpstra

11. Any and All *Phil Eenigenburg, President*

- Constituents expressed concern that Becca Harkema is leaving and asked what the plan was to fill her position. Applications are currently being accepted and interviews will be completed in the coming weeks.
- Question: Are exit interviews being completed? Yes, all employees leaving CPCS are undergoing an exit interview.
- Question: How does the Board plan to handle future growth? A recommendation was made to the Board from the facilities completion task force. Flat enrollment is projected for this upcoming school year.

12. Adjournment and Closing Prayer *Phil Eenigenburg, President*