



Christ Lutheran School

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April 28, 2009

Christ Lutheran School Board of Education

Members present: Craig Boche, Bryon Baker, Beth Pasold, Scott Stevens, Steve Stortz, Connie Bichlmeier, Judy Ellis, Gary Weber, Monte Glaser, Curt Blackman.

1. Opening Prayer 7:00 P.M. Devotion 7:30
2. Approval of Minutes – Regular meeting March 24th. Motion made and seconded to approve March 24, 2009 minutes. Motion carried.
3. Financial Reports – Emailed from Judy and handouts at meeting
 - a. School Financial Statements – Transaction Detail by account reviewed. Motion made, seconded to approve. Motion carried.
 - b. Hot Lunch finances – Reviewed and discussed.
 - c. Review tuition
 - i. 7 families behind 1 payment or less – no letters sent yet, but will be sent in the near future.
 - ii. 1 family behind 3 payments – Mr. Stortz will continue to have conversations with this family.

Discussion occurred regarding possibility of having those families that sign up for FACTS tuition payment plan, be required to have their tuition payments automatically debited from their account. Tabled until next meeting.

- d. Review preschool tuition
 - i. 2 three-day families – behind only one month
4. Principal's Report – see attached
5. For discussion only
 - a. Call process – Three phone interviews conducted on April 24 and two on April 27. Will be meeting next Tues., May 5, to narrow down to top 3 or 4.
6. Old Business
 - a. Calendar for 2009-2010 – Draft reviewed. Will take back to faculty for final review and bring back to Board at May meeting for final approval.
7. New Business
 - a. Marketing – Mr. Stortz presented a letter that was being handed out at Sunny Meadow School from St. Paul's Lutheran School principal, offering 50% off 2009/10 tuition if transferring from Sunny Meadow to their school. Many options discussed including a preschool to kindergarten promotion. It was decided to obtain more information about this option & discuss again at next month's meeting.
The board then talked about offering a promotion for families transferring in from another school. Motion made to offer 50% tuition reduction to any family for their first year at Christ Lutheran School transferring into first grade through 8th grade for the 2009/2010 school year. Motion seconded and approved.
8. Executive Session
 - 1) **Board Goals** – These are here only so that we continue to monitor our progress. Goals can be added or deleted by the group at any time.
 - a) Major goals for the Board to accomplish this year;



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- i) Develop a job description for board members
- ii) Develop plans to restructure out board meetings to make them more efficient.
- iii) Develop a 3 and 5 year plan for facility – including an audit of all major systems with appropriate records documented.
- iv) ★Develop a dashboard for Christ Lutheran School (done)**
- v) ★Develop a plan for the systematic review of school curriculum that puts the board in the loop. (done)**
- vi) ★Develop a marketing plan. (done)**
- vii) Review and revise policy – especially personnel policy as it relates specifically to the school.
(on hold until new principal called)

Minutes respectfully submitted by Judy Ellis, Secretary.



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Christ Lutheran Board of Education Principal's Report April 28, 2009

- A. Current enrollment
 - a. Preschool - 2AM 14 full, 3AM 20 full, 3PM 13, 5AM 18 = 65
 - b. Dayschool K-38, 1-37, 2-25, 3-37, 4-24, 5-33, 6-26, 7-30, 8-24 = 274
 - i. 3rd grade student moved out of state
 - ii. 7th grade student recommended to parent to withdraw student
- B. Administrative interventions
 - a. 1 student given 5-day OSS for theft, then given 2-day ISS for lying and disobeying teacher, recommended to parent they withdraw after another incident
 - b. 1 student in-school suspended for late work, met with parent
- C. Preschool registration for 09-10 is at 64 students 2 AM is full, 3 AM is full, 2 left in 5 AM, 3 enrolled in PM
- D. Administrative team
 - a. Annual fund total collected so far \$20,905.10, Thrivent match \$3,635.00
 - i. Down \$6814.90 from last year, Thrivent down \$766
 - b. NLSA –
 - i. Visitation team here today.
 - ii. Will likely make recommendation known this afternoon.
 - c. Marketing
 - i. Signs up at Sunny Meadow and Montessori schools about CLS
 - ii. Grades 1-8 243 students have reenrolled so far
 - 1. 9 students not returning, 30 students no forms (20 families)
 - iii. Website committee met to discuss various layouts
 - d. Norfolk Public School services
 - i. NPS will continue to provide same services as this year next year
 - ii. Signed Title 1 contract with NPS
 - iii. Requested we be included in funding next year
 - e. Plant sale–
 - i. Total pre-sales \$67,560.00, donations \$635.00 Goal surpassed!
 - ii. Trucks arrive Thursday morning – students to unload
- E. Call committee update
 - a. Three phone interviews conducted 4/24/09, and 2 conducted 4/27/09. Copies of the interviews available to committee members. Need to narrow down to top 3-4.
- F. Event Report
 - a. Christ Lutheran Site Planning focus group meetings concluded. Will report to council and then other groups.
 - b. Formal teacher observations - two left.
 - c. Principals' conference April 24-25 was very beneficial and uplifting.
 - d. Graduation May 14, 7:00

Respectfully Submitted
Steven Stortz