



Christ Lutheran School

caring ... excelling ... growing in Christ

May 26, 2009

Christ Lutheran School Board of Education

Members present: Craig Boche, Monte Glaser, Judy Ellis, Curt Blackman, Kathy Gebhardt, Steve Stortz, Eunice Brandt, Connie Bichlmeier

1. Opening Prayer 7:00 P.M. Devotion 7:30
2. Approval of Minutes – Regular meeting March 24th. Minutes reviewed and discussed. Motion made and seconded to approve minutes from March 24, 2009 meeting. Motion carried.
3. Financial Reports – Emailed from Judy and handouts at meeting
 - a. School Financial Statements – Transaction Detail by Account reviewed and discussed. Motion made to approve. Seconded and carried. Transactions by Account – Special Funds for CLS reviewed and discussed. Motion made and seconded to approve. Motion carried.
 - b. Hot Lunch finances – Reviewed
 - c. Review tuition
 - i. 4 families behind 1 payment or less, 3 families behind 2 payments – Reminder letters sent to those families.
 - ii. Mr. Stortz reported that there is one family who is unable to pay the remaining tuition from 2008-09 totaling \$1005.09 due to unforeseen circumstances. Mr. Stortz has met with the family and is recommending that we find some assistance for them. After discussion, motion was made to use monies from Student Assistance account in Special funds to satisfy remaining amount of tuition due for this family, to total \$1005.09. Motion seconded and carried.
 - d. Review preschool tuition
 - i. 1 two-day family (1 month), 2 three-day families (1 month, 3 month), 4 five-day families (1 month)
4. Principal's Report – Attached
 - a. Annual Faculty/Staff & their families Appreciation Dinner by Board of Education. Date and location discussed. Craig will call to reserve a site. Will discuss details and begin planning at next meeting.
5. For discussion only
 - a. Evangelism thank you dinner
 - b. Staff / Faculty Anniversary Recognition Potluck will be held Sun., Aug. 16th immediately following 10:45 church service in which there will be the dedication of all faculty & staff for upcoming school year.
 - c. Church/school wide garage sale idea – Asking for member(s) from BOE who would be interested in helping with planning of this.
 - d. NLSA Visitation team report – Report attached.



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6. Old Business
 - a. Calendar for 2009-2010 School Year – Draft of proposed calendar for 2009-10 school year reviewed. Motion made and seconded to adopt calendar as presented. Motion carried.
7. Review policy on registration fee payment – Copy of Policy handed out for review. Discussed the need for a copy of this policy as written to be included in registration packets sent out to parents. There are three families that have not paid registration fees for 2008-09 school year. According to policy, registration fees must be paid in full prior to first day of school. It was recommended by the board that if a family has not paid their registration fee prior to registration day, they will be required to sit down with the principal on registration day and make alternative arrangements to pay the fee.
8. New Business
 - a. FACTS Tuition options
 - i. Currently 69 automatic, 57 invoice, total 126 families on FACTS – discussion occurred regarding requiring all families to have automatic withdrawal. Motion made to require all families to sign up for automatic withdrawal. If for some reason the family cannot do this, they will need to visit with principal to make alternative arrangements. Motion seconded. Motion approved.
9. 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;
 - i) Develop a job description for board members
 - ii) Develop plans to restructure our 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 May 26, 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
- B. Administrative interventions
- C. Preschool registration for 09-10 is at 68 students all morning classes full, 4 in 5-day pm, 7 in 3-day pm, 2 in 2-day pm
- D. Administrative team
 - a. Team consisting of Stortz, Weber, Zeitz, Schipporeit, and pastors will be meeting throughout the summer
 - b. NLSA –
 - i. We have received the final report, which has also been sent to Seward, recommending CLS be reaccredited (see report)
 - ii. A volunteer handbook is a large part of their recommendation
 - c. Marketing
 - i. Grades 1-8 255 students have reenrolled so far
 - 1. 10 students not returning, 14 students no forms (10 families)
 - 2. letter directed to Sunny Meadow parents to be mailed out
 - ii. Website committee meets tomorrow morning
 - d. Plant sale–
 - i. Debriefing meeting this week
 - ii. Total income, \$88,742.03, expenses \$59,840.74, **profit @ \$28,901.29**
 - iii. Net profit increase over last year \$5,923.72
- E. Call committee update
 - a. Voters meeting on May 31 between church services
- F. Event Report
 - a. Graduation May 14, 7:00
 - b. Meeting today with District convention planning committee
 - c. Funding academy June 8-10
 - d. Registration Day August 4
 - e. First Day August 19

Respectfully Submitted
Steven Stortz