

CLS Board of Education

April 22, 2008

Board Members present: Craig Boche, Ron Buss, Judy Ellis, Bryon Baker, Curt Blackman, Scott Stevens, Beth Pasold, Kathy Gebhardt, Curt Bockelman (OLS Rep), Connie Bichlemeier (Grace Rep), Bill Meyer.

- 1) **Opening Prayer:** 7:00 – Principal Meyer opened the meeting with prayer.
- 2) **Approval of Minutes:** Minutes from March 25, 2008 meeting reviewed. Motion made and carried to approve.
- 3) **Financials:**
 - a) Tuition collection - Preschool tuition collection up to date. (see old business)
 - b) School Financial statements – Reviewed and approved
 - c) Hot Lunch Financial Statement - reviewed
 - d) Review and approve purchases – Transaction Detail by Account reviewed. Motion made and carried to approve.
 - e) School Foundation – Account reviewed and discussed as dated 3/31/08
 - f) Power School Upgrade needed. Mr. Meyer informed the board that there has been changes made with Power School which will result in two upcoming expenses: 1) software upgrade; 2) training.
- 4) **Principal Report** – See attachment
- 5) **Old Business**
 - a) Anaphylaxis Policy – Changes were made to reflect attorney’s recommendations. Draft was read with revisions. This would be the second reading of this new policy. It was decided to include entire policy in CLS handbook. Motion made and carried to approve Anaphylaxis Policy as read.
 - b) Debt Retirement – Update reported
 - c) Delinquent tuition accounts – how to proceed with these accounts. There are some (8) families with outstanding tuition accounts. Judy Bohn and Mr. Meyer have had several conversations with these families. After some discussion, it was decided by the board to have board members assist Judy and Bill in determining how to proceed with this and report back to board at May meeting. Scott Stevens and Craig Boche have agreed to assist with this.
 - d) Request dollars from School Foundation – Money from foundation has been requested to assist with travel expenses for potential principal visits/interviews. Approximate cost for travel was \$5,000. It was decided to use \$1500 from “contingency” fund and \$1000 from last year’s plant sale fund first, and foundation money for remaining balance.
 - Motion made to use up to \$1500 from Activity contingency fund to help pay travel expenses for principal visits. Motion carried.
 - Motion to use \$1000 from plant sale proceeds to help pay travel expenses for principal visits. Motion carried.

- Motion to approve request for not more than \$5000 from School Foundation to be used if necessary for travel expenses for principal visits, with money from Activity fund and Plant sale proceeds to be used first. Motion carried.
- Motion to use \$3000 from School Foundation for tuition assistance for 2007-2008 school year. Motion carried.

6) New Business

- a) Principal Call Committee update – Craig Boche reported that phone interviews have been done and call committee has extended invitations for personal visits/interviews. Kevin Kuske will visit April 27-28. Doug Eisele will visit May 4-5.
 - b) Farewell for Susan Warneke – It was decided to combine with Bill & Joy Meyer farewell on Sun., May 18. Kathy Gebhardt agreed to organize this event with Beth Pasold and Connie Bichlemeier assisting.
 - c) Summer school office coverage – With Mr. Meyer’s departure around mid-June, and Mary Herley not in the office in July, arrangements will need to be made for someone to provide office coverage during that time. Board discussed importance of having someone in the office everyday during the summer months, minimally from 9:00-3:00 each day. On scrip sales days it may be important to have office open until 5:00.
 - d) Executive Session – Staffing for 2008/2009 – Resource Teacher
 - Motion made to approve proposed staffing options for 2008-09 school year. Motion seconded and carried.
- 7) **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 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
 - v) Develop a plan for the systematic review of school curriculum that puts the board in the loop.
 - vi) Develop a marketing plan.
 - vii) Review and revise policy – especially personnel policy as it relates specifically to the school.

Meeting closed with The Lord’s Prayer.

Minutes respectfully submitted by Judy Ellis, Secretary.

Christ Lutheran School Mission Statement:

“Christ Lutheran School partners with families to develop God-given abilities in students so they can grow in knowledge of the Lord Jesus Christ and live as effective citizens in His Kingdom.”
2 Corinthians 5:16