

Grace Lutheran Church Council Meeting Minutes

Tuesday, February 26, 2013

6:00 pm



Elders Present: Carole Ryan, Christine McGraw, Joyce Eggleston, Rachel Zippwald, Ken Beaulieu, Jon Finch, Jon Timmons, Pastor Chris Tweitmann

Elders Absent: Jill Nugent, Linda Woodbury

Staff Present: Janie Andrich, Jennifer Petry, Betty Wardle

I. Dinner/Devotions/Prayer Requests/Affirmations

- a. Pastor Chris led the council in a Devotion
- b. Prayer Requests and Affirmations were shared.

II. Call to Order

- a. The meeting was called to order at 7:10 by Carole Ryan.
- b. Joyce Eggleston led the opening prayer.

III. Council Consent Agenda

- a. Minutes of the January 22, 2013 council meeting were previously approved via email.
- b. Minutes of the Adult Spiritual Formation and Reaching Out, Exec and Nominating teams were presented.
- c. Report of baptisms, weddings, memorial services and Pastoral care for January/February were presented. (attached)
- d. **Reaching Out Team request that the "5th Sunday" offering for March be taken on the 4th Sunday (5th Sunday is Easter) and that it be designated to the missionaries supported by Grace.**
- e. **Approval of attached list of checks.**
 - Checks over \$5,000 are now required to have two signatures, per our new by-laws. A list of checks paid with one signature was presented. The treasurer requests that payment of these checks be approved.
- f. **Approval of Grace credit card in the amount of \$2,500 for Crystal Orr.**
 - Crystal purchases a number of things for WOW lunches and Care Connections and generates a number of reimbursement checks monthly.
- g. **Move our banking relationship from Opus Bank to Grandpoint Bank.**
 - We would open 5 accounts at Grandpoint: church general, church payroll, church restricted, school general and PTL school account.
 - Our monthly expenses will be decreased because account analysis will not be required.
 - We will need to keep \$5,000 in each account to avoid service charges (\$5,000 will need to be moved into the payroll account)
 - YTD we have paid \$2,480.46 in bank charges.
- h. **Accept the conditional commitment letter from Grandpoint Bank for a new \$100,000 line of credit.**
 - Our line of credit has expired. Previously we had a \$150,000 line of credit.
 - While the line is secured by a UCC-1 filing, we will sign a negative pledge (a document that is filed against the real estate that states any additional encumbrances needs bank approval).

- The rate is Prime + 1.50% with a floor of 5.00% (Prime is currently 3.25% so the floor rate would be used). Fees are \$250 processing fee, \$300 documentation fee and \$100 UCC search fee.
- A 30 day out of debt period is required.

Motion Presented to approve the Consent Agenda items A — H.
Motion was approved.

- i. **Accept the conditional commitment letter from Grandpoint Bank for a new \$500,000 real estate loan.**
- The loan will be secured by a lien against the church real estate.
 - Loan is amortized over 25 years and is due in 10 years (25/10)
 - Loan has a 3-2-1 prepayment penalty (3% in year 1, 2% in year 2 and 1% in year 3)
 - A 20% compensating balance is required to stay at the bank (20% = 100,000)
 - Rate and term will be 4.75% for 7 years and then it re-prices at the end of 7 years to 7 year CMT + 3.50% and has a floor rate of 4.75%. Fees are \$2,500 loan fee, \$1,000 processing fee, \$750 documentation fee, \$3,500 appraisal fee, and \$500 environmental fee. We can finance our fees in the loan since we owe approximately \$479,000 and the maximum amount the congregation approved to borrow is \$500,000. We currently pay \$3,509.11 per month for our existing real estate loan and at the end of 10 years we would owe approximately \$405,000.
 - If we borrow \$500,000 at 4.75%, the monthly payment will be approximately \$2,850.59 per month and at the end of 10 years we would owe approximately \$366,000.

Motion presented to approve item i. Motion was approved.

- j. **Open a cash sweep account at California Bank and Trust. Deposit all cash into that account. Deposit all checks on site by scanning for remote deposit.**
- Date is to be determined after all accounts have been moved to Grandpoint Bank
 - Rachel Zippwald will pilot the deposit process transition for the first month.

IV. Nominating Team Update presented by team member Debbie Knox.

- a. The team had their 2nd meeting last night.
- b. Nominating process is now closed with 14 candidates.
- c. Debbie Graves will contact candidates this week to verify that they wish to be considered as an Elder and will confirm all candidates by March 6.
- d. Team will then send out questionnaires along with Grace Covenant and Faith Statement to all candidates.
- e. Face to face interviews will be conducted March 18 25 & April 8.
- f. A member of the nominating team will reach out to all candidates who are not chosen to suggest other places to serve.

V. Financial Report and Acceptance

- a. Rachel Zippwald presented the December and January Treasurer's reports. (attached)
- b. Rachel stated that the church received less in December and January than was budgeted but we are still under our expense budget. Ministry teams have been holding expenses down.
- c. The school's cash balance is down from last year.

d. The school's revised budget should be reflected in the February report.

Treasurer's Report was accepted.

VI. Superintendent's Report

- a. Janie Andrich presented the Superintendent's Report (attached)
- b. The preschool enrollment is up from 120 to 136 students.
- c. The elementary school is giving a lot of tours to parents looking at the school for next year.
- d. Current JK — 8th enrollment is holding firm.
- e. Steve Chase is currently getting technology bids for upgrades.
- f. The school is in the process of accreditation. This process occurs every three years. The process is being headed up by a team of teachers and staff.
- g. The school advertised on "the Fish" for the first time. It has paid off with one new student for next year.
- h. Friday March 1 is **VIP** day.

Superintendent's Report was accepted.

VII. Pastor's Report

- a. Currently in the midst of the Lent Series.
- b. After Lent we will begin a series on 5 fold ministry (spiritual gifts). Our roles within the body of Christ. We will have a bulletin insert seeking Sunday morning volunteers.
- c. We are looking into having 1 worship service in the summer, perhaps at 9:30 or 10:00 with a dedicated Sunday School hour. Council members are asked to email Pastor Chris feedback about the summer planning.
- d. Pastor Chris will be attending the "Verge" conference in San Antonio, TX 2/27 — 3/2
- e. 3DM learning community will meet again in two weeks.
- f. Communion Orientation class will be held on March 23, 10am to 12pm.
- g. New Member orientation will be held on March 14 at 6:30 pm. Elders are invited to attend.
- h. Pastor Chris just finished "South Pacific" at the Rose Theater. Many Grace people attended performances and Pastor Chris had the opportunity to interact with many people who are not part of a church.

Pastor's Report was accepted.

VIII. Council Action

- a. **Discussion regarding replacement of the church van.**
 - We are currently holding \$5,500 in a restricted account for use when renting vans.
 - Perhaps \$5,500 might be better used to purchase another van.
 - Maintenance and liability issues have to be considered
 - Request that Student Ministry return with a specific proposal about amount of van usage, maintenance and cost vs renting.
 - Suggestion that Jon Alexanian get his bus driver license and then be able to drive the 27 passenger bus that we currently have.
- b. **Monthly feature in Hearts Up featuring an Elder and highlighting their area of ministry.**
 - Christine McGraw will do the first article.

IX. Show and Tell (Who are some of the new faces at Grace?)

- a. The staff will create a list of people relatively new to Grace. Each Elder will be given 2 names and will find out about them and come along side them.

X. Closing Prayer

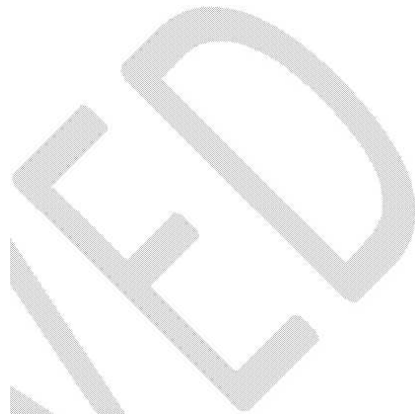
- a. Ken Beaulieu closed the meeting in prayer.

XI. Adjournment

- a. Meeting was adjourned at 9:20 pm

Respectfully Submitted,
Christine McGraw
Council Secretary

Next Meeting will be March 19, 6:00 pm
Christine McGraw will provide dinner for the meeting



Upcoming Events/Reminders:

- | | |
|-------------|---|
| Ongoing: | -Wed. Lent Soup Supper and "How to Read the Bible" |
| March 14 | -new Member orientation |
| March 23 | -Communion Information class |
| March 24-30 | -Contemplative Prayer Stations |
| March 24 | -Palm Sunday |
| March 28 | -Maundy Thursday |
| March 29 | -Good Friday |
| March 30 | -Holy Saturday Service 11 am , Ocean baptism 1:00pm |
| | -Godspell 7:00pm |
| March 31 | -Easter Services 8am, 9:30am, 11 am |



Baptisms/Weddings/Memorials

January

Member Deaths:

Esther Johnson (1/29) service not at Grace

Funerals:

Moulton, Suzanne P. (1/12) Non member

Van Houten, Karen (2/2) Member

February

Members:

(2/13) Derick, Terin & Cody Foster moved to Dacula, GA (Derick's employer transferred him)

Funerals:

Van Houten, Karen (2/2) Member

Pastoral Care

Pastor Dale 2/19

I prayed with Mary Jo Settles, gave home communion to Dolores Vickers and care giver.

Jan

TUE, 2/12

Joyce Johnsen at home, serving communion

WED, 2/13

Ron Dvorak at home, serving communion

THU, 2/14

Nadine Tor at Manor Care, serving communion

Cynthia Dubois at Anaheim Terrace, serving communion

Dan Knudsen - prayers over the phone for upcoming angiogram

FRI, 2/15

Lou Hungate at Palm Terrace, serving communion

Marie Lee at Sea Cliff

Janet Moody at Huntington Valley

Bill Bugey at Ocean Retreat

Feb 18:

1. Marie Lee was readmitted to Hoag Saturday night with breathing problems. She felt better today. She is in the Sub ICU on the 10th floor West, room 5.
2. Nadine Tor is making progress in her physical therapy. When I saw her this afternoon she was on a stationary bicycle and doing well. She is also walking every day.

As you may know Mary had surgery recently and is still house-bound and not being able to lift much. Claris will be going to Arizona this coming Wednesday, for one week to spend with her 90-year old mother. So Mary will be on his own for one week from 2/20 to 2/27. Could I ask you to take turns and call him one day during the week and check up on him? I believe he will be OK with meals, but you may want to ask him. I will be calling him this Wednesday; then I'll be at Cursillo for the rest of the week. Best times to get hold of him would be late mornings and early

evenings. He normally rests in the afternoons. His phone Number is: 714-554-3193 and his address is: 4417 Oakfield Ave., Santa Ana, CA 92703.

Thanks for helping out.

Laura Bugey

Visited/Prayed w/ Janet Moody

Visited/Counseled Kathrine, Beth

Attended Chaplain Meeting

Law suit involving Riverside Fire Chaplains.. "just gone away" Thank you all for prayer.

Many places telling Fire Chaplains that they "...can't pray in that name (Jesus) Clem said well OK, but what name would you like for me to pray? The guy rolled his eyes and said oh you're just an old man pray in what ever name you want..." Sometimes it pays to be old. L O L. Margie could you please share this statement from Clem with Chris. He might be amused. It was really funny when I heard it at the meeting.

Elizabeth

2/15, I visited Fran Ciccarelli at Kindred Hospital and prayed for her. She opened her eyes and seemed to respond.

2/16, I visited Ruby Nelson at Huntington Valley, prayed with her, and gave Communion to Ruby and several of her visiting family members.

2/17, I visited Harry Smith and gave Communion to Harry and Katherine, his caregiver. We prayed for healing.

2/26

Elizabeth

I visited a Hope member in the hospital on Wednesday and gave Communion to her.

Jan

MON 2/18

Marie Lee at Hoag, Newport - serving communion

Nadine Tor at Manor Care - serving communion

TUE 2/19

Lanny Ryan at Hoag, Irvine - prayers prior to his knee surgery

Carole Campbell at Sea Cliff Nursing - serving communion

WED 2/20

Marie Lee at Hoag, Newport

Janet Moody at Huntington Valley - serving communion

Pastor Dale

I prayed with Mary Jo Settles, talked with Rick Wisser to check on how he is doing. Pastor Dale

Crystal

Visited Nadine Tor, Dolores Vickers, has been scheduling friends to visit Joyce Johnsen .

Treasurer's Report for Month ending December 2012

<i>Church Balance Sheet</i>	<u>2012</u>	<u>2011</u>
Church General Fund balance	\$109,447.26	\$ 95,299.69
Church Payroll Fund balance	\$ 461.86	\$ 371.49
Petty Cash	\$ 400.00	\$ 400.00
Restricted Fund balance	\$ 71,401.44	\$ 70,712.13
Total in all church accounts	\$ 181,710.56	\$ 166,783.31
Real Estate loan balance	\$ 479,786.51	\$ 490,766.56
Foundation balance	\$ 65,513.20	\$ 58,990.53

<i>Church Income Statement</i>	<u>YTD 2012</u>	<u>Budget 2012</u>	<u>YTD 2011</u>	<u>Budget 2011</u>
Total Giving/Program Income	\$ 489,462.27	\$ 499,619.98	\$ 524,909.76	\$ 587,292.34
Total Expenses	\$ 452,363.68	\$ 480,474.12	\$ 510,544.09	\$ 562,576.70
Loan/Principal reduction*	\$ 5,492.93	\$ n/a	\$ 5,146.61	\$ n/a
Total net gain/loss	\$ 31,605.66	\$ 19,145.86	\$ 9,219.06	\$ 24,715.64

*the principal reduction to the loan is included in the budget figures, but in order to follow generally accepted accounting principles, it cannot be expensed in the YTD Peachtree expense figures. Therefore, it will show up as a separate reduction to the Peachtree report. Monthly P&I payment is \$3,509.11.

The church balance sheet continues to show a need to increase cash. Cash increased in December due to Christmas giving but general offerings for YTD 2012 are below budget for the year (short by \$24,159.39 for the year). For the month of December, offerings were \$12,009.69 short (budgeted \$126,000 but received only \$113,990.31). The saving grace for the budget is that expenses are approximately \$28,000 less than expected. The major savings in the budget this month are student ministries which is \$4,500 under budgeted expenses, payroll which is \$15,000 under budgeted expenses and facilities which is \$9,700 under budgeted expenses. If the giving trend stays down we will break even only due to reductions in salary costs. The church relies on December (for the "extra giving" at Christmas) and March or April (for the "extra giving" at Easter) to help the annual budget. Ending the Christmas season behind budget by \$12,000 is problematic.

<i>School Balance Sheet</i>	<u>2012</u>	<u>2011</u>
School General Fund balance	\$ 71,931.90	\$104,911.00
Restricted Fund balance	0.00	0.00
PTF Fund balance	\$ 41,249.38	\$ 13,293.64
Total cash in all school accounts	\$ 113,181.28	\$ 118,204.64

<i>School Income Statement</i>	<u>YTD 2012</u>	<u>Budget 2012</u>	<u>YTD 2011</u>	<u>Budget 2011</u>
Total Revenue	\$1,161,419.81	\$1,212,429.94	\$1,227,942.27	\$1,301,612.04
Total Expenses	\$1,148,717.27	\$1,119,631.90	\$1,223,534.89	\$1,325,753.34
Total net gain/loss	\$ 12,702.54	\$ 92,798.04	\$ (19,272.08)	\$ (24,141.30)

The cash position of the school continues to drop and the concern is having enough cash to make the approximately \$56,000 January rent payment due on 1/1/13. Deferred tuition (prepaid for the year) is \$96,444.26 against cash in the bank of \$71,931.90 — a \$25,000 negative sign which means the school is using cash for future operations to fund current operations. This is why the school needs to focus on building cash reserves — always a difficulty in a recession — but they must continue efforts to build cash. As an illustration of how much cash is enough, an adequate cash position would be \$150,000 after all deferrals and would mean cash in the bank of \$246,000 as of 12/31/12.

Comments to School balance sheet and income statement:

While the school is profitable as compared to the loss of last year, the school's net income in 2012 is \$80,000 less than projected for 2012 versus a net loss of \$5,000 in 2011. The swing against the budget YTD is greater

this time than last year. This year the school is approximately \$50,000 less than the budgeted income while the expenses are \$30,000 more than projected - thus the \$80,000 less than expected net income. Janie finished a revised budget that will more accurately forecast income and expenses, and I am in the process of reviewing it. The greatest expense this year that was not budgeted for was approximately \$30,000 in employee costs to merge the two preschools into one.

- Operational income is down by \$5,700 and is centered in \$2,300 shortfall in field trips - summer preschool; \$1,100 in field trips preschool; \$500 in library income, \$1,400 in uniform deposits; and \$3,500 in school events.
- Registration fees are down by \$10,000 and the shortfall is centered primarily in a \$5,700 shortage in preschool registration, \$1,700 in athletics, and \$4,500 in school registration.
- Tuition is down \$40,000 and consists of the following: \$6,000 short in Rec Club and \$11,700 short in Summer Club; scholarships are \$15,000 more than budgeted but school tuition is \$16,500 over. Preschool tuition is short by \$10,000 and Summer Preschool tuition was \$12,600 short.
- Administration expenses are under budget by \$9,000 while Facilities expenses are over budget by \$3,400 and Utilities expenses are over budget by \$100.
- Operational expenses are over budget by \$6,200 and are centered in a \$2,500 overage in curriculum, \$4,200 in PE, \$1,200 in Rec Club expenses, \$5,400 in Summer Club expenses, \$1,400 in field trips - summer preschool, and \$1,900 in school uniforms. Other lines have less than budgeted expenses so that's how the overall operational expenses are over budget by \$6,200.
- Employer paid benefits is under budget by approximately \$4,000. Salaries are over budget by \$30,400. The salary overage is centered in \$5,500 in Rec Club aides, \$13,000 Summer Club Aides and \$37,000 in summer preschool teachers and aides. It is partially offset by reductions of \$7,500 in preschool admin, \$3,000 in preschool teachers and aides, \$2,000 in athletic salaries, \$8,000 in school admin, and \$11,000 in school teachers and aides. Other salary expenses are over budget by \$2,000 which is centered in \$1,500 in worker's comp, \$1,200 in long term disability costs, and nearly \$9,000 in FICA taxes for preschool (summer and school year) and Rec Club and Summer Club. The savings of worker's comp - preschool and school FICA taxes are what offset the overages.

With net income being \$80,000 less than expected, steps are being taken to start reducing expenses as well as growing income. The first steps taken are cuts to staff. The school admin has already converted to 11 months per year rather than 12 months per year. Just recently the School Superintendent has cut her days of work from 5 to 3 days per week, and the Rec Club director has cut back her days of work from 5 to 4. Janie has re-worked the budget as of mid-December and those numbers need to be input as new budget figures for the year. A thorough analysis of the remaining budget year is being worked on to determine just where the year will end. Additional cuts will need to be reviewed to make sure the school ends up breaking even by June 2013.

Treasurer's Report for Month ending January 2013

<i>Church Balance Sheet</i>	2013	2012
Church General Fund balance	\$109,447.26	\$ 85,165.25
Church Payroll Fund balance	\$ 461.86	\$ 371.49
Petty Cash	\$ 400.00	\$ 400.00
Restricted Fund balance	\$ 64,521.24	\$ 76,055.19
Total in all church accounts	\$ 165,821.09	\$ 161,991.93
Real Estate loan balance	\$ 478,797.67	\$ 489,835.27
Foundation balance	\$ 68,770.69	\$ 62,205.23

<i>Church Income Statement</i>	YTD 2013	Budget 2013	YTD 2012	Budget 2012
Total Giving/Program Income	\$ 549,292.16	\$ 575,273.31	\$ 603,729.66	\$ 679,005.65
Total Expenses	\$ 520,284.18	\$ 553,958.45	\$ 597,693.36	\$ 662,984.85
Loan/Principal reduction*	\$ 6,481.77	\$ n/a	\$ 6,077.90	\$ n/a
Total net gain/loss	\$ 22,526.21	\$ 21,314.86	\$ *(8,641.60)	\$ 16,020.80

*the principal reduction to the loan is included in the budget figures, but in order to follow generally accepted accounting principles, it cannot be expensed in the YTD Peachtree expense figures. Therefore, it will show up as a separate reduction to the Peachtree report. Monthly P&I payment is \$3,509.11. **Total gain/loss is based on net income after a salary accrual in 2012.

Comments to Church balance sheet and income statement:

The church balance sheet appears healthier due to December Christmas giving but general offerings for YTD 2013 are below budget for the year (short by \$42,177.38 for the year). For the month of January, offerings were \$53,972.21 but the budget estimated offerings at \$72,000. This \$18,000 shortfall for the month of January will impact our budget for the remainder of the year. We continue to perform well against budget because the ministry teams have done a good job staying under budget (expenses are approximately \$33,000 less than expected). The major savings in the budget this month are student ministries which is \$4,500 under budgeted expenses, payroll which is \$21,000 under budgeted expenses and facilities which is \$7,800 under budgeted expenses. If the giving trend stays down we will break even only due to reductions in salary costs. Grace has one more time of "extra giving" at Easter (a higher than average month of giving) to help the annual budget. Ministry teams need to look at their budgets to see how they think they will end the year (are there any more "big expenses" coming up for any teams?).

<i>School Balance Sheet</i>	2013	2012
School General Fund balance	\$ 75,078.99	\$120,516.84
Restricted Fund balance	0.00	0.00
PTF Fund balance	\$ 43,706.23	\$ 17,365.59
Total cash in all school accounts	\$ 118,785.22	\$ 137,882.43

<i>School Income Statement</i>	YTD 2013	Budget 2013	YTD 2012	Budget 2012
Total Revenue	\$1,366,765.25	\$1,403,679.93	\$1,484,190.36	\$1,515,516.16
Total Expenses	\$1,356,982.40	\$1,339,617.26	\$1,466,366.89	\$1,578,905.50
Total net gain/loss	\$ 9,782.85	\$ 64,062.67	\$ 17,823.47	\$ (63,389.34)

The cash position of the school continues to drop, especially when compared against the 2012 figure (a difference \$45,000). Deferred tuition (prepaid for the year) is \$94,4000.97 against cash in the bank of \$75,078.99 — a \$20,000 negative sign which means the school is using cash for future operations to fund current operations. This is why the school needs to focus on building cash reserves — always a difficulty in a recession — but they must continue efforts to build cash. As an illustration of how much cash is enough, an adequate cash position would be \$150,000 after all deferrals and would mean cash in the bank of \$244,000 as of 1/31/13.

Comments to School balance sheet and income statement:

While the school is profitable, it is under budget for profit by \$54,000. The greatest expense this year that was not budgeted for was approximately \$30,000 in employee costs to merge the two preschools into one.

Additional differences are:

- Donations are short by \$3,000 year to date and is centered in school support (former Faithbuilders account). Church members are giving less to the school.
- Operational income is down by \$3,000 and is centered in \$4,000 in field trips for the preschool, \$1,000 in uniform deposits, and \$4,300 in school events. Field trips for the school is above budget by \$7,500 which helps even out the other categories.
- Registration fees are down by \$12,000 and the shortfall is centered primarily in a \$6,700 shortage in preschool registration, \$1,300 in athletics, and \$4,500 in school registration.
- Tuition is down \$28,000 and consists of the following: \$5,800 short in Rec Club and \$11,700 short in Summer Club; scholarships are \$18,000 more than budgeted but school tuition is \$24,000 over. Preschool tuition is short by \$2,500 and Summer Preschool tuition was \$12,600 short. Preschool, Rec Club and School tuition income is all more than budgeted for the month of January. If this trend stays through June, it could help the school immensely.
- Gross Profit (net income less discounts) is \$37,000 less than budgeted.
- Administration expenses are under budget by \$8,300 while Facilities expenses are over budget by \$800 and Utilities expenses are under budget by \$800.
- Operational expenses are over budget by \$4,000 and are centered in a \$4,000 overage in curriculum, \$5,200 in PE, \$600 in Rec Club expenses, \$5,400 in Summer Club expenses, \$1,400 in field trips - summer preschool, and \$2,400 in school uniforms. Other lines have less than budgeted expenses so that's how the overall operational expenses are over budget by only \$4,000.
- Employer paid benefits is under budget by approximately \$4,000. Salaries are over budget by \$22,000. The salary overage is centered in \$4,800 in Rec Club aides, \$20,000 in Summer Club Aides and \$37,000 in summer preschool teachers and aides. It is partially offset by reductions of \$9,700 in preschool admin, \$5,200 in preschool teachers and aides, \$2,500 in athletic salaries, \$9,500 in school admin, and \$14,000 in school teachers and aides. Other salary expenses are over budget by \$4,000 which is centered in \$2,000 in worker's comp - school, \$3,000 in long term disability costs - school and preschool and nearly \$9,000 in FICA taxes for preschool (summer and school year) and Rec Club and Summer Club. The savings of worker's comp - preschool and school FICA taxes are what offset the overages.

With net income being \$54,000 less than expected, it is better than last month's net income shortage of \$80,000. Steps are being taken to reduce expenses as well as revising income figures. The school admin has already converted to 11 months per year rather than 12 months per year. Just recently the School Superintendent has cut her days of work from 5 to 3 days per week, and the Rec Club director has cut back her days of work from 5 to 4. Additional cuts will need to be reviewed to make sure the school ends up breaking even by June 2013. A revised budget has been prepared by Janie in mid December and the following are the revised figures:

<i>Revised School Income Stmt</i>	<u>Revised Budget 2013 for the YEAR</u>
Total Revenue	\$2,209,541
Total Expenses	\$2 209 683
Total net gain/loss	\$ -142

In analyzing the budget, I think there are a few inconsistencies (for example, unless there is a major fund drive, school support and scholarship donations will not hit expected figures, and that difference is \$15,000). After analyzing Janie's revised budget numbers, I believe the school will still end up with a shortfall of \$39,831. Obviously more work needs to be done on revising the school budget. Due to my dad's illness and family travel plus my work schedule, I have not had a chance to meet with Janie and her team to go over my review. I will go over my findings with Janie and see if we can narrow the gap.



ON_{nd}*W

GLS Superintendant's Report to *Council*

February 2013

GLS School Calendar

- ✓ March 1 VIP Day
- ✓ March 29 Good Friday - no school
- ✓ April 1-5 Spring Break

Preschool

Classroom totals attendance is a total of 136 individual students

2/26/2013

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	36	41	51	42	41	211
Full Time	44	30	34	48	48	244
Total Day	80	91	105	90	89	455

Licensed for 114 - Maximum capacity per day is 114 (White 18, Ruby 18, Navy 18, Violet 30, Lime 30)

Classroom totals registration is a total of 126 individual students

01/19/2013

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	34	33	41	36	36	180
Full Time	47	33	33	33	47	255
Total Day	81	86	96	89	83	435

Licensed for 114 - Maximum capacity per day is 114 (White 18, Ruby 18, Navy 18, Violet 30, Lime 30)

1K - 8th Grade Enrollment

2/26/2012

Classroom totals Jk-8th

Grade Students

Jr. K	34
K	25
1st	26
2nd	24
3rd	21
4th	16
5th	26
6th	13
7th	25
8th	18
Totals	228

01/18/20123

Classroom totals Jk-8th

Grade Students

Jr. K	34
K	25
1st	26
2nd	24
3rd	21
4th	16
5th	25
6th	13
7th	25
8th	18
Totals	227

This and That

- Preschool enrollment continues to increase, 10 additional students. Enrollment over the last three months has increased from a total of 120 students to 136 students. Parents continue to change schedules so the numbers of full time v/s part time students continues to fluctuate. The increase of monthly tuition from January to February is 53,426.

- JK-8 enrollment has added 1 additional student in 6th grade. We also lost a JK student when they moved out of the area.
- Our WASC accreditation 6-year complete self-study process has begun. Cathy Stoll and Jean Nosco are serving as self-study chairs; the leadership team also consists of Jennifer Petry, Lynn Angeles, and me. We are currently working on the first two chapters of the five chapters self study and will complete chapters 1 - 4 prior to the end of the school year. We will finalize chapter 5, the action plan in the fall and prepare for a spring 2014 visit.
- Steve has written our RFP (Request for Proposal), and is currently soliciting bids. We are looking to reduce costs and at the same time increase our connection speed and upgrade Wi-Fi to accommodate student use of the Internet. Because of the cost we are looking to transition Internet access with 5th - 8th grade next fall.
- The beginning steps of budgeting for the 2013-2014 school year are in process. We will be meeting with Rachel in early March to review the revised school budget for the current school year and to look forward to the next budget.
- My priorities for the remainder of the school year continue to be mentoring the administrative team to ensure they are prepared for leadership when I am gone, accreditation, 2013-2014 budget, and preschool staffing adjustments (duties/matrix), and staffing for fall. Working only 3 days per week will make this task challenging, but I am confident the administrative team will be ready for the transition.