

Grace Lutheran Church Council Meeting Minutes
Tuesday, September 23, 2014
6:00 pm



Elders Present: Carole Ryan, Christine McGraw, Jon Finch, Kjersti Glesne, Tony Hunthausen, Joyce Eggleston, Marlin Golnitz, Chris Toland, Bob Vouga, Pastor Chris Tweitmann

Elders Absent:

Staff Present: Betty Wardle

Guests Present: Lou Hungate

I. Dinner/Prayer Requests/Affirmations

- a. Prayer Requests and Affirmations were shared.

II. Call to Order

- a. The meeting was called to order at 6:45pm by Carole Ryan.
b. Marlin Golnitz led opening devotions.

III. Discussion with Lou Hungate

- a. Lou Hungate, member of Grace, addressed the council desiring to be restored as an usher team leader. He presented his view of why he believed he was removed and why he believed those reasons to be unfounded.
b. The Council cited reasons that he had been removed and explained to him the behavioral changes that he would need to make in order to again be an usher team leader.
c. Mr. Hungate acknowledged the council's concerns.
d. The council prayed with Mr. Hungate.

IV. Council Consent Agenda

- a. Minutes of the August 26 council meeting were approved.
b. Report of baptisms, weddings, memorial services and membership changes for August/September were presented and corrected.
c. Minutes of the Good Samaritan team was presented.
d. HR Update
Betty Wardle and Leslie Ivy attended a 1 day HR seminar on September 11. There was a large amount of information presented which will be useful at both the church and school sites. Three things that will be reviewed after the seminar are:
- Proper preparation and filing of I-9 forms.
 - Verify that all employee groups are in line with current laws regarding time off.
 - Preparation for new health care and sick time laws.

Motion presented to approve and accept the Consent Agenda.

Motion was seconded.

Motion was approved.

V. Financial Report and Acceptance

- a. Christine McGraw presented written financial reports for July and August (attached)

Motion presented to accept the Treasurer's Report.

Motion was seconded.

Motion was approved.

VI. Principal's Report

- a. Bob Vouga presented a written principal's report prepared by Jennifer Petry. (attached)
- b. Bob Vouga then presented a School Advisory Committee report.
 - Jennifer Petry and the committee spoke during the summer.
 - Jennifer and the committee are revising the principal's job description. A new one will be presented to the council in October.
 - The committee has interviewed a potential additional parent member for the committee who was recommended by the preschool directors.

Motion was presented to accept the Principal's and School Advisory Committee Reports.

Motion was seconded.

Motion was approved.

VII. Pastor's Report

- a. A new sermon series on 1 & 2 Peter will begin this week.
- b. Monthly combined services will begin in October. Most months they will fall on the Sunday after the congregation's monthly "out".
- c. We will be doing an outreach event each month. Families at Grace school will be encouraged to participate. The first four are:
 - September 27 – Prayer Walk
 - October 25 – working at the Second Harvest farm in Irvine
 - November 15 – Alzheimer's Walk
 - December – Packing boxes at the Operation Christmas Child warehouse (date tbd)
- d. Choir is back in full swing. Kjersti Glesne is co-directing with Tim Nelson.
- e. Grace began using pita bread for communion at the 10:30 service.
- f. Daily morning devotions is back to using the Moravian text after the sermon series on the Psalms concluded.
- g. All-school chapel is going great. It is good to see the entire school together. The student council is also more involved. Parents are also attending.
- h. All-pro Dads – a monthly meeting for kids and dads will begin this Thursday.
- i. Pastor Chris has been attending school admin and staff meetings, as well as leading preschool chapel and staff devotions monthly.
- j. The homeschool on the Grace campus has begun. The feedback has been very positive. Care Connections clients enjoy having the kids on campus. Rick Wisser has been very welcoming to the families.
- k. Pastor Chris has been meeting with the 50th anniversary and Good Sam committees.
- l. The Lord's Prayer will be the sermon series during Lent.

Motion presented to accept the Pastor's Report

Motion was seconded.

Motion was approved.

VIII. Council Action

a. Closed Campus Policy

At the last Good Samaritan meeting, the committee approved a closed campus policy for Grace. This means that anyone who is on the Grace church campus must be there for a specific reason and must check in with a staff member. People who have no reason to be on campus would be asked to leave. Signs will be needed for the campus.

Motion presented to approve the Closed Campus Policy.

Motion was seconded.

Motion was approved.

b. Change in food and bus pass distribution policy.

- Currently food is given out Monday through Thursday from 9am – 5pm. Individuals can receive food one time per week. Twenty bus passes are distributed on the first work day of each month.
- By giving out food one day a week, we will have more control over who is on campus. There will be no reason for many people to be here on the days that the home school is in session. There will not be days when people come in for food when there is one office staff member here alone.

The proposed change is as follows:

Food will be given out on Wednesdays between 10am and 5pm only. Bus passes will be given out on the first Wednesday of the month.

Motion presented to approve the food and bus pass distribution policy.

Motion was seconded.

Motion was approved.

c. New Directory

- Preparations for a new directory to coincide with the 50th anniversary were discussed.
- Information card to be inserted in the bulletin in November and December.
- Offer options of home phone, cell phone and email address in the directory.
- Discussed ways to determine who will be included in directory. Giving and attendance in the past year will be the starting point.

d. 2014-15 Calendar review and approval

- Additions were made to the calendar given to the council at the August meeting.

Motion presented to accept the 2014-2015 church calendar

Motion was seconded.

Motion was approved.

IX. Closing Prayer

- a. Kjersti Glesne closed the meeting in prayer.

X. Adjournment

a. Meeting was adjourned at 8:20 pm.

Respectfully Submitted,
Kjersti Glesne
Council Secretary

Next Regular Meeting will be held on October 28. Kjersti Glesne will provide dinner.

Upcoming Events/Reminders:

September 27	Prayer Walk
September 28	Begin taking nominations for nominating team
October 3	Women's Bunco
October 4	Spanish church worship day
October 17	College Group pumpkin patch outing
October 19	End of nominations for nominating team
October 25	Second Harvest gleaning "out"
October 26	ONE Service at 10:30, Breakfast at 9:00am with Q&A with Pastor Chris & Cottage meeting, Reformation Sunday

Grace Lutheran Church and Schools

Treasurer's Report - July 2014

8/26/2014

Church Balance Sheet	May-14	June-14	July-14
General Fund Balance	\$ 146,366.00	\$ 163,727.20	\$ 166,271.55
Payroll Fund Balance	\$ 3,000.94	\$ 2,795.94	\$ 3,102.50
Petty Cash	\$ 400.00	\$ 400.00	\$ 400.00
Campus Improvement Fund Balance	\$ 42,862.64	\$ 44,195.56	\$ 45,151.48
Church Operating Cash	\$ 192,629.58	\$ 211,118.70	\$ 214,925.53
Foundation Balance (as of 7/31/2014)	\$ 84,864.70	\$ 87,940.51	\$ 85,674.33
Total - Church Cash	\$ 277,494.28	\$ 299,059.21	\$ 300,599.86
Real Estate Loan Balance	\$ (488,782.19)	\$ 487,910.89	\$ (486,971.64)
Church Income Statement	May-14	June-14	July-14
Total Giving/Program Income	\$ 55,482.69	\$ 77,353.01	\$ 60,225.00
Total Expenses (incl loan prin pymt)	\$ (64,425.45)	\$ 65,000.41	\$ (60,184.60)
Total Net Gain/(Loss)	\$ (8,942.76)	\$ 12,352.60	\$ 40.40

-The church is holding its own in July, with income and expenses coming out nearly even at just over \$40 in the black for the month. July isn't a big month for ministry expenses, but we did incur some campus improvement expenses. The fumigation expenses will be paid over time with zero % financing extended to us and the HVAC repair bills will continue to come in as the work is completed.

-The loan payment was made during the month in the amount of \$2,870.80.

-Year over year comparisons between July 2013 and July 2014 show a decrease in attendance of 250 people in July 2014. That said, giving in July 2014 was about \$6,000 higher than it was a year ago. Why that is is hard to say, but irrespective of attendance counts and giving trends, good things are happening for the Kingdom at Grace.

Care Connections Inc/Exp Stmt	May-14	June-14	July-14
Total Program Income	\$ 9,925.00	\$ 12,219.00	\$ 7,740.00
Total Program Expense	\$ (17,697.42)	\$ 11,406.07	\$ (9,514.20)
Total Net Gain/(Loss)	\$ (7,772.42)	\$ 812.93	\$ (1,774.20)

-OCCCO sustained a loss for the month of July and the difference was made up for with their cash in the bank.

Grace Lutheran School
Treasurer's Report - Aug 2014
9/23/2014

School Balance Sheet	<u>June-14</u>	<u>July-14</u>	<u>August-14</u>
General Fund Balance	\$ 169,172.93	\$ 166,498.45	\$ 301,986.01
PTF Account Balance	\$ 38,712.65	\$ 38,484.68	\$ 37,115.07
Total - School Operating Cash	\$ 207,885.58	\$ 204,983.13	\$ 339,101.08

School I/E as of 7/31/2014	2014-2015 Approved Budget	2014-2015 Budget YTD Performance	8/31/2014 Budget Performance
TOTAL INCOME	\$ 2,392,095.00	\$377,998.62	\$140,524.59
TOTAL EXPENSE	\$ 2,356,516.00	\$374,829.62	\$145,798.35
NET GAIN/(LOSS)	\$ 35,579.00	\$3,169.00	(\$5,273.76)

-The school sustained a loss of about \$8K in August, income over expense but they continue to operate to the positive YTD. Cash on hand more than made up for the August loss. There were 3 payroll transfers in August which contributed to the higher expenses, as well as the fact that August is one of the highest months for expenses as the school orders quite a lot of materials and completes the summer repair and maintenance work.

-School tuition collection began again for a majority of the school families and income is now flowing again at a much higher rate than it did in June and July, which is what accounts for the large jump in the balance sheet from July to August.



GLS Principal's Report to Council
September 23, 2014

GLS School Calendar

- ♥ Sept 25 Picture Day
- ♥ Sept 30 Cookie Dough Fund Raiser ends
- ♥ Oct 03 Spelling Bee
- ♥ Oct 13 Parent/Teacher Conference Week
- ♥ Oct 13 IOWA Testing Begins
- ♥ Oct 24 Middle School Dance
- ♥ Oct 28 Jog-a-thon/Tike-a-thon Fund Raiser

Preschool

Enrollment August 2014-2015

Student count at the time of running report 103 children Total: \$55,688 billed

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	31	36	33	33	28	161
Full Time	47	48	48	37	33	213
Total Day	78	84	81	70	61	374

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

Enrollment September 2014-2015

Student count at the time of running report 111 children Total: \$58,172

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	32	37	32	36	27	164
Full Time	51	49	49	41	35	225
Total Day	83	86	81	77	62	389

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

JK - 8th Grade Enrollment

Total billed is approximately \$102,000 per month

(45 new students enrolled for the 2014/2015 school year)

9/23/2014

Classroom totals Jk-8th

Grade	Students
Jr. K	10
K	22
1st	39
2nd	19
3rd	27
4th	25
5th	25
6th	14
7th	24
8th	17
Totals	222

08/25/14

Classroom totals Jk-8th

Grade	Students
Jr. K	10
K	20
1st	39
2nd	17
3rd	27
4th	25
5th	24
6th	14
7th	24
8th	17
Totals	217

This and That

- Leslie and Lynn (Directors of Admissions for the elementary and preschool) continue to tour prospective families. A family of a 4th grader toured today and is interested in enrolling their daughter.
- Summer Program ended the summer with a total of 77 kids coming to camp throughout the summer. Average attendance was 40 kids On Tues-Wed-Thurs and closer to 30 on Mondays and Fridays.
- Elementary – Last year 210 students were enrolled as of 9/7/2013. This year the school is at 222 which includes the Baldwin family who have not yet arrived from Australia. They are an urban missionary family who are awaiting visas. Still no word on expected arrival date.
- Rec Club is averaging about 32 kids a day. Jake has made one new hire, who is working 4 afternoons a week from 2:30-6. After school clubs start next week, which include Mad Science, 2 art clubs (Michele Andrade is teaching them), cooking, Legos and chess.
- Preschool – 2013-2014 school year began with 103 students compared to 111 for the 2014-2015 school year. Preschool has hired one new staff member.
- Leslie attended an HR seminar with Betty last week. The seminar was for anyone with newly appointed HR responsibilities and covered a variety of policy's that included protected classes, I-9 forms, employee benefits and Interview questions. Leslie and Betty will apply appropriate changes to the HR policies.
- Leslie also attended the monthly admissions meeting held at Concordia. The guest speakers for the meeting were Brian Underwood and Keegan Bloomfield from Crean Lutheran High School. They spoke on how to increase enrollment and retention of students by strategic planning and marketing.
- Pastor Chris will lead staff devotions at school on the fourth Wednesday afternoon of each month beginning 9/24.
- The new teachers, including Jon Alexanian, are all doing well and have been well received by students and parents.
- Bob Vouga continues to be an invaluable resource.
- The School Advisory Committee (SAC) met at 4:00 this afternoon (Bob will give report)
- Steve:
 - Selected and tentatively scheduled Tree Trimming, which should be done over Thanksgiving break.
 - Assorted tech troubleshooting and problem resolution throughout the school for various teachers and student computers, including the MPR
 - Establishing Tech Tuesday emails and videos with initial focus on Internet Safety and Tech related issues.
 - Completed Parking Lot Instructional Video to train parents, which was shared at Back-to-School night
 - Submitted many work requests to the district office which have, amazingly, mostly been completed
 - Annual hazardous waste removal was completed: fluorescent lights, batteries, etc (also picked up the batteries from church and saved an extra trip charge by coordinating pick-up)
 - Working on rodent problem in the I wing