

## Redeemer Lutheran Board of Christian Day School Education

11-29-11

Attendees: Jean Blank, Brent Bomer, Jim Essig, Crislyn Grubb, Amy Henrichs, John Lendman, Jenny Norman, Vivian Trogmorton, Linda Stoeckel, Jennine Vanderlip

Meeting called to order at 7:15.

Meeting was opened with prayer by Jim Essig.

The minutes of the last meeting were reviewed and amended. Motion to approve minutes made by Jenny and seconded by Jennine. Motion carried.

### I. Administration Reports

#### A. Principal

1. Current enrollment is 209.
2. No staffing changes since last month. Pat Bradford has quickly become acclimated to Redeemer.
3. Square-Foot Gardens: Amanda Gauthier, her students and parents constructed and are tending to the plants.
4. Science Fair – Amanda Gauthier and Sarah Bakkelund organized this year's Science Fair. Julie Oldehoff and Jennine Vanderlip served as two of the judges.
5. Getting into the Community: In response to the Board's encouragement Jim made "courtesy calls" on multiple local churches and schools
6. The Christmas Parade float is progressing with many volunteers
7. Live Nativity Preparations are ongoing.
8. Annual Auction Gala went well this year.
9. Sports – We've had an extremely successful fall sports season and now we're into basketball season.
10. Suicide Seminar – On November 15<sup>th</sup> Olga Griffith presented a seminar on how to prevent suicide. Jim followed up by presenting to five school parents and one staff member.
11. Jim will be taking a couple weeks of his remaining vacation time during Christmas break. Board recommended that any staff who are here for childcare when Jim or Vivian are not here know who to call if an administrative decision is needed.

#### B. VPK

1. Katie Schweiger will be the afternoon aide for 2 year olds.
2. Vivian met with Kevin Brockschmidt regarding playground upgrades. He directed Vivian to consult with companies who do

playground planning to make a plan to present. She will proceed with this.

3. Vivian recommended the board add a biting policy to the student handbook for next year.
4. Clubs are going well.
5. Response to sports fee resulted in no complaints. Students are now being better supervised after school.

#### C. Admissions/PR

1. Trunk or Treat went well.
2. Grandparents day went well. A survey will go out to grandparents
3. Lisa is assisting with our Live Nativity and will have a table with school information at the event.
4. Ads have been placed in multiple newspapers for the Live Nativity.
5. Lisa attended the Chamber Breakfast.
6. Lisa is currently updating enrollment packets.

## II. Committee Reports

#### A. Financials

We are about \$3,000.00 to the good to date. We are trending at about \$4,000.00 over budget for the year. We are \$6,000.00 over budget on salaries. We are about \$7,000.00 over projections for income at this point.

#### B. Auxiliary

1. John made a motion that we pay a total of \$5,000.00 to the auction chairs in keeping with our incentive plan for auction chairs. Jenny seconded. Motion carried.
2. John motioned we spend auxiliary funds in the amount of \$1200.00 for microphones. In addition \$700.00 for spirit shirts was donated toward a \$1,200.00 expense. The auxiliary committee would like to spend \$500.00 to cover total expense. The committee would like to purchase 4 chairs and two tables for the school foyer for \$800.00. Jenny seconded. Motion carried.
3. Total auxiliary funds available are \$26,000 before the above expenses.
4. Jenny asked if we use any auction money for student financial aide. John shared that there is a special needs account within the auxiliary that can be used for this purpose in a special circumstance. Auxiliary funds are to be used for purchases that benefit the entire school and are non-repeating.

C. PTO

1. Teacher appreciation is in February.
2. Dawn B. and Gretchen H. are working on the Book Fair.

D. Teacher Liaison

Teachers have been working on the Christmas programs for the Advent Services.

III. Unfinished Business

- A. Internet Upgrade – Comcast came and inspected. They will install cables within 90 days.
- B. Christmas Gift / Bonus recommendation is to provide 35 staff members with a \$50.00 gift card. Discussion followed regarding a local restaurant or an Amex gift. Recommendation was made to give them a Scrip Pick for \$50.00. Jennine motioned to give each staff member a \$50.00 Scrip Pick. Jenny seconded. Motion carried. Brent will write up a description of the plan for end of school year bonuses that Jim can share with the staff.

IV. New Business

- A. Tuition Rates Recommendation – A recommendation was made for a 3.5% increase. A new \$30.00 per child application fee would cover the cost of entering new students into Renweb. Testing fee will remain at \$100.00. Recommendation was made to raise the sports fee from \$75.00 to \$85.00. Registration fee would stay the same. Another recommendation is to increase tuition by 3.88% to be \$6100.00 rather than the 3.5%. Preschool and VPK fees will be structured by Karen and Vivian. Brent motioned to raise tuition to \$6,000.00, raise the sports fee to \$85.00 and enact a \$30.00 new student Renweb fee. Crislyn seconded. Motion carried.
- B. Auction Review – Overall the event went well. There was dissatisfaction with the event planner at the Civic Center as plans and fees were changed unexpectedly. Recommend to be careful to have everything in writing ahead of time. The overall organization was good. The funds raised were around \$26,000.00.
- C. Booster Club Fundraising – A request is made to fund raise with the sale of signs. Signs could be purchased for display in the gym. The cost would be \$155.00 per season and \$255.00 for the year. The sponsor would keep the sign after the designated time frame. Brent motioned the sports booster club sign sales extravaganza be approved. Crislyn seconded. Motion carried.
- D. Street Light – The blinking light in front of the church was left on all weekend. It could have been turned on by anyone, even a non school passerby. Staff will be reminded to keep an eye on the light and turn it off it noticing it is on inappropriately.

E. Immunization Policy – A trend nationwide is for some parents to refuse to have their children immunized. A discussion followed regarding Redeemer’s policy toward immunizations. Our policy is to require the immunization or documentation of religious exceptions. Any student at Redeemer who is not immunized has written documentation of the exception.

V. Personnel

Meeting adjourned at 9:45.