

Redeemer Lutheran Board of Christian Day School Education  
4-26-2022

Voting Attendees - Jean Blank, Debbie Braley, Leslie Kingsley, Rachel Satterfield, John Lendman, Scott Scherer, Angel Callewaert

Non-Voting Attendees - Jessica Wittcop, Russ Reaver, Renee Wade, Karyn McChrystal, Lauren Restina, Kristin Reagle, Jenny Norman

The meeting was opened in prayer by Karyn.

John announced that he'd like to make Debbie co-chair of the School Board. Leslie motioned that Debbie and John become Co-chairs of the school board. Rachel seconded. Motion carried unanimously.

The minutes of the last meeting had been sent to board members for review prior to the meeting. Leslie motioned and Scott seconded that the minutes be approved. Motion carried.

Teacher's Report - Jessica reported.

1. Heather is asking that Jenny take the lead for the management of state scholarship funds and their implementation at Redeemer. The majority of the responsibilities fall under the bookkeeper responsibilities so it makes sense for the bookkeeper to manage the program. The board agreed with this recommendation.
2. Recent activities in first grade were reported.
3. Donna Hascup
  - a. Mr. Mirly's email has been updated and the user login information has been forwarded to Heather and Karyn.
  - b. We have 70 new Chromebook devices that need to be processed over the summer. Donna will track her hours and share it with Cheryl.
  - c. Debbie and Donna are working to create a Parent Inquiry Form in Google Forms. The goal is to give parents an easy way to communicate with the School Board.
  - d. Donna shared a proposed Technology Plan for 2022 for approval.
  - e. Donna shared a proposed Device Policy for 2022 for approval.
  - f. The school discipline policy is a work in progress.
4. It was noted that our website says nothing about our math program. Jessica and teachers along with Donna will work on adding math information to the website.
5. Middle school teachers are investigating a plan to trade rooms so the middle school classes are all on the same side of the building. This way the teachers can more easily cover for each other. It will also better accommodate for class sizes. The ramifications of moving lockers and cabinets, and the associated wall and floor repairs need to be investigated with Ralph and Jerome. Jessica hopes this will be outlined for the next meeting.

6. Jessica and the 7th grade are planning their 8th grade graduate reception for Sunday, May 22 between services. Our graduates will be presented to the congregation at both services that morning.
7. An informational meeting for the 7th grade parents regarding the possible DC trip is scheduled for Monday, May 2. Following the meeting, Crislyn will update the board on interest level and progress.
8. There is a question about volunteer hours for next year. It is asked if hours used this year can be moved forward for next year. Board shared that the usual policy has been to not carry over hours from one year to the next, and that policy will apply this year as well.
9. The staff is currently looking at discipline and attendance policies. They will also look at the handbook and crisis manual. The teachers request a school board member attend the meetings for review of the handbook and crisis manual. The date of this meeting will be shared with the board.
10. Teachers would like to tweak the absence policy. There have been many absences. Crislyn and Jessica have gathered information from other Lutheran schools and will have a proposed policy for board approval next month. We have multiple students with up to 20 absences. The teachers will meet to review the academic progress of these students to determine if retention is necessary for any of these students. The teachers will follow what is in the current handbook for this year, and are updating the policy for next year.
11. The staff wants to thank the school board and Karyn. They appreciate Karyn's professionalism. They shared that staff meetings are productive and the school atmosphere is positive.

## PTO

1. Parents have told Renee how happy they are to have Mrs. McChrystal in her leadership role.
2. The Mother's Day Store will be available for the students on May 5th. Renee's mom does the store and the shopping. There are around 650 items at this point.
3. A parent has stepped up to do Donuts with Dad on Friday, May 13th. This was initiated because Father's Day is in June when there is no school. Dunkin Donuts will donate many of the doughnuts. It will be held in the morning, before school starts for the day.
4. Muffins with Mom will happen May 6th. This is being organized by a group of parents.
5. End of Year Fun Day - We will have a bounce house, inflatable slide and a bungee course. Kona Ice will come. Jessica asked if middle school could be involved. They may be away on a field trip during that time of day.
6. Next PTO meeting is May 10th. We have a secretary, treasurer and a volunteer coordinator lined up. Last week both volunteers for co-chair of PTO backed out. Suzanne and Renee cannot continue to be co-chairs. Renee stated that if no one steps up the PTO will have to be absolved. Sarah Anderson has stepped up to be chairperson for the auction next year. The auction will be moved to the Fall for next year. Renee will inform the board at the next meeting regarding the status of the PTO. Kristin suggested we send out a flyer to get attention. Parents will be informed that PTO will not exist

without the co-chairs. Discussion followed. Discussed the 10 hours of PTO service required as part of the total 25 hours.

7. Renee shared that siblings of special needs students receiving state scholarships are now eligible for scholarship. Law enforcement and military families also are now eligible. Students who can prove they are bullied in the public schools can qualify, and also those who are struggling readers with specific specifications.

#### Principals Report

1. The staff meetings and the review of policies and calendar events occurred.
2. Rearranging middle school classrooms is being investigated.
3. Pillar Awards will be awarded this week in chapel.
4. Final quarter awards will be handed out in class on May 25.
5. May 6th is the K-4 Muffins for Moms
6. May 22nd is the Graduate Breakfast at church.
7. May 25th is a half day. The day will include a closing chapel service, yearbook signing, and saying good-bye for the summer.
8. Staff will meet May 26-27 for their end of school work days. The staff will review the handbooks and discipline policy for the board to review and approve. John added that the FL-GA district will have a counselor meet with our staff sometime during these two days.
9. Graduation is May 24th.

#### Preschool

1. Preschool enrollment is full now and for next school year. Kristin has done nine tours this month. All these parents are aware they are on a wait list.
2. Bussert Renovations - Kristin is getting 3 quotes for Bussert Hall. They should have the last quote this week. This is for use of \$42,000.00 grant funds.
3. Lauren applied for the American Rescue Plan Act grant, for Early Childhood Education and received a total of \$91,931.00. We received an extra bonus because we agreed to use 30% of the funds for staff salaries. We will need to furnish proof of our receipts and we will be audited.
4. Lauren will share a chart in personnel of what they have planned regarding staff compensation with the grant.
5. Summer Camp - Lauren is doing the lesson planning. Summer camp is fully staffed and full, with the exception of 2 three year old spots. Tasani will be managing Summer Camp.

#### Marketing

1. PTO - Milena Martin will be the secretary and Amy Grace Duncan will be the treasurer.
2. Banners - Kristin is looking for a new company due to price increases.
3. Lauren and Kristin are going to Seward, NE to the Early Childhood Conference using money from the grant. The conference is in early June, after school is dismissed for summer.

4. Kristin would like to carry over the banner money from this year to next year so she can purchase T-shirts over the summer. The money is in a special account. Kristin will check with Cheryl to confirm that it is a special account. Angel motioned that the marketing funds raised from the banners sold this year as long as it's in a special account be rolled over into next year. Leslie seconded. Discussion followed. Motion carried.
5. Pick-up time for extended day. Kristin presented a chart showing how many students were picked up after 5 pm. It is 1 to 2 per day. General sentiment of the board was that we continue keeping the extended day open until 5:30.

Church Council - Russ and John - Nothing new to report.

Finance - Jean Reported. Both the church and school are exceeding our budgeted overall income year to date.

#### Old Business

1. Campus Health Policy - This was shared and the board reviewed it in advance. This is a general policy to replace the specific COVID policy we had enacted. Angel motioned that we accept the new document as written. Leslie seconded. Motion carried unanimously.
2. Technology Plan - Jean motioned and Angel seconded that we approve the Technology Plan as written by Donna. Several members had not fully read the plan. It will be tabled until more board members have had time to read the plan.
3. Device Policy - Recommend a table of contents be added to the revised version. Will ask Donna if she can send the red line version if she has it. Rachel will reach out to Donna with these requests.
4. Reference Check Policy - We were required to provide this for the Department of Education Inquiry. Board members reviewed the policy prior to the meeting. Rachel motioned that we accept the Reference Check Policy and Reference Check Form. Jean seconded. Motion carried unanimously.
5. Accreditation Action Plan update. This was sent to the district. Jennifer Tanner requested a different form. Karyn and team will investigate and send the correct form.
6. 8th Grade Class Trip for 2023 - Concern regarding the number of attendees was discussed. Parents attending would have to pay full price to attend. A lot of fundraising would be required. We do not want door to door sales. We will see if many parents want to attend, or if another school would like to join. Jessica shared that with out-of-state trips she always allows parents of students to attend. A code of conduct for the parents will be required.
7. Class Funds - Discussion with teachers and board occurred regarding the current policy for what to do with the left over classroom funds at the end of the school year. The current policy was reviewed. The board agreed that as long as the teachers have access to the funds until the end of the fiscal year, which is the end of August, that the current policy will serve us well.

8. Minutes of the Parent Meetings from 4-11-2022 were discussed. The board agreed we will send out the summary. Discussion occurred and edits were made to the summary.
9. Renee mentioned parents will want some sort of time-line for when these ideas will be implemented. The recommendations will be reviewed and acted upon during the summer. It will involve revision of the Parent/Student? Handbook. Our goal is to have all plans in place and ready for presentation at the beginning of next school year.

#### New Business

1. Parents Inquiry Form - Donna and Debbie have been working together to create a link on the web site that parents could use to share information. The recipient of this information and the system for using this communication link is yet to be determined. The board discussed the need for parents to follow the “chain of command” with concerns. Suggestions included adding items that ask if the parent has contacted the teacher and/or the principal.
2. John recommended the creation of a three person team to evaluate potential K students who have special needs, rather than one teacher having all of the responsibility. Discussed using this as the admission procedure for any student. Recommended two teachers and the principal sign off on any new applicant, and use a check system to verify completion of all steps of admission. Jessica will provide us with a description of that procedure for review at our next meeting.
3. Graduation - Crislyn has talked with Pastor Dave, and we have a copy of a previous bulletin. Heather is helping with the bulletin for this year. John mentioned that any speech given at graduation should be reviewed by a teacher or principal.
4. A parent approached Russ with their request for an Action Team by parents, or a Parent Advisory Team. The goal would be for this team to work with the school board in the sharing of ideas and policy suggestions. Discussion occurred. It was discussed that this is the role of the PTO. Russ will let the parent know that we have an avenue for this, and it is the PTO. The board looks forward to any input from parents.

#### Personnel

Meeting Adjourned.

Respectfully submitted by Jean Blank.