

Grace Lutheran Church Council Meeting Minutes

Tuesday, August 29, 2017

6:00 pm



Elders Present: John Galli, Marlin Golnitz, Brian Hauptmann, Eric Johnsen, Christine McGraw, Carole Ryan, Chris Toland, Pastor Chris Tweitmann, Bob Vouga

Elders Absent: Linda Apple

Staff Present: Jean Kucukarslan, Betty Wardle

Staff Absent: Pastor Jon Alexanian

Guest: Jeff Kjellberg, Kairos & Assoc., Joyce Eggleston

I. Dinner/Kairos and Associates presentation

- a) Jeff Kjellberg met with the council to interpret the results of the Missional Assessment Profile and the Leadership System Inventory. The Missional Assessment Profile results will be clarified after the listening phase in October when members of the congregation will meet one-on-one or in small groups with Jeff. The school survey will be sent to school families after the start of the school year. These results will be interpreted when Jeff is here in October.

II. Call to Order and Opening Prayer

- a) The meeting was called to order at 9:08 by Marlin Golnitz
- b) Pastor Chris led the opening prayer.

III. Council Consent Agenda

- a) June 20 minutes were previously approved via email.
- b) No Ministry Team minutes or reports were received.
- c) Pastoral Care report for May/June was presented.

Motion was made to approve and accept the Consent Agenda.

Motion was seconded.

Motion was approved.

IV. Principal's Report and School Committee Report

- a) Written report was presented (attached)
Teachers are back to school today. Sept. 6 is the first day for students.
- b) School Advisory Committee will meet next month.

Motion was made to approve the Principal's and SAC reports

Motion was seconded.

Motion was approved.

V. Pastor's Report

- a) Pastor Chris will preach on the Book of Job for two more weeks.
- b) "The Story" sermon series will resume on September 17 with the New Testament.
- c) There continue to be counseling appointments.

VI. Treasurer's Report

- a) Chris Toland presented a written treasurer's report for June (attached).
 - a. Chris Toland will verify amount in PTL account and confirm that the PTL funds were not used to cover school budget anticipated shortfall last fiscal year.
 - b. Chris Toland will work with Elizabeth Lind to break out various monies held in the PTL account in order to better track the funds.
- b) Foundation account – Discussed who has the authority to make changes in the investments. Chris Toland will assess the investments and make a recommendation to council at the next meeting. Suggest that investments be reviewed twice a year.
- c) Care Connections van. Redeemer has requested that we transfer ownership from them to Grace. Council agreed to have Grace take ownership after verification that the Banzett family approve of the transfer. Council requested that the OCCCO board review the cost to operate the van vs the income from the clients served.

Motion was made to approve the Treasurer's Report.

Motion was seconded.

Motion was approved.

VII. Council Action

- **Emergency Preparedness**
 - a) Joyce Eggleston presented a written report about the emergency preparedness plans being made.
- **Upper Room Update**
 - a) The fire Marshall wants the room repairs completed by the end of August. Marlin has not yet been able to schedule a meeting with the Fire Marshall's supervisor. Will investigate whether to get emergency lights and panic bars in the interim.

VIII. Adjournment

- a) Marlin Golnitz closed the meeting with prayer and adjourned the meeting at 10:05pm.

Respectfully submitted,
Carole Ryan
Council Secretary

Next Meeting will be held on Tuesday, September 19, 6:00pm. Bob Vouga will provide dinner and will share his testimony.

Upcoming Events/Reminders:

September 5	School Ice Cream Social
September 6	First Day of School
September 10	Israel Trip meeting
September 12	Homeschool starts
September 14	MOPS Starts
September 17	Fall Kick-off Sunday; teacher commissioning and Chili Cook-off
September 20	Wednesdays at Grace begin
September 21	First Israel class in series (moves to Mondays 9/25)
September 30	Angel Game

GLS Principal's Report to Council
August 29, 2017

GLS School Calendar

- ♥ August 25 Last day of summer camp
- ♥ August 28 CPR/First Aid Training
- ♥ August 29 PC meeting/HR meeting (all)
- ♥ August 30 Opportunity Program/PBIS
- ♥ August 31 Disaster Preparedness
- ♥ September 4 Labor Day-No School
- ♥ September 5 Ice Cream Social/Preschool-Kindergarten Orientation
- ♥ September 6 First Day of School
- ♥ September 7 First Day of Preschool

Preschool Enrollment

Preschool totals

NEW enrollment 2017-18 we have 85 fall applications (last year we had 95 applications at this time)

Summer we had 82 enrolled.

Summer Camp Preschool 2017 billed	\$87,207.00
Summer material fee	\$ 2,190.00
Total	\$89,397.00

Projection for Summer Camp Preschool was \$90,500.00 Preschool is down \$1,103.00 from projection for summer camp.

PRESCHOOL information for the month AUGUST for Fall2017-18 We are expecting a few more family to enroll in the next few weeks ☐ Enrollment FALL 2017-2018 SEPT

Student count at the time of running report 85 children Total: \$46,585 billed for the month

Rec Club Enrollment

REC CLUB TOTALS

SUMMER REC CAMP 2017 billed	\$89,308.00
Summer Material fee	2,223.00
Total	\$91,531.00

REC club projection for summer camp was \$62,500.00 Rec is up \$29,031.00 from projection for summer camp

Of the \$89,308.00 billed for REC summer camp

\$7,560.00 is from the Visiting (Chinese students) Which we did not do last year.

Elementary Enrollment:

August Enrollment for 2017-2018:

JK-17

K-19

1st-23

2nd-18

3rd-17

4th-31

5th-21

6th-34

7th-21

8th-20

Total-221

- We had **201** registered at this time last year.
- Leslie will be working Tues, Wed and Thurs during the summer.
- Picked up 7 new students this month and lost a couple which is typical for August.
- We are running an ad on the FISH for the next 3 weeks

Events

- Staff Training Sessions upcoming.

Summer Work

- Cleaned and checked all of the technology in the rooms: computers, keyboards, monitors, projectors
- Pulled weeds: all play structures, cracks and crevices throughout campus
- Washed down and cleaned all the buildings to remove spiders and other dirt & debris
- Preschool: pulled weeds, cleaned the basket shelves and areas around the shelves
- Limited pressure washing
- Woodchips to the play structures. We only did one truck load this year and it is likely that we will need to go ahead and have a second truck later in the year.

Preschool

- Rodent treatment continues
- Pest Issues: termites by Lynn's desk. Ants seem to have responded to treatments. Gophers have appeared in the big yard. We've spent literally thousands of dollars on preschool related pest issues over the last year and issues seem to be continue and expand.
- Portable phone was installed and seems to be working for preschool.

Church

- Assisted with Pastor Chris' iMac set-up at church
- Reimaged Drew's laptop and installed new SSD hard drive

Technology

- Chromebooks and Google ID's are ready for students.
- iPads are being processed and nearly done. The cart is mostly set-up so we should be ready soon.
- Room 6 basically needed to be completely redone but is now complete: new projector, new vga transmitter, two new computer set-ups, new cables & 4 student computers (from Room 17).

Projects

- Technology Removal: I desperately need access to a truck or a van to assist with equipment removal.
- Gophers (or some sort of burrowing animal) has taken up residence near the play structures on the field and will need some sort of intervention. I will work with OVSD to develop a plan to remove them now that OVSD is handling mowing

Rain/Floods

The shade structure over the larger lunch eating area was damaged by the strong winds of that big storm that came through. It is currently structurally compromised, i.e. the entire structure is leaning to the north and many of the nuts that had been securing it to bolts in the blacktop have either popped off or the bolts have broken completely off; it definitely needs repairs and will not be safe for the next two years until we move. The initial estimate to right the structure (which is currently bent and leaning) and re-secure to new footings is approximately \$2,800.

Facility Rental

- God's House: All good
- OCCT: Billed for their Summer Program and Summer Camp. Payment received for Summer Camp but Summer Program, the larger check, is still outstanding.
- Chinese summer program integration seemed to be successful. We will probably limit enrollment a little bit more next year should they express interest again.

Custodial

- Remaining classrooms should be cleaned on Monday and MPR will be next week sometime.

Fire Drills

- None during the summer.

I-20

We have 5 students currently here under an I-20 and 2 or 3 that may be joining us. We will see who shows up.

**Grace Lutheran Church and Schools
Treasurer's Report - July 2017 -- Church
8/14/2017**

Church Balance Sheet

	May-17	June-17	July-17
General Fund Balance	\$ 191,240.84	\$ 181,301.44	\$ 195,116.29
Payroll Fund Balance	\$ 3,491.13	\$ 7,440.02	\$ 3,491.13
Petty Cash	\$ 400.00	\$ 400.00	\$ 400.00
Restricted Cash Balance	\$ 128,440.37	\$ 169,583.98	\$ 169,809.34
Church Operating Cash	\$ 323,572.34	\$ 358,725.44	\$ 368,816.76
Foundation Balance	\$ 95,992.78	\$ 99,288.67	\$ 100,615.40
Total - Church Cash	\$ 419,565.12	\$ 422,861.01	\$ 459,340.84
Real Estate Loan Balance	\$ 451,978.02	\$ 450,867.82	\$ 449,704.25

Church Income Statement

	May-17	June-17	July-17	May to July Summary
Total Giving/Program Income	\$ 62,952.50	\$ 63,534.33	\$ 68,491.90	\$ 194,978.73
Total Expenses (Incl loan prin pymt)	\$ (64,474.18)	\$ (72,234.01)	\$ (64,777.15)	\$ (201,485.34)
Total Net Gain/(Loss)	\$ (1,521.68)	\$ (8,699.68)	\$ 3,714.75	\$ (6,506.61)
Less payments from Church Council Ministries			\$ (20,548.15)	
Revised Net Gain/(Loss)			\$ (16,833.40)	

Church Income Statement (YTD)

	2017-2018 YTD Performance	2017-18 YTD Budget	2017-18 YTD Actual
GLC Total Giving/Program Income	\$ 68,491.90	\$ 66,159.01	\$ 2,332.89
GLC Total Expenses	\$ (64,777.15)	\$ (68,278.17)	\$ 3,501.02
YTD Profit/(Loss)	\$ 3,714.75	\$ (2,119.16)	\$ 5,833.91
Less payments to Church Council Ministries	\$ (20,548.15)	\$ (22,121.20)	
Revised Net Gain/Loss	\$ (16,833.40)	\$ (24,240.36)	

Restricted cash includes benevolences (missions, world relief, disaster relief), OCCCO funds, campus improvement funds and miscellaneous reserves. July expenses include \$20,548 spent under church council ministries which went Kairos for feasibility study. Because these funds are transfers from our cash balances we are showing them below the line of our operating income and expenses.

Care Connections Inc/Exp Stmt

	May-17	June-17	July-17	May to July Summary
Total Program Income (prior mo)	\$ 10,702.00	\$ 9,497.00	\$ 11,933.00	\$ 32,132.00
Total Program Expense (current mo)	\$ (10,831.00)	\$ (10,145.96)	\$ (10,808.93)	\$ (31,785.89)
Total Net Gain/(Loss)	\$ (129.00)	\$ (648.96)	\$ 1,124.07	\$ 346.11

OCCCO Income Statement (YTD)

	2017-2018 Approved Budget YTD	2017-2018 YTD Performance	2016-2017 Annual Budget
OCCCO Total Program Income	\$ 12,628.00	\$ 11,933.00	\$ 151,536.00
OCCCO Total Program Expenses	\$ (11,741.66)	\$ (10,808.93)	\$ (151,536.00)
YTD Profit/(Loss)	\$ 886.34	\$ 1,124.07	\$ -

OCCCO bills for income for the current month in the following month. Therefore, income and expenses for the current month don't match. The totals column gives a 3 month summary of income and expenses.

**TREASURER'S REPORT -- July 2017 -- School
8/18/2017**

	<u>May-17</u>	<u>June-17</u>	<u>July-17</u>		<u>Year to Date</u>
School Operating Cash					
General Fund Balance	\$ 160,631.29	\$ 128,293.10	\$ 152,786.00		<u>Budget 2017-18</u>
PTF Account Balance	\$ 323,982.75	\$ 173,571.20	\$ 173,571.24		\$ 136,517.55
Total - School Operating Cash	\$ 484,614.04	\$ 301,864.30	\$ 326,357.24		\$ (175,981.17)
					<u>\$ (39,463.62)</u>
School Income Statement					
TOTAL INCOME	\$ 2,266,580.00	<u>Income and Expense July</u>	<u>Income and Expense YTD</u>		
TOTAL EXPENSE	\$ (2,265,681.00)	\$ 206,220.97	\$ 206,220.97		
NET GAIN/(LOSS)	\$ 899.00	\$ (190,245.31)	\$ (190,245.31)		
		<u>\$ 15,975.66</u>	<u>\$ 15,975.66</u>		

We have entered the 2nd year of our 3 year lease with Ocean View School District. Our rent has been increase 2.5% to \$248,256 annually (\$62,064 each quarter)

Income in July includes \$65,601.20 of registration fees for the 2017-2018 school year.