

Grace Lutheran Church Council Meeting Minutes
Monday, July 27, 2020
7:00 pm, Zoom



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

Elders Absent: Jon Timmons

Staff Present: Betty Wardle, Drew Williams, Darin Zylstra

Staff Absent:

Guests Present:

I. Call to Order and Opening Prayer

- a) The meeting was called to order at 7:00pm by President, Marlin Golnitz
- b) Carole Ryan gave the opening prayer.

II. Council Consent Agenda

- a) Minutes of the March 30, April 20, May 27 and June 17, 2020 council meetings were previously approved via email.

Motion was made to approve and accept the Consent Agenda.

Motion was seconded.

Motion was approved.

III. School Update

- a) Treasurer's Report

Christine McGraw presented a written treasurer's report (attached)

- The school finances were helped by the Payroll Protection Loan which kept them in the black for the last fiscal year and provided funds for the beginning of this fiscal year.

Motion was made to accept the Treasurer's report for the school.

Motion was seconded.

Motion was approved.

- b) Principal's Report

- Principal Darin Zylstra presented a written principal's report (attached).
- Mr. Z will check with Lisa Wheeler, preschool director, to verify what costs are included in her preschool income amount.
- The preschool and Rec Club received a grant for cleaning supplies. The preschool and rec club parents will not be refunded the cleaning fee that they paid as these supplies will also be used throughout the school year.
- Each class will be capped at 20 students due to distancing requirements.
- Admin is weighing whether to keep the small 5th and 6th grade classes together as a combo or separate them. There are not new students signing up for these classes.
- The 7th grade class may use the multi-purpose room as their classroom.
- Discussed whether having a small JRK class in the elementary school and a JRK class in preschool is still the way to go.
- Mr. Z is concerned about hiring an additional 1st grade teacher. There is a large waiting list but if public schools open, will these new families pull out mid-year? Suggest telling parents that they would be putting a teacher's job at risk if they leave mid-year. Mr. Z has a teacher in mind to hire. Pastor Chris suggested opening the class now, before the parents go elsewhere.

- The school budget was made budgeting for 160 students. 180 students would be ideal.
- Final budget should be in place by September. It will be given to council members after it is prepared.
- Mr. Z and a team of staff prepared a 12-page handbook addressing covid-19 concerns for the new school year. It includes on-campus and remote learning scenarios. Council will review. After their approval, the handbook will be distributed to parents. A waiver process is being created by the Orange County Department of Education. If Grace received the waiver, the school will be able to start the year in the classroom. Otherwise they will start on-line. Waiver is for JRK – 6th grade.
- Plexiglass barriers were discussed. Recommended for the teacher's desk space. Mr. Z will find out if any parents are willing to construct or donate for these.
- Mr. Z will investigate purchasing N95 masks for teachers.

IV. Brethren Christian Update

- a) Brethren Christian has closed their doors and is filing for bankruptcy.
- b) A letter regarding Grace's settlement proposal was reviewed by Grace's Exec committee and forwarded to Brethren's bankruptcy trustees. In the letter, Grace has requested the following items:
 - Cisco WebEx phone system
 - Two 40' storage containers currently on the Grace church campus
 - Thirteen ceiling mounted classroom projectors
 - 70" Vizio SmartTV mounted in Hope Hall
 - Fifteen document cameras

V. Care Connections Update

- a) Treasurer's Report
Christine McGraw presented a written treasurer's report (attached)
 - Care Connections has not had clients since the shutdown. They paid employees for 8 weeks from the Payroll Protection Loan. They are continuing to pay Mary Taylor with their reserve funds, as she makes plans for re-opening. They are showing a loss monthly, but they have funds in reserve. Mary Taylor will be asked to present a report on Care Connections re-opening at the next council meeting.

Motion was made to accept the Treasurer's report for Care Connections.

Motion was seconded.

Motion was approved.

VI. Church Update

- a) Treasurer's Report (attached)
Christine McGraw presented a written treasurer's report
 - Payroll Protection Loan funds are reflected in the general fund balance. They are not reflected in our monthly Profit & Loss.
 - The church ended the fiscal year \$139,158 ahead of budget - \$66,000 came from Brethren income and reimbursements, \$60,000 was from offerings and the rest was from misc. sources.

Motion was made to accept the Treasurer's report for the church.

Motion was seconded.

Motion was approved.

VII. Payroll Protection Loan update

- a) All of the loan funds have been disbursed. After the initial 8 weeks of paying full payroll, there was enough left to cover the July school payroll.

VIII. Capital Campaign update

a) We have met with contractors and have received bids for the following projects. The committee will formulate questions to ask during further discussion with the contractor.

- Restrooms
- Sanctuary lighting
- Sanctuary electrical
- Sanctuary ceiling
- Parking lot
- Cement

IX. Covid 19 related campus status

- a) Radiant Church doing online VBS. They will have a closing picnic at Grace outside on the field on August 7. We will need a facilities person here to open restrooms and help if needed.
- b) MOPS presented guidelines for meeting at Grace. They requested use of Hope Hall beginning in September, if within state guidelines at that time. Council expressed concerns about other groups wanting to meet on campus. Council approved the MOPS plan, but not the start date. There was discussion about dates for groups returning to Grace campus. It was decided to base that date on the date that we resume indoor services.

Motion was made to tie opening of Grace campus to the date we resume indoor services.

Motion was seconded.

Motion was approved.

Motion was made to accept MOPS guidelines, subject to our reopening date.

Motion was seconded.

Motion was approved.

c) In Person Services – Pastor Chris proposed that we begin outdoor services with attendees in cars only in the campus parking lot one time per month. There will still be an on-line service the same day. These services would be the second Sunday each month. Attendees would register. Some cars may have obscured view until Brethren's parking lot container is removed.

d) Pastor Chris explained our focus on:

- Being in the Word – Sermon series, Philippians Bible Study, 1st Peter Devotional
- Being in Koinonia – coffee hour, circles of community, choir, praise team, home bible studies, racial reconciliation study
- Breaking Bread – distribute food, meals for shut-ins, 2nd Harvest food distribution
- Being in Prayer – prayer vigils, Lectio Divina

e) Currently there is no interest in phone access for Sunday service

X. Special Topic

a) Marlin Golnitz shared an excerpt from a letter from a member of Grace. Council discussed contents of the letter. Marlin asked that additional comments be sent to him or to Pastor Chris.

V. Adjournment

- a) Marlin Golnitz adjourned the meeting at 10:25pm.
- b) Christine McGraw gave the closing prayer.

Respectfully submitted,
Betty Wardle, Council Clerk

Grace Lutheran Church and Schools
Treasurer's Report - May & June 2020

Church Balance Sheet - Summary highlights

Current Cash Assets	<u>Apr-20</u>	<u>May-20</u>	<u>Jun-20</u>
General Fund Balance	\$ 100,019.32	\$ 168,321.78	\$ 183,090.32
Payroll Fund Balance	\$ 3,418.78	\$ 3,418.78	\$ 3,854.37
Petty Cash	\$ 400.00	\$ 400.00	\$ 400.00
Church Operating Cash	\$ 103,838.10	\$ 172,140.56	\$ 187,344.69

Long Term Assets			
Total Other Restricted Funds*	\$ 375,656.64	\$ 361,209.52	\$ 397,383.76
Foundation Balance (as of month-end)	\$ 101,592.61	\$ 106,832.19	\$ 109,257.33
Total - Church Cash	\$ 477,249.25	\$ 468,041.71	\$ 506,641.09

Capital Campaign Balance	\$ 310,875.06	\$ 324,519.06	\$ 324,952.06
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Long Term Liabilities			
Real Estate Loan Balance	\$ (282,859.94)	\$ (277,292.88)	\$ (275,589.74)

Church Budget Performance	<u>ACTUALS</u> <u>May-20</u>	<u>BUDGET</u> <u>May-20</u>	<u>ACTUALS</u> <u>June-20</u>	<u>BUDGET</u> <u>June-20</u>
Total Giving/Program Income	\$ 106,305.26	\$ 60,151.36	\$ 80,176.01	\$ 65,466.36
Total Expenses (incl loan prin pymt)	\$ (52,452.15)	\$ (61,223.97)	\$ (56,461.50)	\$ (60,476.00)
Total Net Gain/(Loss)	\$ 53,853.11	\$ (1,072.61)	\$ 23,714.51	\$ 4,990.36

Church Budget Performance	<u>May YTD</u> <u>Perf-Actual</u>	<u>May YTD</u> <u>Perf-Budget</u>	<u>June YTD</u> <u>Perf-Actual</u>	<u>June YTD</u> <u>Perf-Budget</u>
Total Giving/Program Income	\$963,542.52	\$742,804.62	\$1,015,577.76	\$808,271.00
Total Expenses (incl loan prin pymt)	(\$819,529.48)	\$ (728,520.00)	(\$876,419.05)	\$ (788,996.00)
Total Net Gain/(Loss)	\$144,013.04	\$14,284.62	\$139,158.71	\$19,275.00

Notes:
 The PPP will remain as a liability on the balance sheet until it is forgiven. Once that happens it will move back to equity.
 The investment account added \$5300+ in May and \$2500+ in June.
 The monthly Real Estate Loan payment was made in May and June.

OCCCO	<u>Apr-20</u>	<u>May-20</u>	<u>Jun-20</u>
Care Connections Inc/Exp Stmt			
Total Program Income	\$ -	\$ 1,190.00	\$ 22.90
Total Program Expense	\$ (8,024.29)	\$ (8,388.69)	\$ (8,960.98)
Total Net Gain/(Loss)	\$ (8,024.29)	\$ (7,198.69)	\$ (8,938.08)

OCCCO Fund Balance (at month-end)	\$ 40,576.62	\$ 33,459.85	\$ 31,371.87
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	<u>May YTD</u> <u>Perf-Actual</u>	<u>June YTD</u> <u>Perf-Actual</u>
OCCCO Total Program Income	\$107,744.40	\$107,767.30
OCCCO Total Program Expenses	(\$109,216.43)	(\$118,177.40)
YTD Profit/(Loss)	(\$1,472.03)	(\$10,410.10)

The staff was paid their April salaries from the OCCCO Fund until PPP funds were received. Accountants have instructed us to continue to show their payroll coming out of that fund until the PPP loan is forgiven and then we can reflect the reimbursement of those payroll funds on the back into the account.

Grace Lutheran School

School Balance Sheet - Summary highlights
 May & June 2020

Current Cash Assets	<u>Apr-20</u>	<u>May-20</u>	<u>Jun-20</u>
General Fund Balance	\$ 61,746.89	\$ 58,125.14	\$ 84,988.22
Reserve Acct Balance	\$ 72,232.14	\$ 85,585.86	\$ 113,905.80
MMkt Acct Balance	\$ 2.05	\$ 2.05	\$ 2.05
School Operating Cash	\$ 133,981.08	\$ 143,713.05	\$ 198,896.07
Net Tuition Collected	\$ 110,275.98	\$ 94,295.57	\$ 124,368.39

School Budget Performance	ACTUALS	ACTUALS	BUDGET
	<u>May-20</u>	<u>Jun-20</u>	<u>Jun-20</u>
Total Program Income*	\$ 224,643.76	\$ 241,234.40	\$ 176,892.90
Total Expenses	\$ (185,134.47)	\$ (120,539.69)	\$ (148,335.53)
Total Net Gain/(Loss)	\$ 39,509.29	\$ 120,694.71	\$ 28,557.37

School Budget Performance	YTD 5-31-20	YE 6-30-20	YE 6-30-20
	<u>Perf-Actual</u>	<u>Perf-Actual</u>	<u>Perf-Budget</u>
Total Program Income*	\$ 2,011,345.39	\$ 2,252,579.79	\$ 2,169,231.16
Total Expenses	\$ (1,993,390.43)	\$ (2,113,930.12)	\$ (2,167,914.12)
Total Net Gain/(Loss)	\$ 17,954.96	\$ 138,649.67	\$ 1,317.04

Budget Notes:

*All PPP transfers began in May; total PPP income for the year to GLS was \$215,518.48. On July 1 the remaining PPP balance to be distributed was almost \$98K.



Grace Lutheran School Principal's Report to Council

July 27th, 2020

7:00pm

I. GLS Calendar

- A. July 27th – August 7th, 2020: Staff begins working on social distancing their rooms
- B. August 31st, 2020: Staff Meetings Begin
- C. September 7th, 2020: Labor Day No School
- D. September 9th, 2020: First Day of School JK- 8th Grade
- E. September 10th, 2020: First Day of Preschool

II. Preschool Enrollment

- A. Enrollment: Currently for fall there are 67 children enrolled (September the past two years there were 82 and 84 children enrolled.)
 - a. Lisa mentions in her report that “most of the 67 children are full time. This means that if we stayed at our current fall enrollment we are short about \$4,500 from last year’s September income. If we enroll 5 more full time students, we will be taking in the same income for September as last year.”
- B. Current staff running preschool summer care: 9 staff compared to 8 last school year. (This number does not include Lisa)
- C. Enrollment for Preschool Summer Care
 - a. June – 38 students
 - b. July – 48 students
 - c. August – 49 students
- D. Total income for summer program (3 months) is \$73,288. (10,739 deposited for June)
 - a. In addition to the regular tuition, each family paid a cleaning fee of \$50 and an activities/material fee of \$50 per child. Those that enrolled mid-July paid a prorated amount.
 - b. Those fees should add another \$4,300. We should be above last year’s summer income of \$75,000.

III. Grace Lutheran School Summer Camp

- A. Rec. Club Summer Camp is currently in week 7 of 12.
- B. Camp has a total of 75 kids registered with a daily average between 25 - 37 students a day.
 - a. The lower days tend to be Mondays and Fridays this summer.
 - b. We have had 3 children drop the program. All 3 from COVID-19 or mask requirements issues.
- C. Our current grand total is \$76,003.

- a. The estimated salary/operating cost is approximately \$50,000 which would leave an approximate \$26,000 profit.
 - b. GLS School received a cleaning grant of \$7500 which is divided with preschool and has covered 100% of the cleaning materials.
 - c. Rec Club team maintains the bathroom and classroom disinfection and cleaning daily.
- D. GLS Summer Camp is currently offering 4 different on site clubs
- a. Cartooning, Chess, LEGO, and Origami
 - b. Other events include petting zoo, foam party, and bubble show.

IV. GLS Enrollment: Junior Kindergarten – 8th Grade (as of July 27, 2020)

- A. Each grade will have 20 students for Social Distancing Guidelines
- a. Junior Kindergarten: 7 students (1 half day)
 - b. Kindergarten: 20 students
 - c. 1st Grade: 20 students (8 on the wait list with 2 phone calls for possible tours)
 - d. 2nd Grade: 14 students
 - e. 3rd Grade: 17 students
 - f. 4th Grade: 19 students
 - g. 5th Grade: 7 students (Combo with 6th Grade Currently)
 - h. 6th Grade: 13 students (Combo with 5th Grade Currently)
 - i. 7th Grade: 25 students (1 on the waitlist)
 - j. 8th Grade: 14 students
- B. A total of 156 students enrolled with 9 on the waiting list.

V. Staff Changes

- A. Mrs. Jacqlyn Kodis (Resource Specialist) has resigned because she is moving to Texas with her family
- B. Mr. Josh Pederson (Middle School Language Arts) has resigned also moving to Texas with his family.
- C. Mrs. Melissa Rodrigues (Middle School Mathematics) has resigned: She has taken a position at a school affiliated with her church family.
- D. I have hired Mrs. Rosida Ramsey for the Middle School Mathematics Department.
- a. Rosida was a Brethren Christian High School Math Teacher the past 13 years.
- E. I have interviewed Sarah Spencer for a Middle School Language Arts position (This would be a hire to separate the 5th/6th Combo Class)
- a. Sarah was recommended by Donna Martin from Brethren Christian High School. Sarah is a daughter of a teacher that worked at BCHS.
- F. At this time, I am not looking to replace Mrs. Kodis for the Resource Specialist. Will need to look for replacement in the future. Miss Eroen and Miss Spillane will help with students who may need modifications or accommodations.

- VI. GLS Reopening Handbook and Task Force Team
- A. Task Force Team – Darin Zylstra, Amanda Jones, Brandy Hoffman, Michelle Hall, Bailey Spillane, Mike Lumsden, Patty Monholland, Beth Tweitmann, Cherie Johnson, and Melissa Rodrigues.
 - B. Met with Staff on Friday, July 24th to go over the handbook. Will release to parents once approved by School Board.
 - C. Created a handbook on policies and protocols on the Reopening of Grace Lutheran School
 - a. Limit Class Sizes
 - b. Staggered Start and End Times
 - c. Temperature Check Points on entry
 - d. Face Coverings
 - 1. 2 years old -2nd grade (recommended)
 - 2. 3rd-8th grade (required)
 - e. Staggered Recess and Lunch Times
 - f. Middle School Students stay in their classroom and teachers rotate
 - g. Isolation Room for sick students
 - h. Masks provided if students forget or lose them
 - i. Hand Sanitizing stations in each classroom
 - j. GLS bought a 55 gallon drum of disinfectant spray and fogger with the Grant money to help disinfect any classroom that may have been exposed.
 - k. GLS Leadership would like to look into Plexi-Glass partitions/shields but cost is prohibiting.
 - l. Social Distancing Desks in each classroom
 - m. Limit the use of Teacher Lounge and other commonly used areas.
 - n. What to do in case of COVID-19 Case at School or Exposure
 - 1. Follow CDC and Orange County Department of Public Health Recommendations
 - D. July 17th, 2020 Governor Gavin Newsom issued a mandate “COVID-19 Industry Guidance: Schools and School Based Programs”
 - a. GLS Reopening Handbook addressed many of the guidelines that were put out by Governor Gavin Newsom.
 - b. Public and Private Schools are to begin Remote Learning with counties on the Monitoring List. Should remain remote until the county is 14 days off the list. Orange County is currently on that list.
 - c. California Department of Public Health also put out a statement regarding Reopening of Schools the same day, July 17th, an option of a waiver for elementary schools to reopen with on-campus instruction.
 - 1. GLS is currently looking into this option
 - 2. Emails and Phone calls to our local Orange County of Public Health Officer.

- E. GLS Leadership is looking into options of maintain a day care for parents who may need child cared during remote learning and create learning groups for students to come to school at least once a week to see their teacher and receive instruction.
 - F. GLS is also looking into putting Junior Kindergarten and Kindergarten under the Preschool License to have those grades on campus during the school year.
- VII. WASC Accreditation (Western Association of Schools and Colleges)
- A. This year concludes our 6-year term for accreditation
 - B. Last year Mrs. Jean Nosco extended it to this year and it may not be extended again.
 - C. WASC Visitation Dates are Monday, April 19th – Wednesday, April 21st
- VIII. IOWA Testing will be moved from October to the Spring Due to COVID-19
- A. Looking for specific dates
 - B. May look into a new testing company that aligns more with Common Core Standards in the future.
- IX. Scholarship Meeting
- A. Tuesday, August 4th, 2020 at 1 pm
 - B. Scholarship Amounts - \$52,000 proposed
 - C. Sibling Discount – 25,000 proposed
 - D. Employee Discount – 39,390 proposed
- X. Outdoor Education Camps
- A. Washington D.C.
 - B. Catalina
- XI. Questions and Answers