

Grace Lutheran Church Council Meeting Minutes
Tuesday, December 08, 2020
7:00 pm, Zoom



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

Elders Absent: John Galli

Staff Present: Betty Wardle, Drew Williams, Darin Zylstra

Staff Absent: Pastor Marv Combs

Guests Present:

I. Call to Order and Opening Prayer

- a) The meeting was called to order at 7:05pm by President, Marlin Golnitz
- b) Drew Williams gave the opening prayer.

II. Council Consent Agenda

- a) Minutes of the October 20, October 26 and November 17, 2020 council meetings were previously approved via email.
- b) Pastoral care verbal report: Marv Johnson and Jon Finch both passed away. Pastor Marv Combs has been calling the WOW attendees. He is sending Christmas cards to them.

Motion was made to approve and accept the Consent Agenda.

Motion was seconded.

Motion was approved.

III. School Update

a) **Principal's Report**

Principal Darin Zylstra presented a written report.

- Mr. Zylstra is feeling better and is back at work.
- Virtual Christmas program is being filmed.
- PTL created Candy Cane Lane for students to purchase inexpensive gifts for their families.
- Stay at home order – school can remain open, there has been no influx of new student inquiries.
- The school currently has 198 students and a waiting list for kindergarten.
- The new first grade teacher, a graduate of CSULB, is doing well with support from Mrs. Hall and Ms. Spillane.
- The preschool received \$19,500 in Cares Act funds.
- Mr. Zylstra will begin classes for his clear admin credential in January. This cost is part of his employment package.
- Mr. Zylstra recommended that two new teachers be enrolled in a new teacher induction program. This item will be added to the 2021-22 budget discussion. Mr. Z will bring specifics of the program back to the council. It was proposed that this class become part of the hiring process for new teachers.
- Exec team will assist with section A of the WASC report being done this year.

Motion was made to accept the Principals Report.

Motion was seconded.

Motion was approved.

b) Tuition for 2021-22 school year

- Written tuition proposal was presented. This included a larger registration fee and chrome books for all students 5th grade and up. Recommendations were based on cost of living, minimum wage increase and comparison to other private schools.
- Discussion about whether the increase is enough. How much is needed to meet the budget? Lease payment should be factored in. Council requested a draft budget before finalizing increases.
- Priority registration was to begin on January 8th. It will be moved 1 week to January 15th.
- Christine McGraw will help prepare draft budget. It is acknowledged that the budget is dependent on the student population for next year.
- Council will meet on January 12 to evaluate the information and make a decision. Council has requested that December financials be completed prior to the meeting. The requested information will be sent to the council prior to the meeting.

c) Treasurer's Report

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

- The school had a small loss in October due to the quarterly lease payment. In November the school was ahead of budget \$10,000.
- Tuition income is rising every month due to new students being added.

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

Motion was seconded.

Motion was approved.

IV. Care Connections Update

a) Treasurer's Report

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

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

Motion was seconded.

Motion was approved.

V. Church Update

a) Treasurer's Report

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

- The church is in good shape financially.
- Capital campaign funds continue to be received and are being spent on the designated projects.
- The Foundation balance had a substantial balance increase in November.
- Our line of credit was renewed this year. The bank did not charge a fee.

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

Motion was seconded.

Motion was approved.

VI. Capital Campaign update

- a) Sanctuary lighting and parking lot asphalt will be done in January. Contracts are completed.

VII. Capital Campaign Plan

- a) Council discussed the official end date of the capital campaign and how to continue to have giving beyond that date in order to reach our goal of \$750,000. Marlin will send an update to the congregation and inform people that they are still able and welcome to give to the campaign.

VIII. Covid 19 Related Service Update

- a) A two question survey was sent to the congregation asking if they would attend an indoor or car service on Christmas Eve. We received over 160 responses.
- b) There will be an outdoor car service at 5:00pm on Christmas Eve. Reservations will be required. If reservations fill up quickly there is an option for a second service.
- c) The on-line service will be available beginning at noon on Christmas Eve.

IX. Elder Terms

- a) Marlin Golnitz outlined a plan for extending Elder terms because the congregation was not able to elect new Elders in June.
 - Propose to extend the remaining six elder terms for one year each. We would then be back to the normal flow of three of nine elders being elected every year.
 - Any elders could opt out of the plan and be replaced with a partial term candidate.
 - The congregation would need to approve this plan. There would be an annual congregational meeting in May or June.
 - If the plan won't work due to Covid, the council would regroup and plan an alternative way to hold an annual meeting.

Motion was made to approve the proposal.

Motion was seconded.

Motion was approved.

X. Hiring an A/V Production Coordinator

Motion was made to approve the attached job description and salary for a new A/V Production Coordinator to replace Drew Williams

Motion was seconded.

Discussion.

Drew Williams is moving toward becoming Grace's next associate pastor. We will then need someone to take over Drew's tech and online roles. Hiring in December would allow 2 months to train the candidate. Current giving would support this position. The proposed salary was determined by consulting with other churches.

Call for the question.

Motion was approved.

XI. Adjournment

- a) Marlin Golnitz adjourned the meeting at 8:50pm.
- b) Carole Ryan gave the closing prayer.

Respectfully submitted,
Betty Wardle, Council Clerk



Grace Lutheran School Principal's Report to Council

December 8th, 2020

7:00pm

- I. GLS Calendar
 - A. December 4, 2020 – End of First Trimester
 - B. December 7, 2020 – Wreath Pick up (Washington D.C. Fundraiser)
 - C. December 7-11, 2020 – Filming for Virtual Christmas Program
 - D. December 7-11, 2020 – Candy Cane Lane
 - E. December 16, 2020 – Lightning Cart
 - F. December 16, 2020 – PTL Staff Lunch
 - G. December 17, 2020 – Christmas Sweater/Shirt Day
 - H. December 17, 2020 – Virtual Christmas Video Released
 - I. December 18, 2020 – Half Day of School
 - J. December 21-January 1, 2021 – Christmas Break
 - K. January 4, 2021 – School Back in Session

- II. New Stay at Home Orders
 - A. Governor Gavin Newsom possible Stay at Home Orders
 - B. School's with waivers are allowed to continue
 - a. What does this mean for our 7th and 8th Grade Classrooms
 1. As of December 3, 2020, I am currently researching options.
 - b. Will there be an influx for more students to attend GLS?
 - c. Should we plan on adding more classes if the need is there?

- III. Presentation of Grace Lutheran School 2021-2022 School Tuition
 - A. GLS Tuition Proposal
 - B. Raise in tuition Rationale
 - a. Raise for Teachers and Staff
 - b. New Curriculum Adoption
 - c. Connections Program Assistance
 - d. Cost of Living Increase

- IV. Preschool Update
 - A. Enrollment: Currently for fall there are 78 children enrolled
 - B. Lisa is having difficulty finding staff during this time.
 - C. Presentation of Preschool Tuition for 2021-2022 School Year
 - a. Minimum wage goes to \$14 dollars an hour in January 2021 and \$15 an hour in 2022.
 - i. Teachers need to be paid more competitively
 - ii. Currently we are hiring at \$15 an hour and still difficult to get candidates.

- iii. Increase for Veteran Teachers who have not seen a raise in many years.

V. Grace Lutheran Rec Club

- A. Rec. Club is currently at 58 students enrolled
- B. Continuing to add more students in rec club either as occasional care and a few full time students from our new first grade class.
- C. Mike is continuing to look for staff as we have around 4-5 leaving after Christmas Break for college and student teaching.

VI. GLS Enrollment: Junior Kindergarten – 8th Grade (as of December 3, 2020)

- A. Limited Number of Students per grade for Social Distancing Guidelines
 - a. Junior Kindergarten: 16 Students (one pending)
 - b. Kindergarten: 20 students
 - c. 1st Grade (Hall): 21 students
 - d. 1st Grade (Gogue): 12 students
 - e. 2nd Grade: 20 students
 - f. 3rd Grade: 20 students
 - g. 4th Grade: 20 students
 - h. 5th Grade: 14 students (two pending)
 - i. 6th Grade: 14 students
 - j. 7th Grade: 25 students
 - k. 8th Grade: 16 students
- B. A total of 198 students enrolled at Grace Lutheran School

VII. Language Arts Curriculum

- A. I have narrowed the LA Curriculum down to Pearson and McGraw Hill
- B. GLS Curriculum Team is reviewing the two publisher's samples and will meet again in January to go over our rubrics.
- C. We are hopeful to have our final decision in January
- D. The Stone family has offered to help donate money to this cause.

VIII. Coffee with the Principal

- A. Took place on Monday, November 30th, 2020 at 6:00 pm via Zoom
- B. See Attached **Appendix A**

IX. Additional 1st Grade Classroom

- A. Welcome Miss Torei Gogue our new First Grade Teacher
 - a. First year teacher
 - b. Multiple Subject Credential from California State University, Long Beach
 - c. Staff and Teachers have been supportive and gave a "New Teacher Shower" with gifts for her classroom.
- B. The new first grade has 12 students enrolled so far

- X. Western Association of Schools and Colleges (WASC)
 - A. Continuing working on WASC Report
 - B. School Board needs to be involved with one section of the WASC report
 - a. Looking for at least two to three members to help with certain criteria.

- XI. School Containers have been sold
 - A. A GLS Parent purchased the containers and had them removed
 - B. Received \$2100 and placed it in our budget for our Play Ground Wood Chips.

- XII. Questions for the School Board
 - A. I am requesting to look into the Clear Administrative Services Credential Program through Orange County Department of Education. This is a two-year program which will provide a Principal Coach and Instruction.
 - a. The program can be started at any time
 - b. Cost is around \$4,600 annually
 - c. Would like to sign up early next year to begin the program.

 - B. Induction Programs for Brandy Hoffman and Bailey Spillane starting in 2021-2022 school year
 - a. Want to keep our teachers and to help do this is to assist our new teachers with their induction program.

Appendix A

“Coffee with the Principal”

Monday, November 30th, 2020 via Zoom

Agenda

- I. Opening Prayer – Darin Zylstra
- II. Welcome – Darin Zylstra
- III. Grace Lutheran School Principal Report – Darin Zylstra
 - a. GLS and COVID-19 Update
 - b. Opening of our new first grade class
 - i. Miss Torei Gogue
 - ii. Additional 9 first grade students
 - c. Language Arts Curriculum Update
 - i. McGraw Hill Wonders
 - ii. Pearson MyView and Study Sync
 - d. Virtual Christmas Program Update
 - e. End of first trimester on December 4th, 2020
- IV. Calendar of Events – Darin Zylstra
 - a. November 30, 2020 – Coffee with the Principal via Zoom at 6:00 pm
 - b. December 4, 2020 – Washington D.C. Chick-Fil-A Fundraiser
 - c. December 4, 2020 – End of First Trimester
 - d. December 7-11, 2020 – Filming for Virtual Christmas Program
 - e. December 7-11, 2020 – Elf Shop
 - f. December 17, 2020 – Christmas Sweater/Shirt Day
 - g. December 18, 2020 – Half Day of School
 - h. December 21-January 1, 2021 – Christmas Break
 - i. January 4, 2021 – School Back in Session
- V. PTL Updates and Information – Denice Butcher (PTL President)
- VI. Questions and Answers – Darin Zylstra
- VII. Closing Prayer