

**Grace Lutheran Church Council Meeting Minutes**  
**Tuesday, March 23, 2021**  
**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: Pastor Marv Combs

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**I. Call to Order and Opening Prayer**

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

**II. Council Consent Agenda**

- a) Minutes of the February 9 & 16, 2021 council meetings were previously approved via email.
- b) Pastoral care report and report of baptisms, weddings, memorial services and membership changes were presented.

**Motion was made to approve and accept the Consent Agenda.**

**Motion was seconded.**

**Motion was approved.**

**III. School Update**

- a) Principal's report  
Darin Zylstra presented a written report (attached)

**Motion was made to accept the Principals report.**

**Motion was seconded.**

**Motion was approved.**

- b) School Financial Report

Christine McGraw presented a written treasurer's report for February for the school.  
(attached)

Income and fund balances are both up this month.

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

**Motion was seconded.**

**Motion was approved.**

- g) Ocean View District Update

- Christine McGraw and Carole Ryan met with the Ocean View superintendent on March fifth.
- Christine had prepared notes and an offer letter. The proposal included lease payments on a sliding scale based on school income with the minimum reflecting our average enrollment.
- The proposal requested a 5-year lease with a 5-year extension.
- The proposal was well-received by the superintendent.
- The school should hear back from the district by the end of March.

#### **IV. Care Connections Update**

##### a) Care Connections Financial Report

Christine McGraw presented a written treasurer's report for February for Care Connections (attached).

- The Care Connections account is currently "in the red".
- Grace's PPP loan was forgiven in March and funds will be placed into the Care Connections account, putting them back in "the black".

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

**Motion was seconded.**

**Motion was approved.**

##### b) Update

Orange County could be in the orange tier soon. Care Connections plans to open 2 weeks after that.

#### **V. Church Update**

##### a) Church Financial Report

Christine McGraw presented a written treasurer's report for February for the church (attached).

- The church finances remain in good shape.
- Income was ahead of expenses for February.

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

**Motion was seconded.**

**Motion was approved.**

##### b) Capital Campaign projects update

- Asphalt is done.
- Committee meeting tomorrow morning to discuss the next projects. Jeff Stephens, former member, will be joining the committee.
- Upcoming projects to be discussed are the storage on the back of Hope Hall, Sanctuary restrooms update and Hope Hall windows.

#### **VI. Budget Update**

##### a) Budget plan:

- Plan is to have preliminary budget next meeting.
- Budgets will be distributed to Elders for review.
- Question of how to determine who is still in the Grace community.
- Should we start with a quarterly budget, based on the current uncertainty?
- Need to get budget out to staff, also.
- Council will do an additional meeting in May if needed.

#### **VII. Elder Nominations**

a) Members who have been nominated are Joyce Eggleston, Vickie Braddock, Wendy Gingrich, Gary St. Clair.

#### **VIII. Missions Report**

a) John Galli presented a letter requesting to add Victoria Giaconi to the missionaries supported by Grace.

- Is there room in the mission's budget for another missionary?
- Suggested looking at 5<sup>th</sup> Sunday offering or Mission reserves for additional support funds.

- Recommendation will be presented with missions budget.

#### **IX. Davidson Learning Center**

- a) The council discussed a proposal by Davidson Learning center to use one classroom at Grace (with the possibility of adding a second) for one-on-one tutoring for children who are 1-3 years behind their classes.
- b) The council agreed to have a trial period from May through August and re-evaluate at that time.

#### **X. Cursillo Gathering**

- a) Lutheran Cursillo inquired about holding a gathering at Grace that could be recorded and posted for the Cursillo community. Logistical concerns include having Pastor Chris, Jonathan and other volunteers available. Questions of singing in church, at this time. An outdoor service was suggested.
- b) John Galli will take the information back to the Cursillo leadership.

#### **XI. Closed Session**

- a) The council entered closed session for personnel matters.

#### **XII. Adjournment**

- a) Marlin Gohnitz adjourned the meeting at 9:30pm.
- b) Carole Ryan gave the closing prayer.

Respectfully submitted,  
Betty Wardle, Council Clerk



## Grace Lutheran School Principal's Report to Council

March 23, 2021

7:00 pm

### **I. GLS Calendar**

- A. March 26<sup>th</sup>, 2021 – PTL Chic-Fil-A Lunch Fundraiser
- B. March 31<sup>st</sup>, 2021 – Full Day of School
- C. April 1<sup>st</sup>, 2021 – Half Day of School – Teacher In-Service
- D. April 2<sup>nd</sup>, 2021 – No School – Good Friday
- E. April 5<sup>th</sup>-9<sup>th</sup>, 2021 – Easter Break
- F. April 22<sup>nd</sup>, 2021 – Spring Concert
- G. April 23<sup>rd</sup>, 2021 – Band/Music Chic-Fil-A Fundraiser Lunch
- H. April 29<sup>th</sup>, 2021 – Walk Through Ancient Civilizations

### **II. Calendar Date Change**

- A. Wednesday, March 31<sup>st</sup> is now a full day of school
- B. Thursday, April 1<sup>st</sup> is now a half day teacher in-service

### **III. Talent Show Update**

### **IV. GLS COVID-19 Update**

- A. New talk of having 3 feet separation inside classrooms by Dr. Fauci. New guidelines may be introduced on Friday, March 19<sup>th</sup>, 2021.
- B. Teachers have been receiving the vaccinations
  - a. Currently we have about half that have received their vaccination
  - b. This is not mandatory and will not be mandatory for teachers/staff/students for the 2021-2022 school year.
- C. GLS has to report their opening status every two weeks to the California Public Health Department.
  - a. Webinar with public and private schools across California on March 18<sup>th</sup>, 2021 at 4:00 pm on reporting our school COVID-19 reopening information to the state
- D. We currently have no one with COVID-19 and no one who is using the remote learning option. All students are now on campus.

### **V. GLS Registration Updates**

- A. Priority Registration and Open Registration
  - a. As of **March 18, 2021** we are at **258** students registered for the 2021-2022 school year.
    - Junior Kindergarten – 11 students
    - Kindergarten – 49 students (2 classrooms)
    - 1<sup>st</sup> Grade – 28 students (2 classrooms)
    - 2<sup>nd</sup> Grade – 44 students (2 classrooms)

- 3<sup>rd</sup> Grade – 25 students (Possibly 2 Classrooms)
- 4<sup>th</sup> Grade – 21 students
- 5<sup>th</sup> Grade – 25 students (Possibly 2 Classrooms)
- 6<sup>th</sup> Grade – 15 students
- 7<sup>th</sup> Grade – 12 students
- 8<sup>th</sup> Grade – 28 students (2 classrooms)
- b. Currently Waitlisted in Kindergarten, 2<sup>nd</sup> Grade, and 3<sup>rd</sup> Grade
  - 1. 4<sup>th</sup> grade can take one more student
- c. This would increase our classroom need by three for next year
  - 1. Additional Kindergarten Classroom (Room 6)
  - 2. Additional 2<sup>nd</sup> Grade Classroom (Japanese School Office Room)
  - 3. Additional 8<sup>th</sup> Grade Classroom (Room 16)

**VI. Preschool Update**

- A. Enrollment for March – 106 Students
- B. Enrollment for April – 109 Students
- C. Preschool staffing and entrance level pay seems to be the number one issue to get qualified teachers.
- D. Families are continuing to tour for both this school year and next.

**VII. Rec Club Update**

- A. Current Enrollment – 72 students
- B. Mad Science has 30 students registered for the next 8 weeks
  - a. Most students we have ever had for one club.
- C. Summer Camp Details have been sent out and have already received applications

**VIII. Sports**

- A. The league GLS is affiliated with has cancelled all league games for this school year.
- B. There may be an opportunity for a one-day competition for football but nothing has been confirmed yet.
- C. An email went out to the parents about reimbursement of sports fees.

**IX. GLS Enrollment: Junior Kindergarten – 8<sup>th</sup> Grade (as of March 18, 2021)**

- A. We are currently at **211 enrolled students**
  - a. We had one student in 1<sup>st</sup> grade move to Florida
  - b. We took four new students this past month – JK student, two 1st grade students, and a 5<sup>th</sup> grade student
- B. Limited Number of Students per grade for Social Distancing Guidelines
  - a. Junior Kindergarten: 18 Students
  - b. Kindergarten: 20 students
  - c. 1<sup>st</sup> Grade (Hall): 21 students
  - d. 1<sup>st</sup> Grade (Gogue): 18 students

- e. 2<sup>nd</sup> Grade: 20 students
- f. 3<sup>rd</sup> Grade: 20 students
- g. 4<sup>th</sup> Grade: 20 students
- h. 5<sup>th</sup> Grade: 17 students
- i. 6<sup>th</sup> Grade: 13 students
- j. 7<sup>th</sup> Grade: 28 students
- k. 8<sup>th</sup> Grade: 16 students

**X. Western Association of Schools and Colleges (WASC)**

- A. Working on choosing dates for Fall 2021
- B. Sending out parent surveys and student surveys after Easter break.

**XI. Language Arts Curriculum**

- A. The curriculum team has chosen McGraw Hill Wonders Program for the 2021-2022 school year
- B. Requested from McGraw Hill a split payment of \$23,000 by July 1<sup>st</sup>, 2021 and \$22,682.15 by July 1<sup>st</sup>, 2022.
  - a. Tim and Ginger Stone agreed to pay the full amount of the new ELA curriculum.
  - b. As our enrollment goes up the quote of the ELA need to change as we add a few more classes next year.

**XII. Middle School Math Curriculum**

- A. Samples from McGraw Hill “Reveal Math”
- B. Samples from Savvas “Envision”
- C. Samples from Houghton Mifflin Harcourt “Into Math” and “Singapore Math”
  - a. “Into Math” is the middle school version of our current elementary math curriculum “Go Math.”

**XIII. CARES Act Funds**

- A. Must be ordered and delivered by June 24<sup>th</sup>, 2021
- B. Waiting to receive \$9,641.56 in reimbursements for Chromebooks and licensing
- C. Looking into Water Fill Stations (4 in total). CARES Act does not reimburse installation only materials.

**XIV. Tumble Bus**

**XV. Cyber Safety Cop Webinar for our 5<sup>th</sup>-8<sup>th</sup> Grade Students**

- A. Student Webinars: \$425 pre-recorded, \$600 live
- B. Parents: \$600 pre-recorded, \$850 live

**XVI. Fullerton Induction Program Information**

A. Induction Program for our teachers

- a. Bailey Spillane, Brandy Hoffman, and Joy Wright are applying for the early completion option
- b. Here is the link for CSUF Induction Program:  
<https://extension.fullerton.edu/ProfessionalDevelopment/teacher-induction>
- c. Early Completion Option starting mid-July 2021 went up to \$5,850 (excluding fees) for 5 units.
  1. Here is the link for more information on the Early Completion Option: <https://www.fotip.org/early-completion-option.html>
- d. Total of 4 teachers at \$5850 comes to \$17,550 in total for 2021-2022 school year.

**Grace Lutheran Church and Schools**  
**Treasurer's Report - Feb 2021**  
**Church Balance Sheet - Summary highlights**

<b>Current Cash Assets</b>	<u>Dec-20</u>	<u>Jan-21</u>	<u>Feb-21</u>
General Fund Balance	\$ 279,030.02	\$ 226,048.86	\$ 236,073.19
Payroll Fund Balance	\$ 4,788.60	\$ 4,195.12	\$ 4,788.60
Petty Cash	\$ 400.00	\$ 400.00	\$ 400.00
<b>Total - Church Operating Cash</b>	<b>\$ 284,218.62</b>	<b>\$ 230,643.98</b>	<b>\$ 241,261.79</b>

<b>Long Term Assets</b>			
Total Other Restricted Funds*	\$ 464,340.73	\$ 513,685.82	\$ 515,826.24
Foundation Balance (at month-end)	\$ 134,515.00	\$ 132,272.17	\$ 132,714.48
<b>Total - Church Assets</b>	<b>\$ 598,855.73</b>	<b>\$ 645,957.99</b>	<b>\$ 648,540.72</b>

Capital Campaign Balance	\$ 408,982.55	\$ 411,976.55	\$ 414,720.55
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<b>Long Term Liabilities</b>			
Real Estate Loan Balance	\$ (264,053.59)	\$ (263,166.83)	\$ (261,413.34)

<b>Church Budget Performance</b>	<u>ACTUALS</u> <u>February-21</u>	<u>BUDGET*</u> <u>February-21</u>	<u>Feb YTD</u> <u>Perf-Actual</u>	<u>Feb YTD</u> <u>Perf-Budget</u>
Total Giving/Program Income	\$ 57,296.86	\$ 58,384.36	\$ 490,233.62	\$ 542,916.56
Total Expenses (incl loan pymt)	\$ (44,399.40)	\$ (60,985.41)	\$ (435,396.88)	\$ (542,746.36)
Total Net Gain/(Loss)	\$ 12,897.46	\$ (2,601.05)	\$ 54,836.74	\$170.20

**Notes:**

- \*No PPP funds are shown in any cash balances on the report. Any remaining funds were trans to GLS 7/2020 (+/- \$98K).
- The correction was made to The Cap Campaign balance line above from The January report
- The monthly debt service payment was made in February.
- Income has slowed down in 2021, but the church remains in a good cash flow position.

-The Foundation account took a hit in January, as expected, but given the January the stock market had it wasn't too bad.

**OCCCO**

Care Connections Inc/Exp Stmt	<u>Dec-20</u>	<u>Jan-21</u>	<u>Feb-21</u>
Total Program Income	\$ 261.45	\$ 250.00	\$ 50.00
Total Program Expense	\$ (3,864.49)	\$ (2,584.00)	\$ (2,533.54)
Total Net Gain/(Loss)	\$ (3,603.04)	\$ (2,334.00)	\$ (2,483.54)

OCCCO Fund Balance(month-end)	\$ (139.60)	\$ (2,473.60)	\$ (5,007.14)
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	<u>Feb YTD</u> <u>Perf-Actual</u>
OCCCO Total Program Income	\$ 2,063.45
OCCCO Total Program Expenses	\$ (22,090.13)
YTD Profit/(Loss)	(\$20,026.68)

-The OCCCO Fund is now depeleted. The Director's salary will be paid by the church. The church is in a cash position to afford to absorb that salary.



**Grace Lutheran School**  
 School Balance Sheet - Summary highlights  
 February 2021

<b>Current Cash Assets</b>	<u>Dec-20</u>	<u>Jan-20</u>	<u>Feb-20</u>
General Fund Balance	\$ 159,499.62	\$ 192,331.00	\$ <b>246,052.10</b>
Reserve Acct Balance	\$ 204,300.14	\$ 214,094.00	\$ <b>238,105.13</b>
<b>School Operating Cash</b>	\$ 363,799.76	\$ 406,425.00	\$ <b>484,157.23</b>

<b>Tuition/Fees Collected</b>	\$ 178,319.30	\$ 178,002.57	\$ <b>205,531.46</b>
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<b>School Budget Performance</b>	<u>ACTUALS Jan-20</u>	<u>ACTUALS Feb-20</u>	<u>YTD 2-28-21 Perf-Actual</u>	<u>YTD 2-28-21 Perf-Budget</u>
Total Program Income*	\$ 196,940.92	\$ 204,603.41	\$ <b>1,471,054</b>	\$ <b>1,350,974</b>
Total Expenses	\$ (174,761.16)	\$ (153,067.27)	\$ <b>(1,371,628)</b>	\$ <b>(1,360,539)</b>
Total Net Gain/(Loss)	\$ 22,179.76	\$ 51,536.14	\$ <b>99,426</b>	\$ <b>(9,565)</b>

-There were no unusual expenses or income in February.

-Due to increased enrollment in both the preschool and Jk-8, tuition on both sides has increased each month since school started in September. This month shows a marked increase in tuition/fees collected due to incr enrollment.

-The school remains in great shape at this point in the fiscal year. Both YTD income and expense numbers are better than anticipated.