

BETHEL LUTHERAN MINISTRIES
SCHOOL BOARD MEETING MINUTES
Monday, November 16, 2009
Executive Session Following Meeting (as needed)

Board Members Present: Frank Krebs (Chair), Renata Anderson, Linda Baker, Dave Cook, Brett Day, Jim Gibson, Virgil Hairgrove, John Jacob and Pam Lichtenstein

- I. **Opening Prayer** was given by Chairman, Frank Krebs. (7:00 p.m.)

- II. **Standing Reports** (7:05 p.m.)
 - A. **Business Administrator Report** – No Report
 - B. **Athletic Director Report** – The Board reviewed copies of completed questionnaires from individuals who have shown interest in serving as a volunteer coach for the school. After reviewing and discussing each of the candidates, the Board approved additional winter sports coaches
 - C. **Booster Club Report** - Rapp – No Report
 - D. **PTL** – McMurtrey – No Report
 - E. **Principal's Report** – John reviewed the Intent to Return Statistics. Approximately 70% of the forms were returned. An overwhelming majority of the forms returned indicated that current students were planning to enroll at Bethel for the 2010-2011 school term.
 - F. **Budget Report** – Jim stated that expenses were in line with the budget. Christian Education Envelope giving is also keeping pace with projections. John will speak with Alan regarding obtaining the most recent revenue figures so that the Board will have a clearer picture of the school's financial status. (Action Item – John)
 - G. **Foundation Report** – The Board will be seeking an individual to fill the vacancy on the Foundation Board which was created when Steve Collins resigned from the School Board. (Action Item – Frank/John) Linda Baker will finish Steve's term on the School Board and also serve as secretary.
 - H. **Suggestion Box** – Day – Nothing to Report
 - I. **Auxiliary** – Virgil stated that the Auxiliary will be giving a check for Scrip Revenue sometime before the end of the year.

- III. **Action and Discussion Items**
 - A. **Policy Manual Review** (7:30) – The Board reviewed and discussed suggested revisions to Chapters 1 through 4 of the Policy Manual. John will make the Board approved modifications. (Action Item – John)
Revisions included:
 - *Staff Recognition*. Guidelines will be added to honor staff for their years of service at Bethel Lutheran Ministries. Staff members will be recognized starting after five years of service then every five years thereafter. The Board will begin implementing this policy with current and former staff that has 25+ years of service.

- *Volunteer Recognition.* John suggested that an open house format be used to show appreciation for those individuals who serve as volunteers at the school. This event would most likely be scheduled near or during Lutheran Schools Week. The Board agreed with this idea so this event will be added to the monthly planning calendar. (Action Item – Frank)
 - *Hiring Policy.* Concern was expressed whether policy wording was specific enough regarding new hires. The preference is to hire an individual who is synodically trained. After discussion, wording was agreed upon to make this criterion clearer.
 - *PE Requirements.* John will check with the public school to inquire how they handle students with physical disabilities complying with physical education requirements. (Action Item – John)
- B. **Budget** (8:30) – Jim continues to work on 2010-2011 budget figures. Budget assumptions are:
- Elementary enrollment of 205 students (Mix still 50/50)
 - No change in registration fees
 - Planning for salary increases and five teacher’s aides
- Using the current figures, Jim estimated that the 2010-2011 budget will show a deficit of approximately \$21,000.
- C. **Recognition of Outside Activities** – Discussion tabled until later date.
- D. **Back to School Night** – Discussion tabled until later date.

Adjournment (9:15)

Next Meeting Date – December 21, 2009 – 7:00 p.m. at Bethel Lutheran School

Church Council – December 7, 2009 – 7:00 p.m. at Bethel Lutheran Church

Closing Prayer given by John Jacob

Submitted by Linda Baker

Action Items:

- Obtain YTD revenue figures from Alan (John)
- Fill School Board Vacancy on Foundation Board (Frank/John)
- Modify Chapters 1-4 of Policy Manual (Frank)
- Add Volunteer Recognition event to monthly planning calendar (Frank)
- Check with public school regarding PE requirements for students with physical disabilities (John)