

ST. PAUL'S LUTHERAN SCHOOL  
BOARD MINUTES  
June 16, 2015

**Call to Order:** Chair Aaron Floyd called the meeting to order at 6:10 pm.

**Present:** Aaron Floyd, Janet Merz, Patrick Carrillo, John Rolf, Cheryl Rolf, Lisa Day, Pastor Hein.

**Absent:** Cathy Mulhall, Ty Zumach, Danielle Walter

**1. Opening Prayer**

Pastor Hein opened the meeting with a prayer.

**2. Approval of the Agenda**

Moved, seconded, and approved.

**3. Approval of the Minutes**

The minutes of the 5-21-15 meeting were moved, seconded, and approved.

**4. Communication with Staff**

Cheryl- the ECE staff had a year-end staff meeting on 6-12. Summer Rider who was hired as the new Y5 teacher also attended the meeting. The bible verse for next school year was chosen and the year was reviewed as well as things that did and didn't work this year. Right now teachers are busy cleaning rooms, making supply lists, and getting rooms ready for summer and next year.

John- there was an all-staff meeting held on 6-15. The last week of school was very busy with field trips and other events. The McK staff has not yet had their departmental meeting as they will wait until new staff are hired. Would like to see the marketing group start up again next year.

**5. Current Business**

**A. Childcare Budget**

The March-May budgets were handed out and reviewed.

**B. Budget**

The March-May budgets were handed out and reviewed. The school should end the year positive.

**6. New Business**

**A. Letter from School Nurse**

Heidi Collins sent a letter asking if we would like to continue her services as school nurse next year. An amount for a nurse was built into the 2015-16 school budget so it was decided to ask her to continue with monthly visits next year. It was moved, seconded, and approved to ask Heidi Collins to be our school nurse for 2015-16.

**B. Tuition Contract Update**

Lisa updated the annual tuition agreement to reflect the changes that were added to the admission form for new families. Since there was auto re-enrollment this year, current families did not fill out an application for the 2015-16 school year. The section of the application asking for initials of understanding for policies was added. It was moved, seconded, and approved to update the tuition agreement form.

**C. Admin Position Info**

It was decided that this topic would be covered under old business during the hiring committee feedback portion of the agenda.

**D. Board role nominations/volunteers. (Finance/Scholarship/Marketing)**

Since the 3 new members of the board were not present, this item was tabled.

**7. Old Business**

**A. Hiring Committee Feedback/ Call Results / Postings**

John handed out a list of items that he covered while he was part-time principal and the job description for both part-time & full-time principal were reviewed. There was discussion of the items on the list and it was announced that a church member had requested to take the position

as a volunteer. Discussion followed about the volunteer and duties. The position has also been posted and applications for employment are being accepted.

At this point in the meeting an Executive Session was requested and all staff members were asked to leave the room for a few minutes.

It was asked that anyone applying for the position, whether for employment or volunteer, fill out an application and go through the hiring process as well as anyone taking this position should have some sort of compensation.

Applications for the open teaching positions have been coming in through both the call process and newspaper/Craig's List. Some interviews have been conducted by the hiring committee for both the 1<sup>st</sup> and 2<sup>nd</sup> grade teaching positions. It was moved, seconded, and approved for the school board to recommend Hannah Klumb to St. Paul's to send her a call for the 2<sup>nd</sup> grade teaching position. It was moved, seconded, and approved to offer Carol Matheson the 1<sup>st</sup> grade teacher position.

**B. Science Specialist Position Proposal**

After review of the budget, it was moved, seconded, and approved to offer Kris Sullivan the position of science specialist for grades 1-5. She will receive a 50% reduction of tuition for her children as her compensation.

**C. Constant Contact**

The use of this program was approved at the last meeting. Lisa will talk to PTL and Christi Maroney about getting it set up.

**D. Scholarship Committee**

The scholarship committee met on 6-15 and awards were made. Award letters were mailed out to families on 6-16.

**E. Auction Funds Utilization**

The board had requested wish lists from staff for use of funds. The lists were sent in and items on the lists were discussed. It was decided that some prices of things were needed and this would be an ongoing discussion. It was also pointed out that some of the auction proceeds would be used to fund the science and music specialists as needed.

**F. Security**

Discussion of increasing security at St. Paul's Church was reviewed and some estimates were looked over. Update on security at the McK campus: Wenatchee First Assembly has decided not to put in an insurance claim so the laptop that was stolen from the school office will not be replaced by insurance money. WFA is working on replacing the doors of the rooms that were broken into and there is ongoing discussion of security between WFA and St. Paul's. The discussion of security updates at St. Paul's was tabled for continued discussion.

**G. Final Budget Review**

The proposed school budget for the 2015-16 school year was reviewed. It was moved, seconded, and approved to send it on to St. Paul's for voting.

**8. Other**

**A. Computer Lab**

A suggestion was made to now have the McK teacher aide use the computer lab as needed for lessons. Aaron already has a meeting scheduled with WFA for building use so this discussion will continue after that meeting.

**9. Next Board Meeting: July 16, 2015; 6:00 PM.**

**13. Adjournment: 10:10pm with a prayer from Pastor Mark.**

Respectfully submitted, Lisa Day, Recording Secretary