

RLS Board Open Session Meeting Minutes
January 19, 2023 6:30pm
In Person Meeting at RLS

Voting Board Members Present: Mackenzie Sottini, John Leuenberger, Fonda Ingram, David Miller, Michelle Wood, John Heilman, Chris Johanson, Bill Xenakis, Neil Porter

Non-Voting Board Members Present: Pastor Jonathan Blanke, Carey Reynik

Absent: Bob Unger

Staff Present: Rosie Creasy, Deb Mahan, Robin Hester

Presiding Officer Mackenzie Sottini opened the meeting at 6:33pm and Pastor Jonathan Blanke led the opening prayer.

Principal's Report

Bob Unger submitted a written report in his absence.

Bob will be conducting individual Faculty Meetings regarding Classroom Observations through the end of January.

RLC and RLS will take part in Sanctity of Life Gateway "Baby Bottle" service project (Jan 22 – 31).

RLS has a Cultural Arts Event scheduled for January 23. Donna Washington, storyteller, will share a program with the school.

RLS Staff Letters of Intent will be distributed January 27.

Admission and Marketing Report

Rosie Creasy has conducted a considerable increase in school tours as compared to last January. There has been more interest coming from our church and preschool families than in recent past as well.

With re-enrollments and active applications, we have a pool of around 170 students for 2023-2024 at present. We discussed potential classroom plans for next year as well as at risk student identification and the actions that are currently being taken to address any issues.

Tuition Agreements are due February 10.

The Financial Assistance Committee will need to meet prior to February 24 in order for those Tuition Agreements to be emailed.

RLS received the Silver Award for Best Private School in the Cary Living Diamond Awards.

Upcoming events and dates were shared.

Robin Hester reported that the Lutheran Schools Basketball Tournament was a great success and that the RLS Boys' team won 1st place.

She also shared that there may be opportunities this summer at RLS for Cheerleading Camp, Dance Camp, and Basketball Camp.

Teacher Rep News

Carey Reynik reported that the staff all send "Thanks" to the Board for their Christmas Bonuses, and everyone is happy to be back after the holiday break.

Principal Call Update

Mackenzie Sottini has continued to touch base with Heather Lowing and Jon Fraker as we navigate the Call process.

Treasurer's Report

David Miller pointed out several items in our budget. Staff Bonuses are recorded in the Substitute Teacher/Buyback/Bonuses expense line item. We added a Junior Kindergarten student in December that increases our Tuition (Accounts Receivable) due. The Annual Fund amount raised is now posted. The Childers Foundation Grant has been received and posted. We had requested and now received \$7500 from one of our endowment funds which will be posted in next month's report.

Deb Mahan reported that our website host will be terminating our contract at the end of January 2023. She has explored a new company that wants 3 years payment upfront. It would cost \$1,000 to migrate our site. She is hopeful this will work out.

Deb also reminded us it was time to approve a Financial Assistance Budget. After discussion, the following motion was made.

MOTION: Neil Porter moved to approve a budget of \$159,800 for financial assistance allocation.

Fonda Ingram seconded.

VOTE: The motion passed.

Mid-year Survey

Mackenzie has the Mid-Year Survey ready to send out to parents. She will forward the Google form to Robin to finalize response destination and get it sent out. They will be due back on February 6, 2023.

Committee Updates

❖ Professional Development Committee

MOTION: John Leuenberger moved to approve \$500 for motivational speaker Jacqueline Jeter to present an in-service program to the faculty titled “Grow, Lead, and Prosper”.

Chris Johanson seconded the motion.

VOTE: The motion passed. \$500 has been approved for motivational speaker Jacqueline Jeter to present an in-service program to the faculty on March 17, 2023 titled “Grow, Lead, and Prosper”.

❖ Endowment Committee

The Endowment Committee met tonight. They will try to collect ideas about how to grow endowments creatively and perhaps talk to other schools about their process to grow their funds. They will wait for a new principal to be installed before beginning any campaigns.

❖ Board Policy Manual Committee

Everyone take a look/read through the policy manual and email anything that may need to be changed or updated to Neil Porter before next month’s meeting.

Other Business

Michelle Wood shared Danielle Altieri’s suggestions about keeping our emails from going to our spam folders after December’s minutes ended up in most everyone’s spam folders. Mark the message as valid, not spam. All members should open and read all emails sent from @rlscary.org.

Presiding Officer, Mackenzie Sottini adjourned the meeting at 7:32pm.

Minutes submitted by Secretary, Michelle Wood.