

**RLS Board Open Session Meeting Minutes**  
**May 19, 2022 6:30pm**  
**In Person Meeting at RLS**

**Voting Board Members Present:** David Robison, Tim Farmer, Michelle Wood, Bee Persson, Bill Xenakis, Mackenzie Sottini, Neil Porter.

**Absent:** Chris Johanson, Tom Farr.

**Non-Voting Board Members Present:** Bob Unger, Pam Barnette, Pastor Jonathan Blanke.

**Staff Present:** Rosie Creasy, Deb Mahan, Robin Hester.

Presiding Officer David Robison opened the meeting at 6:31pm and led the opening prayer.

**Our July planning meeting will be Monday, July 11, 2022.** Meeting time will be announced later. This is historically a 4-8pm session with dinner included.

**Principal's Report**

Based on current enrollment numbers, our classroom plan for 2022-23 is the same as last month's report (two 1<sup>st</sup> grade classrooms).

Healthy Together Update: After a pause in instruction for a week in one Kindergarten class and canceled classes on Monday, May 16 for the whole school, there have been no new COVID cases in our two days back on campus. RLS has pulled back on some of its larger groupings, such as Chapel, but will be moving forward with the Spring Arts Festival.

Robin reported that RLS will hold a Kindergarten Graduation on June 1, 2022 at 11am. This milestone celebration should run about 30 minutes with songs and speaking parts from the children.

Important upcoming dates:

May 24 – Spring Fine Arts Festival

May 26 – EOC Math 8 Test

June 1 – Kindergarten Graduation

Grade 8 baccalaureate and Commencement

June 2 – Field Day

June 3 – Last day of classes, closing Chapel Worship

June 6/7 – Teacher meetings (Bob has asked teachers to be officially out of classrooms by June 10<sup>th</sup>)

June 13-17 – VBS at RLC

Bob shared his personal schedule with a list of dates he is out of town in May and June 2022.

The families that went with their 8<sup>th</sup> graders for the Washington DC trip, had an enjoyable experience.

### **Admissions & Marketing Report**

Rosie reported 156 enrolled students, 8 in the admissions process, and another 19 on the interest list. There will also be the potential of more applications as the year begins and people are moving to the area. She is confident we will reach our goal of at least 165. The Admissions Team continues to meet and review applications.

Rosie held an Open House at RLS on Wednesday and has distributed marketing materials to 10 local preschools. She has school ads going into the Triangle Relocation Guide, the Southern Wake Relocation Guide, and hopefully into Lochmere Living.

### **Treasurer Report**

2022-23 Budget: Tim presented a proposed budget draft and reported the reason we do a proposed budget now is so that the church can have a school budget to include in their overall budget. The church council meets June 7 to finalize their budget to present at the church voters' meeting on June 12, 2022. Should there be questions at the voters' meeting regarding the school or school budget, Bob will be there to report and answer.

RLS Board will vote on our proposed budget in July and on a final budget in September.

Current Budget: Tim reported that he estimates we will end the year with a surplus because of our strong enrollment this year.

**Note** – Pam had to leave early at this point in the meeting.

### **Endowment and Restricted Funds**

In an effort for the board to better understand what endowment funds are in place and usable by RLS as well as our Non-Operating Cash Balances which are listed under Restricted Retained Earnings in our monthly Budget Variance Report, David did some digging and collected details he shared and the board discussed. Michelle also provided copies of an Endowment Report that was shared with the church council by the Church Endowment Committee and the application for Requesting Endowment Funds.

**A.** The church has 2 Endowment Funds related to the school at Lutheran Legacy Funds (**LLF**).

- Pastor Paul Kibler Traditional Endowment Fund
- Paul Kibler Education Endowment Fund

There are criteria that must be met to receive funds from either of these two Endowment Funds. There are also limits on the distributions each year, a percentage (generally 4-5%) of fund balance 12 months prior to the request. LLF controls these factors and has the final approval of any distribution. Distributions are only made twice a year and Applications must be received in the church office by March 1 and September 1 of each year. Details may be found on the application attached to these minutes which is also available on the church website under 'About Us', 'Internal Documents'.

**B.** The school has 2 savings accounts at Lutheran Church Extension Fund (**LCEF**) which are listed under our Restricted Retained Earnings.

- Building Fund
- Kibler Memorial Scholarship Fund

The Board discussed ways to better identify these two savings accounts in our reporting, what they can be used for, and questioned if they should be consolidated into one account. If we were to call it a 'Reserve Fund', then that also opens the question as to how much our reserve fund should be. Deb will investigate if there are any LCEF rules that would prevent changing these accounts and identify the specific account numbers. We will hold off on any motions for change until next month and more information is presented.

**C.** There is a third listing under Restricted Retained Earnings

- Paul Kibler Endowment Fund

This fund was reported (and thought to be by board members) the same account as the 'Pastor Paul Kibler Traditional Endowment Fund' listed above at LLF. Deb advised that this was not the same account but was another separate Fund. Deb is to investigate this account and report any findings/details at our June meeting.

We also discussed Fund Raising for Endowment accounts but are unsure of which fund would provide the best benefit for RLS. Here again, we need to get the complete picture of all accounts including the information to come from Deb's investigations before any plans can be discussed or made for fund raising.

The Board did agree that we do need to make a request for funds from both LLF endowments which need to be done by September 1, 2022. Pastor Jonathan asked for these requests to be turned in earlier than this date so the staff has a chance to discuss requests from all entitled entities.

### **Principal Call Committee**

Mackenzie reported that the committee met at the beginning of the week. They will be moving forward to begin a new search for candidates in September.

### **Teacher Call Committee**

Chris formally reported that Tyler Timm has accepted the call for Middle School Teacher at RLS. Bob spoke with him today. Mr. Timm is winding down his year, preparing to sell his house, and fulfilling his current commitments through the end of July. He will be here beginning in August.

Pastor Jonathan and Bob will record a video for parents to explain the Lutheran call process, what was accomplished this year, and what we still hope to accomplish as work continues in these efforts during the 2022-2023 school year.

*Presiding Officer, David Robison adjourned the meeting at 7:53pm.*

*Minutes submitted by Secretary Michelle Wood*

[rlc-endowment-funds-request-form-printable-2019.pdf](#)