

**RLS Board Open Session Meeting Minutes  
June 16, 2022 6:30pm  
In Person Meeting at RLS**

**Voting Board Members Present:** David Robison, Tim Farmer, Michelle Wood, Bill Xenakis, Chris Johanson, Tom Farr, Mackenzie Sottini, Neil Porter.

**Absent:** Bee Persson.

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

**Absent:** Bob Unger

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

Presiding Officer David Robison opened the meeting at 6:34 pm and Pam Barnette led the opening prayer.

The board went into a short, closed session so that a confidential request could be presented from scheduled guests. Afterwards the open session was resumed.

**Principal's Report**

In lieu of Bob's absence, Robin presented his report to the board.

Classroom Plan for 2022-23 based on current numbers:

Junior Kindergarten

Kindergarten

1A

1B

2

Following the pause in instruction May 16, 2022, we finished the school year Healthy Together. Highlights included the Spring Fine Arts Festival, Field Day, and closing Chapel Worship.

Bob has met with most all Teachers and Aides and contracts have been distributed.

The RLS preliminary Budget for 2022-23 was approved by Resurrection Lutheran Church at the June 12<sup>th</sup> Voters Meeting.

The board reviewed the statement addition that Bob and Pastor Jonathan put together for our Website. A few adjustments will be made and links made active to directly access RLC's website as well as perhaps that of the LCMS. Pastor Jonathan would also like to update the church information section in 'About Our School'. Pastor Jonathan and our administration will work together to achieve these tasks. Administration was also asked to go through each page of our Website to make sure all information is current as well as to create a checklist of "Updates to the Website" that need to be made each year.

## **Admissions & Marketing Report**

Rosie reported 158 enrollment agreements received with 16 additional in processing phases and 5 new prospects this week.

The Admissions Team will continue to meet over the summer as needed for any additional student application reviews and assessments.

Marketing is continuing on social media and by word of mouth. Ads will be published in Southern Wake Relocation Guide and Lochmere Living in July. The Lochmere Living Ad will be 1/3 page and published for 12 months. There will also be an email sent out to all families that participated in RLC's Vacation Bible School with RLS information.

Hopefully with less restrictions come August than the past couple of years have brought us, we are excited to reinvigorate the family atmosphere and for our beginning year meetings to occur allowing our families to connect with Teachers, Pastors, and each other.

The board discussed the desire for more formal exit interviews to gather information that could be helpful in our evaluation of areas that may need attention.

## **Treasurer Report**

Tim reported our preliminary submitted 2022-23 Budget was approved by RLC. It will continue to evolve over the next couple of months.

Our current budget report continues to contain no areas of concern. The one new change noted was in 'Other Expenses' which included the expenses for our Called Teacher Visit. This has been a good financial year for our school and we expect to end the year with a surplus.

## **Endowments and Restricted Funds**

David confirmed that there are only two endowment funds, not 3 related to the school. The Paul Kibler Endowment Fund listed in our Treasurer Reports is the same as the Pastor Paul Kibler Traditional Endowment.

### **2 Endowment Funds held at Lutheran Legacy Funds (LLF).**

Pastor Paul Kibler Traditional Endowment Fund

Paul Kibler Education Endowment Fund

Deb reported that we had just been given a check dated in April from LLF in the amount of \$2,592 from the Pastor Paul Kibler Traditional Endowment. No one could identify who had submitted this request.

We have aligned our request to be made prior to September 1, 2022 for funds from the Paul Kibler Education Endowment with that of RLP in order to not exceed the total allowed percentage.

David confirmed that we can combine the Building Fund and the Scholarship Fund savings accounts held at LCEF and that there are no restrictions on either account.

**MOTION:** David Robison moved to merge the LCEF Building Fund and LCEF Scholarship Fund into one account held at LCEF (Lutheran Church Extension Fund) and name it Reserve Funds.

Neil seconded the motion.

**VOTE:** Motion passed. Our two savings accounts at LCEF will be merged into one and named Reserve Funds.

### **Year End Survey Feedback**

Parent comments were reviewed and discussed as needed. Dave will meet with Bob to talk about next year's focus, and share suggestions that were made.

*Presiding Officer, David Robison adjourned the meeting at 8:24pm.*

*Minutes submitted by Secretary Michelle Wood*