

Faribault Lutheran School  
Board of Directors  
Meeting Minutes: February 16, 2010

**6:30 PM meeting called to order**

**Board Members Present:** Rod Gramse, Peg Mundahl, Melissa Lord Illsley, Deb Malmanger, Matt Schreck, Bob Jasmer, Mark Remold and Neal Weeg

**Others Present:** Cletus Pfeifer (Interim Administrator), Pastor Mundahl, Pastor Kinne

**Guests:** None

**Devotions:** Deb Malmanger

**Minutes:** January Minutes amended and approved as amended.

**Review of Confidentiality Policy**

**Parent and Student Handbook Update:** Updates are under way to Fundraising policy, accounting policies, and Supervision of Overnight Activities policy, among others. Review for approval at next meeting.

**2010-2011 School Year Topics**

- **School Calendar:** School calendar options reviewed and an option selected. Start August 31, end June 2.
- **Staff Intent to Return Letters:** Distributed to staff and returned by staff.

**Hot Lunch Program:** State inspection scheduled for February 24. Program continues to operate at a loss, particularly when all salaries and benefits are appropriately applied.

**Principal's Report Highlights:**

- Business Before Hours will be hosted by FLS on 3/3 to coincide with Lutheran Schools Week. Board members encouraged to attend.
- New program details provided on the new Thrivent program Giving Plus.
- Enrollment: Stable

**Finance:**

- Suggestion to research an alternate provider for our payroll processing as we are having on-going issues with PayChex handling housing allowances, etc. Clet will check with Accounting and Tax Associates, a firm with which he has some familiarity. Details to next BOD meeting.
- Review of past due tuition amounts
- Distribution of recommendations from Finance Committee based on the Audit from Nov 2009. Detailed review at March meeting.

## **Policy Review**

- **Fundraiser Policy – edited and approved/adopted**
- **Checking Accounts Policy – approved and adopted.** \$500 limited on “unapproved” purchased by Boosters and PTL, to give freedom to working bodies but assure major expenditures are aligned with school mission and objectives.
- **Supervision of Overnight Activities Policy – edited and approved/adopted.**

**Summer Kids Club:** Proposal for this year’s program submitted by Lori Schleis. Continuation of program for the current year approved on a trial basis, pending some additional discussions.

- Additional discussion needed to finalize fee structure and assure that facility needs/expectations of Peace are being met. Peg and Deb will work with Lori on this to assure the program is structured in the best interests of the school and the families.
- Concern exists regarding “control” at check out time. Perhaps need to generate a sign-out procedure and responsible staff person to monitor adults who pick up the kids in order to protect safety and security of the children.
- Monthly written reports will be required to be provided to the BOD.

**Association Meeting:** Proposed dates for the annual Association Meeting are April 6 and April 8. Date to be finalized at next meeting.

**Next Meeting:** THURSDAY, March 18, 6:30 pm, North Campus. Devotions by Mark.