

Trinity Lutheran School  
School Council Meeting Minutes  
Monday, December 18, 2023

**Purpose/Mission Statement:**

Through Jesus, Trinity Lutheran School strives for academic excellence, spiritual growth, and lifelong service to God, family, and community.

**Members Present:** Jakie Pawling, Lori Paquette, Stephanie Clausen, Mark Vogt, Nelle Richardson, LaVonna Emanuel, Heather Nevarez, Mark Ostransky, Mark Schmidt

**Opening Prayer:** Jakie Pawling

**Approval of Minutes:** November 2023 minutes were reviewed. Stephanie made a motion to approve minutes, second was made by Nelle Richardson. No discussion, all were in favor.

**Approval of Financials:** November 2023 financials were reviewed. Mark Ostransky made a motion to accept the November 2023 financials with a second by Heather Nevarez. No discussion, all in favor.

**Principal's Report:**

**Extra-Curricular Update:** LaVonna reported that we have some good programming going on at Trinity right now.

Student Council: Big week planned with lots of activities in preparation for the Christmas holiday.

Students participated in the Adopt a Family program again this year through Lutheran Family Services.

After School Baking Club was a huge hit!

Bank in School is going well. It appears that the young kids are bringing in more money to deposit than the older ones.

Volleyball had an undefeated, successful season.

Basketball practice has started for both boys and girls. Games have started for the boys; games will start for the girls in January.

Advanced Choir will be singing in front of Kiwana's Christmas party on Thursday at noon. They will be singing at 11:00 for the entire school prior to their early dismissal and the school council has been invited to attend this performance.

**Teacher Evaluation Schedule:** The goal is to document the teachers' strengths. Things are staying on schedule with drop ins and evaluations.

**Trinity Statistical Report + MAP Data:** This will be reviewed in January.

**Advent Services:** We just had a successful K-3 Advent Performance last week. Great feedback from those who attended. This coming Wednesday the 4-8 grade will be leading the advent service. Music is a required course for 4-8 grades.

**Accreditation Progress- Steering Committee/Large Group meeting:** Accreditation has been a hard process. LaVonna feels like they are about a month behind schedule. It has been 8 years since we have been involved with the accreditation progress and things have changed in regard to what they require. The steering committees will be meeting on Thursday after the early school dismissal from 1-4 p.m. to review.

**Positive Classroom Training:** This ESU training is continuing to take place and there will be an in-house training session on Wednesday, January 3<sup>rd</sup>. This is a 7-session training.

**All Staff/Principal Weekly meeting proposal:** LaVonna stated that Pastor Gerber has requested the school council's feedback concerning a request to have a weekly meeting between the office staff and the principal on Monday and Wednesday from 9:00-9:15 where there would be closing of the office – no visitors or calls during that 15-minute window. There was discussion about this proposal. Stephanie Clausen made a motion to trial closing the school office from 9:00 –9:15 on Mondays and Wednesday. This motion was seconded by Nelle Richardson. No further discussion, all were in favor.

#### **Old Business:**

**Tuition Rates & Incentive referrals:** Jakie handed out a document that shows our Tuition Rate Four Year Plan. This was voted on in 2021 by the school council and can be changed at any time. Jakie encouraged the group to continue to look at our tuition rates versus the area schools. She also asked us to look at raising the registration fee based on how ours compares to other schools.

Jakie also shared a handout with our 3 Year Financial Plan. It was reviewed by the council. This document will go into the accreditation packet. A motion was made by Mark Ostansky to accept the Three-Year Financial Plan, second was made by Hether Nevarez. No discussion, all were in favor.

**Dining to Donate:** The next dine to donate is on December 19<sup>th</sup> at Reinita's Restaurant. They will be donating 20% of the profits to Trinity. As of now nothing is scheduled for January.

**Endowment Money for teacher appreciation:** This was discussed with the council again. The overall agreement is that the council should plan some sort of staff outing whether it be a dinner and/or an activity. We decided to ponder this further and will come back with options that we can give to the staff.

**Principal Call Committee:** Initially there were just over a hundred candidates to go through. The call committee got that down to 23 and after calls were made, they had 5 interested candidates. Interviews have taken place with 3 of them, two more are scheduled for early January.

#### **New Business:**

**8<sup>th</sup> Grade Play:** Mrs. Roberts has expressed her desire to no longer lead the 8<sup>th</sup> grade play. There were discussions on what needs to be done to move forward on having a play this year. Money was allocated in the budget for the 8<sup>th</sup> grade play props and expenses. It was decided that these funds could be used to outsource a lead for the school play. Mark Ostansky mentioned that Liah Burke has shown interest in assisting with the play. Leigh Meyer's name was also mentioned. She is part of Midland's drama

department and heads up the Opera House's drama camp. At the time of this meeting, we could not recall the amount that was budgeted for the play. After reviewing notes by the secretary, Lori Paquette, it was determined that \$2000 was budgeted for the school play expenses.

**School Council Handbook:** Jakie passed out the School Council Policies and Procedures Manual. This is something that will be included in the accreditation packet. The information in this manual was taken from the church constitution and bylaws. Jake went over the additions and changes that were made to the original manual. Mark Ostransky made a motion to accept the revised School Council Policies and Procedures Manual. Mark Vogt seconded the motion. No further discussion, all were in favor.

**AD position:** Andy Long has resigned as the AD. His service in this role has been greatly appreciated. LaVonna reported that she has asked Nick Henkenius if he would take this position on. Hopefully by the next meeting we have this spot filled. It was suggested that we look ahead to next year and who might be a good fit for this position long term. This does not need to be filled by a teacher.

**Job Description- Principal:** Jakie brought it to the attention of the council that when a principal is called there is no job description or contract laid out. She suggested that this be addressed at the next meeting since there is work going on to call a principal for the next school year. Jakie did hand out a proposed job description for the council to review.

**New Appointed Members to the board:** We need 2 more appointed members to the council. There was discussion of possible names – Liz Fedde and Jason Jewell. Once we have recommendations, the Leadership Council will need to approve them. Since this is Jakie's last meeting, she suggested new council members receive the "Governing Board Resources for Lutheran Schools" packet that can be handed out and reviewed each year.

**Needs of the school:** It was noted after a meeting in the STEM Lab that room darkening shades are needed.

**School athletes that are church members:** This was discussed and approved at the last meeting in November when Jakie was not present.

**Closing prayer:** Stephanie Clausen

Today was the last meeting for Jakie Pawling, our school council chair and Mark Schmidt, long time council member. A huge thank you to both for their time and dedication to the Trinity School Council. Your care and compassion will be missed.