

St Luke School Commission

Monthly Meeting 4/24/24

Pastor: Fr. Brad Hagelin

Principal: Rick Boyle

Commission members: Monique Cohen, Chair
 Lacie Hansen, Vice-Chair
 Elizabeth Buchner, Secretary
 Eric Blom, Scott Coil, Adam Fluckey, Erica Knauf Santos,
 Jason Therrell, Jackie Zevenbergen
 Mildred Medina, Parents' Club President

AGENDA

Opening Prayer

1. **Opening Prayer** Fr. Brad
2. **Call to Order** Monique called the meeting to order 6:34 pm
3. **Roll Call** Present: Fr. Brad, Principal Boyle, and all Commission Members.
Guest: Jennifer Ruben, St. Luke School Business Manager
4. **Approval of the minutes** Monique asked for minutes from the 2/28/24 meeting to be approved. Erica motioned to approve, Mildred seconded, all voted in favor. Minutes are approved.

Briefings

1. **Pastor's Report - Fr. Brad**
 - Bequest coming in from Fr. Bowman's estate, at least \$500K to the school. Assuming it will be put to endowment; the new pastor will determine. FB to approach current major donors to see if they will match the gift before new pastor arrives.
2. **Principal's Report - Rick Boyle**
 - Jennifer Roben reviewed school finances - income statement, balance sheet
 - Likely will not pull money from endowment (typically \$70K pulled annually)
 - Have not had to spend from annual fund
 - Salaries running under budget - ~\$60K
 - Over budget on benefits (had under budgeted for pension; is corrected for upcoming budget)
 - \$225K raised in Annual Fund YTD
 - Jennifer Roben reviewed the proposed 24-25 Budget
 - 452 students expected next year. Tuition budgeted as if 440 students.

- SLAT \$74K
- Auction \$185K (Auction Expenses \$125K which does not include required donations or staff salary)
- Fund A Need \$50K
- Salaries avg 80% Shoreline comp. Avg 9% increase for salaries across the board (total comp) - streamline to align with Christ the King who does 80% Seattle comp
- Staff not to be increased apart from one new position, either counselor or LR position - one new staff and another as contracted position
- Income projected is conservative on the upcoming budget
- Question: we are rapidly approaching full enrollment so how can we continue to generate increasing revenue to meet rising expenses?
- Finance Committee: we are looking to establish a \$10-12MM endowment
 - Recommendation to establish a single endowment to minimize recurring fees, but keep restricted funds managed on paper outside of the endowment (separate accounting line items)
- Announcement: Rick confirms he will stay as principal for one more year

Discussion and Possible Action

1. Commission Bylaws Amendments

- Changes were sent in advance Officers: one year renewable terms
- Motion to approve changes: Adam
- Second: Jason
- Motion passes unanimously

2. Commission Membership

- Potential new Commission members: Bryan Presto, Frank Trieu, Anna Liza Lopez, Young Ritzo, Zerai Asgedon
- Motion to put these people forward to Fr. Brad and Rick Boyle: Lacie Hansen
- Second: Elizabeth Buchner
- Motion passes unanimously

3. Transition of Leadership

- Next year: Commission will need to budget its time to: onboard new pastor to commission; see school through accreditation process; oversee the search committee for a new principal
- Next year: Stephanie Wall and Ana Spain (Oliver, PK, and Lilly, younger) new parents club co-presidents
- Conflict on next scheduled meeting - proposed to meet on June 5th instead
- Crosswalk safety measures reviewed

Closing Prayer

Meeting adjourned: 8:02 pm