



# ST. PAUL'S

Lutheran Church & School

## January 4th, 2022 Ministry Board Meeting Minutes

**Called to order** - Nathan Rich

**Present** - Robert Buss, Craig Caitlin, Chris Brunner, Brent Howe, Nathan Rich, Pat Schlosser, Dawn Ullom, and Lee Shambeau

**1. Opening Prayer** – Nathan Rich

**2. Introductions** –

- a. Brent Howe introduced as interim School Board Director replacing John Nielsen.
- b. Chris Brunner introduced as unofficial Co-Treasurer. Chris will handle Treasurer position while Lee is out of town.
- c. Kelley Gowling hired as 3<sup>rd</sup>/4<sup>th</sup> grade teacher for remainder of school year, replacing Steve Lehman.

**3. Thank Yous** –

- a. Thanks to Bob Buss and Kristin Hadenfeldt for extra work done over the last month and Christmas break to ensure school is staffed.

**4. Review of 12/7/21 Meeting Minutes** –

**Motion to Approve Ministry Board Minutes from 12/7/21**

*Motion by Craig, 2<sup>nd</sup> by Dan – Motion Carried*

**5. Treasurer/Financial Secretary Report** –

- a. Current Budget Projections presented.
  - i. Noted that month ending values vary a lot since School Choice payments are not received on monthly basis.
  - ii. Noted that budget snapshot for first Tuesday of the month meetings may not be reconciled with bank statements. Comes as result of latest bank statements not being received in time for reporting in meeting.
  - iii. The Fuhrman Fund is nearly depleted with a balance of ~\$20k. Suggested that starting in the 2022/2023 school year, a specific amount remaining funds will be distributed as tuition assistance instead of paying tuition in full for non-Choice students.
- b. Goals for Next Budget – Notes on discussion
  - i. Number of students enrolled for budget projections = 124
  - ii. Health insurance for staff is a large cost. Discussion with Grant Jones on hiring insurance consultant to find best options for workers and church budget.
  - iii. It is Synod convention to offer housing allowance to every called worker regardless of called workers being married and sharing the same residence.
  - iv. St. Paul's gives 10% of offerings to Synod.
- c. **Motion to form ad hoc budget committee in order to refine budgets prior to presenting to congregation.**

*Motion by Nathan Rich, 2<sup>nd</sup> by Lee – Motion Carried*

Proposed members:

Craig Catlin, Chris Brunner, Dawn Ullom, Richard Rust, School Board Rep.

d. **Action Item 1: Motion to authorize Chris Brunner to sign checks and requisition forms.**

*Motion by Nathan Rich, 2<sup>nd</sup> by Lee – Motion Carried*

**6. Pastor Reports –**

- a. Extend Calls – Latest pastoral calls returned. Pastor Quandt will continue to assist with pastoral call meetings.
- b. **Action Item 2: Vacancy Pastor – Call extension vote for Pastor Jefferey Seelow as vacancy pastor**
  - i. Suggested pay is \$2000/month.
  - ii. Pastor Seelow to inform St. Paul's leadership on how many Sunday's per month he will preach.
  - iii. Pastor Seelow plans to be on campus 1 to 1.5 days during the week for spiritual guidance, consultation, recommendation on church protocol, etc.
- c. Guest preaching possibly 1 week per month, depends on schedule from Pastor Seelow.
- d. Action Item: Lay leader preaching – Mention of Ryan Mulske to preach/lead services as lay leader.

**7. Executive Director –**

- a. **Action Item 3: Nominations/Suggestions for Executive Director**
  - i. Initial suggestions among Ministry Board are Doug Selchow or Richard Rust.
  - ii. Suggest an announcement be made via email and at upcoming voters meeting that nominations be forwarded to church secretary.

**8. Operations/Maintenance –**

- a. Transition document available: "Transition Operations Task List"
- b. Requests – Dawn and Carly
  - i. Increase Dawn's hours from 25 hr/week to 40 hr/week
  - ii. Increase Carly's hours from 20 hr/week to 40 hr/week (suggested by School Board)
- c. Coordination – Richard Rust
  - i. **Reinstate Properties Board with a Director, bring this information forward to congregation.**
  - ii. Proposal to allow the Properties Board to hire a part-time worker; possibly contract a candidate as needed with church being invoiced on hourly basis.
- d. School Cleaning – New Contract

**9. School**

- a. School Board Minutes review
- b. Principal report: recent changes
  - i. Hired Kelley Gowling as 3<sup>rd</sup>/4<sup>th</sup> grade teacher for remainder of school year.
  - ii. Kelly Bjork serve as 4K teacher for the remainder of year.
  - iii. Leah Olson as 4K assistant for remainder of school year.
  - iv. Rosanna Mulske and Kristin Hadenfeldt taking on additional duties to teach 1<sup>st</sup> grade.
- c. Early childhood program report – see notes above
- d. Current outstanding calls placed
  - i. Kindergarten – Jill Kaiser
  - ii. 7/8 – Mark Kaiser
- e. Info on Action Items:
  - i. Ministry Board review request by School Board for second kindergarten teacher for next year.  
**Motion made to defer on this decision until further budget review.**  
*Motion by Craig Catlin, 2<sup>nd</sup> by Lee Shambeau – Motion Carried*
  - ii. Expand Carly's hours (see 8.b.ii)

- iii. Ministry Board review of school board recommendation to call 2<sup>nd</sup> grade teacher for next year; expand Mrs. Buss call to full-time for K-8 Art.

**Ministry Board to table until further budget review.**

Noted that extra cost for Mrs. Buss full time call amount to ≈\$42k

Importance of art program stressed – provides needed relief time to teachers and many parents expressed approval for program.

**10. Crossroads Consulting Ministry 1-20 to 1-22**

- a. Important that board members can attend meeting on Saturday, January 22<sup>nd</sup>.

**11. Closing Prayer – Dan Kuske**

**Minutes Prepared by Brent Howe, Interim School Board Director**

**Next Ministry Board Meeting:**

February 1, 2022 at 6pm