



BOARD OF DIRECTORS MEETING
January 18th, 2022

ATTENDEES:

Josh Pratt	Chris Sebald	Kent Heins	Mark Kroll
Grant Wurdell	Nancy Zittergruen	Lisa Gunhus	Pastor Adam Hengst

1. Meeting called to order at 7:00 pm.
2. **Opening Devotional and Prayer.**
3. **Additions to the agenda—None.**
4. ***Motion to approve minutes from November 16th, 2021 BOD meeting.***
Motion to approve: Wurdell, Second: Zittergruen. Ayes: 6, Nays: 0. Abstain: Sebald
Motion approved.
5. **Early Childhood Center update—Lisa Johnson and Laurie Bromenshenkel**
 - Lisa Johnson relayed the current strains on childcare due to COVID.
 - Currently, most school districts are continuing with a 10-day quarantine for students who have tested positive for COVID.
 - Our Savior has additional complications. While the older students can wear masks, this is not feasible in the infant and Ducky rooms.
 - Currently, the childcare center follows three requirements:
 1. The center has to report cases of COVID.
 2. Parents/guardians are notified of exposure.
 3. Affected students are isolated and quarantined.
 - New guidelines state that close contacts no longer have to quarantine, but Johnson's health consultant recommends complying with MDH guidelines. Lisa Johnson states, however, that the guidelines are vague and not definitive regarding early childcare.
 - Discussed the idea of loosening quarantine restrictions, and impact on easing family strain vs. safety concerns.
 - Families can't work if our policies are too strict, and it might encourage people to be dishonest about their child's health status.
 - Johnson expressed concern about eliminating the quarantine altogether, especially because the childcare center does not require masks.

- Staff pay guarantee.
 - At the onset of the COVID epidemic, the Board did assure continued pay for staff if they are in quarantine. Lisa Johnson tries to have non-symptomatic staff do continued work, such as cleaning empty classrooms, filing paperwork, etc.

Motion for the childcare center to provide funding for staff if they are absent due to illness or COVID exposure. This period is for the next 60 days, and funding will be based on an employee's normal, contracted pay. Employees will continue working in an alternate capacity (cleaning, clerical duties) if they are symptom free.

Motion: Heins, Second: Sebald. Aye: 8; Nay: 0.

Motion approved.

- Discussed amending the current OSLCS quarantine policy.
 - The childcare center has been working on a new policy, with adults in quarantine for 5 days, and children for 7 or 10 days depending if they are old enough to wear a mask.
 - Sebald and Kroll recommended a less stringent policy that is symptom based. Lisa Johnson is concerned that if parents might game the system and not be honest about their child's symptoms.
 - Strategized about a new policy based on symptoms and/or a positive COVID test, length of quarantine, etc.
- Chris Sebald will work together with Lisa Johnson on a policy to solidify what the new framework should be. Outline of new policy is as follows, with details to be determined:
 - Students and staff need to quarantine if they are showing COVID-19 symptoms or have received a positive test result for a COVID-19 test.
 - If the student or staff member is symptomatic, they need to quarantine for . . .
 - If the student or staff member has received a positive test result for COVID, they need to quarantine for . . .
 - No quarantine will be required for students or staff that have been exposed, but are asymptomatic.
- Reviewed toddler playground proposals.
 - The Playworld/Midwest playscape proposal totals \$46,656 for materials/equipment +\$4863 for installation. The equipment provided is minimal.

- o The Flagship proposal for equipment and installation is \$63,702. Lisa Johnson feels the quote from Flagship is engaging from infants to 3 yr. olds, and they have been great with communication. The Education Committee also prefers the Flagship proposal.
- o Discussed funding for the playground.
 - The Board believes about \$15k was set aside for the playground from a previous year's surplus and will confirm.
 - Lisa Johnson believes addition funding has been received, and will confirm the total.
 - Laura Kimber would also like a percentage of the Gala proceeds to go towards the playground.
 - In addition, Pastor Hengst suggested that the playground project falls very well into a Strategic Fund Reserve draw.
- o Reviewed location of playground structures, and Lisa Johnson will try to get a more detailed rendering so it will be available to view at the Gala.

Motion to move forward with the Flagship Recreation proposal and financially support the project.

Motion: Wurdell, Second: Hengst. Aye: 6; Nay: 0. Abstain: Wurdell (Mark Kroll had to leave before vote.)

Motion approved.

- Reviewed current policy of free school tuition for current staff members.
 - o Mike Field needs to know how to move forward with tax paperwork. Staff can currently claim up to \$10k tax free for COVID expenses.
 - o Mike needs to know the tax consequences of the policy or if we need to change the policy to meet new COVID exemption rules. Josh Pratt will reach out to Mike Field to resolve his questions.

6. Treasurer and Financial Management Committee Report—Dave Fine not present

- Reviewed Monthly Budget
 - o The church year-end budget status is \$122k better than budgeted.
 - o The actual school budget status is \$82k better than budgeted. The savings is due to an underrun in staff expenses, which is a burden on the current staff.
 - o Discussed potential salary changes from the 2022 budget, such as updating the Interim Director's salary and increasing work hours for Laura Kimber. The employee insurance policy's premium was also higher than expected due to staffing updates.



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- Addressed the 2021 budget surplus and possible uses.
 - Pastor Hengst recommends setting aside \$50k into a scholarship fund for the childcare center, due to families that need financial support.
 - Reviewed notes from November BOD meeting:
 - [-we will know the true surplus from 2021, and discuss what percentage should go into the strategic reserve and what percentage to allocate to staff.
 - Pastor Hengst recommended that after staff distributions, consider using some remaining surplus funds into a scholarship fund for the Preschool. The current balance for school scholarships is \$3000.]
 - Discussed wish lists given to the Board by staff members. At the February meeting, the Board will review the list to determine what is and is not feasible.
 - Addressed Joe Aurich's wish list request for a new \$5500 couch for youth room.

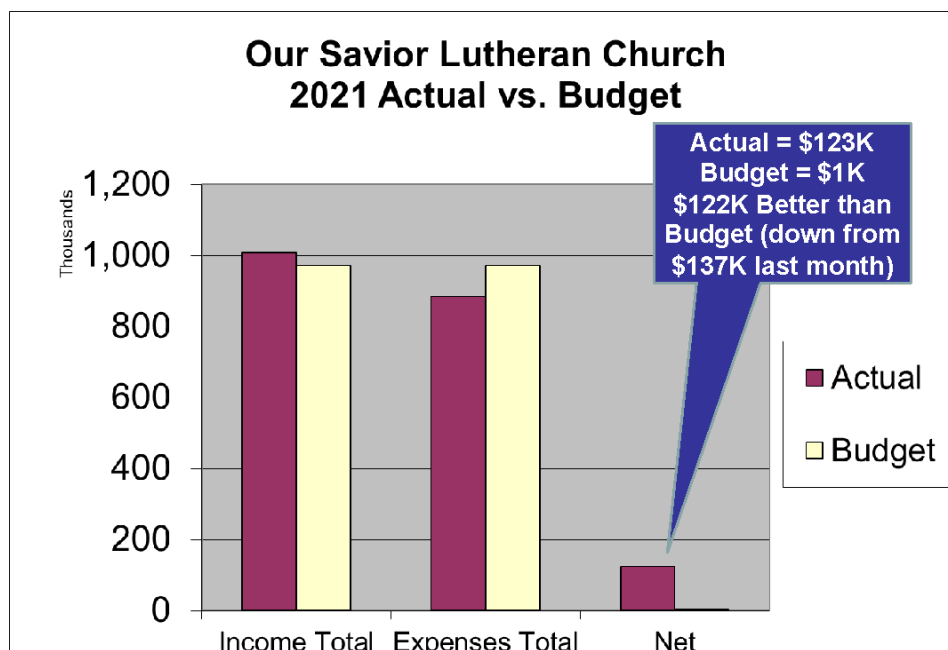
Motion to grant Joe Aurich's request for a new couch for church youth totaling \$5500.

Motion: Wurdell, Second: Zittergruen. Aye: 7; Nay: 0.

Motion approved.

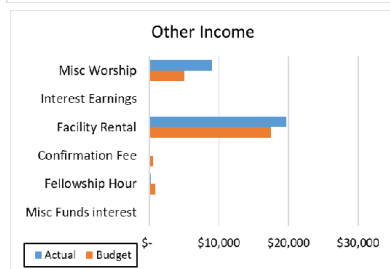
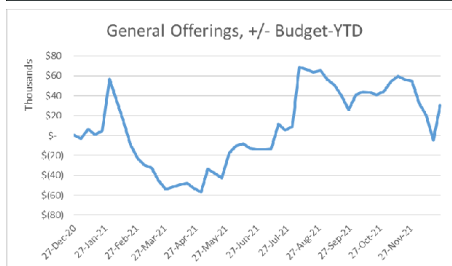
Overall Budget Status (12/31/21)

Our Savior Lutheran Church and School

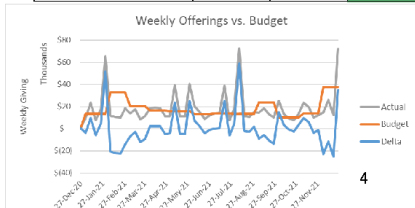


Church Income (12/31/21)

Our Savior Lutheran Church and School



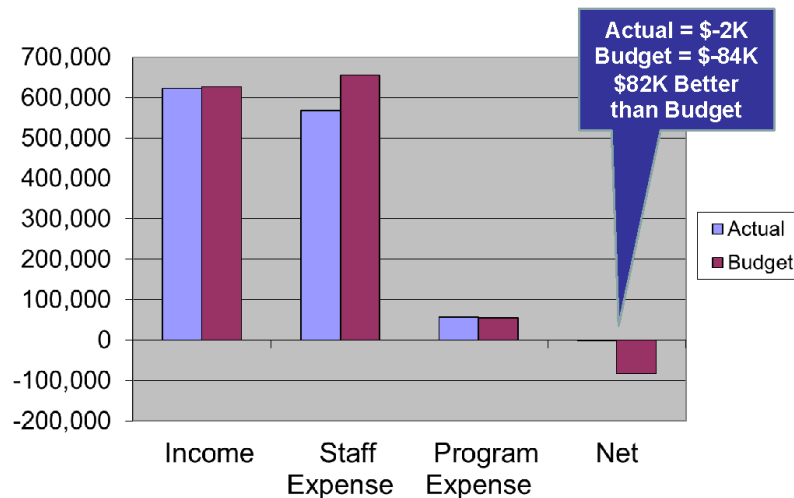
	Actual	Budget	Delta
General Offerings	\$ 953,123	\$ 924,000	\$ 29,123
Envelope Offerings	\$ 10,619	\$ 13,000	\$ (2,381)
Plate Offerings	\$ 11,922	\$ 10,000	\$ 1,922
Special Offerings	\$ -	\$ 750	\$ (750)
Easter Egg Hunt	\$ 57	\$ 350	\$ (293)
VBS	\$ 2,545	\$ -	\$ 2,545
Mission Offerings	\$ 978,266	\$ 948,100	\$ 30,166
Other Income	\$ 28,851	\$ 23,845	\$ 5,006
Misc Worship	\$ 9,002	\$ 5,000	\$ 4,002
Interest Earnings	\$ 20	\$ 45	\$ (25)
Facility Rental	\$ 19,636	\$ 17,500	\$ 2,136
Confirmation Fee	\$ -	\$ 500	\$ (500)
Fellowship Hour	\$ 161	\$ 800	\$ (639)
Misc Funds interest	\$ 32	\$ -	\$ 32
Total Church Revenue	\$1,007,117	\$ 971,945	\$ 35,172



Overall School Budget Status

Our Savior Lutheran Church and School

2021 School Actual vs. Budget



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7. Pastor's report—Pastor Adam Hengst

- Brief review of Pastor's report. No questions were asked.

8. BOD President's Report—Josh Pratt

- Discussed the Early Childhood Director position. The interim term is ending in Spring, and the church should be ready to hire by March.
 - The EC Director is not a called position.
 - The full-time position will be posted internally to give staff the opportunity to apply.
 - Pastor Hengst will put together a job posting and salary recommendation and compare it to the 2022 budget.
- Reviewed happenings with the Shorewood Watershed Project.
 - Josh Pratt was notified that there was an easement for Our Savior on the City of Shorewood January 10th agenda. Josh was able to remove it from the city's agenda until he could discuss the issue with the Board of Directors.
 - Shorewood needs additional land for a drainage pond and has purchased the lot next to Our Savior. The city's current lot is not big enough, so Shorewood would like to use some of the church property.



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- o The city would take on maintenance of Our Savior's dry pond, and an additional 4250 sq feet of "new impervious condition."
- o Josh Pratt feels this agreement with the city would be relatively low risk. If Our Savior wanted to expand into this dry pond area, we would need approval from the city and a probable easement regardless of this current situation.

Motion to move forward with the City of Shorewood to approve the easement.

Motion: Heins, Second: Wurdell. Aye: 7; Nay: 0.

Motion approved.

- o Josh Pratt will contact the City of Shorewood to approve the easement. He will try to change the easement's language to be less specific, changing the additional proposed 4250 sq ft to a general area of land.

9. Financial Accountability Update

- Grant Wurdell reported on Our Savior's process of tracking cash donations. Two people review the donations, physically counting the cash and then adding up the donation amount marked on the envelopes, making sure the figures match.

10. Constitutional Committee

- The Constitutional Committee still needs to be formed. A few members have expressed willingness to participate, but have other conflicts of service within the church. This committee will need to address upcoming issues such as virtual voting and the call process.

11. Board of Directors Members and Terms

- The Board should bring some new members on in 2022, so we have more balanced start and end terms. Dave Fine's term is up in Spring 2022, and several current members have terms ending simultaneously in 2023.

Closing Prayer

Meeting ended at 10:12 pm

Next Meeting—February 15th, 2022



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Respectfully submitted,
Lisa Gunhus
Board of Directors Secretary

ADDENDUM—January 18, 2022

A vote needed to be taken before the February 15th BOD meeting regarding the matter of alcohol being served at the Gala. The board conducted the vote over e-mail.

Motion that alcohol shall be allowed to be served at the Our Savior Gala on Saturday February 5, 2022. Serving of alcohol shall follow the proposed Alcohol Policy that there will be a two-drink limit per person and drinks will be included as part of the event and not sold. Furthermore, alcohol service will stop 30 minutes before event conclusion.

Motion: Heins, Second: Zittergruen. Aye: 9; Nay: 0.

Motion approved.