

ST. LUCAS UNITED CHURCH OF CHRIST

CHURCH COUNCIL MEETING MINUTES

October 27, 2020

Members present: Debbie Ball, Mike Bohn, Barb Coughlin, Joy Dressel, Ken Hamilton, Gregg Heutel, Dave Johnston, Randy Jurgensen, Don, Lang, Al Lichtenstein, Skip Salomon, Joanne Scheidt, Lisa Slyman, Carol Stelmach, and Justin Wenk.

PASTORS: Rev. Bill Smutz

GUESTS: There were no guests. The meeting was held electronically via Zoom due to the Coronavirus situation.

The meeting was opened with a prayer by Rev. Smutz.

CONSENT AGENDA:

Preschool: **See Attached.**

Heritage Report: **See Attached.**

Nominating Committee: **See Attached.**

Carol made a motion to approve the consent agenda. Barb seconded. The consent agenda was approved.

CLERGY REPORT: Rev. Smutz has been working on shifting from outdoor service to an indoor service. He has been working with staff to continue planning advent. He is working day to day with the staff making sure everything is covered. He has been participating in stewardship training that has been offered through the conference. Debbie Heagle joined the staff meeting call and is hopeful to be back in the near future. Debbie will start to transition back.

BUSINESS:

Report of Covid-19 Task Team- Bill/Dave: The task team is working on a weekly check in to make sure what they're doing is safe. They are looking in to the future to see what will be needed. They are discussing how to open the building back up. They are discussing where to have daytime or evening meetings, health and cleaning protocols, staff support, time frames, etc. The team talked about putting plexiglass around Debbie Heagle's area.

Finance Committee Report- Gregg: **See Attached.**

Budget-2021: **See Attached.** Carol made a motion to accept the budget as presented. Al seconded it. Motion passed.

Cool Safe & Dry-Don: Here is the latest on the capital campaign. All numbers are as of Sept 30, 2020.

- We have received \$755,690.64 in donations, against a goal for all five phases of projects of \$855,000.
- We have fully funded the first phase projects of Sanctuary HVAC and Social Hall Chiller, as well as, fully funding the security system for the church and the preschool. All three projects have been completed and are in use. Thank you Building and Grounds Committee.
- The second phase project, the back-parking lot, is fully funded (\$250,000RE) and Building and Grounds complete that phase last year. It looks great. Thank you Building and Grounds.
- The third phase project, the education building HVAC, is also 100% funded at \$78,000 and Buildings and Grounds is 60% to 70% complete.
- The fourth phase project, the social hall ceiling and floor, this past month went over the 100% funded mark (\$50,000) and Buildings and Grounds has already installed energy efficient LED lights which will save us money on electricity and light bulb replacement. Thank you again Building and Grounds.
- As you may recall, we received an original loan from the Rott Foundation for \$100,000, which we have been slowly paying back and is not included in the above donation numbers. We have \$66,918.46 remaining as of Sept 30, 2019 on the loan.

#### Task Force Reports/Status

Congregational Meeting- Randy: **See Attached.** Guidelines will go out to the congregation on how the meeting will work before the congregational meeting. They will also receive a list of the candidates for the boards and council. Barb asked if people will be comfortable voting on Zoom in front of others. Randy said when people register, they would be given a voter ID number. They would get a ballot and mail it in to church. Ken said there are people in the Village who don't have a computer. He will talk to the people at the Village and find out if they want to vote. There was discussion about absentee voting. We can send out ballots; they need to be mailed in. Debbie said the ballots should not be opened until a council member is ready to count the votes.

Randy made a motion that we hold an in-person meeting for those willing and able. Members will also be able to participate remotely. We will provide a method of voting that allows pre-registered members who will be attending remotely the opportunity to vote. They will be given a paper ballot that must be returned to the office before the congregational meeting. This year is a closed ballot. There will be no nominations from the floor. Skip seconded the motion. Motion passed.

By-Laws- Dave: Dave will go back to the committee to update the by-laws based on what was just discussed.

Nominating Committee- Joy: We still have an opening for the preschool board. Every position that is being voted on will be on the ballot.

Questions: Joanne asked who are the 5 members going off council. Lisa, Ken, Mike, Barb, Skip.

Personnel Committee Report- Joanne: At some point we still need to have a strategy to assess our staffing model. Carol said Membership and Evangelism discussed how participation in the church would change. Some of the ideas in Membership and Evangelism would change staffing.

Staffing Church Office: If the building is open, the office needs to be staffed. Carol said there is a need now to staff it. People are calling the office and need answers to questions. The phones are covered 5 days a week from 9-1. Barb said once the church opens, the office definitely needs to be staffed. The building might be closed, but it is still functioning. The preschool is open. Skip suggested getting the office staff to stagger their hours. Joanne recommended that Pastor Bill and the COVID task force bring back a recommendation to ensure the building is staffed daily once the church reopens. There are several ways this could be done in a safe manner. As the leader of the staff, Bill should work with them and the task force to assess what will work best and report back to Council. Dave said we can open gradually with guidelines. The preschool will use room 18/20 for lunch. They will clean the room immediately after they're finished. Carol made a motion that we begin to open the church as quickly as possible and in the safest manner possible. Ken seconded it. Skip said open means the office is staffed from 9-4. The task force is working on specific pieces...how many people can be in a room, how to clean, etc. The task force will come up with the total plan on how to open safely and with specific guidelines. The motion passed.

Gift for Debbie Heagle: People are wanting to donate for a gift for Debbie. The best way to give a gift to her is to give directly to Debbie. This can be put in the e-blast.

Annual Congregational Meeting-Concerns-Lisa et al: The church is bound by the constitution and by-laws to have a congregational meeting. Skip said we need to be prepared to cancel the meeting if the county says we can't have more than 25 people gather. Dave said we should go ahead with the plan we currently have in place.

Helping for Services and Funerals, etc.: Ken said we need help with church services to help clean up and sanitize after the service. Help is needed on Sunday mornings as well.

OPEN FORUM: Gregg mentioned he is going to have a Zoom meeting or two before the annual meeting so people can ask questions about the budget. Skip sent out the project payment documents for Building and Grounds. Skip made a motion that we institute the attached procedures. Joy seconded. Motion passed. **See attached.** Randy said there is a failed piece in the AV equipment. At the end of the year, they will determine if it will be replaced.

ADJOURNMENT: The meeting was adjourned at 8:14 with the Lord's Prayer.

Respectfully Submitted by Lisa Slyman

Saint Lucas United Church Of Christ			
<b>2021 Proposed Annual Budget</b>			
<b>Analysis of Revenue &amp; Expenses</b>			
	<b>Proposed 2021 Annual Budget</b>	<b>Actual 2020 Budget</b>	<b>YTD 9/30/2020</b>
<b>Revenues</b>			
GENERAL FUND INCOME			
Total Regular Offerings	\$754,300.00	\$852,172.44	\$491,543.46
Total Challenge Benevolences	\$0.00	\$0.00	\$5,912.62
Total Church School Offerings	\$0.00	\$0.00	-\$462.98
Total Misc. General Income	\$173,225.66	\$163,344.00	\$97,576.19
<b>Total GENERAL FUND INCOME</b>	<b>\$927,525.66</b>	<b>\$1,015,516.44</b>	<b>\$594,569.29</b>
Total BUILDING FUND	\$0.00	\$0.00	\$6,193.00
Total KITCHEN FUND	\$0.00	\$0.00	\$4,075.55
Total BEQUEST FUNDS	\$0.00	\$0.00	\$183.00
Total MEMORIAL FUND	\$0.00	\$0.00	\$1,840.00
Total GENERAL ENDOWMENT	\$0.00	\$0.00	\$3,672.00
Total PERPETUAL ENDOWMENT	\$0.00	\$0.00	\$76,287.00
Total GARDEN FUND	\$0.00	\$0.00	\$500.00
Total H.S. ACTIVITY/WORKCAMP FUND	\$0.00	\$0.00	\$1,000.00
Total TRIBUTE GARDEN FUND	\$0.00	\$0.00	\$250.00
Total AUDIO VISUAL FUND	\$0.00	\$0.00	\$0.00
Total RENEWAL CAPITAL CAMPAIGN	\$0.00	\$0.00	\$15,970.14
<b>Total REVENUES</b>	<b>\$927,525.66</b>	<b>\$1,015,516.44</b>	<b>\$704,539.98</b>
<b>Expenses</b>			
GENERAL FUND			
Salaries & Benefits			
Clergy Staff			
Total Senior Minister	\$130,000.00	\$130,000.00	\$78,127.38
Total Min. of Congregational Life	\$89,839.91	\$87,895.55	\$67,765.72
Total Supply Minister	\$1,800.00	\$1,800.00	\$3,045.00
Total Clergy Staff	\$221,639.91	\$219,695.55	\$148,938.10
Total Salaries & Benefits	\$221,639.91	\$219,695.55	\$148,938.10
Other Staff			
Total Business Administrator	\$0.00	\$55,252.25	\$42.58
Total General Maintenance	\$56,906.62	\$56,503.71	\$43,119.08
Total Custodians	\$42,909.51	\$43,909.51	\$29,845.79
Total Administrative Assistant	\$71,098.72	\$61,501.60	\$54,031.93
Total Communications Coordinator	\$42,142.39	\$42,642.39	\$46,662.87
Total Clerical Assistants	\$0.00	\$0.00	\$160.90
Total Baby Sitters	\$4,521.30	\$5,217.62	\$1,251.95
Total Youth/Child Coordinators	\$97,302.96	\$117,745.10	\$74,908.77
Total Music Department	\$65,217.70	\$66,717.70	\$50,769.81
Total Audio/Visual Technician	\$25,190.10	\$23,058.63	\$4,017.12
Total Other Staff	\$405,289.30	\$472,548.52	\$304,810.80
Program & Facility			
Total Staff Expenses	\$11,944.00	\$11,250.00	\$4,198.66
Total Maintenance & Repair	\$66,670.00	\$62,670.00	\$66,860.04
Total Improvements & New Equipment	\$1,100.00	\$1,100.00	\$1,624.00
Total Utilities	\$58,300.00	\$60,400.00	\$39,125.49
Total Office Expense	\$34,700.00	\$18,989.00	\$29,269.17
Total Other Expense	\$22,150.00	\$24,168.00	\$14,749.47
Total Insurance Expenses	\$40,798.00	\$37,450.00	\$32,209.81
Total Information Systems	\$15,205.00	\$17,450.00	\$13,246.41
Christian Education			
Total Instructional	\$450.00	\$450.00	\$359.66
Total Children's Ministry	\$4,650.00	\$4,750.00	\$2,371.84
Total Youth Ministry	\$1,000.00	\$1,980.00	\$1,192.19
Total Adult Ministry	\$0.00	\$1,890.00	\$0.00
Total Confirmation	\$2,200.00	\$2,200.00	\$1,504.48
Total Christian Education	\$8,300.00	\$11,270.00	\$5,428.17
Total Music Expense	\$12,263.00	\$13,625.00	\$3,392.12
Total Membership & Evangelism	\$6,000.00	\$8,800.00	\$1,646.78

Total Caring Ministry	\$1,335.00	\$1,500.00	\$0.00
Benevolences			
Total Funded Benevolence	\$37,372.50	\$41,525.00	\$26,783.08
Total Challenge Benevolence	\$0.00	\$0.00	\$0.00
Total Other Benevolences	\$0.00	\$0.00	\$0.00
Total Covenanted Ministries	\$29,241.00	\$32,490.00	\$23,508.32
Total St. Lucas Missions	\$15,000.00	\$15,000.00	\$9,585.60
Total Benevolences	\$81,613.50	\$89,015.00	\$59,877.00
Total Program & Facility	\$360,378.50	\$357,687.00	\$271,627.12
<b>Total GENERAL FUND EXPENSES</b>	<b>\$987,307.71</b>	<b>\$1,049,931.07</b>	<b>\$725,376.02</b>
<b>General Fund Excess (Deficit)</b>	<b>-\$59,782.05</b>	<b>-\$34,414.63</b>	<b>-\$130,806.73</b>
Total SPECIAL OFFERINGS	\$0.00	\$0.00	\$478.28
Total KITCHEN FUND	\$0.00	\$0.00	\$1,479.75
Total BEQUEST FUNDS	\$0.00	\$0.00	\$718.00
Total MEMORIAL FUND	\$0.00	\$0.00	\$0.00
Total GENERAL ENDOWMENT	\$0.00	\$0.00	\$703.00
Total PERPETUAL ENDOWMENT	\$0.00	\$0.00	\$34,426.75
Total VICTORY GARDEN FUND	\$0.00	\$0.00	\$873.44
Total H.S. YOUTH ACTIVITY/WORKCAMP	\$0.00	\$0.00	-\$2,577.53
Total AUDIO VISUAL FUND	\$0.00	\$0.00	\$1,694.82
Total RENEWAL CAPITAL CAMPAIGN	\$0.00	\$0.00	\$1,188.17
Total Expenses	\$987,307.71	\$1,049,931.07	\$764,360.70
Net Total	-\$59,782.05	-\$34,414.63	-\$59,820.72

## ***BUILDING AND GROUNDS PROJECT PAYMENT CHECKLIST***

All payments on Building and Grounds projects must be approved by the Building and Grounds Committee and will be subject to the following checklist:

Contracts for more than \$10,000.00 are to require billing in a format similar to the attached Appendix A.

A minimum of 10% of the contract amount is to be withheld until we have received all of the following:

1. Notarized Affidavit signed by an officer of the Contractor listing all suppliers and subcontractors that may have lien rights.
2. Lien waivers from the Contractor and all suppliers and sub-contractors for all materials and labor for work completed to the date of the billing.
3. Submittal drawings in autocad (.dwg) format and in portable document file (.pdf) format.
4. Final payment to be withheld until receipt of:
  - a. red-lined as-built drawings.
  - b. Certification of final inspections by the appropriate authorities.
  - c. Letter of warranty / guarantee.

# APPENDIX A – TO BLDG & GROUNDS PAYMENT PROCEDURE

## SCHEDULE OF VALUES

FROM:  
 XYX Company  
 xxx Street  
 City, State, Zip

PROJECT: Name of project  
 St. Lucas United Church of Christ  
 11735 Denny Road  
 Sunset Hills, MO 63126

Page No.: 1

TO: XX / XX / XXXX

APPLICATION NUMBER #  
 APPLICATION DATE: XX / XX / XXXX

A	B	C	D	E	F	G		H
Item No.	Description	Scheduled Value	Work Completed			Total Completed and Stored to Date		Balance to Finish
			From Previous Application	This Period		(D+E+F)	%	( C - G )
				Work in Place	Stored Materials		(G/C)	
1	Mobilization							
2	Engineering	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1.00
3	Permits	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1.00
4	Construction							
5	Framing	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1.00
6	Drywall	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1.00
7	Electric							
8	Rough-in	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1.00
9	Devices	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1.00
10	Painting	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1.00
11	Close-out	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1.00
Totals		\$8.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$8.00

The St Louis County health situation makes tighter controls on our allowable inside population it likely.. We may expect that fifty people will be a limit. It may even be less. The health situation will reduce our members wish to meet in person. The demand for remote participation will grow. We should focus on the methods to be used to conduct such a larger remote meeting.

I suggest we implement these more robust processes to handle the increased remote participation.

1. Plan for two simultaneous zoom meetings to reduce the workload on the teams facilitating the meeting conduct.
2. Establish a process to “Pre-register” all members wishing to participate remotely or in-person.
  - a. Publish the requirement, and process, for members to pre-register immediately.
  - b. Verify membership of all pre-registering against the trusted membership roster. Settle any disputes prior to meeting date.
  - c. Assign each verified member a unique voting “Roll Call” number.
  - d. Provide the Zoom meeting entrance credentials to all verified members
3. Establish a process to admit members to the remote and in-person meeting.
  - a. Each In-Person attendee checked against pre-registration roster before admittance.
  - b. Each Remote attendee will be verified against pre-registration roster before admittance to the Zoom meeting.
  - c. Any person requesting attendance without pre-registration will be allowed to attend the meeting but their votes will be considered “Provisional” and will be dealt with to determine the validity of the vote.
4. Establish a process to conduct standard topic voting.
  - a. In Person voting for standard topics will be conduct via raised hand count of those present, counted by assigned council members.
  - b. Remote voting for standard topics will be conducted over Zoom by the meeting facilitator calling out the Roll Call number and the member associated with that number replying with Yea, Nay, or abstains. The Zoom facilitator will tally the votes.
5. Establish a process to conduct multi-choice topic voting.
  - a. In Person voting for multi-choice topics will be conducted via printed ballot count of those present, counted by assigned council members.
  - b. Remote voting for multi-choice topics will be conducted over Zoom by the meeting facilitator calling out the Roll Call number and read the list of choices on the written ballot. The member associated with that number replying with Yea, Nay for each name read. The Zoom facilitator will tally the votes for all selections and insure only the correct number of selections recorded.
6. Establish a criteria and process to deal with any provisional votes to insure only properly “rostered” members are counted as valid on any vote.
  - a. Establish criteria delineating the requirements of actual membership and the associated documentation of membership proof.
  - b. Establish a process to incorporate valid provisional votes into the final vote tally before any motion or election is declared by the chair as settled.

**Finance Committee Meeting Minutes v1**  
**October 20, 2020**

**In attendance via Zoom:** Gregg Heutel, Noel Knobloch, Bill Linnenbringer, Dave Johnston, Al Lichtenstein, Carol Stelmach, Reverend Bill Smutz and Don Lang

**Minutes:** Minutes from last meeting from September 2020 were reviewed and approved. The date for the October meeting was corrected to October 20.

1. **Financial Statement Review:** Preliminary Financial Statements for September 2020 were reviewed. These are not final. Regular Offering was \$59k compared to the budget of \$66k. Overall for the General Fund, there was a (\$14k) deficit (expenditures greater than revenue) for the month. For year to date through September, regular offering is \$492k compared to the budget of \$618k for a shortfall of (\$126k). Overall for the General Fund, there was a (\$130k) deficit (expenditures greater than revenue) year to date through September. This deficit does not factor in the potential PPP loan forgiveness which would reduce the deficit by approximately \$95k.
2. **Cool, Safe, and Dry:** Don Lang provided an update for Cool, Safe, and Dry. The first 4 projects are 100% funded. A motion was made and approved to transfer the balance of the Tribute Garden Funds ~ \$36,393.94 to the Cool, Safe and Dry Funds (Renewal Capital Campaign on ACS) with future net donations (donation minus cost of brick) to the Tribute Garden Fund to be transferred to the Cool, Safe and Dry Funds until all 5 projects are 100% funded.
3. **Audit:** With Debbie Heagle on medical leave, there has been a delay in providing items to the auditors. We will not have the audit procedures complete with a report in time for the annual meeting. Will re-assess a timeline with Schowalther & Jabouri.
4. **2021 Budget Process** - We reviewed and approved version 3 of the 2021 budget at our meeting. Subsequent to meeting, Financial Secretary sent an email to make a minor correction to an expense item. This was approved via email. This final version of the 2021 budget will be presented to church council for review at the October meeting.
5. **PPP Loan Forgiveness:** The portal at BMO Harris Bank is still not yet available to file the documents for the PPP Loan Forgiveness. Once available, the appropriate documents will be filed.
6. **Building & Grounds - Gutter and Roof Project:** The Gutter and Roof Project presented by Karl Scheidt at the May 2020 Finance Committee meeting will be presented at the Annual Meeting by Skip Solomon. The cost of the proposed project is ~ \$147k to be covered by funds donated by the Lorene Nolan Estate.
7. **ACS Replacement:** Discussion on replacement software for current financial software ACS. Considering Quickbooks software in addition to other fully integrated software for Donor/Giving Management and Payroll. Will be

consulting with Preschool to ensure a replacement system would meet their needs.  
Initial cost estimates would save the church approx. \$1,300 annually.

There being no further business, the gathering adjourned.

Next regular meeting is Tuesday November 17th at 6:00 pm.

Minutes recorded by Gregg Heutel

## October, 2020, Heritage Report

Due to COVID-19, the activities of the Heritage Committee have been limited mostly to providing monthly church history articles and weekly fun facts to the Email Blast. Celebrations related to the 140<sup>th</sup> anniversary have been postponed or cancelled. Every Child's Hope is not accepting any donated goods at this point, so the suitcase collection for foster children is postponed for an indefinite amount of time.

In late September, the Heritage Preservation committee (the group that meets during daylight and is not connected electronically) met at the pavilion for an afternoon dessert and socializing.

Submitted by Joy Dressel, Chair

## **2020-10-26 nominating committee report to Council**

### **Preschool Board members that would have been elected in May will need to be voted on:**

- Darrin Hoggatt
- Monica Knobloch
- 1 immediate opening to complete unexpired term

### **Appointed Council members will need to be voted on:**

- Barb Coughlin (term expires 12/2020)
- Justin Wenk (term expires 12/2021)

### **Nominees for:**

- Cemetery Board – 2 openings
  - Cookie Tunze
  - Jeff Heutel
- Council – 9 candidates for 5 openings ( all 5 are three-year term)
  - Marsha Fey
  - Kent Glovanovitz
  - Ken Hamilton
  - Jack Laudenslager
  - Marty Schmidt
  - Paul Simons
  - Skip Salomon
  - Jeff Wagener
  - Juanita Wagner
- Lay Delegates – ~2 openings (could also elect a youth delegate)
  - Carolyn Schwarz
  - Shirley Bild
- Perpetual Endowment Trustee – 1 opening
  - Dan Wenk



## St. Lucas United Church of Christ

11735 Denny Road, St. Louis, MO 63126

### Preschool Board Meeting Minutes ~ Tuesday, September 8, 2020

**Board Members Present:** Stan Burcham (Chairperson), Karen Papin (Vice-Chairperson), Monica Knobloch (Secretary), Ken Graesser (Financial Officer), Ted Ball, Susan Giesing

**Council Board Member:** Joy Dressel

**Board Members Absent:** Karen Eckert, Darin Hoggatt, and Kristi Kienzler

**Preschool Director/Teachers Present:** Lynda Klosterman, Director

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#### Call to Order and Opening Prayer

The St. Lucas United Church of Christ Preschool Board meeting via Zoom was called to order by Stan Burcham at 6:31 pm, Tuesday, September 8, 2020, with an opening prayer by Stan Burcham .

#### Review of August Preschool Board Meeting Minutes

The August 11, 2020 Preschool Board meeting minutes were reviewed. A motion was made by Ken Graesser seconded by Ted Ball to approve the August 11, 2020 Preschool Board meeting minutes. Motion approved.

#### Teacher's Report

There were no teachers present at the September 8th meeting; therefore, there was no teacher's report.

#### Director's Report – Lynda Klosterman

Lynda reviewed the following items with the St. Lucas Preschool Board members:

- Enrollment - total of 123  
There are currently 123 children enrolled with three more possible. There were 6 tours with 4 students enrolled in August.
- Fundraising
  - \$100 donation from a preschool family

Before Care is taking place in the gym and Lunch Bunch is in the old music room with groups separated. We currently have 8 in the After Care program. Afternoon Adventures may not be an option this year due to Covid. There's a possibility of doing two small groups of the Blue and Green Rooms depending on need. Tours will be completed after 2:00 to follow safety guidelines.

#### Human Resources

Changes for current school year:

Hired Virginia Fischer for Monday through Friday After Care.

#### Council Report ~

Joy Dressel reported that the ice cream social is cancelled due to Covid. Council has formed a task force to address video meetings and any changes that affect future meetings. Looking into the future of St. Lucas and discussion with the younger member base with concerns or needs that we can provide.

## Old Business

- The doorbell - thank you to Ted Ball for installing the new doorbell and to Kathy Burcham for helping set it up. John (St. Lucas IT) installed a new exchange to extend the WIFI signal. It is not completely set up at this time but it is helping a lot.
- Hand Sanitizers - Ted Ball installed the new hand sanitizer dispensers. Lynda will be looking into adjusting the amount of sanitizer that is dispensed.
- Playground/Mulch/Sand - has been delivered and in place. We are currently waiting for billing. \$2250 3 inches of mulch, sand for two inches of 10 X 10 area \$230
- Parent Orientation - video sent out to families and worked out well.
- Peek 'N Plays - Thursday and Friday with staggered classes at 25 minutes each.
- Staff Meeting - teachers took a tour of school and went through guidelines.
- Asbestos remediation of the area around the water meter took place before school started.
- The fire alarms have been checked and are in working order.
- Covid Policies and Procedures - this week we made a change in drop off procedure. Students' bags or backpacks will no longer be sprayed with sanitizer before school.

## New Business

- Picture Day is September 15 and 16, will be held outside due to Covid regulations. Photographers will stay 9 feet away and teachers will assist with setting up children. Parents will send in approval forms if photographs are desired.
- Field Trip days are October 7 and 8, parents will transport children if a field trip is feasible at all. Eckerts is very busy at this time. There are not many options for field trips due to Covid. Discussion ensued and board members felt it may be impossible to control the outcome.
- Professional Development is October 16, "Learning Without Tears".
- Halloween Parade and Party is October 29 and 30th - we may be able to do something outside. Further planning and discussion will take place tomorrow in a staff meeting.

## Personnel:

Virginia Fischer was added to help with additional students in After Care.

## Financial Report:

**Ken Graesser reviewed the following August 31, 2020 financial reports with the St. Lucas Preschool Board members:**

- **Actual Detail Comparison August 31, 2020 versus August 31, 2019**
  - o **Total Tuition decreased approx. \$90,500 primarily due to not making any deposits in August. \$51,600 was deposited on August 4.**
  - o **Revenue – Summer decreased approx. \$7,300 due to not having summer school this year because of Covid-19.**
  - o **Total Teachers decreased approx. \$2,600 due to not having summer school.**
  - o **Facilities, Utilities, Custodial decreased \$1,500 due to not having summer school.**
  - o **Maintenance – Building decreased approx. \$1,500 due to waxing the floors in the prior year.**
  - o **Classroom Supplies increased approx. \$3,500 due to not stocking up on supplies in June.**
  - o **Total Expenses decreased approx. \$3,400.**
  - o **Net Profit (Loss) decreased approx. \$86,600 (due to Total Revenue being down \$90,000 and Total Expenses being down \$3,400). The current year Net Profit (Loss) is a loss of approx. \$7,800. If the deposit of \$51,600 had been made prior to the end of August, the profit would have been approx. \$43,800, which is higher than that of August 31, 2017.**

- **Balance Sheets – August 31, 2020 versus August 31, 2019**
- o **Cash – Checking Account decreased approx. \$70,200 primarily due to not making any deposits in August.**
- o **Cash – Money Market Account increased approx. \$32,800.**
- o **Cash – Certificates of Deposit decreased \$25,000 (one of the CDs matured).**
- o **Total Assets decreased approx. \$61,600.**
- o **Loan Liabilities – increased approx. \$41,700. This represents the funds received in May for the Payroll Protection Program. These funds should be forgiven sometime during the 2020/2021 year.**
- o **St. Lucas Preschool Equity – decreased approx. \$16,800.**
- o **Current Year Net Income – decreased approx. \$86,600.**
- o **Total Fund Principal – decreased approx. \$103,400.**

Ken also reviewed the budget for the year ending June 30, 2021. The following items included in the budget were noted:

- **Paycheck Protection Program revenue is approx. \$41,700.**
- **Revenue – Tuition is approx. \$281,100 based on the September 2, 2020 enrollment of 116.**
- **Total Tuition is approx. \$331,700.**
- **Total Revenue is approx. \$375,600.**
- **Salary expense includes some small amounts budgeted for bonuses.**
- **Teachers’ salaries are based on 9 teachers versus 12 in the prior year.**
- **Total Salaries & Benefits is approx. \$261,200, which is less than prior three years.**
- **Facilities, Utilities & Custodial is \$13,500 which is \$1,500 less than the prior year because of not holding summer school in July.**
- **Donation to St. Lucas is \$10,000 for potential basement/leak repairs.**
- **Total Expenses are approx. \$334,000.**
- **Net Profit is approx. \$41,600. This year’s budget is basically break-even prior to including the Payroll Protection Program funds of \$41,700.**

A motion was made by Karen Papin and seconded by Ted Ball to approve the August 2020 financial reports. Motion carried.

A motion was made by Ted Ball and seconded by Susan Giesing to approve the 2021 Budget. Motion carried.

**For the Good of the Order**

The Board would like to give the staff a little thank you for making the necessary adjustments due to Covid. Karen Papin suggested we supply Ted Drewes for staff as a thank you for their hard work and dedication. Karen will look into implementing and email a plan to board members.

A thank you to Joy Dressel and Ken Graesser for such a great job! Lynda Klosterman and Ted Ball have been indispensable in the planning and setting up our preschool program. They are all very much appreciated.

A motion was made by Ken Graesser and seconded by Monica Knobloch to adjourn the meeting. Motion carried. The meeting was adjourned at 7:37 p.m.

Respectfully submitted,

*Monica Knobloch*

Monica Knobloch  
Secretary

The next meeting will be Tuesday, October 13, 2020, 6:30 pm