

# Ministry Leadership Counsel

## Meeting Minutes

April 21, 2020

6:30 PM

Attendees: John Galloway, Matt Noel, Pastor Frick, Eric Meyer, Kaley Haymond, Kelly Steinfeld, James Stephens, Suzanne DeRossett

Absent:

Advisors: Corissa Sheets and Craig Olson

Invited Guest: Sarah Woody

1. Salem United - suspended pending future health and safety recommendations.
2. Opening Prayer
  - a. Psalm 47
3. March Minutes
  - a. Reviewed and Approved.
4. Principal/Board of Education Report- Corissa & Sarah
  - a. Preparations to continue Remote Learning through the school year.
    - i. Decisions based on regulations from government and CDC guidelines.
    - ii. Learning will continue virtually through the end of the year.
    - iii. Principal Sheets reports that there are ongoing discussions and planning for the graduations of 8th graders and kindergarteners.
  - b. Enrollment Update 2020/2021 school year.
    - i. The numbers are looking very good. We currently have 240 students completely enrolled. There are 65 additional prospective students.
  - c. New Calls/Hires 2020/2021 school year.
    - i. Currently have an open second grade position.
      1. If looking at a called worker, there is a time constraint. The voters meeting is currently scheduled for June 14, 2020.
      2. Principal Sheets asked how we would hold a voters meeting in the current times? MLC Chair discussed that we may have to work on an alternate plan.

3. Principal Sheets asked if it would be possible to hire a teacher sooner.  
MLC discussed options.
- ii. Based on the numbers, a second 4th grade class can be added.
- iii. The 3rd and 5th grade levels are borderline on numbers for an additional class.
- iv. Principal Sheets expressed the importance of taking reasonable risks to ensure room for growth.
- v. Budget discussion
  1. Craig shared that contributing factors to consider are enrollment, financial aid, and summer programs.
  2. We have applied for a PPP loan, those numbers will be in soon and we can hold an additional budget meeting to look at numbers.
- vi. Principal Sheets shared that summer program plans were shared. If restrictions are lifted and there is a need for a program, with adequate precautions, the program is still a possibility at this time.
- vii. MLC chair encouraged Principal Sheets to continue to move forward and thank her and everyone who has been working diligently to support and grow Salem School.
  1. Principal Sheets will put together a call committee for moving forward with teacher candidates.
  2. MLC can call for an additional meeting when needed to continue to move forward with the school vision.

## 5. Treasurer/Business Manager Report

### a. Q3 Financial Report

- i. Numbers for the school look good. There has been continued growth.
- ii. MLC discussed the impact of the pandemic on church families as well as the impact on the church tithe.
  1. MLC discussed the different ways that are available for continued giving; Simply Giving, text, a check, etc.

### b. Q4 Projections

- i. MLC looked at projections on the school and church.
- ii. The budget for the school would record a deficit under the current circumstances.
- iii. The budget for the Church was set to break even. The giving and the expenses have both been down this year. The lower expenses have helped, but the Church will still record a deficit.

### c. Paycheck Protection Program aka PPP

- i. This loan will help with the deficits. Craig is working to complete the paperwork to have the loan forgiven.
  - d. Compensation of Employee Groups (salary vs hourly)
    - i. There are both salary and hourly workers. Workers will continue to receive full payment.
  - e. Parking Lot Update
    - i. There are ongoing reviews, and currently working with the fire inspector.
    - ii. Once the permit is in hand, construction will begin.

## 6. Administrative Items

- a. Governing Documents Sub-committee progress report
  - i. Matt reported on subcommittee discussions. The documents will be presented to the rest of counsel at the next meeting.
  - ii. Matt reported on the self-review of the MLC that is in the documents. He reviewed the questions to consider and a plan for gaining feedback. MLC discussed the self-review plan.
- b. MLC Calendar Distribution
  - i. MLC Chair explained the development of the calendar.
  - ii. MLC discussed calendar items.

## 7. Strategic Planning-tabled

## 8. Nominating Committee Report

- a. Eric reported on continued work to build the team.

## 9. Request for a Salem Blood Drive

- a. A member asked if this would be a possibility, and would request the blessing of MLC before moving forward. MLC gives blessing to member to move forward and report back with the process.

## 10. Closing Prayer

## 11. Meeting adjourned at 8:47 PM