

# Hope Lutheran Church Voters' Assembly Minutes

April 24, 2022

The regular meeting of the voters' assembly of Hope Lutheran Church was called to order on April 24, 2022, at 11:50 a.m. MDT by the president, Christopher Becker; the secretary was present. A quorum was established; a list of voting members present is attached.

Pr. Pay led the opening prayer.

Grace Ruiz, Rev. Jerry and LuAnne Powers, Melody Rosenwinkel, and James Zillinger were voted into voting membership.

The January 23, 2022, minutes were approved as emailed.

Whitney St. Michel gave the treasurer's report on church finances.

Ed Reber, Day School Treasurer, announced that we just received word that we will get another early childhood grant of \$8,500 per month, for a total of \$93,500. After some discussion of the proposed school budget, it was moved by Nancy and seconded that when we adjourn, we adjourn to continue this meeting in two weeks and resume discussion of the school budget. Motion carried.

It was moved by Betty Oloff and seconded that we apply for a Catalyst grant and a Kaleidoscope grant for the school. The Catalyst request will be for IT upgrades, Kaleidoscope will be for library and other materials for our classical curriculum.

The remaining Board reports stand as written.

On behalf of the Strategic Planning Committee, Kurt Pavlat asked that we each vote for our top three of the five options the committee presented. These options and the votes are:

1. An outdoor pavilion—12
2. A new multi-purpose building—20
3. A new classroom building—17
4. Remodel and upgrade our current building—12
5. Sell and re-locate—5

The Safety Committee report and Pastor's report stand as written.

## New Business

Christopher announced that he had made the following appointments:

- o Financial Review Committee: Grace Ruiz and Melody Rosenwinkel
- o Nominating committee members: David Van Haaften, Bill and JoAnn Jepsen, and Vivian Glick. (The bylaws place Pastor Pay on the committee.) The offices and elective positions to be filled in July are:

President  
Director of the Board of Outreach  
Director of the Board of Youth Ministry  
Director of the Board of Properties  
Financial Secretary  
Day School Treasurer  
Strategic Planning Committee Member at Large (Position A)

After amendment the following policy was adopted:

Effective in Calendar Year 2023, the housing allowance for each ordained or commissioned minister of religion serving Hope is an amount each year up to 100 percent of that person's gross annual compensation. Annual gross compensation is comprised of salary and fuel allowance (if fuel allowance is provided).

Nancy Carlson handed out information on the deterioration of our west parking lot that she had just received (attached). The contractors recommend that we remove the old material and install a new base and asphalt. This could be done on 1/3 of the parking lot at a time. After discussion this was referred to the Strategic Planning Committee.

The meeting adjourned at 1:35 p.m. MDT with the Lord's Prayer, to reconvene in two weeks (May 8<sup>th</sup>).

The adjourned meeting was called to order by the president, Christopher Becker; on May 8, 2022, at 11:45 a.m. The secretary was present, and a quorum was established; a list of voting members present is attached.

It was moved by Whitney St. Michel and seconded to adopt the revised school budget (attached). She pointed out that the assumption of 5 full-time students is shorthand for increased enrollment of 5 full-time equivalent students. Our enrollment varies throughout the year, so the Board of Finance is projecting an increase relative to last year's tuition rather than projecting income from a specific student demographic profile. Motion carried.

Christopher announced that the Catalyst grant application has been submitted but we are no longer pursuing the Kaleidoscope grant as the application is quite detailed.

It was moved by Gary Thinnies and seconded that Hope supports Pr. Pay in his service as the vacancy pastor at Crown of Life for up to 6 months and that during this period Hope has one Sunday worship service at 9:30 a.m. and Sunday School and Bible class at 8:30 a.m. Motion carried. The service times will be changed on our website and Facebook page and on lcms.org's church locator page. Elders were requested to phone their lists of members and inform them of this change.

It was moved by Kurt Pavlat and seconded that our brick sign be professionally updated with these times and updated as necessary in the future. Motion carried.

The meeting adjourned at 12:15 p.m. with the Lord's Prayer.

Myrtle Siefken, Secretary

Approved September 12, 2019

Attendance p 1 April

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## Hope's West Parking Lot

The west parking lot, marked on the photo, is in very poor shape. It was installed some years after the south parking lot, and apparently to different specifications as west section is the worst portion of our entire parking area.



When John Ritter served as Property Director in 2018, he had the entire parking area around the church treated as follows: potholes filled with cold mix; cracks larger than 1/2" filled with hot pour; lot surface power blown, hand broomed, and spot primed; seal coated with a slurry seal, and then lot striped. The cost was \$9,500.00 in 2018. In 2020, when Lindy Roth was Property Director, the west parking lot had 8 areas patched with an unknown process to hold areas together. These are the areas with concentric circles of black asphalt swirled over them. The cost in 2020 was \$2,784.00 and the fix was NOT a good approach as surface is no longer of uniform height in "patched" areas.

**Over the past 4 years we have invested \$12.3K in a parking lot that has exceeded its useful lifetime with minimal improvement of the aged surface.**

In April of 2022 both Asphalt Maintenance, Inc. and HK Contractors, Inc. inspected the west lot. They came to the same conclusion: cutting out bad spots, patching and crack sealing, then sealcoating will provide us with only 2 or 3 years before we have to repeat that process. And both agreed that the cost-effective approach is to completely redo portions of the parking lot as the surface fails beyond repair. The west parking lot has reached that point. Redoing the worst portion of the west lot with a new surface and base done correctly will give create a surface that will last 20 years.

Their estimates are outlined below:

- 1). Asphalt Maintenance provided a patching estimate of \$13.5K that would be followed with a crack seal, sealcoat, and restripe of \$5.3K for a **TOTAL of \$18.8K. The surface will last 2 to 3 years and non-patched areas will start to deteriorate adjacent to patched areas as soon as a year after the fix.**
- 2). HK provided a patching estimate of \$13K that would be followed with Asphalt Maintenance doing the crack seal, sealcoat, and restripe of \$5.3K for a **TOTAL of \$18.3K. The surface will last 2 to 3 years and non-patched areas will start to deteriorate adjacent to patched areas as soon as a year after the fix.**
- 3). HK provided an estimate for replacing the entire surface of 1/3 of the west parking lot by saw cutting existing asphalt, excavating and hauling off of 8 inches of existing asphalt and unsuitable base material, placing and compacting 6 inches of 3/4 inch crushed road base to

proper grades, placing weed sterilant down, followed by 2" of hot asphalt mix. **Total cost \$36.4K and it will last 20 years.**

The first 1/3 that would be replaced is outlined in black on the photo.

Both Asphalt Maintenance and HK recommended we only fill bad potholes and save money so every 2 years we can replace a parking lot area as described in Option 3 above. We are just wasting money patching and seal coating the existing aged surface.



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### Revised School Budget, Adopted May 8, 2022

#### School Budget Income

2022-2023 School Year	
1100 Registration	\$ 9,150
1200 Tuition	\$ 237,400
1300 Extended Care	\$ 7,500
1400 Lunch/Milk	\$ 9,650
1500 Summer Program	\$ 14,290
2000 Donations	\$ 90,000
3100 Early Childhood Grant	\$ 93,500
4000 Spread Spectrum Lease	\$ 12,000
<b>Total Income</b>	<b>\$ 473,490</b>

#### Summary

2022-2023 School Year	
Total Income	\$ 473,490
Total Expenses	\$ 574,080
Net	\$ (100,590)
Current Tuition	\$ 4,100
Salary Base	\$ 26,255

#### Updates:

Income - EC Grant Received 4/21/22	\$ 93,500
Expense - Staff Plans Finalized for '22/23	\$ (37,451)

#### Assumptions Income:

5 full-time students (5-8 w/part-time)  
 8% increase in tuition  
 30% increase in lunches multiplied by new/old students  
 10% increase in extended care multiplied by new/old students  
 10 students for Summer Program

#### Assumptions Expenses:

Based on '21/22 actual costs

#### School Budget Expense

2022-2023 School Year	
5100 Salaries	\$ 160,000
5200 Wages	\$ 178,000
5500 Benefits	\$ 33,000
5550 Payroll Taxes	\$ 30,000
5600 Continuing Education	\$ 1,500
5700 Workers Comp	\$ 7,700
6120 TADS	\$ 5,000
6130 Gradelink	\$ 2,000
6140 Application Licenses	\$ 1,000
6220 Early Childhood Supplies	\$ 3,500
6240/6260/6270 K/Elem/Friday Supplies	\$ 2,000
6280 Summer Program Supplies	\$ 1,000
6300 Curriculum	\$ 7,000
6400 Milk/Lunch/Snacks	\$ 13,650
6610 Technology Equipment Service	\$ 3,000
6620 IT Service Contract	\$ 14,400
7100 Business	\$ 4,700
7200 Business Equipment	\$ 2,500
7300 Postage	\$ 950
7400 Office Supplies	\$ 2,000
7500 Advertising	\$ 13,200
7600 Janitorial Services	\$ 31,500
7650 Janitorial Supplies	\$ 4,000
7700 Maintenance Contracts	\$ 480
7800 Transportation	\$ 2,000
8000 Contingency	\$ 50,000
<b>Total Expenses</b>	<b>\$574,080</b>

## Officer, Board, and Committee Reports

### Treasurer and Board of Finance

Thank you for your church, school, and designated donations. Our congregation has been very generous this first quarter. The designated donations are a general category in the financial reports so I would like to point out the specifics of where that money has gone – again thank you!

#### Designated Donations

- Missions Donations
  - Rev. James and Deac. Christel Neuendorf - \$500
  - Ashley Lehr - \$500
  - Rev. Adam and Christine Lehman - \$500
  - Rev. David and Jennifer Preus - \$810
  - Lutheran World Relief - \$1000 (LWR has matching funds) Ukraine Relief
- Harry Peterlin Memorial Fund – new paraments
- Day School Scholarships - \$490
- Pastor Appreciation
- Camp Perkins scholarship
- Music

#### Summary of Cash Assets

Account	Balance	Date
Church Checking	\$57,253	4/9/22
Church Spending	\$3,947	4/9/22
School Checking	\$31,815	4/9/22
School Spending	\$30,695	4/9/22
School Savings	\$49,720	4/9/22
Reserves EC Grant	\$2,577	4/9/22
Day School Scholarship	\$2,324.21	3/31/22
Thrivent Mutual Fund	\$110,070	12/31/21
LCEF	\$19,667	3/31/22
Bank of Idaho – Church	\$122,777	3/31/22
Bank of Idaho – School	\$394,504	3/31/22

## Chart of Account Balances

Jan 01, 2022, through Apr 07, 2022

Account (*=Inactive)	Balance as of 2022-01-01	Balance as of 2022-04-07	Change %
<b>Assets</b>	<b>\$182,190.46</b>	<b>\$194,970.10</b>	<b>6.50%</b>
<b>Checking Accounts</b>	<b>\$40,607.22</b>	<b>\$50,201.53</b>	<b>23.63%</b>
<b>Primary Checking (7528)</b>	\$40,607.22	\$50,201.53	23.63%
Unrestricted (Primary Checking)	\$12,387.19	\$25,344.63	104.60%
Benevolent Fund	\$287.74	\$287.74	0.00%
Braille Fund	\$55.00	\$55.00	0.00%
Camp Perkins Scholarships	\$3,019.50	\$2,929.50	-2.98%
Charlotte Schorzman Memorial Fund	\$-	\$530.00	0.00%
Church Choir and Music Fund	\$1,259.69	\$1,235.89	-1.89%
Day School Giving	\$9,165.00	\$1,325.00	-85.54%
Day School Scholarship	\$200.00	\$-	-100.00%
District Donations	\$-	\$-	0.00%
Fellowship Fund	\$117.19	\$57.86	-50.63%
LWML	\$10.00	\$114.00	1040.00%
Landscape Fund	\$2,875.08	\$4,955.08	72.35%
Missions Fund	\$360.00	\$486.00	35.00%
Piano and Organ Fund	\$274.14	\$274.14	0.00%
Praise Group	\$25.00	\$25.00	0.00%
Properties Fund	\$-	\$660.00	0.00%
Puerto Rico Missions Fund	\$75.00	\$46.00	-38.67%
Security System	\$3,902.86	\$3,902.86	0.00%
Sunday School Fund	\$268.57	\$218.57	-18.62%
Thrivent Choice Dollars	\$-	\$639.00	0.00%
Vacation Bible School	\$1,343.80	\$1,843.80	37.21%
William Ash Memorial Fund	\$930.00	\$930.00	0.00%
Youth Fund and Gathering	\$3,951.46	\$4,341.46	9.87%
<b>Savings Accounts</b>	<b>\$19,844.97</b>	<b>\$21,991.57</b>	<b>10.82%</b>
LCEF Properties*	\$19,663.38	\$19,667.36	0.02%
Scholarship (5275)	\$181.59	\$2,324.21	1179.92%
<b>Investment Accounts</b>	<b>\$121,738.27</b>	<b>\$122,777.00</b>	<b>0.85%</b>
Bank of Idaho Trust Department**	\$121,738.27	\$122,777.00	0.85%
<b>Liabilities</b>	<b>\$181,442.41</b>	<b>\$177,251.99</b>	<b>-2.31%</b>
<b>Long Term Liabilities</b>	<b>\$181,442.41</b>	<b>\$177,251.99</b>	<b>-2.31%</b>
LCEF Mortgage	\$181,442.41	\$177,251.99	-2.31%

\*Designated as building funds. November 12, 2017, voters minutes.

\*\*Includes \$80K from sale of modulars "to be used for purchasing a permanent steel building." Voters minutes, May 15, 2016. (July 20, 2017, voters minutes: "Resolved, if it becomes necessary to make up a deficit in the school budget for the 2017-2018 school year, the money come from the proceeds of the sale of the modulars.")

## Income versus Expense

Jan 01, 2022, through Apr 07, 2022

Account	Budgets 2022	Actuals 2022	% of Budget	Remaining
<b>Income</b>	<b>\$240,250.00</b>	<b>\$117,272.29</b>	<b>48.81%</b>	<b>\$122,977.71</b>
<b>Tithes and Offerings</b>	<b>\$220,000.00</b>	<b>\$86,876.23</b>	<b>39.49%</b>	<b>\$133,123.77</b>
Weekly Offerings	\$220,000.00	\$86,876.23	39.49%	\$133,123.77
<b>Other Church income</b>	<b>\$20,250.00</b>	<b>\$12,246.06</b>	<b>60.47%</b>	<b>\$8,003.94</b>
Directed Offerings	\$15,000.00	\$10,588.00	70.59%	\$4,412.00
Interest Income	\$250.00	\$5.56	2.22%	\$244.44
Misc. Income	\$5,000.00	\$-	0.00%	\$5,000.00
Scholarship Investment Income	\$-	\$1,652.50	0.00%	\$(1,652.50)
<b>Giving to the School</b>	<b>\$-</b>	<b>\$18,150.00</b>	<b>0.00%</b>	<b>\$(18,150.00)</b>
Pass Thru Giving	\$-	\$18,150.00	0.00%	\$(18,150.00)
<b>Expense</b>	<b>\$344,955.00</b>	<b>\$101,340.96</b>	<b>29.38%</b>	<b>\$243,614.04</b>
<b>Finance And Administration</b>	<b>\$49,125.00</b>	<b>\$10,407.53</b>	<b>21.19%</b>	<b>\$38,717.47</b>
Janitorial (5110)	\$10,500.00	\$3,500.00	33.33%	\$7,000.00
Utilities (5120)	\$12,000.00	\$2,768.00	23.07%	\$9,232.00
Insurance (5170)	\$8,500.00	\$-	0.00%	\$8,500.00
Telephone / Internet (5180)	\$4,200.00	\$1,402.53	33.39%	\$2,797.47
Postage (5130)	\$500.00	\$396.12	79.22%	\$103.88
Office Supplies (5140)	\$1,750.00	\$158.20	9.04%	\$1,591.80
Administration (5190)	\$1,000.00	\$47.98	4.80%	\$952.02
Property Taxes Paid (5195)	\$1,175.00	\$-	0.00%	\$1,175.00
Mortgage Interest Paid (5196)	\$9,000.00	\$2,134.70	23.72%	\$6,865.30
Camp Perkins Assessment (5720)	\$500.00	\$-	0.00%	\$500.00
<b>Board of Directors</b>	<b>\$5,000.00</b>	<b>\$7.00</b>	<b>0.14%</b>	<b>\$4,993.00</b>
Advertising (5220)	\$3,000.00	\$7.00	0.23%	\$2,993.00
BOD Misc (5230)	\$1,000.00	\$-	0.00%	\$1,000.00
Safety Committee (5240)	\$1,000.00	\$-	0.00%	\$1,000.00
<b>Properties</b>	<b>\$35,000.00</b>	<b>\$11,824.70</b>	<b>33.78%</b>	<b>\$23,175.30</b>
Maintenance and Improvements (5310)	\$35,000.00	\$11,824.70	33.78%	\$23,175.30
<b>Elders</b>	<b>\$16,600.00</b>	<b>\$1,906.61</b>	<b>11.49%</b>	<b>\$14,693.39</b>
Worship Supplies (5410)	\$4,000.00	\$523.61	13.09%	\$3,476.39
Parish Education Expenses (5610)	\$500.00	\$33.00	6.60%	\$467.00
Confirmation (5420)	\$500.00	\$-	0.00%	\$500.00
Book Allowance (5430)	\$100.00	\$-	0.00%	\$100.00
Conferences and Conventions (5440)	\$3,000.00	\$-	0.00%	\$3,000.00
Worship Accompanist (5450)	\$5,500.00	\$1,350.00	24.55%	\$4,150.00
District and Assessments (5460)	\$1,000.00	\$-	0.00%	\$1,000.00
Synod and District Support (5465)	\$500.00	\$-	0.00%	\$500.00
Elders Discretionary (5460)	\$1,500.00	\$-	0.00%	\$1,500.00
<b>Outreach</b>	<b>\$2,700.00</b>	<b>\$428.74</b>	<b>15.88%</b>	<b>\$2,271.26</b>
Evangelism Supplies (5510)	\$700.00	\$428.74	61.25%	\$271.26
Missionary Support (5520)	\$500.00	\$-	0.00%	\$500.00
VBS (5530)	\$1,500.00	\$-	0.00%	\$1,500.00

<b>Youth</b>	<b>\$500.00</b>	<b>\$323.38</b>	<b>64.68%</b>	<b>\$176.62</b>
Youth (5810)	\$500.00	\$323.38	64.68%	\$176.62
<b>Fellowship</b>	<b>\$1,000.00</b>	<b>\$-</b>	<b>0.00%</b>	<b>\$1,000.00</b>
Fellowship Expenses (5910)	\$1,000.00	\$-	0.00%	\$1,000.00
<b>School Giving</b>	<b>\$-</b>	<b>\$25,720.00</b>	<b>0.00%</b>	<b>\$(25,720.00)</b>
School Giving Pass Thru (6000)	\$-	\$25,720.00	0.00%	\$(25,720.00)
Donations Expense (7000)	\$-	\$9,836.13	0.00%	\$(9,836.13)
<b>Salaries and Benefits</b>	<b>\$235,030.00</b>	<b>\$40,886.87</b>	<b>17.40%</b>	<b>\$194,143.13</b>
Pastor Salary and Fuel	\$64,580.00	\$15,964.98	24.72%	\$48,615.02
Church Secretary Salary	\$15,450.00	\$3,885.38	25.15%	\$11,564.62
Church Benefits	\$50,000.00	\$8,743.98	17.49%	\$41,256.02
School Benefits	\$105,000.00	\$12,292.53	11.71%	\$92,707.47
<b>Income less Expense</b>	<b>\$(104,705.00)</b>	<b>\$15,931.33</b>	<b>-15.22%</b>	<b>\$(120,636.33)</b>

## Income versus Expense, Hope Lutheran School, 2021-2022 School Year

Estimates for the last quarter, April-June, are included for easier comparison to the proposed budget.

CY2022 (Jul '21 through Mar '22-actual, Apr-Jun '22-projected)					
R e v e n u e	1100 Registration	\$ 5,400	E x p e n s e	5100 Salaries/5200 Wages	\$ 363,379
	1200 Tuition (PS, PK)	\$ 93,577		5500 Benefits-Co Contribution	\$ 67,653
	1220 Tuition (K-6th)	\$ 110,774		5550 Employer Taxes	\$ 28,061
	1300 Extended Care	\$ 5,583		5600 Con.Ed./5700 Work.Comp.	\$ 5,922
	1400 Lunch Fees/1420 Milk	\$ 8,115		<b>5000 Total Payroll Expenses</b>	\$ 465,015
	1500 Summer Program	\$ 14,177		6100 Software Cost	\$ 7,119
	Other	\$ (451)		6220 EC Supplies (PS,PK)	\$ 2,053
	<b>1000 Tuition &amp; Fee Revenue</b>	\$ 237,174		6260 Elem. Supplies (1st-6th)	\$ 1,118
	2000 Donations	\$ 95,431		6280 Summer Prog. Supplies	\$ 550
	* Estate Donation	\$ 54,215		6300 Curriculum	\$ 26,351
	3100 Early Childhood Grant	\$ 73,230		6400 Lunch Program	\$ 12,618
	3200 EC Wage Enh. Grant	\$ 9,900		6600 Technology Equip.	\$ 2,342
	3300 Thrivent Choice Dollars	\$ 6		6620 IT Service Contract	\$ 3,300
	4000 Spread Spectrum Lease	\$ 12,000		6910 EC Grant Expense	\$ 8,847
	4900 Pass Through Revenue	\$ 102,030		<b>6000 Total School Expense</b>	\$ 64,298
	Everything else	\$ 7,343		7000 Off/Gen Admin Expense	\$ 26,680
	<b>Total Other Revenue</b>	\$ 354,156		7500 Advertising	\$ 6,521
	<b>Total Revenue</b>	\$ 591,330		7600 Janitorial Service	\$ 27,930
				Other Expenditures	\$ 2,160
				<b>Total Expense</b>	\$ 592,603
				<b>Total Net Revenue</b>	\$ (1,273)

One-Time Revenues	Amount
* Estate Donation	\$54,215
* Early Childhood Grant	\$73,230
<b>Total</b>	<b>\$127,445</b>
Net Revenue for 2021	(\$1,273)
One-Time Revenues	(\$127,445)
<b>Funds Needed without Non-Renewing Revenue</b>	<b>(\$128,718)</b>





## Proposed Budget for Hope Lutheran School, 2022-2023 School Year

### School Budget Income

2022-2023 School Year	
<b>1100 Registration</b>	\$ 5,400
<b>1200 Tuition</b>	\$ 221,000
<b>2000 Donations</b>	\$ 90,000
<b>4000 Spread Spectrum Lease</b>	\$ 12,000
<b>1400 Lunch/Milk</b>	\$ 6,000
<b>1300 Extended Care</b>	\$ 3,000
<b>3100 Early Childhood Grant</b>	\$ 0
<b>1500 Summer Program</b>	\$ 14,100
<b>Total Income</b>	<b>\$ 351,500</b>

### Summary

2022-2023 School Year	
<b>Total Income</b>	<b>\$351,500</b>
<b>Total Expenses</b>	<b>\$605,950</b>
<b>Net</b>	<b>(\$254,450)</b>
<b>Current Tuition</b>	<b>\$4,100</b>
<b>Salary Base</b>	<b>\$26,255</b>

Past One-Time Revenues	Amount
* PPP Loan	\$81,629
* Estate Donation	\$54,215
* Early Childhood Grant	\$73,230
Past One-Time Expenses	Amount
** Van Purchase	\$22,055
** School Funded Scholarships	\$25,000

### School Budget Expense

2022-2023 School Year	
<b>5110 Wages</b>	\$ 172,000
<b>5120 Salaries</b>	\$ 203,000
<b>5500 Benefits</b>	\$ 33,000
<b>5550 Payroll Taxes</b>	\$ 30,000
<b>5600 Continuing Education</b>	\$ 1,500
<b>5700 Workers Comp</b>	\$ 7,700
<b>6120 TADS</b>	\$ 5,000
<b>6130 Gradelink</b>	\$ 2,000
<b>6140 Application Licenses</b>	\$ 2,000
<b>6220 Early Childhood Supplies</b>	\$ 2,000
<b>6240/6260 Elementary Supplies</b>	\$ 2,000
<b>6280 Summer Program Supplies</b>	\$ 1,000
<b>6300 Curriculum</b>	\$ 2,000
<b>6400 Milk/Lunch/Snacks</b>	\$ 13,400
<b>6600 Technology Equipment</b>	\$ 2,000
<b>6620 IT Service Contract</b>	\$ 12,000
<b>7100 Business</b>	\$ 4,200
<b>7200 Business Equipment</b>	\$ 3,500
<b>7300 Postage</b>	\$ 950
<b>7400 Office Supplies</b>	\$ 2,000
<b>7500 Advertising</b>	\$ 13,200
<b>7600 Janitorial Services</b>	\$ 31,500
<b>7650 Janitorial Supplies</b>	\$ 4,000
<b>7700 Maintenance Contracts</b>	\$ 4,000
<b>7800 Transportation</b>	\$ 2,000
<b>8000 Contingency</b>	\$ 50,000
<b>Total Expenses</b>	<b>\$ 605,950</b>

## **Board of Elders**

- Transfers out of the congregation:
  - Lori Shotzman to Nebraska
  - Maddie Phelan to Salt Lake City
- Transfer into the congregation:
  - James Zillinger from Grace, Pocatello
- Board of Elders is considering a replacement for John Ritter who has retired from the board.
- Crown of Life in Rigby is vacant and pastors from the circuit are leading worship there. Pr. Pay's schedule has been to preach at their 11:00 a.m. service on the second Sunday of the month. On those second Sundays, Mr. Northcutt has led the adult Bible class at Hope and various elders have conducted the liturgy and preached the sermon for the second service.
- Pastor Pay's Circuit Visitor duties include ministering to families at Crown of Life and participating in some meetings.
- A suggestion had been made to the board to go to a single service on the 5th Sunday of months that have them. This would occur approximately 3 times per year. This would offer times when the entire congregation could worship together. After some discussion it was decided that the service would be at 10:30 a.m. with Bible class remaining at 9:30 a.m. This would make it easy to have potluck dinners after the service, if desired. This will be done on a trial basis and evaluated later as to whether the congregation wishes to continue the practice.

## **Day School Board**

### **Hope Lutheran Classical Academy (HLCA) Status**

The following is the status of Hope Lutheran Classical Academy (HLCA) operations.

1. Current enrollment is at 58 students. Enrollment for 2022/2023 is at 18 and ahead of prior years.
2. Staffing is complete and all positions are filled for next year. Teacher contracts are being prepared. Teacher evaluations have been completed. Bryan Northcutt was commissioned and installed on Sunday (2-27-22).
3. Curriculum: Work is being done to make the early childhood curriculum more compatible with the K-6 classical curriculum. The Memoria Press Pre-K curriculum is being investigated to this end.
4. The 2022/2023 school calendar has been published and on the website.
5. See the attached HLCA Treasurer's report (page 14) and proposed budget (page 15). The budget is steady as current operations continue and approval is requested.
6. The PTO is to be congratulated for a successful Auction (~\$25,000). Good communications exist with the faculty, staff, and parents. Ideas for next year's auction are being gathered. Other ideas are being pursued to get students, parents, teachers, and HLCA staff as well as HLCS members mingling and kids having fun.
7. Fundraising is continuing with planning for 2022 activities. A fundraising letter is being drafted to be sent out in May. Soliciting continues with local commercial, industrial, institutional and medical firms. Volunteers are needed to assist in the fundraising.
8. Elliot Color Box Media in Pocatello (marketing) has updated the HLCA website and it is looking good. ECBM staff will be coming in May to take some classroom footage and create a 30-second video ad. They will return in summer to put together a 2-minute ad.



9. Grants: Two grant applications are being prepared, the Northwest District's Catalyst Grant and LCEF's Kaleidoscope Grant, that require voter approval (estimated at > \$10,000 each). The Catalyst Grant involves incorporation of technology into classical learning as well as allowing distance learning. Kaleidoscope enhances our classical curriculum by updating our fiction and non-fiction volume collection to align with knowledge acquisition using books that reinforce classical learning. These grants are to be approved by the voters.
10. Decisions have been made to strengthen the school administration staff in support of the grant applications and desire to have dedicated leadership; a best practice seen by the DSB. Bryan Northcutt will be offered a full-time administrator position for the 2022 summer and 50% administrator/50% teacher during the 2022/2023 school year. Additionally, the DSB approved raising the base pay 3% for salaried employees. The budget to support these changes is available.
11. Tuition assistance scholarships at 25% are being offered to 6 applicants.
12. Outreach includes boots-on-the ground with the Hope Outreach Mission: "Inner Circles"; School Parents; Grandparents; Congregation members; all making one-on-one appeals.
13. The Properties Board has supported the school operations with a service of excellence. The kitchen is being updated to conform to the electrical code. A school playground workday is being planned for May 21.
14. The kitchen staff continues doing a superior job with the Hot Lunch program. Tasha Hull will be taking over operations, with Roseanne Pavlat supporting with the certification.
15. The HLCA Administration staff continue providing a service of excellence and are to be given encouragement and appreciation for extended hours provided.
16. Coordination is continuing with Hope's Strategic Planning Committee for school growth and expansion.
17. Maintaining a high level of school security and safety is paramount and coordination with the Safety Committee is underway. There are a variety of safety training options for schools and congregations for emergency preparedness plans. Local consultants, Dave and Claudia Warner, have been recommended as instructors. One idea is to have them come in and do a class for staff development.
18. Allied Business Solutions has been engaged to resolve IT issues.
19. The DSB is now consolidated to 7 voting members: Bob Holzworth (Director), Ed Reber, Peggy Ash, Whitney St. Michel, Roger and Jane Henry, and Brenda Pay.

### **Board of Outreach**

We held a Drive-Thru Easter Egg hunt in 2021, and are planning another one on April 16, 2022.

In 2021, VBS had attendance of 40 registered attendants and 13 volunteers. Plans for VBS 2022 are underway.

Rev. Dr. David Preus was the guest speaker at our Mission Festival on March 6, 2022; the service and potluck were well attended.

### **Board of Youth Ministry**

About 22 children took part in at least one activity this past year, from three years old to a senior in high school. Some have met with Pastor for the twice-monthly Bible Study and Confirmation classes. We have two weekly Sunday School classes.

We have sent children to Camp Perkins and to the National Youth Gathering. There are four high school students receiving mailings from the LCMS colleges for consideration after graduation from high school.

Our students have participated in the graduation dinner, the Rally Sunday potluck, the Chili-Cook-Off, a soup supper in Lent, and selling submarine sandwiches. They have helped with the Holiday Fair, filling gift bags at Easter and Christmas, raking, wrapping Angel Tree gifts, and reading and singing in the Cantata at Christmas. Students run the slides and light candles during the worship services.

The Director of Christian Education intern at St. John and his wife, Jacob and Morgan Pralle, have been including Hope students in the Monday youth meetings, the winter retreat at Camp Perkins, and the trip to Houston for the National Youth Gathering this July.

## **Board of Property**

### **Major Tasks completed since April 26, 2021**

Members of the Board of Property have been busy. We would love to have you join us, so let Nancy know if you are willing to serve on the Property Board.

- Nancy Carlson – Chair
- Dave Van Haaften – tree & shrub care and knowledge of plumbing
- Kurt Pavlat – general fixing & Day School needs
- Blake Cook – electrician
- Noel Duckwitz – sprinkler & grounds guru and knowledge expert on building systems
- Dave Nell – working knowledge of building and general fixing skills
- Rosie Pavlat – kitchen

All the members of the Property board thank the congregation for your volunteer hours on workdays, landscaping and property donations, and your prayers. Windows got washed, pew-back supplies refreshed, pew polished, and so much more.

Over the past 12 months, the Property team along with your help and reliable vendors has completed the following:

**New Cleaning Company:** In November of 2021 we entered into a service agreement with Commercial Cleaning Services for cleaning and sanitizing touched surfaces in both the school and church. The transformation to clean has been truly amazing. Kurt Pavlat is our liaison with Commercial.

**LED Conversion:** At the direction of the congregation, our interior lights have been converted to LED by Holden Electric in both the church and the school, including the gym. Nancy Carlson worked with Holden during the 20 hours required to do the conversion doing go-for tasks and cleaning over 200 lens covers.

Blake Cook has led the conversion of all exterior wall-mounted door lights to LED with Holden converting all roof-mounted or man-lift required exterior security lights to LED.

**Emergency Egress and Exit Lighting:** Blake Cook replaced inoperable egress lights and exit lights with LED fixtures. These lights had not been cared for in many years and a majority of them did not work. Plus, the Idaho Falls Fire Department Fire Prevention inspector cited us for our lack of attention to safety systems in late 2021. We are now in full compliance.

**Abandoned Gas Line:** The gas line running to the old modulars had never been disconnected and was NOT deactivated and posed a serious safety hazard. Holden Electric worked with Intermountain Gas to have a customer shutoff added to our meter and deactivated the concerning gas line

**Kitchen Passed Health Department inspection:** Rosie Pavlat led the team that worked to get the kitchen up to code so we passed our Health Department inspection. Drawers and cabinets

are now labeled, cleaning procedures are in place to keep us code compliant, Peggy Ash donated a freezer, and Kurt Pavlat added shelving in a large cabinet area to make it more useful. Additionally, Holden Electric brought electrical wiring issues up to code, First Street Plumbing correctly plumbed the air gapped kitchen sinks, and LWML and Thrivent-dedicated kitchen funds were used to replace one wall-mounted oven and Dennings donated the other oven.

**Kitchen Hallway Refresh:** Dave Nell removed sagging shelves, patched walls with the help of Bill Jepsen, and repainted the walls. The wall shelves were replaced with free standing shelving for easy reconfiguration as needs arise.

**Furnace Closets:** Dave Nell worked over this past winter to declutter and clean all furnace closets as we were also cited by the Idaho Falls Fire Department for flammable materials in close proximity to furnaces. Dave called for volunteers to do the large storage area off the gym. So please DO NOT place anything in a furnace closet without receiving permission from the Property Board.

**Grounds Upkeep:** Noel is working with A-1 Pest Control to implement a yearly approach to maintaining our fenced grounds with fertilizing and weed control. A-1 is also handling weed control on the Hoopes Avenue area adjacent to our fence.

**Documentation of critical systems:** The following building and grounds systems are documented and a planned maintenance approach completed with appropriate checklists provided:

- Sprinkler system
- Sewer
- CO Sensors
- Emergency egress and exit lights

Our goal is to have all systems documented so folks who come after us don't need to start from ground zero to ferret out critical system details and how to maintain them.

**Secured fascia and soffit:** The roofing contractor hired to repair the hailstorm damage did not correctly attach fascia and soffit—they used old materials and incorrect hangers. Wright Roofing located steel fascia that matched ours and reattached and/or replaced both fascia and soffit so the exterior of the entire building is now weather- and bird-nest-proof.

**Heated Gutter:** Gutter was installed along the west face of the building adjacent to the west parking lot. The goal was to keep the sidewalk clear of ice from roof drainage. Worked great!

**Plumbing:** First Street Plumbing and volunteers have tackled the unending plumbing and sewer issues with which our old plumbing system presents us. A majority of the toilets in the building have been replaced—all those in the girl's restroom in the school and the men's in the church. Years of lime build-up in the bowls had reduce water flow so the toilets could not clear effectively. Nancy is great friends with Lane, Jason, and Nathan of First Street!

**SW School Door Fob Reader:** Property, in collaboration with Safety Committee, agreed that a fob reader needed to be installed on the SW red school door to make access easier for teachers, kitchen staff, and members taking items to the kitchen or gym. Your office door fob works on the school door fob reader.

**Perimeter Fence Signage:** Property bid the contract for needed perimeter signs on our fenced grounds to help implement the HLCS Property and Facility Use policy. SignPro provided the signs and attachment devices and a team of volunteers installed the signs.

**Exterior Windows Wood:** Valley Glass checked all our windows and repaired balance springs and slides as well as replaced a broken windowpane in the school. They also checked the exterior wood and stated that the windows are in good shape but that the wood must be wrapped to save the wood that holds the windows in place. That action will be taken this summer.

**Trees and Shrubs:** A team of volunteers led by Dave Van Haaften trimmed trees away from the front of the church to stop damage to fascia and soffit, trimmed trees that were over hanging the sidewalk and parking lot, and right-sized shrubs overtaking the school sidewalk.

**South Facing Wooden Sanctuary Doors:** Dave Nell apprenticed with Darla Schofield to learn how to maintain those doors. There was significant and unsightly sun damage to the lower panels. Dave and Darla restored those sections. We now have inspection of those doors on our recursive activities list so we can repair them as soon as damage occurs.

**School Safety and Hygiene Upgrades:** An Early Childhood playground fence was installed by Arrow Fencing so the children are in a safe and fenced area for outdoor play. With COVID and hygiene in mind, all the bubblers in the school were replaced (bubblers are drinking fountains in the classroom by the sinks) and a new two-level drinking fountain was installed in the church hallway. The church drinking fountain has a chiller to keep the water cold. Thanks to First Street Plumbing and Holden Electric for the drinking fountain improvements.

**Phase 1 of Church Landscaping Refresh:** A team of volunteers directed by Top Notch Landscaping removed lava rock on either side of the main doors to the sanctuary with new landscaping weed barrier and river rock installed. The balance of the lava rock will be removed this June or July and then the refresh will be complete.

## **Strategic Planning Committee**

### **Strategic Planning Committee (SPC) Minutes**

The Meeting was called to order by chairman Kurt Pavlat at 7:00 pm on March 10<sup>th</sup>, 2022. Committee members present: Kurt Pavlat - Chair, Rev. Garen Pay, Nancy Carlson, Roger Henry and Philip Phelan.

After an opening prayer by Philip, opening remarks were made by Kurt. To start the conversation, the question was asked as to why we haven't been able to execute the previous plans for expansion. One thought was that the congregation did not have anyone available to be the project manager. A solution to that dilemma is to hire a project manager.

We next brain-stormed to come up with at least three expansion concepts (brick and mortar/ministry) to present to the congregation for initial consideration.

Regarding ministry, at least one committee member thought it would be very beneficial to start a small group ministry (again). Apparently, this was a ministry that Hope did have in the past.

For brick-and-mortar expansion options, committee members had several thoughts for improving our ministry. In no particular order, these are the options that we discussed, along with some random thoughts:

1. A community meeting building or community center. This would probably be a separate building on our campus.
2. A new building containing school classrooms (5) and meeting room(s) with a multi-purpose area. As a caveat to this option, the school must be stabilized (approximately 100 students) for long-term viability with a much-reduced deficit. Annual fund-raising would be necessary until such time as the school is self-perpetuating. This option would include a fellowship hall

(maybe current 5<sup>th</sup>-6<sup>th</sup> grade classroom), change the office location and refurbish current building.

3. An outdoor pavilion for picnics and outdoor events. The thought here is to start small and demonstrate some success moving forward.
4. A short-term minimalist option would be to use the library and loft for add'l early childhood surge.
5. Sell the entire church property and start over. The current property is very valuable as the city is growing. The current building has several structural/system deficiencies that must be corrected if to remain sound for future uses.

Therefore, after additional discussion for moving forward, it was decided to offer to the congregation at the next voters meeting the following options to start the larger conversation at the congregational level:

6. An outdoor pavilion.
7. A new multi-purpose building.
8. A new classroom building.
9. Remodel and upgrade our current building.
10. Sell and re-locate.

Our next meeting is April 19<sup>th</sup> at 7:00 pm.

The meeting was adjourned at 8:50 pm followed by the Lord's Prayer.

### **Safety Committee**

Since April 2021, the Safety Committee has done the following:

- Integrated a new safety policy into the congregational policy manual (June 2021)
- Installed First Aid Kits around the church (September 2021)
- Worked with the Board of Properties to get security lights installed for the West Parking Lot (September 2021)
- Worked with the Board of Properties to get a new key fob reader installed on an additional door on the school side of the building (February 2022)
- Conducted de-escalation training after service that was open to the congregation (March 2022)
- Some members attended a congregational preparedness workshop in town.

### **Pastor's Report**

Writing this in Holy Week, it's hard not to be grateful. First and foremost, to our Savior for the pains he endured that we might be freed from sin and death. Thanks be to God!

Thank you, members, for your continued investment in receiving God's gifts at Hope. Thank you for your desire to serve in various ways as you are able. I know it gets busy, but it is heartwarming to see people come to be involved and support the work of the congregation, the work our Lord would have us do for one another and the community.

Thank you for your support of my family and me. I know I have been stretched a bit thin between the school, the Church, the Circuit, and the LWML. Big thanks to the Board of Elders for their consistent and uncomplaining service to the congregation while I am filling in at Crown



of Life, on vacation or at some convention. The Elders are truly mature and servant-hearted men of God.

Thank you to the Board of Directors and Day School Board. There have been hard decisions, there has been disagreement on which decisions to make, but I am thankful for the benefit of the doubt that is shared, the cordiality, and the desire to see the Church and School succeed and decisions carried out in a mature and God pleasing fashion.

Thank you to the staff, the secretaries, and, again, all who offer encouragement, constructive criticism, and care. It is a blessing to be among you all and I am excited for what the Good Shepherd has in store for us at Hope. I pray the Lord would continue to bless us and establish the work of our hands (Psalm 90).

My monthly duties still involve much at the Church: Confirmation, counseling, shut-in visits, hospital visits, funerals, Bible classes, Board meetings, Strategic Planning meetings, reaching out to those who haven't been with us recently, Midweek services, Young adult emails, Youth group (Big thank you to the Pralle's for doing most of the work with youth now), and, of course, Sunday Service and Bible Class.

At the School I am still doing weekly aftercare, leading most morning staff devotions, chapel, inviting parents, emailing parents, attending Day School Board meetings, and consulting on various hirings, staff relations, and decisions. Big thanks go out to Kurt Pavlat for all his work as administrator, we are hoping to lighten his load next year. Which is why we owe a big thank you to Mr. Bryan Northcutt for his willingness to step up and handle some administration tasks. It's a team effort and I am proud to be a part of it (though hopefully soon in a smaller capacity).

As for the Circuit: The congregations from Soda Springs to Ashton are doing the same or better, apart from Crown of Life who is still struggling to find their footing in their vacancy. Pray for them. Crown of Life will continue to need our help, so I thank you for your patience as we seek to help our brothers and sisters in Rigby. Faith Lutheran in Pocatello is growing and thinking about opening a second service—Pastor Kirk Triplett has been a blessing to them. Grace, Pocatello had their highest carry over enrollment in their existence, so we are thankful for them. I will serve out my term as Circuit Visitor and have the South Idaho Pastor's Conference in late April and the Portland District Convention in June.

Well that sums up this pastor's "two hours of work a week" ha! And so, the last two 'thank you's' go to my family for their support of me in the past busy year. I am hoping to make good on my promise to them of freeing up more nights to be with them. Part of that includes me resigning my role as LWML District Pastoral counselor effective after their convention at the end of this month. My last thank you, of course, goes to the Good Shepherd. We Pastors have to give an account to him. And, on my own, I would be lost—but His grace is strong enough even for us Pastors and I am so thankful for his unending love and his strength which sees us through the ups and downs of ministry.

*I give thanks to my God always for you because of the grace of God that was given you in Christ Jesus. 1 Cor. 1:4*