



**Lincoln Lutheran School Association Board of Directors  
MEETING Minutes  
Monday, December 21, 2020 – 6:00 pm (Zoom)**

Opening Devotion and Prayer – Presented by Pastor Will – “What Child is This – silently pleading for us”

- 1) Recording of Members Present / Recognition of Guests  
**Present: Scott Ernstmeyer, Lori Lane, Bill Miller, Matt Heibel, Chris Schaedel, Michael McClellan, Pastor Will Miller, Tina Barrett, Fran Benne, Treva Ptaschek and Joel Rodencal**  
**Absent: None**  
**Guests: None**
  
- 2) Agenda Review  
**Motioned to Approve by: Joel Rodencal**                      **2<sup>nd</sup> by: Treva Ptaschek**                      **Motion Carried**
  
- 3) Consent Agenda
  - a) Approval of Prior Meeting’s Minutes – November 2020 – Doc 2
  - b) Approval of Financial Reports
    - i) November Month End Account Balances – Doc 3a
    - ii) November Month End Balance Sheet – Doc 3b
    - iii) November Month End Operational Budget and Treasurer’s Report – Doc 3c
  - c) Advancement Report – Doc 4
  - d) Principal Report – Doc 5
  - e) Executive Director Report – Doc 6
  - f) Policy 5.14 – Planned Gift Giving Guidelines – Doc 7**Motioned to Approve by: Chris Schaedel**                      **2<sup>nd</sup> by: Fran Benne**                      **Motion Carried**
  
- 4) Board Education
  - a) None – **No Board Education in December as more time is spent reviewing preliminary budget for the next year.**
  
- 5) Reports
  - a) Executive Director
    - i) Strategic Planning Update
      - (1) Committees Overview – Doc 8  
**Committees have been meeting, most have met twice at least and are formulating key points that need to be focused on. Salary and Benefits Study committee provided information to the Board for the meeting tonight.**  
  
**Other committees: Future Site Study, Feasibility Team, Funding Model Team**
      - (2) Salary and Benefits Proposal – Doc 9  
**Proposal was presented to the Board that covered multiple areas with the primary focus on the following:**
        - **Increase the Base Salary**
        - **Increase the Highest Paid Teacher (exp/ed)**
        - **Increase the Education Step Factor**

- ii) Personal Days Proposal – Doc 10  
**Proposal presented to provide a payout of personal days not used, in case teachers don't feel that they can take the time off due to Covid restrictions and not being able to find subs. This is a one-year proposal to help with our current situation related to Covid.**
- iii) All Boards Retreat – Doc 11  
**Agenda presented, will be hosted via Zoom**
- iv) Delegate Assembly Agenda – Doc 12  
**Agenda presented, will be hosted via Zoom**
- v) Tentative Late-Start Ideas – Semester 2  
**Administration will monitor the 2<sup>nd</sup> semester trends to see if additional workdays/time for teachers will be needed. There is no Board action needed on this item.**

b) Principal

- i) Covid Updates  
**Only 3 students out, all teachers are back as of today. Best it has been since early October.**
- ii) School Calendar – 2021-2022 – Doc 13  
**Calendar adjusted to start earlier to allow for a two week Christmas break and to end by May 13<sup>th</sup>.**
- iii) Enrollment Update  
**Normal end of the semester shuffle of students, appears it will be a break even with the shuffle.**

c) Treasurer

- i) PPP Loan and Forgiveness Update  
**Loan has been forgiven.**
- ii) 2021-2022 LLSA Preliminary Operating Budget – Doc 14  
**Budget was presented with a 1.8% tuition increase. Year 1 of 3 rollout for salary and benefits proposal was implemented. Budget assumes \$0 needed from contingency. Budget reflects a positive \$36,000 surplus.**

6) Action Items

- a) Approve Delegate Assembly Agenda  
**Motioned to Approve: Tina Barrett      2<sup>nd</sup> by: Treva Ptaschek      Motion Carried**
- b) Approve 2021-22 Final School Calendar  
**Motioned to Approve: Chris Schaedel      2<sup>nd</sup> by: Lori Lane      Motion Carried**
- c) Accept Salary and Benefits Proposal  
**Motioned to Approve: Fran Benne      2<sup>nd</sup> by: Joel Rodencal      Motion Carried**
- d) Accept Personal Days Proposal  
**Motioned to Approve: Chris Schaedel      2<sup>nd</sup> by: Lori Lane      Motion Carried**
- e) Approve 2021-22 LLSA Preliminary Operating Budget  
**Motioned to Approve: Treva Ptaschek      2<sup>nd</sup> by: Chris Schaedel      Motion Carried**

7) Discussion Agenda

a) **None**

8) Closed Session

9) Closing & Adjournment

**Motioned to Approve: Tina Barrett 2<sup>nd</sup> by: Lori Lane Motion Carried**

Next Meeting – January 25, 2020 @ 6:00 pm