



Lincoln Lutheran School Association Board of Directors
MEETING MINUTES
Monday, June 24, 2013 – 7:00 pm

6:45 – Wellness Center Tour

7:01 pm – Opening Devotion and Prayer – Rev. Jacob Heine

1. Recording of Members Present / Recognition of Guests

Present: Daryl Bell, Cory Bergt, Chris Blomenberg, Travis Lebo
..... Rev. Jacob Heine, Scott Ernstmeyer
Absent: Jason Leimbach, Todd Schmeeckle, Tom Schulte, Matt Heibel
Guests: Bryce Wendland

2. The Board welcomed Bryce Wendland as the new Faith Board representative, replacing Tom Schulte.

3. Thanks to Rev. Jacob Heine for his service to the Board as Pastoral Advisor over the past year.

4. Agenda Review

Motion by Cory Bergt, second by Travis Lebo to approve the agenda as presented.
Motion carried.

5. Guest Comments

6. Consent Agenda

- a. Approval of Prior Meeting's Minutes – May 20
- b. Approval of Financial Reports –
 - Financial Statement as of May 31
 - Account Balances as of May 31
 - Treasurer's Report
- c. Congregational Reports – Calvary, Holy Savior, Redeemer
- d. Development Report
- e. Principal's Report

Motion by Chris Blomenberg, second by Travis Lebo to approve consent agenda as presented.
Motion carried.

7. Board Education

a. Board Source – Twelve Principles – Principle #9 – Results Oriented

- Daryl made observations concerning the difficulty of measuring success/results in an educational environment where success is not measured only by financial results.

b. Board Self-Review Process

- Daryl referenced self-review survey and survey sent to Association Pastors and Delegates. Both surveys allowed for anonymous feedback.
- Historical results for the Board self-review were shared for the last three years. The first formal self-review survey was routed spring 2011.
- The Pastor and Delegate survey received 29 responses out of a potential total of just over 100. Board members noted some concern about ability of delegates to provide feedback to the Board. Some discussion about how communication with Delegates could be improved – Delegates should work through their Board member. How should Board members communicate with their delegates?

- c. Board Officer Slate – Proposal for 2013-2014
 - President – Daryl Bell Vice-President – Jason Leimbach
 - Secretary – Chris Blomenberg Treasurer – Travis Lebo
 - Officers will be elected at July meeting.
- d. Policy 5.8 – Investment Policy
 - Potential policy changes have been reviewed by the Governance Committee and the Finance Committee. Travis reviewed the changes discussed by the Finance Committee. Board members are asked to provide feedback over the next few weeks. After further investigation and review of feedback the policy will be brought to the Board at the July meeting.

8. Reports

- a. Executive Director – Strategic Plan
 - Warrior Wellness Makeover
 - Progress continues to be made on the facility and we hope to meet the projected completion date.
 - Debt Renewal Process
 - We should be able to satisfactorily complete the debt renewal process by September. Signatures are in place for a line of credit with US Bank. While not needed now, this is to provide an insurance policy for cash flow issues if needed.
- b. Executive Director - Other
 - Estate Gift – Allocation Process
 - We received distribution from the estate gift. Per policy of the linking agreement, an allocation committee consisting of: a representative from the LLSA Board, an LEF trustee, an Association pastor and Scott will be appointed to determine allocation of the funds. Governance Committee would like to recommend Travis Lebo as the Board representative. LEF Executive Committee is recommending Cory Stull as LEF representative. Pastor Schnake has been asked to serve as pastoral representative. If Pastor Schnake declines, Scott would recommend Pastor Irwin.
 - This group would be assigned for this distribution only. It would be possible to recommend the same group of people for future distributions.
 - Exit Interviews
 - Personnel exit surveys were routed to those employees resigning. This will come to the Board for discussion at the July meeting.
 - Family exit interviews will be routed in August after we have definite information on attrition.
 - Delegate Assembly 1st Quarter Meeting Date – August 29?
 - This date works best for taking a final proposed budget to delegates.
 - Reschedule August Board Meeting – August 20?
 - We need to send the final proposed budget to the delegates at least one week prior to the delegate assembly meeting. The first day of school is August 12. We must have final enrollment numbers before the budget can be finalized.
 - Travis will route a preliminary final budget to the Board August 16. The Finance Committee will meet Monday, August 19. Board will meet evening of the 20th.
 - Employee Lease Agreement
 - A draft agreement was provided by legal counsel to outline formal terms of the lease of a portion of Bob Krall's time to Christ Lutheran. If the Board approves the draft it will be forwarded to Christ for their review and completion of the responsibility portion of the agreement for Christ. The agreement will be routed to Christ for feedback before the Board takes final action.
- c. Principal
 - Enrollment Information
 - Enrollment summary was shared with the Board.

- Personnel Report
 - A formal offer was made to Lori Townsend to serve as Finance Assistant position. This position is being adjusted to just under 30 hr. per week, with non-financial responsibilities being shifted to other staff. Scott is looking at bringing in part-time temps seasonally as needed. Lori has accepted the position.
 - Offer to Leslie Frazier contingent on Board approval for Media Specialist position.

9. Action Items –

- a. Set 1st Quarter Delegate Assembly Meeting Date
 - Motion by Cory Bergt, second by Travis Lebo to set date as August 29 at 7:30 pm. Motion carried.
- b. Reschedule August Board Meeting
 - Motion by Chris Blomenberg, second by Cory Bergt to set August meeting date to Tuesday, August 20 @ 7:00 pm. Motion carried.
- c. Appointment of Representative to Gift Distribution Committee
 - Motion by Cory Bergt, second by Chris Blomenberg to appoint Travis Lebo as Board representative to allocation committee and to recommend Pastor Schnake as pastoral representative should he be willing to serve, with Pastor Irwin as alternate. Motion carried.
- d. Extension of Offer for Media Specialist Position
 - Motion by Travis Lebo, second by Chris Blomenberg to approve the offer of a contract to Leslie Frazier to serve as Media Specialist. Motion carried.

10. Discussion Agenda

- a. Wish List Priorities
 - Board members discussed the current wish list. Scott noted the receipt of a grant from the Dunklau Foundation and the Senior Class gift to be used on a restroom makeover. Restroom makeover is planned to be the 2014 Gala special project.
 - Lillich Family Foundation – Scott hopes money will become available in the next 6 months. We would need to pursue funding through a grant request process.
- b. Energy Saving Potential
 - Bryce Wendland recommended looking at energy saving options for Lincoln Lutheran. If cost effective projects can be identified, it may be worth spending some of the estate gift funds this direction. Sustainability issues will be added to the wish list.

11. Closed Session to Discuss Annual Evaluations

- a. 8:48 pm – Motion by Travis Lebo, second by Cory Bergt to move to closed session. Motion carried.
- b. 11:08 pm – Motion by Cory Bergt, second by Bryce Wendland to leave closed session. Motion carried.

12. Closing & Adjournment

- 11:09 pm – Motion by Travis Lebo, second by Cory Bergt to adjourn. Motion carried.

Next Meeting – Monday, July 22 @ 7:00 pm