



**Lincoln Lutheran School Association Board of Directors**  
**MEETING MINUTES**  
**Monday, December 21, 2015 – 7:00 pm**

Opening Devotion and Prayer – Pastor Gary Dunker

1. 7:00 pm – Recording of Members Present / Recognition of Guests

Present: .....Cory Bergt, Chris Blomenberg, Jill Fiddler, Jason Leimbach  
..... Bill Miller, Bryce Wendland  
..... Gary Dunker, Scott Ernstmeyer, Matt Heibel  
Absent: ..... John Roeber  
a. Guests: ..... Julie Frederick, David Stirtz, Lloyd Wagnitz

2. Agenda Review

a. Add to Agenda:

- Guest Comments – Item 3b –
  - Science Renovation Project – David Stirtz & Lloyd Wagnitz
- Action Items – Items 7e & 7f –
  - Approve Special Enrollment in Career Academy
  - Approve Acceptance of Bid and Contract with Kingery Construction for Science Renovation Project

b. Move Redeemer Congregational Report to January

Motion by Cory Bergt, second by Bryce Wendland to approve the agenda as modified.  
Motion carried.

3. Guest Comments

a. Career Academy – Enrollment Request – Julie Frederick

- Mrs. Frederick presented information about the SCC Career Academy Program and the request from a LL student to enroll in the Career Academy next fall.
- The LL administrative team discussed the request and is recommending approval for this specific student, understanding that any future requests would need to be considered on a case by case basis.

b. Science Renovation Project –

- Bid Review – David Stirtz
  - Mr. Stirtz reported a group of three construction companies had been asked to submit bids on the project and all three submitted bids by the deadline. He reviewed details of the lowest bid, from Kingery Construction. The representative who prepared the bid is familiar with our facility (having been the construction supervisor on the Wellness Center Project), and has been working with Mr. Stirtz over the past two years on initial evaluation of the Science Renovation Project. He is very familiar with the requirements of the project and was highly motivated to win the bid, so Mr. Stirtz feels confident in the bid amount.
  - Mr. Stirtz recommended, on behalf of the Renovation Committee, that the Board approve contracting with this company to complete the project.
- Additional Project Costs
  - Mr. Stirtz reviewed the additional cost items that would be included in the overall cost of the renovation project. This includes upgrades to the current climate control system, classroom equipment included in the project, and architectural, engineering and city code fees.
- The final bid plus estimated cost of the additional items is \$617,875.
- Fundraising Status – Lloyd Wagnitz

- Mr. Wagnitz reviewed the funds committed thus far and grant requests that are pending.
  - Mr. Ernstmeyer reviewed additional potential funding sources.
  - Mr. Wagnitz reiterated that our goal is to fully fund the project without needing to use this as the Gala Special Project.
  - The Renovation Committee consisted of: Chris Deeter, Scott Ernstmeyer, Matt Heibel, Rick Onnen, John Roeber, Craig Sorensen, David Stirtz, Derek Trutna, Bryce Wendland, and Lyle Ziems.
4. Consent Agenda
- a. Approval of Prior Meeting's Minutes – November 23, 2015
  - b. Approval of Financial Reports –
    - Financial Statement as of November 30
    - Account Balances as of November 30
    - Treasurer's Report
  - c. Development Report
  - d. Principal's Report
  - e. Executive Director's Report
  - f. Congregational Reports – Calvary – (Redeemer report will be moved to January)
  - g. Approve 2016-2017 School Year Calendar
  - h. Approve Policy 5.9 – Major Gifts Policy
  - i. Ratify Action taken Electronically December 8, 2015
    - Approval to Extend Contract Offer to Mark Watton to Serve as Mathematics Teacher
- Motion by Chris Blomenberg, second by Cory Bergt to approve the consent agenda as amended.  
Motion carried.
5. Board Education
- a. Mission Directed Governance – Book study – Pages 55-76  
Due to time constraints, this item will be moved to the January meeting.
6. Reports
- a. Executive Director – Strategic Plan
    - See Executive Director Report
    - Science Renovation Project – Additional Discussion if needed
      - Board members discussed the importance of moving ahead with the project, stressing the value to our Science program and the marketing/recruiting value that can be derived from having a top-notch Science facility.
    - Call Process –
      - Scott & Sara returned from their visit Sunday. Scott intends to have a decision on the call very early in 2016.
    - Sustainability Report
      - Board members felt the report was thorough.
      - Scott will ask the Board to approve the report at this meeting, with the intent of taking an action plan discussion to the LEF/LLSA Retreat.
  - b. Executive Director - Other
    - LEF/LLSA Retreat – January 8, 2016 – 12:30-4:00, with reception following
      - The retreat will again be held in the Rembolt Ludtke conference area. Reminder that we will serve lunch at 12:30, with meeting starting at 1:00.
    - Delegate Assembly Meeting Agenda – January 21, 2016
      - A draft agenda was forwarded to Board members. Mr. Ernstmeyer noted this is a standard agenda for the 3<sup>rd</sup> quarter Delegate meeting. No additions or changes were noted by Board members.

- c. Principal
  - Semester Enrollment Changes
    - We will welcome four new students at semester – Two Vietnamese students through the AmVnX program and two transfers from LPS.
    - One 6<sup>th</sup> grade student will not return after semester.
    - This should put our 2<sup>nd</sup> semester enrollment at 301. We are very pleased, as the norm is to lose several students at semester.
- d. Treasurer
  - 2014-2015 Audit –
    - Scott distributed the final audit report as of June 30, 2015. This is our second year working with Buckley & Sitzman, and thus far it has been a very positive relationship.
    - Cory explained our financial position is strong, resulting in an optional DSCR, which should save us about \$12,000 on fees for 2016-2017.
  - Proposed Preliminary Budget for 2016-2017
    - Cory reviewed the preliminary operating budget for the upcoming year.
    - Highlights of information include:
      - Projected enrollment at 306.
      - Faculty planning.
      - Tuition levels.
      - Personnel budget.
      - The proposed preliminary budget is a balanced budget for 2016-2017.

7. Action Items –

- a. Sustainability Report Acceptance
  - Motion by Bill Miller, second by Chris Blomenberg to accept the report as presented. Motion carried.
- b. Approve Agenda for January 21 Delegate Assembly Meeting
  - Motion by Jill Fiddler, second by Bryce Wendland to approve agenda as presented. Motion carried.
- c. Accept 2014-2015 Audit
  - Motion by Chris Blomenberg, second by Bryce Wendland to accept the audit report as presented. Motion carried.
- d. Approve Proposed Preliminary Budget for 2016-2017 for Presentation to LLSA Delegates at January 21 Delegate Assembly meeting.
  - Motion by Bryce Wendland, second by Bill Miller to approve the proposed preliminary budget for presentation to the Delegates at the January 21 meeting. Motion carried.
- e. Approve Special Enrollment in Career Academy
  - Motion by Cory Bergt, second by Bryce Wendland to approve the requesting student's enrollment in the Career Academy at a net neutral cost to the student, with future requests to be considered on a case by case basis.
  - Discussion – A primary issue in considering future requests will be whether scheduling can be made to work so the student can meet LL graduation requirements.
  - Motion carried.
- f. Approve Acceptance of Bid and Contract with Kingery Construction for Science Renovation Project
  - Motion by Chris Blomenberg, second by Cory Bergt, that the LLSA enter into a contract with Kingery Construction in the amount of \$505,865 for the construction of the Science Renovation Project based on Kingery Construction's bid of December 8, 2015 and the construction documents dated November 12–15, 2015. Motion carried.

8. Discussion Agenda

a. Action Plan Priorities – Sustainability

- Priorities listed in the report were:
  - Priority 1 – Continued energy savings measures
  - Priority 2 – Strengthen Branding
  - Priority 3 – Building & Field rental
  - Priority 4 – Enhance Summer Programs
- Comments by Board members
  - Branding appears to be the item we have the most control over at this point
  - Outside use of facilities also comes with a cost. Deterioration of facilities.
  - Enhancement of Summer programs may have more direct impact on both income and pulling in students.
  - Branding improvement and summer program enhancement could go hand in hand. Ability to partner with feeder schools?

9. Closed Session

a. No Closed Session Discussion

10. Closing & Adjournment

- a. 9:25 pm – Motion by Bryce Wendland, second by Bill Miller to adjourn. Motion carried.
- b. Meeting closed with prayer led by Pastor Dunker.

Next Meeting – Monday, January 25 @ 7:00 pm