



Lincoln Lutheran School Association Board of Directors
MEETING MINUTES
Monday, August 15, 2016 – 7:00 pm

7:02 pm - Opening Devotion and Prayer

1. Recording of Members Present / Recognition of Guests

Present: Cory Bergt, Chris Blomenberg, Jill Fiddler,
 Bill Miller, Treva Ptaschek, John Roeber, Bryce Wendland
 Scott Ernstmeyer, Matt Heibel
 Absent: Rev. Michael Brown
 Guests:

2. Agenda Review

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

3. Consent Agenda

a. Approval of Prior Meeting's Minutes – July 25, 2016
 b. Development Report
 c. Principal's Report – Matt Heibel will provide Principal's Report.
 d. Executive Director's Report
 e. Approve Changes to Policy 5.13 – Wellness Policy
 Motion by Bill Miller, second by Cory Bergt to approve Consent Agenda as presented.
 Motion carried.

4. Board Education

5. Reports

a. Executive Director – Strategic Plan

- See Executive Director Report
- Enrollment
 - Scott Ernstmeyer reported on enrollment. The school year started with 332 students. This number was adjusted to 330 as 2 Vietnamese students will not be attending.
- Facility Work
 - Scott reported on the Science renovation project. There remains a one-page list of items to correct. One faucet is not functional. There is a new HVAC system in place. Air conditioning did not turn on at the proper time. The first hour of the first day of school was uncomfortable because of this.
 - Scott discussed new IRS rule for overtime vs. comp time changes. Year-round salaried employees paid below a certain level cannot be exempt from overtime. Discussion is needed regarding exempt employees and the possibility of flex time/ comp time, overtime pay, or other adjustments.
 - Scott requested feedback from the Board regarding Board Letter enclosures. We would like to try moving enclosures to a google drive shared folder. Each member would need a Gmail address. This would allow groups to collaborate on documents and have access to all materials.

- b. Executive Director - Other
 - 1st Quarter Delegate Assembly Meeting – August 30 – Agenda:
 - Scott will request approval of Delegate Assembly Meeting Agenda to be sent to all Delegates. The Delegate Assembly meeting will begin at 7:30 pm. Rooms will be available for pre-meetings at 7:00 pm.
 - LEF/LLSA Retreat – Friday, August 19
 - The Retreat will be hosted in the new Science Lecture space.
 - c. Principal
 - Matt reported on ACT scores. Math scores are down 1 point from last year. We will watch this closely. The school year is off to a good start. There were no major issues. There are concerns regarding the dress code, namely the length of shorts. Shorts must be mid-thigh. The Board discussed some of the challenges with dress.
 - Bill Miller requested clarification on how to add new items to the agenda for discussion or follow-up.
 - Matt reported on Canvas. It will take time to get used to using it fully, but it seems to be working well.
 - Faculty Status
 - Matt discussed new faculty. Everyone seems to be doing a good job. The students seem to like the new teachers.
 - Observations about beginning of the school year
 - d. Treasurer
 - Proposed Final 2016-2017 Budget-
 - Cory Bergt reported on adjustments to the final budget. We are blessed with 330 students versus the budgeted number of 306. The sixth grade class is up to 68, so a third teacher was added. The 5th grade classes from feeder schools were larger last year. There was also an increase in non-member new students. We received 18 students from Christ which was one of the largest groups we have had from them. We will probably see year-by-year cycling, and can expect to be up for the next three years, on average.
 - Expected tuition increased by \$154,000 over the budgeted amount. Payroll expenses were adjusted higher due to adding a third 6th grade teacher, changes in teacher levels, and changes with hourly-wage support staff.
 - Cory outlined possible ways to use the excess funds. There is the possibility of using the funds to establish a tuition reserve to help with future increases or financial aid. Funds may be used for a staff bonus, increase in base salary for teachers, or special project to benefit the school. Cory discussed possibly putting \$25,000 in a contingency fund which could be used for parking or water issues. Decisions of how to use the excess funds will be made in June.
6. Action Items –
- a. Approve Proposed Final 2016-2017 Budget to take to Delegates for Ratification
 - Motion by Jill Fiddler, second by Treva Ptaschek to approve Proposed Final 2016-2017 Budget as presented.
Motion carried.
 - b. Approve Proposed Delegate Assembly Meeting Agenda
 - Motion by Bill Miller, second by Bryce Wendland to approve Delegate Assembly Meeting Agenda as presented.
Motion carried.

7. Discussion Agenda

8. Closed Session

9. Closing & Adjournment

- a. 8:03 – Motion by Cory Bergt, second by Bill Miller to adjourn.
Motion carried.

Next Meeting – Monday, September 26 @ 7:00 pm