



**Lincoln Lutheran School Association Board of Directors
MEETING MINUTES
Monday, November 28, 2016 – 7:00 pm**

Opening Devotion and Prayer – 7:05

1. Recording of Members Present / Recognition of Guests

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

2. Agenda Review

Motion by Bryce Wendland, second by Bill Miller to accept the agenda as presented.
Motion carried.

3. Guest Comments

a. Girls Soccer Co-op – Joel Brase

- Joel presented the Agreement for the Girls Soccer Cooperative Sponsorship with Raymond Central. The agreement is for the next two years. We will provide transportation from Lincoln Lutheran to the games. The Raymond Central School District will pay \$300 per student. There is one student who has committed at this point, but it seems they have several girls interested in playing soccer.

4. Consent Agenda

- a. Approval of Prior Meeting's Minutes – October 24, 2016
- b. Approval of Financial Reports –
 - Financial Statement as of October 31
 - Account Balances as of October 31
 - Treasurer's Report
- c. Advancement Report
- d. Principal's Report
- e. Executive Director's Report
- f. Approve Policy 5.2 – Advertising Policy
- g. Congregational Reports – Christ, Holy Savior, Messiah
- h. Approve Christmas Gift Proposal for Faculty & Staff – Error with number of employees to be corrected.

Motion by Bryce Wendland, second by Cory Bergt to approve the Consent Agenda with error corrected in Christmas Gift Proposal.
Motion carried.

5. Board Education

a. Teacher Supervision and Evaluation

- Matt discussed the teacher supervision and evaluation process. This consists of classroom observations, surveys completed by students, and teacher self-assessments. Teachers are evaluated on each of the four teaching standards: Christian Care and Concern, Planning and Preparation, Professional Growth, and Classroom Management and Assessment. Matt will have conferences with each teacher at semester to discuss performance and goals. Teachers will develop a Professional Learning Plan which is also used as part of the evaluation process.

b. Policy 5.20 – Site/Land Acquisition Policy

- Policy 5.20 – Site/Land Acquisition was put in place to provide a framework when considering the acquisition of land. The policy outlines some conditions in which acquisition of property may be considered including a drop in LLSA debt, lower interest rates, the value of the real estate, and financial gifts or partnerships. The Governance Committee has reviewed the policy. Scott requested feedback and suggestions from the Board for any proposed changes. Acquisition of property must be approved by the Delegate Assembly.

6. Reports

a. Executive Director – Strategic Plan

- See Executive Director Report
- Land Availability
 - Scott received a call from a friend of the LLSA regarding 40 acres of land available at 109th and Old Cheney for \$2 million. It seems we are not in a position to make such a purchase at this time, but this information is being shared with the Board and opened for discussion.
- Health Insurance Rates
 - Staff was informed today of an increase in our insurance rates of approximately 20%. After researching rates, the Concordia Plan was still higher than Blue Cross Blue Shield with the increase. A move from the Bronze 307 Plan to the Bronze 304 Plan is proposed to try to keep premium rates lower. Scott gave an overview of the changes. The deductible and reimbursement rate will stay the same. The maximum out-of-pocket will increase. Money is set aside for HRA reimbursement which helps to soften the cost further. We had budgeted for a 10% increase in January. The group discussed how to proceed going forward with continued increases in health care and possible ways to soften the costs for employees.
- K-12 Unified Brand
 - The Aradius group has created a preliminary presentation for the K-12 unified brand concept with proposed tag lines and logos. Good Shepherd is officially on board with the process. We hope to get feedback and make a decision before Christmas. Presentation will be brought to the Board once we have a cleaner draft.

b. Executive Director – Other

- Date for 3rd Quarter Delegate Assembly Meeting – Thurs, January 12?
 - Items to include: Preliminary Budget and Campaign updates.
- Date for LEF Retreat – January 6, 2017
- Audit
 - Cory Bergt gave an overview of the audit management letter from Buckley and Sitzman. Noted items include the need for a Procedures Manual, formal checks and balances, formal cross-training and staff backup procedures for payroll and other important processes. The group discussed how a payroll service may be a benefit. A formal policy on designations/contingencies will be put in place. Discussion of reviewed statement vs. audited statement and whether any changes are necessary at this point. Buckley and Sitzman provided a new proposal for their services. At this point we are not looking to make a change.

c. Principal

- Update on Salary and Benefits Study
- 2017-18 Calendar –
 - Tentative Calendar – The school year will start August 14. Graduation Date is May 20. The Lincoln Lutheran calendar will coincide with the elementary schools' calendars as much as possible.
- Girls Soccer Co-op

7. Action Items

- a. Set 3rd Quarter Delegate Assembly Date –
 - Motion by Jill Fiddler, second by Bryce Wendland to set the 3rd Quarter Delegate Assembly Date to January 12.
 - Motion carried.
- b. 2017-18 Calendar
 - Motion by Bryce Wendland, second by Bill Miller to approve the 2017-2018 Calendar.
 - Motion carried.
- c. Audit Approval
 - Motion by Jill Fiddler, second by Bill Miller to approve Audit.
 - Motion carried.
- d. Approve Girls Soccer Cooperative Sponsorship
 - Motion by Bryce Wendland, second by Jill Fiddler to approve the Girls Soccer Cooperative Sponsorship.
 - Motion carried.

8. Discussion Agenda

9. Closed Session

- a. 8:28 pm - Motion by Bryce Wendland, second by Jill Fiddler to move to closed session.
Motion carried.
- b. 8:42 – Motion by Bryce Wendland, second by Cory Bergt to leave closed session.
Motion carried.

10. Closing & Adjournment – 8:42 pm

Motion by Bryce Wendland, second by Cory Bergt to adjourn.
Motion carried.

Next Meeting – Monday, December 19 @ 7:00 pm
