



Lincoln Lutheran School Association Board of Directors
MEETING MINUTES
Monday, December 19, 2016 – 7:00 pm

Opening Devotion and Prayer – Administrative Devotion – 7:05 pm

1. Recording of Members Present / Recognition of Guests

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

2. Agenda Review

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

3. Consent Agenda

- a. Approval of Prior Meeting’s Minutes – November 28, 2016
- b. Approval of Financial Reports –
 - Financial Statement as of November 30
 - Account Balances as of November 30
 - Treasurer’s Report
- c. Advancement Report
- d. Principal’s Report
- e. Executive Director’s Report
- f. Approve Policy 5.20 – Site/Land Acquisition Policy
- g. Congregational Report – Calvary

Matt Heibel will plan to provide a Principal’s Report to the Board tomorrow.
 Motion by Treva Ptaschek, second by Bill Miller to approve the Consent Agenda.
 Motion carried.

4. Board Education

- a. Policy 5.14 – Planned Giving Gifts Guidelines
 - Scott discussed proposed changes to Policy 5.14. The policy was reviewed by the Governance Committee last week. Proposed minor changes in wording of turnaround time to “two business days” rather than “48 hours” and “CEO” to “Executive Director”. Restricted gifts will be used for the intended purpose within two years or revert to the fund for use by a similar program. Gifts of stock will be sold immediately. The LEF Executive Committee will discuss the policy at their meeting on Wednesday. Scott requested feedback from the group on the policy.

5. Reports

- a. Executive Director – Strategic Plan
 - See Executive Director Report
 - K-12 Unified Brand
 - We met with the Aradius Group, association principals and recruiting officers to offer feedback on the next round of proposed taglines and logos for our unified brand. They presented several options and we offered suggestions and feedback to give them a clear idea of what we are looking for. We hope to have options to present by Wednesday of next week. The end goal is to be more unified in look and in how we speak of the schools. We want a unified logo that will be a

complement to each school's individual logo. Scott asked for feedback from the Board on the taglines and logos presented at this point.

- Mission Partner Agreement – Word of Life
 - Pastor Oetting from Word of Life has agreed to join us as a Mission Partner. He is prepared to help families as needed and to support the overall association. We received the signed Mission Partner Agreement from Word of Life on Friday and are presenting this to the Board for approval tonight.
- b. Executive Director – Other
 - LEF/LLSA Retreat – Friday, January 6, 1:00 – 4:00 pm
 - The January Retreat will start with an update from DA Davidson on the financial position of the foundation. We will discuss the campaign, offer training, and request names of potential donors who we would be willing to host in home meetings or gatherings. We will plan to meet in the new science area for the retreat if possible.
 - Delegate Assembly Meeting Agenda – Thursday, January 12, 7:00 pm; Pre-meetings at 6:30 pm
 - We will try to start 30 minutes earlier than usual for the January Delegate Assembly meeting. We hope to have the name of a new Board member for Calvary from Pastor Jake as we will have a vacancy at the end of the current term. The slate of Board members will be ratified at the meeting. We will also present preliminary budget information to the Delegates.
- c. Principal
 - Semester Enrollment Changes
 - We expect our enrollment to break even at semester. At this point, we know of 3 students that will be transferring to other schools and we will gain 3 new Vietnamese students for the second semester.
- d. Treasurer
 - US Bank Bonds Status
 - Cory Bergt reported on the status of our outstanding loan. We met with US Bank to discuss restructuring the note and the possibility of extending the loan for 5 years to 2022. We have requested to be released from the guarantee from LCEF which will help to reduce the amount paid in interest. It seems they are close to approving the release as we have been consistent in keeping the budget positive and enrollment has been good. We hope to report the release at the next Board meeting.
 - Proposed Preliminary Budget for 2017-2018
 - Cory gave an overview of the 2017-18 preliminary budget. Our projected enrollment is 327. The preliminary budget is based on 320 (98% of the projected enrollment). This is down 10 from the current year. The smaller 5th grade classes from the feeder schools leads to a smaller 6th grade class for next year. The current 4th grade class is larger so we plan to see some cycling with enrollment in the next few years.
 - The group discussed options for using excess funds that may be available including creating a tuition reserve for years with smaller enrollment to try to keep tuition consistent. Increased LEF support will help keep the tuition increase manageable. There will also be a small increase in technology fees which will put the total increase to families at just over 1%.
 - Cory discussed an increase in base salaries for teachers, administrators and staff and the increase in health insurance premiums. Propose an adjustment to the amount set aside for HRA reimbursement as we are consistently using less than the amount available. If enrollment is higher than expected, we can budget for a contingency fund or consider further increasing the base salary for teachers. We will have a balanced budget to present to the Delegate Assembly. The Board

discussed the estimated tuition increase and the challenges in keeping it consistent over time. The success of the Comprehensive Campaign will help to reduce tuition increases.

6. Action Items

- a. Approve Agenda for January 12 Delegate Assembly Meeting
 - Motion by Bryce Wendland, second by Bill Miller to approve agenda for January 12 Delegate Assembly meeting.
 - Motion carried.
- b. Approve Proposed Preliminary Budget for 2017-2018
 - Motion by Bill Miller, second by Jill Fiddler to approve Preliminary Budget for 2017-2018.
 - Motion carried.
- c. Approve Mission Partner Agreement – Word of Life
 - Motion by Jill Fiddler, second by Bryce Wendland to approve Mission Partner Agreement – Word of Life.
 - Motion carried.

7. Discussion Agenda

8. Closed Session

- a. 8:12 pm – Motion by Cory Bergt, second by Bill Miller to move to closed session.
Motion carried.
- b. 8:35 pm – Motion by Bryce Wendland, second by Bill Miller to leave closed session.
Motion carried.

9. Closing & Adjournment – 8:35 pm

Motion by Bryce Wendland, second by Treva Ptaschek to adjourn.
Motion carried.

Next Meeting – Monday, January 23 @ 7:00 pm