



Lincoln Lutheran School Association Board of Directors
MEETING MINUTES
Monday, March 27, 2017 – 7:00 pm

Opening Devotion and Prayer – 7:05 pm

1. Recording of Members Present / Recognition of Guests

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

2. Agenda Review

Motion by Jill Fiddler, second by Treva Ptaschek to accept the agenda as presented.
 Motion carried.

3. Consent Agenda

- a. Approval of Prior Meeting’s Minutes – February 27, 2017
- b. Approval of Financial Reports –
 - Financial Statement as of February 28
 - Account Balances as of February 28
 - Treasurer’s Report
- c. Advancement Report
- d. Principal’s Report
- e. Executive Director’s Report
- f. Approve Policy 5.17 – Financial Conditions Policy
- g. Ratify Action Taken Electronically
 - Approval to Extend Contract Offer to Jennifer Magnus-Duitsman to Serve as English Teacher
 - Approval to Extend Contract Offer to Cynthia Troyer to Serve as Math Teacher

Motion by Bryce Wendland, second by Bill Miller to approve the Consent Agenda as presented.
 Motion carried.

4. Board Education

- a. Chapel Handbook
 - Matt gave an overview of the current Chapel Handbook. The handbook outlines the intent and purpose of chapel at Lincoln Lutheran. Chapel is devotional in nature and is not intended to take the place of church services. The handbook lists the responsibilities of the chapel leaders and the chapel coordinator and provides a checklist to assist with preparations.
- b. Policy 5.21 – Documentation Retention and Destruction Policy
 - This is a first read of Policy 5.21. The Governance Committee has reviewed with no recommended changes. Suggest creating a document for an annual review process to show we are in compliance with the outlined process and to train staff as to what is expected. Requested feedback from the group. Suggestion offered to clarify that it is not necessary to retain both a hard copy and an electronic copy of a document.
- c. Policy 5.22 – Whistleblower Protection Policy
 - Policy 5.22 mirrors the corresponding LEF policy. The policy is intended to offer security or protection for someone who would chose to report an issue. There are no recommended changes. Opened to the Board for suggestions or feedback.

5. Reports

a. Executive Director – Strategic Plan

- See Executive Director Report
- K-12 Unified Brand
 - Scott gave an overview of the updated landing page for the unified brand. There are still some changes needed but it is close to finished. Added expandable pages to make it easier to navigate between schools. Pictures of our students and highlights for each of the schools have been included, as well as a map showing where the schools are located.
 - We are still working to determine the best way to gather information to follow up with those who request more information and to match families with the school that might best meet their needs.
- Multi-Purpose Building
 - Scott shared the proposed schedule for the Multi-purpose building. By the April Board meeting, we will need to have in place the ability to turn around the selected bid and move forward with action. We will have a better idea of the cost by the next meeting. We may call for an electronic vote if the cost is within the boundary, or call a special meeting if more discussion is required. Will try to narrow down estimates in the next week or two to send out to the Board.
 - The group discussed the issue of soil boring and sampling. This would be an added cost to the building project. After discussion, the general consensus was to forego the soil testing.

b. Executive Director – Other

- ALSS Board
 - The ALSS Board will meet in June and October. The June Board meeting does not need to be moved as this will be time for the Board self-review and Executive Director review. It may be necessary to reschedule the October Board meeting. This will be determined as we get closer to that date.
- Board of Directors Scholarship
 - The Board of Directors gives to this scholarship fund each year - 10% to be reinvested to grow the fund. A contribution is encouraged but not required, and can be included as part of Give to Lincoln Day. The goal is \$750 to be awarded to students who have shown excellent leadership skills. Please communicate any plans to contribute to Lloyd or Morgan by May 1.
- Bedke Estate Gift
 - We received an estate gift last fall for \$21,000 with an additional \$4,000 final distribution. This is an undesignated gift to Lincoln Lutheran. We propose bringing this gift in under the campaign to be used for the Media Center renovation project. Requested feedback from the Board and official recommendation for designation of the estate gift. The group discussed possible ways to honor the donor as part of the project.
- Gala Update
 - We had 40 less items, but the silent auction brought in \$4,000 more than last year's auction. Having fewer items and using mobile bidding seemed to drive bids up. The group discussed the pros and cons of the process. The amount received from the scholarship ask was doubled from last year as there was no special project this year. Final expenses are not entered yet, but we anticipate expenses to be lower than last year as we had fewer participants. We will share the final numbers as we have them.
- Enrollment Update
 - As of today, we have 301 students enrolled with an additional 15 confirmed verbally. We are getting close to our target of 320 and are right where we need to be budget-wise. Sixth grade enrollment is at 32, with our goal at 42. We are hoping for additional interest from outside the feeder schools.

- c. Principal
 - Spring Parent-Teacher Conferences
 - Matt gave an update on Spring Parent-Teacher Conferences. With conferences only held one night, we seemed to have had about the same numbers as with two nights. We have received positive comments overall – the teachers were well prepared. Matt will review the number of families who attended. We will continue to have one night of conferences in the spring if the number of attendees is similar.
- d. Treasurer
 - US Bank Bonds Status
 - Cory Bergt gave updates on loan refinancing. We have not received a copy, but the appraisal is in to US Bank and release of guarantee has been sent to LCEF - we will not make payments to them going forward.
 - US Bank - Prefer not to restructure in the middle of the term, which potentially effects the tax-exempt bond status. Suggest waiting until maturity in 2018. They will allow us to go out 5 years with a fixed rate (currently 3.5%). We will get firmer rates and circle back with the Finance Committee to determine what action to take.
 - Overview of Financials – With higher enrollment and lower HRA disbursements, we anticipate a surplus of \$100,000. Propose a 2% bonus to staff to offset health insurance increase/“thank you” for effort. With Board approval, we will plan to send a memo to staff next Friday, and include the bonus in the April 15th payroll.

6. Action Items

- a. Bedke Estate Gift
 - Motion by Bill Miller, second by Bryce Wendland to approve allocation of funds from the Bedke Estate Gift through the comprehensive campaign for the media center.
 - Motion carried.
- b. Approval of One-time 2% Bonus to Faculty and Staff
 - Motion by Bryce Wendland, second by Treva Ptaschek to approve a one-time, 2% bonus to faculty and staff to be added to the April 15th payroll.
 - Motion carried.

7. Discussion Agenda

- a. 2016-2017 Financials Year-End Projection
 - This was discussed in item 5d above.

8. Closed Session

- a. No closed session

9. Closing & Adjournment – 8:18 pm

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

Next Meeting – Monday, April 24 @ 7:00 pm
