



**Lincoln Lutheran School Association Board of Directors
MEETING MINUTES
Monday, February 26, 2018 – 6:00pm**

Official

Opening Devotion and Prayer – **Devotion & Prayer led by Matt Heibel 6:00pm**

1. Recording of Members Present / Recognition of Guests

Present:.....**Treva Ptaschek, Cory Bergt, Matt Heibel, Ruth Tewes, Jill Fiddler, Scott Ernstmeyer, Bill Miller, Chris Blomenberg, Bryce Wendland**

Absent:.....

Guests:.....**Rachel Jank**

2. Agenda Review

Motion by Bryce Wendland, Second by Bill Miller to accept the agenda review as reported. Motion Carried.

3. Consent Agenda

- a. Approval of Prior Meeting's Minutes – December 18, 2017 – **DOC 02**
- b. Approval of Financial Reports – **DOC 03**
 - Financial Statement as of December 31 and January 31
 - Account Balances as of December 31 and January 31
 - Treasurer's Report
- c. Advancement Report – **DOC 04**
- d. Principal's Report – **DOC 05**
- e. Executive Director's Report – **DOC 06**
- f. Ratify LEF Board of Trustees – **DOC 07**

Motion by Jill Fiddler, second by Treva Ptaschek to accept the consent agenda. Motion Carried.

4. Board Education

- a. English Department Presentation – Rachel Jank
Rachel talked about the English department and their goals and objectives.
- b. Lutheran South Academy – Houston
Scott talked about the Lutheran South Academy in Houston. He went over their footprint in the Houston area and the current Admin Structure. Their program is PreK through HS.
- c. Policy 5.12 – Registration/Tuition Payment Policy – **DOC 08**
Scott went over the policy and this is the first read for the Board.
- d. Policy 5.18 – Conflict of Interest Policy – **DOC 09a**
 - 470. Conflict of Interest (HR Handbook) – **DOC 09b****Scott went over the policy and this is the first read for the Board. No specific changes to this policy.**
- e. Policy 5.8 – Investment Policy – **DOC 10**
Scott went over the policy and this is the first read for the Board.
- f. Policy 5.4 – Credit Card Use Policy – **DOC 11**
Scott went over the policy and this is the first read for the Board. No specific changes to this policy.

5. Reports

a. Executive Director

- Building Update – Phase 2 Costs and Lift Proposal
Table the discussion until we know how Trinity is feeling with the lift Proposal. Phase 2 costs – we are planning on utilizing gym advertising funds. We will likely need approximately \$25,000 to finish the building to occupancy.
- Branding Audit Process – Simple Strat Agreement – **DOC 12**
Option 2 – 6 mon @ \$1.5/month - \$9K commitment
- Strategic Planning Process / Timeline – **DOC 13**
- Mundt Foundation Grant - \$50,000 for Comprehensive Campaign
The Board discussed the requirement to submit a grant.

b. Principal

- NETA – April 19th – Teacher’s professional day
Proposed a 4 day weekend for the students but the teachers they would use that day as a Teacher’s professional day since we’ve only used one snow day.
- Staffing – 2018-19 Need
As of right now Rachel Jank is the only spot we need to fill next year. There might be a possibility of adding another 6th grade teacher if enrollment keeps rising. We are right now at 50 students, at 54 we will have a waiting list and at 60 we will start the process of finding a teacher to add.

c. Treasurer – Bonus proposal

Cory went over the budget and a 1.25% bonus proposal for teachers and staff.

6. Action Items

a. Phase 2 Building Costs proposal

Motion by Treva Ptaschek to approve the use of up to \$25,000 from the Contingency Funds for Phase 2 building costs. Second by Bryce Wendland, Motion Carried.

b. Lift proposal

Tabled

c. Simple Strat Agreement – Option 2 for 6 months @ \$1500/month

Motion by Cory Bergt to approve the Simple Strat Agreement. It will have 3 months cost in this budget and 3 months in next Second by Bryce Wendland, Motion Carried.

d. Approval to submit The Mundt Foundation Grant and all supporting information

Motion by Jill Fiddler to approve to submit The Mundt Foundation Grant and all supporting information at a level of \$50,000 for the Comprehensive Campaign. Second by Ruth Tewes, Motion Carried.

e. Ratification of April 19th as non-school day for teacher development

Motion by Bill Miller to approve the Ratification of April 19th as a non-school day for teacher professional development. Second by Ruth Tewes, Motion Carried.

f. Bonus proposal

Motion by Bryce Wendland to approve the 1.25% bonus proposal for all teachers and staff. Second by Bill Miller, Motion Carried.

7. Discussion Agenda

- a. **Campus Rules – The Board discussed serving alcohol at future events on campus such as a Campaign celebration or future Gala’s. The Board expressed their support for alcohol being served in a manner that would model responsible consumption to potentially include a maximum number of drink tickets for the event.**
8. Closed Session
9. Closing & Adjournment **8:13 Motion by Cory Bergt and second by Bryce Wendland to adjourn the meeting, Motion Carried.**

Next Meeting – Monday, March 26, 2018 @ 6:00 pm