

Lincoln Lutheran School Association Board of Directors
MEETING Minutes
Monday, June 22, 2020 – 6:00 pm

Opening Devotion and Prayer – **Devotion & opening prayer led by Pastor Wing**

1. Recording of Members Present / Recognition of Guests

Present: Scott Ernstmeyer, Bill Miller, Joel Rodencal, Chris Schaedel, Matt Heibel, Tina Barrett, Ruth Tewes, Jill Fiddler, Pastor Wing

Absent: Treva Ptascheck, Greg Sunderman

Guests: Fran Benne

2. Agenda Review

Motion by Ruth Tewes, Second by Chris Schaedel to accept the agenda as presented by Bill Miller. Motion Carried.

3. Consent Agenda

a. Approval of Prior Meeting's Minutes – May 2020 – **Doc 2**

b. Approval of Financial Reports

- May Month End Account Balances – **Doc 3a**

- May Month End Balance Sheet – **Doc 3b**

- May Month End Financial Statement and Treasurer's Report – **Doc 3c**

c. Advancement Report – **Doc 4**

d. Principal Report – **Doc 5**

e. Executive Director Report – **Doc 6**

f. Board Policy Manual

- 5.13 – Wellness Policy – **Doc 7**

Motion by Tina Barrett, Second by Ruth Tewes to accept the consent agenda as presented by Bill Miller. Motion Carried.

4. Board Education

a. Policies for Review

- Board Policy Manual – Section 1 – The Strategic Plan – **Doc 8 - Only changes were to insert the language from the Vision 2025 Plan**

- Parent-Student Handbook – Enrollment FTE – **Doc 9 - Adjusted language around part-time students to allow easier work with students interested in Alternative Programs**

- 5.12 – Registration-Tuition Payment Policy – **Doc 10 - Proposing to adjust tuition for students who take more than 2 non-Lincoln Lutheran courses**

5. Reports

a. Executive Director

- COVID-19 Updates – Summer Purchasing Plans – **Doc 11 - Resource Planning Concepts projections reviewed and would be paid for largely by federal funds and ordered in next couple weeks. Proposing administration can spend up to \$60,000 based on this budget without further Board approval.**

- Strategic Planning Update

- Long-Range Site Committee Update - **Doc 12 - Chris presented an update from the meeting two weeks ago. The committee recommendation is to begin work on an alternative site at**

some point in the school's future. This gives us a track to run on rather than an absolute decision. Next layer will be with staff when they return to school in August, then will share with the LEF Board in preparation for the retreat and at a presentation to the Delegate Assembly, and finally sharing with parents/constituents in September.

- Marketing and Communications Position Job Description – Doc 13 - Nearly finished with goal to announce position July 6, interviews early August & filled by start of school year
- Advancement Campaign Plans – Doc 14 - Due to economic environment we will shift to a one year campaign, Be More, tying in with recruitment campaign language
- All Boards Retreat Date – August 15 @ 8:30 am - Save the date going out tomorrow
- Delegate Assembly Date – August 25 @ 7:00 pm - Must give 30 days notice

b. Principal

- Enrollment and Staffing Updates - 3rd meeting in a row without enrollment movement due to Covid-19. Norwegian & Veitnamese students may not be able to come, but planning on those 4 students for now. Fully staffed for next year with possible exception of 6th grade.
 - 6th Grade Status - We have 56 6th graders enrolled, which is 2 more than can have per our policy. We haven't looked for a 3rd teacher yet but we discussed opening a third section since the budget can support rather than telling 2 students they can't come.

c. Treasurer

- SBA Program – PPP Loan Update – Doc 15 - Tina presented an update on changes in the last month and confirmed we will have no problem getting 100% forgivable.

6. Action Items

a. Student FTE and Tuition

Motion by Chris Schaedel, Second by Tina Barrett to accept the recommendations for the parent-student handbook and tuition policy as presented by Bill Miller. Motion Carried.

b. Summer COVID-19 Purchasing Parameters

Motion by Ruth Tewes, Second by Tina Barrett to allow the administration to spend funds up to \$60,000 in alignment with COVID-19 purchasing parameters as presented by Bill Miller. Motion Carried.

c. LRSC Recommendation following prayer for guidance by Pastor Wing.

Motion by Joel Rodencal, Second by Tina Barrett to accept the Long Range Site-Committee Recommendation as presented by Bill Miller. Motion Carried.

d. Delegate Assembly Date

Motion by Chris Schaedel, Second by Joel Rodencal to confirm August 25 @ 7:00 pm as the Delegate Assembly Date as presented by Bill Miller. Motion Carried.

e. Release surplus funds for Activities Program

Motion by Joel Rodencal, Second by Chris Schaedel to release \$25,000 budget surplus funds to the Activities Program as presented by Bill Miller. Motion Carried.

7. Discussion Agenda

- a. 2020-2021 Board Officers - VP, Jill, and Secretary, Ruth, end terms this month. Bill will continue as President, Chris will become VP, Joel will come in as Secretary, and Tina will continue as Treasurer. Will be on the consent agenda for next month.

8. Closed Session

Motion by Chris Schaedel, Second by Ruth Tewes to enter a closed session. Motion Carried.

Motion by Chris Schaedel, Second by Tina Barrett to exit closed session. Motion Carried.

9. Closing & Adjournment

Motion by Ruth Tewes, Second by Joel Rodencal to close and adjourn the meeting. Motion Carried. Pastor Wing closed with prayer.

Next Meeting – July 27, 2020 @ 6:00 pm