



**Lincoln Lutheran School Association Board of Directors**  
**MEETING MINUTES**  
**Monday, September 26, 2016 – 7:00 pm**

Opening Devotion and Prayer – 7:02

1. Recording of Members Present / Recognition of Guests

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

2. Agenda Review

Motion by Bryce Wendland, second by Treva Ptaschek to accept the agenda as presented.  
Motion carried.

3. Guest Comments – Lloyd Wagnitz

a. Lloyd Wagnitz gave an update on the Comprehensive Campaign. The Board was asked to consider their individual contributions. We are looking for 100% participation from the LLSA Board of Directors, the LEF Board of Trustees and paid staff to build momentum for the top 100 visits. This will be a 3 year commitment pledge, but we will remain flexible if more time is needed to meet our goal. We hope to set up visits in the next two weeks.

4. Consent Agenda

- a. Approval of Prior Meeting's Minutes – August 15, 2016
- b. Approval of Financial Reports –
  - Financial Statement as of August 31
  - Account Balances as of August 31
  - Treasurer's Report
- c. Development Report
- d. Principal's Report
- e. Executive Director's Report

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

5. Board Education

- a. Policy 5.15 – Emergency Succession
  - Policy 5.15 outlines a simple step process to ensure a smooth transition in the event of an untimely vacancy in the Executive Director Position. A more detailed Succession Plan exists including critical information for the organization. Offsite copies of the Succession Plan will be held by the LLSA President, the LEF President and Principal. In the event of a vacancy, initial responsibilities will fall to Principal Matt Heibel.
- b. Faculty Late-Starts and Professional Development History
  - Matt discussed Wednesday Late-Start meetings. These mornings are used for faculty professional development. An overview of study topics from past years was provided. The faculty groups can alternate between topical and book studies. The teachers are given the opportunity to choose what topics they are most interested in

studying. Topics from past years have been condensed into documents or presentations and are available for teachers to reference.

c. Use of Gmail and Google Drive

- Scott gave an overview of using Google Drive to access Board documents. There is an option to forward emails to a preferred email address if Board members do not plan to use Gmail regularly. The shared documents will have viewing rights but not editing rights. Once a folder or document is shared with you, you are able to save a copy in your drive to organize as you choose.

6. Reports

a. Executive Director – Strategic Plan

- See Executive Director Report
- Strategic Plan Review
  - Scott gave an overview of the Strategic Plan and the additions that have been made over the last 2 years. The plan started with 4 critical target areas: Financial Resources, Facilities, Institutional Advancement and Continuous Improvement. The latest version of the plan includes which goals have been met and the next steps to accomplish the remaining goals in each of the 4 critical target areas.
  - Scott requested feedback from the group. What else is on the radar for the next year or two?
- Comprehensive Campaign Undesignated Gift Distribution
  - The Administration will identify priorities and make recommendations as to how undesignated funds will be applied to different projects and categories of Today, Tomorrow and Forever. Both the LLSA and LEF boards must ratify the recommendations of the Administration.
- Blog – “Because It Matters” Update
  - We began using the blog “Because It Matters” last February as a way for parents and families to share important information and ideas. Posts are made in two parts each month and shared with others through Twitter and Facebook. The number of views can vary by the topic and author or how well it is shared. The posts are reinforced at the end of the month and resources are provided for further reading.

b. Executive Director - Other

c. Principal

- Attrition Report
  - The attrition numbers have remained consistent over time. We don't want to see any abnormally large numbers and our average has been steady. The group discussed varying reasons for attrition. A student exit survey was sent out in August to request feedback from non-returning students and families. The Board reviewed the information provided in the survey answers.
- Dress Code Update
  - There have not been many issues with the dress code after the beginning of the school year. The group discussed the challenges of enforcing the dress code and the possibility of revisions or uniforms in the future. Matt discussed the process for putting a uniform policy in place and will provide more information if this is a direction the Board wants to investigate.
- Acknowledgment of Technology Policy
- Update on Salary and Benefits Study
  - Matt and Cory have been gathering general data. They will work together on presenting this information to the Board at a future meeting.

7. Action Items

a. Board Ratification of Administrative Plan for Comprehensive Campaign Undesignated Gift Distribution

Motion by Bryce Wendland, second by Jill Fiddler to ratify Administrative Plan for Comprehensive Campaign Undesignated Gift Distribution.  
Motion carried.

8. Discussion Agenda

a. Dashboard

- The Dashboard provides an overview of enrollment, activities, test scores, post-secondary studies, dual credit and other data over the last 5 school years. Scott gave an overview of each category and the current trends.
- The group discussed student activities and requested more data for cheer / dance teams which are not currently listed on the Dashboard. We have a high percentage of students involved in multiple sports and multiple activities. We will work to include data for activities not currently represented to see if most students are involved in at least one activity.
- The group discussed the dual credit process and verifying that credits will transfer to the colleges. More colleges are used to dealing with dual credit courses so the process should be running more smoothly than in past years.

9. Closed Session

- a. 8:54 – Motion by Bryce Wendland, second by Cory Bergt to move to closed session.  
Motion carried.
- b. 9:07 – Motion by Bryce Wendland, second by Jill Fiddler to leave closed session.  
Motion carried.

10. Closing & Adjournment

- a. 9:07 – Motion by Bryce Wendland, second by Bill Miller to adjourn.  
Motion carried.

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