

Conference of Delegates Meeting
Wednesday, August 9, 2017
7:30 PM
Agenda

- 1. Opening Devotion** BOC Chairman, Pastor Andrew Schultz

- 2. Mission / Vision / Objectives Review**
MISSION STATEMENT
Luther High School provides a Christ-centered education that encourages and equips students for life and for eternity.
VISION STATEMENT
Luther High School desires that its students, mindful of baptismal grace, live the holiness that God gave to them in Christ.
OBJECTIVES
Therefore, Luther High School will keep Christ in higher education by:
 1. faithfully proclaiming and applying the Word of God through the teaching of classes, life skills, and activities in accordance with the Lutheran Confessions.
 2. promoting spiritual growth and maturity through the proper use of God's Law and Gospel
 3. encouraging and training students to testify and witness to the Gospel of Christ throughout their lives
 4. instilling a desire for knowledge, understanding and wisdom while taking "every thought captive and making it obedient to Christ." -- 2 Corinthians 10:5

- 3. Minutes** Secretary Mr. Nate Livingston

- 4. Finance Committee Report** Mr. Charlie Handy & Mrs. Nancy Rieck

- 5. Capital Campaign Committee Report** Mr. Greg Scriver

- 6. Administration Report** Mr. Paul Wichmann

- 7. Education Committee Report** Pastor Riediger

- 8. Building and Grounds Committee Report** Mr. Richard Dorn

- 9. Director of Mission Advancement Report** Mr. John Byus

- 10. LHS Foundation Report** Mr. Jim Mendell

- 11. Friends of Luther Report & Good Steward Store Report** Pastor Roger Sachs

- 12. Old Business**

13. New Business

a. Elections: Nomination process continues at time of distribution of our agenda. Ballots will be reviewed / presented at COD meeting.

Pastor Nominees (Elect 2 pastors: 3-year terms)

Laymen Nominees (Elect 2 laymen: 3-year terms)

b. Installation of new Board of Control Members (Following the COD meeting the Board will meet to elect officers and determine committee membership)

c. Gratitude for faithful service: We give thanks to God for the faithful service of Pastor Andrew Schultz, and Mr. Charlie Handy, who completed two three year terms are not eligible for re-election..

14. Next COD meeting: November 8, 2017

15. Adjournment Lord's Prayer

Luther High School Conference of Delegates Meeting Minutes
May 10, 2017

1. The meeting began at 7:32 PM with a devotion on Psalm 55 by Chairman Pastor Schultz.
2. The mission, vision, and objective statements were reviewed.
3. The minutes from the previous meeting were reviewed and a **MMSP (motion was made, seconded, and passed)** to approve them.
4. Principal's Report - Mr. Paul Wichmann
 - a. Freshmen applications 61 as of 5/3/17
 - b. Self-Study Follow-up - Long-range plan reports and addenda must be submitted to maintain accreditation. Please forward your suggestions to strengthen and support Luther High School's program of Christian education to Mr. Wichmann by May 20, 2017
 - c. Graduation Plans: The graduation worship service will be held Sunday, May 28, at 2:00PM in the chapel/auditorium. Pastor Wassermann (Mt Calvary, LaCrosse) will serve as speaker, and Pastor Schultz (St. John's, Barre Mills) will serve as liturgist.
 - d. International Student Update: Currently there will be three international students from China enrolled for the 2017-18 school year. We are grateful for the host families opening their homes to these students.
 - e. Self-Study Follow-up: Long-range plan reports and addenda must be submitted to maintain accreditation. Please forward your suggestions to strengthen and support Luther High School's program of Christian education to Mr. Wichmann by May 20, 2017.
 - f. WRISA (Wisconsin Religious and Independent Schools Accreditation): Luther High will continue to be accredited through WRISA. We will conducting a comprehensive self-study beginning this school year and culminating with a visitation team visit in March 2018. This is required every 7 years.
5. Education Committee Report - Pastor Galen Riediger, Chairman
 - a. Developing Formal Faculty Continuing Education Policy – Finalized policy will be presented to the Board in the near future.
 - b. Dual Credits –3 students participated in the dual credits with LHS and Bethany Lutheran College for the 2016-17 school year. At this time it appears there will be more students participating in this program for the 2017-18 school year.
 - c. Staffing – We are continuing to study the staffing levels of the school to evaluate if the current number of instructors is adequate for our instructional needs. This evaluation includes extra-curricular duties as well.
 - d. Student/Parent Handbook, Athletic Handbook and Coaches Handbook/ Review – The handbooks were not available for review at this time.
 - e. Divine Call Updates:
 1. A formal request for an MLC graduate to serve as Math Instructor and Varsity Baseball Coach has been submitted to Pastor Jensen, President of the Western Wisconsin District.
 2. The BOC extended a call to Rev. Heath Butler to serve as Dean of Students, Assistant Varsity Football Coach, and Religion instructor.
6. Finance Committee Report - Mr. Charlie Handy
 - a. A report was presented and discussed. Budget numbers are close to where they should be, with the exception of congregational offerings.
 - b. A balanced budget was presented for approval, with a few reductions made to balance the budget in the areas of insurance, wages, fuel, and purchased services. It was **MMSP** to accept and adopt the budget presented by the finance committee and recommended by the BOC.
 - c. **MMSP** to approve financial report.

7. Building & Grounds Committee - Mr. Richard Dorn
 - a. Transportation: Our contract with Riteway was only for one year. We have accepted a 9 year contract with Riteway starting at \$180/route/day in 2017-2018 and ending at \$250/route/day in 2025 – 2026.
 - b. Office Addition: The area at the south end of the faculty workroom will be made into additional office space to help accommodate Mr. Byus and his assistant.
 - c. Ace Floor: The floor is almost redone, and Arnold's Supply has covered most costs. The curing time has resulted in the graduation service being moved to the chapel/auditorium.
 - d. Ash Trees: Pam McCorkle, the neighbor to the north that asked to put up the privacy fence, informed me that we have three dead ash trees next to her property that she is concerned will fall in her yard. She asked if we could have them removed. We also have an ash tree on the east end of the building that needs to be removed. The trees are down and will be cut up by folks who burn wood.
 - e. Baseball Field Scoreboard: Mark Schomberg, father of a senior baseball player, has raised money to replace the baseball scoreboard. He will take care of all the expense (poles, electrical hook up, crane, etc.). The size is 6 x 20 and will have inning by inning scores. The scoreboard is up.
 - f. Apartment Complex: Question was raised if Luther should inquire if the property where the burned out apartments were located is for sale. Don Fruit presented his research to the BOC. The BOC is looking into it and approved asking for first right of refusal and will continue to monitor the situation with the property and the feasibility of LHS purchasing it.
 - g. Flag Pole: The athletic department is planning to put up a flag pole between the track and baseball field. It will also cover the areas of the track that are difficult to maintain with gravel. The department has the money.
 - h. Tree trimming/Removal: Waiting for Xcel to remove the trees in the circle drive.
 - i. Facilities Use Policy: Will continue discussion
 - j. Building Construction: Have started adding custodian hours as we move into the new classrooms. Last Xcel statement was over \$1100. The ACE roof cost was \$150,216 which was subtracted from the \$250,000 Rise Up and Build has allotted for future capital improvements.
 - k. Custodian Surgery: Karen Wolter, our part-time evening custodian, will be having surgery May 8. Recovery time is expected to take 4-6 weeks. Please remember her in your prayers. I am in the process of finding a replacement to fill out the school year.
8. Luther High Foundation Report - Mr. Jim Mendell
 - a. A report was submitted and presented.
 - b. The return on investments is up so far this year.
9. Friends of Luther Report and Good Steward Store Report - Pastor Roger Sachs
 - a. Dr. Raabe golf outing will be held July 10th.
 - b. Good Steward moved last week and is in the new building and open for business.
10. Master Planning Building Committee Report – Mr. Don Fruit
 - a. An updated cost proposal was presented.
 - b. A few changes have been made such as lighting.
 - c. Looking for some landscaping help on Saturday at 9:00am to finish landscaping.
11. Master Planning Capital Campaign Committee Report
 - a. Pastor Schultz mentioned that each congregation is encouraged to do a Celebrate Sunday to support the Rise up and Build campaign.

- iv. The Return to Grace Movie
- v. Possible Panel for discussion questions (Roy Heft, Roger Sachs?, Prof Korthals?, others?)
- vi. Food/ snacks/ cookies in lobby?
- vii. (This is all a work in progress but we have the Auditorium at Luther reserved and Pastor Braun is scheduled for Oct. 8th.)
- viii. **MMSP to allow the Luther facilities to be used for the previous two purposed listed.**

B. Mr. Byus - Director of Mission Advancement

- 1. Got a lot of equipment from Gundersen, for free, will continue to work with them for equipment
- 2. Working with La Crosse Radio group for radio ads, also Facebook campaign
 - i. Looking for support from outside the school budget to pay for this \$3,840/6 months
 - ii. **MMSP to grant the request to pursue radio and Facebook advertising as long as funding is procured outside of the Luther High budget.**

10. Adjournment - MMSP to adjourn the meeting at 9:21PM

11. Next Meetings: August 9, 2017 COD 7:30 BOC 6:30

Building & Grounds, Education, and Finance all meet at 5:30PM

Board of Control 6:30PM

Conference of Delegates 7:30PM

Board of Control Nominations List 2017-18

Pastors (need at least three nominees)	Congregation	Phone #	Accept / Decline
Paul Jansen	St. Michael's, Fountain City	507-858-4007	
William King	St. Paul, Tomah	608-855-0151	
Dennis Harbach	St. John's, Nodine	507-643-6840	
Silas Schmitzer	St. Matthew, Stoddard	608-304-9265	
Richard Pamperin	First, LaCrosse	608-788-7485	
Ben Sadler	Goodview Trinity	507-450-4431	
Anthony Straseske	Grace, Ridgeway	507-454-1277	
Laymen (need at least six nominees)			
Jim Beitlich	St. Matthew, Stoddard	608-457-2285	
John Budin	St. John's, Sparta	608-269-7881	
Dave Ekhoﬀ	Chaseburg	608-483-2187	
Drew Gronholz	Onalaska	608-769-9795	
Mike Havlik	Good Shepherd, Holmen	507-895-7776	
Dam Groth	Grace, Ridgeway	507-643-6248	
Bryon Koenig	Ridgeway	507-643-6048	
John Pieper	Hamburg	608-452-3302	
Tony Schroeder	1 st LaCrescent	608-797-9825	
Carl Schwartz	St. Peter's, Chaseburg	608-483-2661	
Jim Svendsen	Christ, West Salem	608-786-3112	
Al Urbanek	St. Paul's, Bangor	608-486-4158	
Nathan Van Loon	Onalaska	608-526-2503	
Matthew Las	First Lutheran, LaCrosse	608-486-2825	

Luther High School Conference of Delegates Meeting August 9, 2017

Principal's Report

A. **2016-2017 School Year Theme:** "Safe in God's Hands"

B. **2016-17 Enrollment update as of 8/3/17**

1. **Freshmen – 62**
2. **Sophomores – 56**
3. **Juniors - 54**
4. **Seniors – 54**
5. **TOTAL 226**

C. **International Students 2017-18** 3 Chinese students (included in above enrollment totals)

D. **Opening Service:** 2 PM on Sunday, August 20. Miss Kathy Georgson and Mr. Luke Rosenbaum will be installed as instructors and Mr. John Byus will be installed as Director of Mission Advancement. Pastor Werner is the speaker for the service and Pastor Wassermann is serving as the liturgist.

E. **Faculty In-service**

Monday, August 7 LES/LHS Meeting at Luther

Pastor Tom Schultz from Caledonia will give the devotion.

Jackie Benningfield will give the Blood Borne Pathogens presentation.

Chris Peterson will give the presentation to everyone; there will not be a split group this year. He will discuss building relationships with students, refusal skills, and various classroom management ideas for the various grades.

Tuesday, August 8

1. CESA Update
2. Review of WRISA (Wisconsin Religion and Independent School Accreditation) and Self Study Planning
3. Cultivating Student Leadership
4. Handbook Reviews

Wednesday, August 9

1. ALICE Training
2. Technology Update

F. **New Teacher Induction Program** - MLC requires this two-year program to assist graduates, mentors, and administrators in the MLC graduates' first years in the teaching ministry. Mr. Luke Rosenbaum attended this training in Watertown. Mr. John Lau has been assigned as the mentor for this program. Mr. Ross will serve as the LHS faculty mentor for Mr. Rosenbaum.

G. **WRISA Self Study:** This school year Luther High will be conducting a comprehensive self-study. A visitation team will be coming to Luther in mid-March to evaluate the work and make recommendation for continuing accreditation.

H **Wisconsin Parental Choice Program:** Planning and preparations are being made to enroll in this program for the 2018-19 school year.

Conference of Delegates
Education Committee Report
August 9, 2017

Backups – The threat of ransomware may be inevitable so additional measures have been taken to help mitigate attacks (no guarantees). Servers are backed up on a daily basis on-site and offsite (Nevada), secondary daily backups of all documents are sent offsite to the Twin Cities.

Security Cameras – It was determined to be cost prohibitive to give access to the entire faculty per a long range plan request. Additional cameras were brought online for the new classrooms, Chapel/Auditorium and outside areas. Storage space was increased to accommodate the additional camera footage.

Door Fob System - the new addition necessitated an upgrade to our door fob system. New features enable doors to be scheduled to open/lock on a schedule so, for instance, doors will automatically unlock in the morning for the students and lock once school begins. Select staff will have remote access via their cellphone/computer to lock/unlock doors and identify doors that have been propped open. Sensors have been installed on new and existing outside doors to sense if they are ajar.

Interior signage - all rooms in the school were renumbered to adjust for our present and future building programs. Interior signage will be changed to identify new room numbers, improve wayfinding, and standardize the look.

Digital clocks - Classrooms, Chapel/Auditorium and hallways in the new addition now have digital clocks. They are synchronized with our bell system and the world atomic clock system.

Bell System – The previous bell system was installed circa 2000 and the manufacturer abandoned updating the software years ago. As time went on this has caused a serious security issue for the Windows Server software it was running on since Microsoft also stopped supporting Windows Server 2003. The new system is up and running and training has been completed.

New Daily Schedule – Now that the Chapel/Auditorium is available we are planning daily chapels/devotions in the facility. This necessitated a change to our homerooms which in the past met every Tuesday and Thursday. Homeroom will now occur once per week on Wednesdays with a modified schedule.

Website – The website has gone through a major update. Behind the scenes the framework on which the entire site is built was upgraded allowing easier editing and numerous security fixes and enhancements. Our new school logo has been integrated into the site. Several staff have been trained to edit their respective webpages and additional training is ongoing. Many areas and articles still need to be updated with current information.

Remote Access – Several key staff members were given secure remote access to their computer workstations at Luther. This allows them to access their work from any Internet connected computer.

Remote Systems Access - SSL certificates to internal servers were installed. This increased security for remote access to internal systems such as the Onalaska Police access to our security camera systems in an emergency.

New Staff Training – Training of new faculty/staff is ongoing that includes computer workstation access, phones, WiFi access, website editing, various software programs, and remote access. (John Byus, Courtney McCollough, Luke Rosenbaum, Kathy Georgson)

Phone System – The changes in staffing and existing faculty moving to different rooms required numerous phone extension programming changes. The new building addition added about 10 new phones.

Chromebooks - Maintenance on student Chromebooks to replace defective screens and batteries will be completed prior to the start of the school year.

Projectors repaired – Three multimedia projectors failed at the end of the school year. Temporary projectors were used to conclude the year. Repairs should be completed by the start of the school year.

Dual Credit Courses – The number of students enrolled in dual credit courses has increased significantly from the previous school year. This is encouraging because it allows us to enhance and extend our curriculum with little to no impact on our school schedule or teaching loads. Courses in partnership with Bethany Lutheran College include Government, Statistics, Psychology, College Writing, Intro to Fiction, Music Appreciation and US History. 20 students (6 boys, 14 girls) are enrolled in 44 classes. Last year we had 4 students enrolled in 3 classes.

Internet Bandwidth Increase – Luther High participates in a consortium to get Internet access. Most other WELS high schools along with the majority of WI public schools, libraries, and other public entities are members of this consortium. Recent negotiations have yielded a 10 fold speed increase at no extra cost. This should be implemented by the start of the school year.

Developing Formal Faculty Continuing Education Policy – Waiting for the Finance Committee to return with their recommendations on the submitted policy by the Education Committee.

Roles & Responsibilities Ad hoc Committee Update – An ongoing study of the staffing levels is in process. Our committee is progressing with analyzing statistical data received from both Luther faculty and other WELS schools. Our next meeting is Aug 10, 2017.

STEM Ad hoc Committee Update -

Upcoming Projects – Computer desktops need to be upgraded. They are currently 8.5 years old and parts are failing on a regular basis. The PA system in the new addition needs to be installed. This will require additional/upgraded hardware to drive the system. Whiteboards and projectors will be installed in the new addition.

Conference of Delegates
August 9, 2017

- A. **Flag Pole:** The athletic department put up a flag pole between the track and baseball field. It will also covered the areas of the track that are difficult to maintain with gravel. The department had the money. Plants will be added this fall.
- B. **Tree Trimming/Removal:** The trees in the circle drive were removed July 31 by the Xcel contractor..
- C. **Building Construction:** Have started adding custodian hours as we move into the new classrooms. Last Xcel statement for the new addition was over \$1000. The ACE roof cost was \$150,216 which was subtracted from the \$250,000 Rise Up and Build has allotted for future capital improvements.
- D. **Summer Projects:** We are well into our summer maintenance projects. Things have been going well. Refurbished some of the football bleachers (\$900 - \$1000).
- E. **Insurance:** Church Mutual is in the process of finalizing our policy including the new addition. The agent will meet with the B&G at the September meeting to review the complete policy.
- F. **Water Main Easement:** In the process of having the easement for the water main loop finalized with the city. Will require review by a lawyer.
- G. **Ace Floor:** Gym floor is complete. Cost to us was \$1250.
- H. **Custodian Help:** Friends of Luther have donated \$3000 to help cover extra custodian hours.

