

**Luther High School Conference of Delegates Meeting Minutes
November 8, 2017**

1. The meeting began at 7:37PM with a devotion by Chairman Pastor Wasserman.
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. **Finance Committee Report** - Mr. Steve Berg
 - a. A report was presented and discussed. The congregation support is a little behind, but there were no other major flags.
 - b. A proposed budget showing no increase and a 5% increase was shown. The budget includes NO potential money from the Choice program.
 - c. **MMSP** to approve financial report.

5. **Capital Campaign Committee Report** - Mr. Greg Scriver, Mr. Mitch Schultz, Mr. Don Fruit
 - a. Include on Feb. agenda an invite for the meal at 6:30PM before the COD meeting
 - b. Finish the Work Campaign update - presentation given and handed out
 1. Over \$6 million received and \$2.7 million remains on current project
 2. Presented a proposal for finishing phase 3, and will present a formal plan at the February COD meeting
 3. Included the desire for STEM curriculum to be implemented
 - c. Mr. Fruit gave a cost proposal for the phase 3 proposal as well as discussed the possibility of purchasing an adjacent piece of land for future possible tennis courts.
 1. **MMSP to begin the process to move into phase 3, including revising plans and continuing permits with a final vote to approve the project in February as well as allow for the purchase of the land adjacent to the parking lot with a combined cost not to exceed \$120,000.**

6. **Administration Report** - Mr. Paul Wichmann
 - a. Grandparents' Day –Approximately 200 grandparents were present for this event on October 20. Their day at Luther began with a continental breakfast, followed by being fed with the Word at chapel. Their morning included visiting two classes with their grandchildren and was capped off with entertainment by the Sound Foundation. We are grateful for the Moms who helped plan and serve the breakfast. Special thanks also to Kwik Trip for supplying the food and to River City Lawnscape for the potted mums. The National Honor Society organizes this event.
 - b. Children's Theater -This year the Drama Department performed the play "Miss Nelson Is Missing" Two hundred attended the public performance on Sunday, October 15. Over five hundred students from the lower grades of Lutheran elementary schools attended their special performance on Monday, October 18.
 - c. LHS /WELS Community Theater: "War of the Worlds" – The Orson Welles radio drama that first aired over CBS radio was performed by our WELS Readers Theater in Luther High's Chapel/Auditorium on October 31 and November 1.
 - d. Board Visitation Day - The Board visited classes on Tuesday, October 17.
 - e. 5th Grade Science Day - Mr. Schibbelhut and several Luther High students shared scientific activities with our 5th grade guests on Friday, November 3.
 - f. Veterans' Day - Luther High School will have a special Veterans' Day program from 9:45-11:15 AM, on November 13.
 - g. School Accreditation – Notification of continuing accreditation with WRISA (Wisconsin Religious and Independent School Accreditation) has been received. LHS has also been approved for accreditation for 2016-17 school year by WELSAA (Wisconsin Evangelical Lutheran School Accrediting Association) and

NCPSA (National Council Private School Accreditation) . Currently we are discussing the merits of dual accreditation with WELSAA and WRISA administrators.

- h. Pastors Day - A special "Pastors' Day" has been planned at Luther High School for Thursday, November

2. This is an opportunity to strengthen and support the understanding that Luther is an extension of our twenty-nine association congregations. On that day pastors are invited to worship, visit and dine with Luther High students. Following lunch, pastors stayed for a brief meeting.

- i. 2018-19 Self-Study Long Range Goals - The goals set each year are generated from the comprehensive self-study, and suggestions from the COD, BOC, and LHS personnel. The study group flow indicates the sequence of review, revision, and reporting. Ultimately the recommendations of all goals are reported to the COD for their information or approval.
- j. Choral Fest - Choral Fest is taking place this weekend at the LaCrosse center.
- k. WXOW Holiday Concert - Eight area high schools will be performing for the holiday concert in the new auditorium. Luther High will perform first at 6:30PM.

7. Education Committee Report - Pastor Galen Riediger, Chairman

- a. Wish List Approved – Each school year in Sept the Board of Control approves the wish list. Items can be found on our website at http://www.lutherhigh.org/documents/advancement/wish_list.pdf
- b. Staffing – We have completed the study of the current staffing levels of the school. We were tasked with evaluating if the current number of instructors is adequate for our instructional needs. Data was gathered from multiple schools and analyzed by an Ad Hoc committee. The result was that even though the enrollment of LHS has declined, the number of responsibilities of our faculty has not, and reducing staff would have a greater negative impact. Enrollment is projected to increase in the near future.
- c. Calendar for 2018-19 – the summary calendar for 2018-19 has been completed and is posted online at <http://lutherhigh.org/student-life/calendar> . The detailed calendar won't be published until May 2018.
- d. International Student Ad Hoc Committee – Committee reports that our current level of International students (3-4 total) is sustainable but increasing the number will require additional administrative hours. It will likely be more feasible to increase the International students if additional staff (which could be paid from the fees) were hired/Called. Housing more students would be another challenge to resolve. At this time it is suggested to leave the number of International students at the current level. Pastor Werner was the chairman of this committee and is a valuable resource to answer any additional questions.
- e. Facilities Use Policy – A lawyer has reviewed the Facilities Use Policy and made recommendations. The Board of Control looks to approve the final policy in the near future.

8. Building & Grounds Committee - Mr. Richard Dorn

- a. Insurance - The committee reviewed our policy with the Church Mutual Agent. The following 4 coverages were/will be added to reach the standard limits required by the school choice program:
 1. Employment Practices Liability of \$1,000,000 - \$692 per year
 2. Employment Benefits Liability of \$1,000,000 - \$84 per year
 3. Directors, Officers, and Trustees coverage with Educators Liability of \$1,000,000 -\$1032 per year
 4. Increasing our umbrella coverage to \$5,000,000 - \$2300 will be done next year.
 5. Cyber Insurance coverage was added - \$499 per year.
- b. Elevator Inspection - All Star Elevator from Chippewa Falls will inspect and service our elevator. Cost \$800/year.
- c. Sprinkler Inspection: Getting prices for sprinkler inspection.
- d. Furnace Heat Exchanger - The heat exchanger for the roof top unit for the ACE/ Auditorium lobby has several cracks. Replacement costs . We will also inspect the remaining 1999 addition roof tops for cracks.
- e. Bleacher Handrails - Diane and Larry Lindesmith donated money for bleacher hand rails. After we realized that our bleachers could not accommodate the automatic rails without significant cost

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increase, the company gave us a deal (no additional charge) on 16 manual rails to take care of each aisle bottom to top instead of just 8 rails for the bottom 4 rows of each aisle.

9. Director of Mission Advancement Report -

- a. No formal report given - the work continues.
- b. Mr. Byus has also reached out to the grade schools to conduct devotions.

10. Luther High Foundation Report Mr. Jim Mendel
 - a. A report was submitted.
11. Friends of Luther Report and Good Steward Store Report - Pastor Roger Sachs
 - a. \$100 of Tuition Assistance was given to each student with most of that money coming from the golf outing.
 - b. Good Steward sales are up 10-15% since the new store opening.
12. Wisconsin Parental Choice Program
 - a. There was a presentation by Mr. Terry Brown on the program and changing eligibility. LES principals were given information to distribute to 8th grade families since that is the time to apply.
13. Old Business –
 - a. A call was issued to Rev. Kurt Schaser of Newburg, WI to fill the Dean of Students position.
14. New Business –
 - a. Rev. Paul Jansen was installed to his position on the Board of Control.
15. **Next meeting of the COD - Wednesday, February 7, 2017**
16. A MMSP to adjourn with Lord's Prayer

9:09PM Respectfully submitted,

Mr. Nate Livingston, Secretary

**Luther High School Conference of Delegates Meeting
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Principal's Report

Mr. Paul Wichmann

- A. **Class of 2022 applications** - 41 as of January 30, 2018
- B. **Self-Study Planning:** All of the committees have completed their work. Plans are now being made for the visitation team, as they will be doing an on-site visit in mid-March
- C. **WPCP Planning:** Mrs, Nancy Rieck, Mrs. Courtney McCollough, and Mr. Wichmann have completed the on-line training for this program Further training will be done in Madison later in February. The application window to participate in this program is from February 1 to April 20. Detailed information and application are on the DPI website:
<https://dpi.wi.gov/sms/choice-programs/student-applications#>

9. Education Committee Report

Pastor Galen Riediger

- A. **English Department Changes:** The English Department studied our current curriculum as well as the English curriculums of other Area Lutheran high schools. That review led the English Department to recommend changes. Those changes were all reviewed and acted on consistent with the established protocol. (A copy of the protocol is attached.) The curriculum at the freshmen and sophomore levels remains for unchanged. At the junior and senior levels rather than having a year-long course of study in American Literature and British Literature, components of those courses were divided into semester-long electives. Students are still be required to pass four semesters of English in their junior and senior year. At the junior and senior levels students will now need to select at least four semester-long electives from the following courses: College Prep English, British Literature, World Literature, Creative Writing, Early American Literature, Modern American Literature, and Speech. With the approval of the registrar a student could substitute an online course. Expenses associated with taking an online course are the student's responsibility.

- B. **Faculty Changes:** At the conclusion of this current school year Mr. Keith Heinze and Mr. Jim Rupprecht will be retiring. The Board of Control approved Pastor Lisk's teaching half time due to health concerns. Beginning with the 2018-19 school year Pastor Lisk will teach History of Christian Thought (Senior religion) and AP Modern European History should enrollment in that course warrant offering that course.

C. Planning to meet Luther High's instructional and staffing needs:

- i. The Administrative Council met numerous times to consider the instructional needs and also requests of faculty members to alter their teaching assignments.
- ii. Mrs. Eisenmann graduated from Martin Luther College with an emphasis in English. The Martin Luther College assignment committee per Luther High's request extended a Call to Mrs. Eisenmann to teach English and Girl's Physical Education. The staffing changes for next school year afforded an opportunity to consider her request to move out of Physical Education and assume teaching duties in Social Studies. Changes in the English Department structure also resulted in reducing the number of English instructors from 4 to 3.
- iii. With Mr. Rupprecht's retirement there was also a need to fill the instructional needs in Applied Home Maintenance and Consumer Education. Mr. Dan Larson expressed a desire to move out of the band program (both the high school and Lutheran elementary school programs), and assume teaching responsibilities in Applied Home Maintenance and Consumer Education.
- iv. Pastor Lisk's reduction in teaching load presented a need to provide an instructor to teach Acts & Epistles (Sophomore religion)
- v. At the conclusion of the current basketball season Mr. Babinec will be stepping down as the varsity coach.

D. Faculty Calls

- i. As Mr. Larson's Call to Luther High entailed moving from the band programs to other instructional responsibilities the Board of Control determined it would be appropriate to issue a new Call to Mr. Larson. A Call to serve as instructor of Applied Home Maintenance, Consumer Education and Acts & Epistles was extended to Mr. Larson. After prayerful deliberation Mr. Larson informed Luther High that he is accepting that Call.
- ii. The Board of Control has requested the District President and Commission on Lutheran School to provide two Call lists
 - a. The Call #1 - Female teacher to teach girls phy. ed., girls life fitness classes and computer skills. (Doesn't have to be a technology whiz, but does have to be comfortable and fairly proficient around technology.), also assisting with girls basketball and assisting with girls volleyball.

- iii. Call #2 - Band instructor who would lead our LHS Band program and work with the band program of the various LES in our association. (Would mean traveling to those schools, in some cases 30+ miles one way.) This person could be male or female.

E. Staffing needs in light of Mr. Heinze's retirement: Mr. Heinze is not only serving as an instructor, he is also responsible for the oversight of Luther High's Building and Grounds. Additionally Mr. Heinze oversees the daily student bus transportation and the hot lunch program.

- i. The Building and Grounds responsibilities will be covered by a hired rather than a Called person.
- ii. The oversight of the daily student bus transportation will be assumed by Mr. Babinec
- iii. The current kitchen staff will assume more responsibilities to fill that need.

F. STEM Ad Hoc Committee continues to meet to develop details and plans for implementation – chairman for the Ad Hoc Committee is Gary Baumgarten.

**Building & Grounds Report
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- A. Facilities and Operations Director:** Assess scope of position and current staff and make recommendations.
- B. Refurbished Locker Rooms:** The exhaust fan and lights in the refurbished locker rooms are not on occupancy sensors. The Building Committee is considering adding them to this area as well as the existing ACE and commons bathrooms.
- C. Walk-in Freezer:** Replaced compressor on January 15. Kitchen has funds for payment.
- D. Lobby Furnace:** The lobby furnace (cracked heat exchanger) was replaced during semester week. Total cost was \$17,414. Electrical not included in quote: Klich \$2,800 (new electrical service and wiring). Total: \$20,214. Capital Improvements: \$15,000, Good Steward \$4000, Repairs: \$1214. The heat exchangers in the other three 1999 vintage roof top units are good.
- E. Cross:** We rewired and installed LED lighting in the cross on outside of the south end of the old gym (facing Wilson Street). The \$160 cost was donated.
- F. Facilities Use Policy:** Still pending

Protocol for evaluating and making changes to the curriculum:

1. Essential Questions –
 - A. How can we best serve the youth of our association congregations and youth desirous of attending Luther High School?

 - B. How can we best utilize the resources with which the Lord has blessed Luther High School to instruct and prepare students for their post-high school plans?
 1. Utilization of instructional staff
 2. Matching training, interests and talents with instructional duties
 3. Appropriate section sizes
 4. Instructors teach within no more than two academic disciplines
 5. Instructor's teaching load schedule is appropriate
 6. Consider staff's short and long-range professional goal

 - C. Utilization of classroom facilities – Is the designated classroom appropriate to meet the instructional needs of the class?

 - D. Utilization of financial resources - Is the best financial stewardship being served with the available funds?

 - E. Does each respective academic department's course offerings adequately meet students' post-high school needs?

2. Evaluation and Curriculum Change Procedure (As each subsequent step of evaluation is completed the group(s) involved in the preceding steps will be apprised of the progress to date.)
 - A. Each academic department reviews and evaluates their respective curriculum
 - B. Recommendations are forwarded to the curriculum committee for review
 - C. Curriculum committee recommendations are forwarded to the Administrative Council for review
 - D. Administrative Council recommendations are forwarded to the faculty for review.
 - E. Administrative Council recommendations are then forwarded to the Board of Control's Education Committee for review
 - F. Education Committee recommendations are considered by the entire Board of Control
 - G. Board of Control recommendations are forwarded to the Conference of Delegates for action