

**Luther High School Conference of Delegates Meeting Minutes  
August 9, 2017**

1. The meeting began at 7:34PM with a devotion on Phil. 3 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. Finance Committee Report - Mr. Charlie Handy
  - a. A report was presented and discussed. Aside from the building costs, there was a shortfall of about \$73,000 for the year. There were no other major flags.
  - b. **MMSP** to approve financial report.
5. Capital Campaign Committee Report - Mr. Greg Scriver
  - a. A report was presented reviewing the Rise Up and Build Campaign and the work of Cornerstone Stewardship Ministry.
  - b. The capital campaign committee will be dissolved and replaced by a new committee called the “Finish the Work committee” to continue the work.
6. Administration Report - Mr. Paul Wichmann
  - a. 2017-2018 School Year Theme: “Safe in God’s Hands”
  - b. 2017-18 Enrollment update: as of 8/4/17
    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 21. The Board does not march in or have reserved seating for the opening service. The following will be installed in this service: Miss Kathy Georgson, Mr. Luke Rosenbaum, Mr. John Byus.. Pastor Werner is the speaker for the service and Pastor Wassermann is serving as the liturgist. Mrs. Brenda Harle is serving as organist.
  - e. Faculty In-service:

*Monday, August 7* LES/LHS Meeting  
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 Program review
    2. Technology Report
    3. **WRISA (Wisconsin Religious and Independent School Accreditation) Self-study overview, timeline (early September-mid March),**

**The subcommittees generally will consists of 5 members and 2 faculty advisors. The overall goal of the composition of the committees is to include representation from all 29 association congregations, women and men, experience with Luther High including future LHS families, current LHS families and alumni. The delegates are encouraged to volunteer and look for volunteers in their own congregations.**

These are the self-study subcommittees:

- A. Steering Committee
- B. Foundational Statements, Vision, Mission, Core Values
- C. Communication and Community Relationships
- D. Environment for Teaching & Learning (School Climate)
- E. Leadership and Governance
- F. Human Resources
- G. Financial Resources
- H. Physical Resources
- I. Learning & Teaching: Curriculum, Assessment
- J. Materials & Resources for Learning (Media Technology)
- K. Student Services
- L. Long Range Planning

*Wednesday, August 9*

1. ALICE Training (School safety protocol)
  2. Faculty handbook review
- 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. Mark Ross will also serve as on-site mentor for Mr. Rosenbaum.
- g. Study Hall Supervisor - Mrs. Kilmer indicated she is seeking full-time employment and will be leaving as the afternoon study hall supervisor. Efforts will commence to find a replacement.
- h. Wisconsin Parental Choice Program - Preparations are being made to implement this program for the 2018-19 school year.
- i. **MMSF** to accept the Administration Report
7. Education Committee Report - Pastor Galen Riediger, Chairman
- a. 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.
  - b. 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.
  - c. 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.
  - d. 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.
  - e. 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.
  - f. 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.
  - g. 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.

- h. 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.
  - i. 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.
  - j. 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.
  - k. New Staff Training – Training of new faculty/staff is ongoing that includes computer workstation access, phones, Wi-Fi access, website editing, various software programs, and remote access. (John Byus, Courtney McCollough, Luke Rosenbaum, Kathy Georgson)
  - l. 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.
  - m. Chromebooks - Maintenance on student Chromebooks to replace defective screens and batteries will be completed prior to the start of the school year.
  - n. 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.
  - o. 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.
  - p. 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.
  - q. Developing Formal Faculty Continuing Education Policy – Waiting for the Finance Committee to return with their recommendations on the submitted policy by the Education Committee.
  - r. 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.
  - s. A **MMSP** to accept the Education Committee Report
8. Building & Grounds Committee - Mr. Richard Dorn
- a. Flag Pole: The athletic department has 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. Plants will be added this fall.
  - b. Tree trimming/Removal: The trees in the circle drive were removed July 31.
  - c. Building Construction: Have started adding custodian hours as we move into the new classrooms. Last Xcel statement 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 with 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 finalizing the easement for the water main loop with the city. Will require review by a lawyer.
  - g. Ace Floor: The floor is complete and the cost to us was \$1,250.
  - h. Custodian Help: Friends of Luther have donated \$3,000 to help cover extra custodian hours.
  - i. A **MMSP** to accept the Building and Grounds Report.
9. Director of Mission Advancement Report - Mr. John Byus
    - a. Mr. Byus presented a report detailing the work his office has done so far and upcoming events they are working on.
    - b. Main areas of work include tracking alumni, tracking and thanking donors, contacting congregations and meeting with pastors, beginning a radio campaign on KICKS 106 and Facebook, and quarterly publications.
  10. Luther High Foundation Report
    - a. A report was submitted.
  11. Friends of Luther Report and Good Steward Store Report - Pastor Roger Sachs
    - a. Dr. Raabe golf outing was held July 10th and raised about \$19,000 for tuition assistance.
    - b. Good Steward has opened and the grand opening will be at the end of August. Sales are up, and donations of almost \$100,000 have been given for tuition from volunteer hours.
  12. Old Business –
    - a. There was no old business.
  13. New Business –
    - a. Elections: Mr. Steve Wrobel(I) and Mr. Bryon Koenig were elected as laymen to the Board of Control. Pastor Galen Riediger (I) and Pastor Paul Jansen were elected as pastors to the Board of Control.
    - b. Installation of new Board of Control Members: The newly elected board members were installed.
    - 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 and are not eligible for re-election.
  14. **Next meeting of the COD - Wednesday, November 8, 2017**
  15. A **MMSP** to adjourn with Lord's Prayer 9:10PM

Respectfully submitted,

Mr. Nate Livingston, Secretary