

Conference of Delegates Meeting
Wednesday, August 8, 2012
7:30 PM
Agenda

- 1. Opening Devotion** Chairman, Pastor Mark Wessel

- 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 Dr. Gregg Henckel

- 4. Principal's Report** Mr. Paul Wichmann

- 5. Education Committee Report** Mr. Jon Hahm

- 6. Finance Committee Report** Mr. Kyle Rupprecht & Mrs. Nancy Rieck

- 7. Building and Grounds Committee Report** Mr. Dave Ekhoﬀ

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

- 9. Ministry of Christian Giving** Mr. Harry Mears

- 10. Luther High School Foundation Report** Mr. John Pieper

11. Old Business – -

12. New Business

A. Nominations Committee Report

Pastor Wessel, Mr. Mark Kutz, Mr. Bruce Jentz, and Mr. Dave Ekhoff served as the nominating committee. We extend our thanks to these men for this service.

B. Acknowledgement: Pastor Wessel, Mr. Kutz, and Mr. Ekhoff have completed their elected terms and conclude their current service on the Board of Control. Mr. Jentz has completed his first term on the Board of Control. We thank our heavenly Father for providing these men who served faithfully and express our gratitude to them for using their God-given time and talents in service to their Lord at Luther High School.

C. Board of Control Elections

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

13. Adjournment Lord's Prayer

Luther High School
Conference of Delegates Minutes
May 9, 2012

1. **Opening Devotion** by Pastor Mark Wessel
2. **Minutes** approved as presented Dr. Gregg Henckel
3. **Principal's Report** presented by Mr. Paul Wichmann – see attached
 - A. 60 freshman applications, will have returning Korean student and two students from China
4. **Education Committee Report** presented Mr. Jon Hahm – see attached
 - A. Co-op committee – progressing
 - B. Robotics team – finished first as new team in Twin Cities, went to Nationals/World championships
5. **Finance Committee Report** presented Mr. Kyle Rupprecht– see attached
 - A. Budget – emphasized Gifts and Bequests
Motion to approve budget as presented. Passed.
 - B. Motion to suspend building project and redirect fundraising toward general funds and tuition assistance. Motion to amend to state as deferring active fund raising for building project for two years and redirecting efforts toward the STEF, tuition assistance and general operating fund. Amendment passed. Amendment to make the entire motion reflect a deferral for both the fundraising and the building project itself rather than suspension. Approved. Motion approved.
 - C. Tuition Assistance needs – expected shortfall of about 90,000 from need
 - D. School Purchasing Procedures and Health Insurance review are ongoing
 - E. Motion to accept report approved.
6. **Ministry of Christian Giving Report** by Mr. Harry Mears – see attached
 - A. 46 wills and trusts totaling 2.3 million naming LHS registered with MCG
 - B. 10 Estate Planning seminars are scheduled in the future
7. **Building and Grounds Committee Report** presented by Mr. Dave Ekhoﬀ– see attached
8. **Luther High Foundation Report** presented by Mr. John Pieper– see attached
9. **Friends of Luther Report** presented by Pastor Roger Sachs
 - A. Planning on golf tournament proceeding
 - B. Receipts up 18% this year at Good Steward
10. **Good Steward Store Report** presented by Pastor Roger Sachs– see attached
11. **Old Business:**
12. **New Business -**
 - A. BOC nominations
 - B. Letter from St. John's Lewiston
13. **Adjourn with Lord's Prayer**

Luther High School Conference of Delegates Meeting

August 8, 2012

Principal's Report

School Year Theme "Now fear the Lord and serve Him with all faithfulness"

Joshua 24:14

Enrollment:

1. We concluded the 2011-12 school year with an enrollment of 279.
2. Transfers: Four transfers in and four transfers out at this point
3. As of August 1, 2012, our enrollment for the coming school year will be;
9th - 63, 10th - 66, 11th - 79, 12th - 63 **TOTAL 271**

Administrative Secretary Position - Mrs. Radichel expressed a desire to have more time to enjoy her grandchildren and therefore will be reducing her administrative secretary responsibilities to half days. Mrs. Radichel prepared a detailed job description outlining morning, afternoon, and shared responsibilities. Mrs. Lisa Wassermann was hired to fill this position. She will begin her work in mid-August.

Curriculum Additions: *Christian Living* is a one-semester senior elective. A study and a discussion of the problems confronting today's Christian teenager. The student is taught to evaluate social problems in the light of God's revealed Word and is led to see the answer to the problems confronting modern man. The main purpose will be to give high school students the opportunity to apply the abiding principles of God's Word to their lives and integrate those principles into a meaningful, personal, and distinctively Christian life plan.

AP Art - Art students will have the option to receive Advanced Placement credit by satisfactorily completing a prescriptive art portfolio.

Faculty In-Service Topics included in this year's faculty in-service meetings included:

- Blood Borne Pathogen Training
- CPR Re-certification training
- CESA Program – Lance Gregorich, CESA 10's Environmental, Health and Safety Consultant
- **"Working with Oppositional and Behaviorally Challenging Children"**
Joshua Lipps, MS, LMFT and Kami Jo Lipps, MS, LMFT are owner/therapists at Living Well Christian Family Clinic in Onalaska, WI.
- Emergency Management Plan
- Supervision of Instruction Program
- 2012-13 Long Range Plans
- Faculty & Staff Handbooks review

Opening Service Our 2012-13 school begins with the opening service at 2:00 PM on Sunday, August 19. Pastor Wendt, Christ, First Lutheran, LaCrosse will be the speaker, Pastor Lor, LaCrosse Area Hmong Ministry will be the liturgist. Mrs. Jen Schwedler, First Lutheran, will be the organist.

WELSSA Annual Report – Report submitted 7/29/12. Copies of report available at meeting.

Campus Inventory - The faculty has completed an inventory of Luther High School. The paper and video inventory will be forwarded to our insurance carrier for review.

Education Committee Report
CoD Agenda for Aug 2012:

A. Technology Audit Recommendations:

1. Establish a Technology Advisory Committee
 2. Prepare for funded replacements of IT infrastructure in budget vs special gifts
 3. Continue to look for ways to reduce on-going expenditures
 4. Establish comparative benchmarks with peer WELS high schools
 5. Cross train personnel on business/service continuity
 6. Internally discuss security goals before purchase of equipment
 7. Continue and expand training for personnel
 8. Work with other WELS high schools to share expertise and coordinate purchases
- A. Calendars** – annual calendars with Luther High School events were distributed to congregations and school families
- B. Verification Forms sent to all families** - Each summer we send out requests to update any changes a family may need to make to our records (demographics, medical, etc.)
- C. Home Visits** – are either completed or in process for our incoming Freshmen and new transfer students
- D. Co-op Ad Hoc Committee update** – letter for comments being distributed to parents
- E. Wireless Computer Lab update** – laptops will be ordered soon after a manufacturing issue is resolved by Intel. Anticipate sometime in the second quarter we will be actively using the mobile computer lab.

Conference of Delegates
B&G Report
August 8, 2012

- A. Football Scoreboard:** Plan to get spare control panel from GET and attempt to evaluate condition and life expectancy of present scoreboard. New board estimated at \$12000-\$15000. Got used control panel for \$100.
- B. National School Lunch Program:** Hand out at meeting.
- C. Well Pump:** The pump for the well that we have used to irrigate the softball fields and for cross country cattle tanks, for cool down, (over 2000 gallons per use) has died.
- D. Storage Trailer:** Good Steward requests a spot to park a 53' semitrailer for storage of clothing that will be sold (10cents/lb.) when the trailer is full (every 4-6 months). The trailer has no markings, will be here for the long term, and will require access during the winter. We suggest putting it where the roll off storage container was a couple years ago (west of the first base softball dugout just off the parking lot). Henry will check to see what we need for support pads etc.
- E. Part-time Janitor:** We will be hiring a part-time janitor (4 hours 3 evenings a week) before school starts.
- F. Roof Repair:** The overhang that extends from the front entrance to the west (JV softball field) needed immediate repair. It was sagging because it had leaked and rotted the deck. Cost \$2466.

Luther High School
WELSSA Accreditation
Long Range Plan

I Standard #	II School Improvement Goal	III Proposed Completion Date	IV Completion Date	V Explanation
3.6	Institute a plan to enhance the ongoing, personal communication with parents/guardians that would include personal, follow-up phone calls, or visits.	2011-12	2011-12	<ol style="list-style-type: none"> 1. Advisors make home visits to all new students before start of school year. 2. Instructors contact parents of students with failing grades at each marking period. 3. Two parent/teacher consultations are scheduled each year. 4. Parents are contacted should a student sustain an injury in school or school related activity. 5. Faculty is encouraged to engage parents in conversation at Luther High events. 6. All parents new to Luther are contacted by phone after the first two weeks of a new school year. 7. Parents are encouraged to speak personally regarding concerns, rather than correspond via e-mail. 8. ALL OF THE ABOVE ARE ONGOING EFFORTS

3.1	Look for opportunities to provide for spiritual needs of families.	2012-13	2012-13	<ol style="list-style-type: none"> 1. <i>Home-room devotions highlighted in Parent Connection</i> 2. <i>Home-room devotions posted on school website</i> 3. <i>Remind parents of the "Bible Verse of the Day" on school website.</i>
3.5	Schedule opportunities for students and ministry team to go home soon after school to allow for more family time.	2012-13	2012-13	<i>2012=13 Academic calendar provides four non-holiday days off. (Oct 26 Jan 2, Feb 15, Mar 8) beyond the scheduled holiday breaks.</i>
4.6	Find ways for students not involved in athletics, music, or drama to find a "niche" at Luther High School	2012-13	2012-13	<ol style="list-style-type: none"> 1. <i>Existing opportunities include Wings Team, Pro-Life Knights and Robotics</i> 2. <i>Publications class involves students in numerous school-related activities as they develop articles and take pictures of activities.</i> 3. <i>Advisors who work closely with students and parents will explore other interests via surveys</i> 4. <i>Faculty will explore interest in establishing a "green team" to promote conservation / ecology initiatives at school</i> 5. <i>Bulletin boards feature student interests and activities beyond school (karate, archery, figure skating, etc.)</i>
13.5	Encourage broader use of Christian counselors as needed	2012-13	2012-13	<ol style="list-style-type: none"> 1. <i>Luther's website lists the Lutheran Child and Family Service on-line counseling option</i> 2. <i>Local Christian counselor options were e-mailed to all faculty on June 8, 2012.</i>
5.2	Take greater advantage of electronic communication media to further public relations efforts of school	2012-13		
13.8	Strive to improve recruitment for ministry efforts	2012-13	2012-13	<ol style="list-style-type: none"> 1. <i>8 of 69 members of the Class of 2012 enrolled at MLC</i> 2. <i>Luther High School provides shadowing day opportunities for those interested in the teaching or preaching ministry</i> 3. <i>Each year students review their post-high school plans with the guidance counselor or academic advisor</i> 4. <i>Each Fall a special "Pastor's Day" affords pastors an opportunity to meet with students from their congregation.</i>
7.3	Develop and detail a more extensive system of follow-up for inquiries and potential new students	2012-13		
9.34	Implement an organized classroom visitation / observation procedure.	2012-13		

10.5	Faculty members should pursue state teaching licensure	2012-13		
12.3	Update course syllabi	2012-13	2012-13	<i>All course syllabi were updated by June 1, 2012</i>
12.28	Create and maintain a data base of instructional materials and resources	2012-13	2012-13	<i>The faculty completed a comprehensive paper and video inventory of all instructional materials and resources during June and July, 2012.</i>
13.22 13.24	Improve safety procedures throughout the school.	2012-13	2012-13	<i>Representatives from local hospital 4/30/11 , police department 7/10/12 , fire department 7/17/12, ambulance service 7/17/12, and CESA (Cooperative Educational Services Agency) 5/29/12 collaborated to review / revise Luther High School's Emergency Management Plan. On site review of drills is planned for the 2012-13 school year.</i> <i>CESA conducted an Environmental Health and Safety Program Assessment on 4/26/12. "Luther High School was found to be in compliance with all local, state and federal safety requirements."</i>
13.25	Improve safety procedures throughout the school	2012-13	2012-13	<i>In consultation with CESA (Cooperative Educational Services Agency), local public school administrators, and Onalaska Police Department protocol for daily safety measures have been established.</i> <i>1. Restricted building access during school hours</i> <i>2. Appropriate signage to direct visitors to main office</i> <i>3. Sign in / Sign out register</i> <i>4. Visitor passes for guests</i>
13.22 13.24	Evaluate adopted building security measures	2012-13		
1.4	Continue to find ways to let the mission of Luther High School be seen in all that is done	2012-13		
2.3	Continue to promote congregational involvement / participation in LHS activities to promote a feeling of ownership and fellowship	2012-13		
6.2	Continue to look for opportunities to strengthen the relationship with WELS and its mission	2012-13		
12.18	Encourage all faculty members to belong to a professional organization and attend conferences relating to their field of instruction	2012-13		

13.22	Consider installing a video camera for the front door to enhance security	2012-13		
12.30	Install clocks in hallways	2012-13		
	Implement recommendations of Ad Hoc Committee on Sport Program Co-oping	2012-13		
	Implement recommendations of Ad Hoc Committee on Health Insurance	2012-13		
	Review administrative job descriptions and duties	2012-13		
	Consider adding a Dean of Students	2012-13		
	Implement recommendations of Technology Audit	2012-13		
	Implement recommendations of Financial Audit	2012-13		
	Expand Luther High School's website to promote guidance events	2012-13		
	Promote expansion and use of approved on-line courses	2012-13		
	Solicit school improvement suggestions from students, parents, alumni, association congregations & elementary schools, faculty and staff	2012-13		
	Upgrade volleyball standard system in Auxiliary Gym	2013-14		
	Add advanced placement courses in social studies and English	2013-14		
	Replace baskets in Auxiliary Gym with adjustable baskets	2013-14		
	Consider use of current stage as site for video/sound recording studio	2013-14		

	Begin construction of Chapel / Auditorium	2014-15		
	Continue funding efforts for classroom additions	2014-15		
	Improve signage on campus along Oak Forrest Drive exposure	2014-15		
	Digital video class produces fall and spring videos promoting Luther High School within association congregations and schools	2015-16		
	Implement digital textbooks	2015-16		
	Appoint Self-Study Steering Committee	2016-17		
	Appoint Self-Study Committees	2016-17		
	Conduct Self-Study	2017-18		
	Arrange for Self-Study Visitation Team	2017-18		

WELSSA SCHOOL IMPROVEMENT PLAN (SIP)

NOTE: If your school is accredited by another agency, attach a copy of the annual report that was submitted to the agency. It is not necessary to complete this form. The ASAR / SIP reports and annual fee payment are due by June 30 of each year.

I – Standard number: Enter the standard number from the visiting team’s report and self-study recommendations. (Example: 3.5 or 8.21)

II – Long Range Goal: Describe in detail your proposed goal that addresses the recommendation. (Make sure it is written as a goal statement.)

III – Proposed Completion Date: Fill in the school year in which you plan to achieve your goal.

IV – Completion Date: Fill in the school year in which the goal was achieved.

V – Explanation: Choose **one** of the following and describe in detail –

1) how the goal was achieved; 2) why the goal was not achieved ; if the goal was not achieved but you will plan on addressing it later, put in the new date; 3) what has been achieved in the on-going process and include the year this was achieved. Attach supporting documentation that demonstrate the work completed.

NOTE: On-going goals need explanations for each year.

Arrange the goals in order of the year they will be addressed, not in order of standards.