

**Luther High School Conference of Delegates Meeting Agenda
May 8, 2019 7:30 PM**

REMINDER: Finish the Work Committee will be providing a supper before the COD meeting.

1. Opening Devotion **Chairman, Pastor Wassermann**

2. Mission Statement 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 **Mr. Nate Livingston**

4. Finance Committee Report **Mr. Steve Berg**

6. .Finish the Work Capital Campaign Committee Report- **Mr. Greg Scriver**

7. Principal's Report **Mr. Paul Wichmann**

5. Education Committee Report **Pastor Galen Riediger**

9. Building and Grounds Committee Report **Mr. Richard Dorn**

10. Luther High Foundation Report **Mr. Jim Mendell**

11. Director of Mission Advancement Report **Mr. John Byus**

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

13. Old Business -

14. New Business

a. BOC Nominations (Election in August COD Meeting)

b.

15. Adjourn with Lord's Prayer

**Luther High School Conference of Delegates Meeting Minutes
February 13, 2019**

1. The meeting began at 7:33 PM with a devotion on John 15 by Chairman Pastor Wassermann.
2. The minutes from the previous meeting were reviewed and an **MMSP (motion was made, seconded, and passed)** to approve them with the correction of the meeting date.
3. The mission, vision, and objective statements were reviewed.
4. **Finance Committee Report -** Mr. Steve Berg & Mrs. Nancy Rieck
 - a. A financial report was presented giving the current status of the budget. It is almost where it needs to be right now. An encouragement was made to make and send in congregational commitments for 2019.
 - b. The Board of Control recommends increasing music and athletic fees as presented. After discussion, a **MMSP to approve the changes as presented.**
 - c. The committee also presented a preliminary budget in order to determine what tuition should be set at for the upcoming school year. The Board of Control recommends a 4% tuition increase for the upcoming school year. A discussion was held and questions were answered. **A MMSP to approve the 4% tuition increase for the 2019-2020 school year.**
5. **Luther High Foundation Report & Elections -**
 - a. A written report was handed out to the delegates. Elections are needed and a ballot was presented.
 - b. There were two men willing to fill two positions. **A MMSP to cast a unanimous ballot for the two men, Mr. Bruce Harle and Mr. Dan Dretzke, on the ballot.**
6. **Building Committee Report -** Mr. Don Fruit
 - a. There was an additional invoice for about \$6,500 that is over budget.
 - b. There are a few items left on the punch list, and the Applied Home maintenance class will finish some of the landscaping in the spring.
7. **“Finish the Work” Capital Campaign Committee Report -** Mr. Mitch Schultz
 - a. Hope to provide a meal at the next COD meeting
 - b. An update on the campaign was given, and with final numbers almost all in, about \$4.3 million needs to be raised yet to finish the campaign.
8. **Administration Report -** Mr. Paul Wichmann
 - a. Class of 2023 applications: 49 as of 2/13/19
 - b. WPCP: Currently Luther High has 13 WPCP students. A second informational meeting about the WPCP and Luther High enrollment and tuition assistance was held on February 13. The WPCP application period for the 2019-2020 school year is February 1-April 20. Detailed information and application are on the DPI website: <https://dpi.wi.gov/sms/choice-programs/student-applications>. New for this year is that transfer students in other grades can also participate in the WPCP.
 - c. Mr. Benrud’s Retirement: At the conclusion of the current school year, Mr. Benrud will be retiring from the teaching ministry. We give thanks for his 35 years of faithful service to his Lord at Luther High and pray that God continues to bless him in his future endeavors.
 - d. Kitchen Staff: Mrs. Tammie Lazzaeretti, one of the kitchen staff, has terminated her employment to pursue other interests. We thank her for her faithful work and pray God blesses her future endeavors. Mrs. Pat Kufahl has been hired to fill that staffing void.
 - e. Surgeries of Luther Family Members: The following members of our Luther High family are recovering from recent surgeries: Mark Ross, Lisa Wasserman, Laura Schaper, and Jon Engelbrecht. We give thanks that their surgeries went well and pray that God continues to bless their recovery.

- f. Accreditation: Subsequent to the Board of Directors of the WRISA (Wisconsin Religious and Independent Schools Accreditation) review of the Luther High's Annual report and Long Range Plan, they determined that Luther High is accredited for the 2018-2019 school year. WRISA is a member of the National Federation of Nonpublic School State Accrediting Associations (NFSSAA). The NFSSAA commends the school community for meeting the rigorous requirements for accreditation and providing a high-quality educational experience for the community it serves.
- g. Wisconsin Parental Choice Audit (WPCP): The audit required by the WPCP was completed by Hawkins-Ash on October 29 and 30. Documentation of that audit was submitted to the Department of Public Instruction before the due date of December 15. Enrollment opens now on February 1st.
- h. WI DOJ Office of School Safety: Mr. Sandvick and Mr. Wichmann attended the school threat assessment course at Western Technical College on November 28.
- i. WELS Commission on Luther Schools Workshop: Mr. Wichmann attended the Lutheran Schools Ministerial Growth and Evaluation Process Training on November 30, in Tomah.
- j. Review and Re-evaluation of Administrative Office Descriptions/Duties - The WPCP audit and personnel changes are providing the impetus for this review/re-evaluation.
- k. Mr. Gregory Rebernick has accepted the call to fill Mr. Benrud's position.

9. Education Committee Report - Pastor Galen Riediger, Chairman

- a. Faculty Curriculum Review Ad Hoc Committee: (Mr. Schiebel, Mr. Ross, and Mrs. Towne) - Completed interviews with all of the academic departments and are submitting their report.
- b. BOC Roles & Responsibilities Ad Hoc Committee Report:
- c. Luther High FIRST Robotics: On Saturday, January 5th, Luther High hosted 10 schools for the orientation meeting of this year's "Destination Deep Space" project. Luther's robotics team consists of 33 students and 14 mentors. They will be planning, building, and testing their robot in preparation for the competitions in Iowa on March 21-23 and at the LaCrosse Center on April 4-6.
- d. WIAA Sportsmanship Summit: 4 Luther High students, Mr. Engelbrecht, and Mr. Babinec attended the meeting in Stevens Point on December 12. The summit provided an opportunity to look at what sportsmanship is and how we as students and leaders in our school can develop, maintain, and encourage good sportsmanship.
- e. Computer Updates: Special Thanks to Dyanic Recycling for their help, enabling us to upgrade all the desktop computers.
- f. Curriculum Recommendation:
 - 1. Protocol for Making Changes was presented in the meeting packet.
 - 2. Recommendation attached to change the Physical Education curriculum. The proposal was attached and increases the physical education and health credits to 2.0 credits for graduation. Time will be freed up for this by offering co-ed classes. **A MMSP to approve the changes to the Physical Education curriculum as presented.**

10. Building & Grounds Committee - Mr. Richard Dorn

- a. Proposal for Refinishing Gym floor from APS: Main Gym \$3,560 Aux \$1,140
- b. Proposals for Fire Alarm Testing per State Requirement: Bankoe \$1,943 - Summit Fire Protection Alternate Bid Includes Alarm Extinguishers and Kitchen Suppression System \$1,202 Needs further review.
- c. All-Star Elevator Annual Quarterly Inspections \$800 for 4 inspections: There was a question on receiving documentation, but documentation has been received for last year.
- d. Email Request for Cleaning of Gyms after Saturday Events in preparation for Sunday use: Association volleyball and etc.
- e. Email Request for Luxury Vinyl Tile in the Band Room: I have asked that Mr. Witte and Mr. Adickes put together a "proposal" that will illustrate the reasoning/benefit for undertaking this project.

- f. Rest Room Fan Motor Aux Gym has died: Sensors all linked together causing the fan to run continuously. In the process of getting a replacement motor.
- g. Ace Gym North Rooftop Unit Running for 45 mins before startup time blowing cold air into building January 30 7:30 AM air temp at the heat duct was 42 degrees. As a reminder, these units are approximately 20 years old and are approaching the end of life span.
- h. Roof Top Unit #3: Ignition Failure last Thursday and Friday, Jan 24 and 25 possibly weather-related due to high winds. We will monitor the situation.
- i. Proposal from Air Temperature Services for Exhaust Fan Controls Ace Locker Rooms: Presently Controlled by Breakers in Electric Panel. Cost to replace with switches is \$ 2,154
- j. Maintenance Garage: The Exterior Slab in front of the garage is showing delamination of the concrete surface. This will need to be addressed. I have left a voice mail and texted a photo of the slab to Project Manager Paul Harris of Americon On January 7th, 2019. On February 5, 2019, I contacted Paul Harris he stated that he is working in the field for Americon and gave me the name of Matt Buswell as a point of contact. Currently we are coordinating for a time to meet to look at the situation. The slab will be replaced.
- k. Band Room Furnace went Down January 25: Don's Plumbing has parts on order. Appears to be a burner that needs replacement. Part is on order and furnace is functioning at this point.
- l. Furnace Inducer Motor: The inducer motor for the furnace that handles Mr. Rosenbaum and Mr. Schaper's room failed and was replaced by Don's Plumbing. \$365 for the part, \$93.75 for labor, \$458.75 total.
- m. Sealing of Building Cracks: This process was started in October. Air gaps have been sealed in the East Wing. Teachers and students have reported that their rooms feel warmer. Materials used have mainly consisted of caulk and spray foam. Materials cost approximately \$210.00.
- n. Uninsulated Ductwork connecting to the Band Room: We recently had a service technician from Air Temperature Services, Inc. here who was here to perform some warranty work on the new science rooms. The technician was willing to take a look at the situation and provided the information that would allow us to perform the work ourselves.
- o. ADA toilet request: Mr. Larson and the Home Maintenance class handled the installation of the toilet in the ladies restroom in the office.

11. Director of Mission Advancement Report - Mr. John Byus

- a. A report was attached and presented on the work being done by the DOMA. The two current TV commercials we have were shown. And TV, radio and internet ads are doing really well.
- b. Grants are being written where they can, and donations are still coming in. A campaign is going now to match funds for the general fund.

12. Friends of Luther Report and Good Steward Store Report - Pastor Roger Sachs

- a. Reports were given for Friends of Luther and Good Steward showing what gifts were given in 2018, and the expected donations for 2019.

13. Old Business – none

14. New Business – none

15. Next meeting of the COD - Wednesday, May 8, 2019 - 7:30 PM

16. A **MMSP** to adjourn with Lord's Prayer at 8:54PM

Respectfully submitted,
Mr. Nate Livingston, Secretary

Luther High Conference of Delegates Meeting

May 8, 2019

Principal's Report

Mr. Paul Wichmann

Principal's Report

Mr. Paul Wichmann

A. Current 2019-20 Enrollment

- | | | |
|--------------------------|-----|--------------------------|
| 1. Freshmen applications | 65 | as of 5/4/19 |
| 2. Sophomores | 65 | |
| 3. Juniors | 66 | |
| 4. Seniors | 59 | |
| 5. TOTAL | 255 | (2018-19 enrollment 235) |

B. Graduation Plans::

1. The graduation worship service will be held Sunday, May 26, at 2:00PM. Pastor Pamperin (First Lutheran,, LaCrosse) will serve as speaker, and Pastor Wassermann (Mt. Calvary, LaCrosse) will serve as liturgist.
2. Board members are part of the processional and recessional. There will be reserved seats for Board. Board members are asked to assemble in ACE lobby at 1:50 PM
3. Faculty recommendations regarding graduation to be reported at meeting

C. WPCP - There are 43 Wisconsin Parental Choice enrolled for 2019-20. All students are members of our LHS Association congregations.

D. WPCP Available Seats: As permitted by the DPI Luther High is adjusting the number of available WPCP seats as follows:

Current available seats:	9 = 21, 10 = 15, 11 = 3, 12 = 1	Total = 40
Current applications:	9 = 27, 10 = 13, 11 = 3, 12 = 0	Total = 43
Adjusted Available Seats Submitted to DPI	9 = 30, 10 = 16, 11 = 6, 12 = 3	Total = 55

E. International Student Update: Currently there will be no international students enrolled for the 2019-20 school year.

**Luther High Conference of Delegates Meeting
Education Committee Report -**

**May 8, 2019
Pastor Galen Riediger, Chairman**

- A. Self-Study Follow-up** - Long-range plan reports and addenda must be submitted to maintain accreditation prior to June 1. (May interim report attached)

- B. Roles & Responsibilities Ad Hoc Committee**

**Luther High Conference of Delegates Meeting
Building & Grounds Committee**

**May 8, 2019
Mr. Richard Dorn**

- A Furnace Quotes:** We received a quote from Dons Plumbing Feb 25 to replace the 1993 Reznor unit that was the source of the gas leak. The recent drop back to extreme cold is challenging the existing units to keep up.
 - a. March 29, 2019 received quote from Paul's heating
Quote Price \$ 9571.00
 - b. April 2, 2019 received revised quote from Dons Plumbing for \$10,670 based on Lennox Engineer' recommendations
 - c. Building and Grounds Committee has requested that an Alternate Option of Roof Top Unit be explored. Air Temperature services has been contacted for pricing.

- B Roof Leaks West Wall and New Computer Lab:** Have made temporary repairs utilizing specialty caulking material. Presently the leaks have been contained. Have inquired with Interstate Roofing as to what our options are to aid in prevention of reoccurrence.

- C Storm Water Runoff Plan:** We are investigating the possibility of obtaining credits from the City of Onalaska for work done to improve the quantity and quality of the storm water runoff.

- D Potential need for Student Desk and Chairs:** We have a number of desks that are showing signs of wear along with chairs that are being used in the Commons. We will conduct an inventory of desk and chairs and rank them based on condition in order to develop a plan for future replacement.

- E Private Well Expansion Tank Failure:** The expansion tank located in the basement of the old east section has failed. When the tank is filled and under pressure, the tank leaks and floods the basement floor. It is our understanding that this tank is original equipment. We currently are in the process of getting pricing for the cost of replacement.

- F Irrigation Back Flow Valves for City Well Irrigation System :**
Two Backflow valves that prevent irrigation water from feeding back into the city well system have failed. We have one estimate from Bernie Buchner Inc for \$2200.00 We are awaiting receipt of a second estimate.
- G Replacement Custodian:** We are in the process of searching for a custodian

Long Range Plan Update March 2019

#1 LHS will purchase property adjoining campus for future tennis courts	FTW/Finance / BOC / COD	Property for future tennis courts has been purchased
#2 Administration will conduct in-service on bullying	Admin/Education /BOC/COD	Counselors Becky Bunke and Todd Hoffe presentation on Positive School Climate 9/24/18
#3 Administrator will participate with LES to consider middle school initiative	Admin/Education/ BOC/COD	Overview of this initiative was given to pastors on Pastors' Day – No formal action taken
#4 Develop / implement continuing education policy	Finance/BOC/COD	<i>Details still under study</i>
#5 Monitor efforts of Finish the Work committee	Finance /BOC/COD	Monthly reports provided to Board, quarterly reports to COD
#6 DMA re-activate LHS Alumni association	DMA/Finance/BOC/ COD	In addition to two alumni events, we have re-connected with alumni through Facebook, website updates, direct mailings, facilitating class reunions, campus tours
#7 Friends of Luther expand SCRIP to allow online orders	FOL/Finance /BOC/COD	Implemented and currently available
#8 Publications & DMA enlarge/enhance LHS visibility in local community through invitations to campus events	Publications & DMA/ Education/BOC/COD	Radio and television commercials have increased Luther High's visibility in our community. The Leadership symposium, Grandparents Day, and Veterans Day programs have also involved community members.

#9 Publications Coordinator add "Mission, Vision, Objectives" link to home page	BOC/COD	Technology Director & Publications Coordinator have posted link on LHS website (May, 2018)
#10 Administration will see to it that LHS motto is applied consistently in all documents, postings and publications	Publications & Admin/Education/BOC/COD	The LHS mission statement is posted in all classrooms, front office and website.
#11 Consider replacing "Keeping Christ in High School Education" with "Christ-Centered Education for Life and Eternity"	Education/BOC/COD	MMSP to keep current vision statement and review again in a couple years -
#12 Make MVO statements more visible in classrooms and hallways	Publications/Education/BOC/COD	MVO Statements posted in all classrooms and hallway bulletin boards
#13 BOC annually evaluates LHS foundational statements	Education/BOC/COD	MVO statements are reviewed at each Board and COD meeting
#14 Formal orientation for volunteers	Admin/Education/BOC/COD	Volunteers are orientated to their respective duties by appropriate LHS personnel
#15 Review new student orientation to ensure non-WELS are appropriately introduces to school's culture	Admin/Education/BOC/COD	Formal interviews with LHS administration and subsequently with the Admissions Committee review the MVO and school climate factors with non-WELS students and their parents/guardians.
#16 Review / Improve new teacher mentoring program and develop more on-site mentoring	Admin/Education/BOC/COD	This program required by MLC for beginning WELS teachers seeks to provide qualified mentors appropriate to the new teacher's academic responsibilities. This 2 year program requires \$2000 for each new teacher

#17 Administration to provide annual report which will include demographics, facilities improvement, athletics, finances, et al	Admin/Education/ BOC/COD	Tri-fold "This is Your Luther High School" provides overview of pertinent details.
#18 Principal to provide monthly reports on classroom visitation	Principal/Education/ BOC/COD	Principal does formal and informal classroom visits and provides monthly reports
#19 Ad hoc faculty committee will develop formal curriculum review plan	Faculty/Education/ BOC/COD	Ad hoc faculty Curriculum Review and Organization Committee has completed initial review of all academic departments. The Principal, Dean of Students, and Athletic Director will serve as monitors to see that recommendations from this review are studied and appropriately acted on.
#20 Review Admin Structure Organization Chart	Admin Council/Education/ BOC/COD	
#21 Administrator will collect and file faculty transcript documentation	Principal/BOC/COD	Transcripts of all faculty have been received and filed (September 2018)
#22 Administrator will develop will develop substitute teacher policy	Principal/BOC/COD	Policy was submitted and approved by BOC (June 2018)
#23 LHS Administration will establish process of funding transparency and accountability	Financial Mgr/Finance/BOC/ COD	Hawkins-Ash Accounting assisted in policy development which were approved by BOC (May 2018)
#24 Faculty review/revision of course syllabi for completeness / consistency	Faculty/Education/ BOC/COD	This review/revision is addressed annually

#25 Academic Depts will implement annual dept mtg cycle	Faculty/Education/ BOC/COD	The Principal, Dean of Students, and Athletic Director have developed an initial calendar to address this recommendation.
#26 Administration will task faculty position to oversee dept. curriculum mtgs	Administration/ Education/BOC/COD	Ad hoc faculty committee has been appointed and tasked with this responsibility
#27 Administrator will appoint cross-curricular committee consisting of faculty, parents, and students to review/assess current curriculum to see they meet current academic needs	Administration/ Education/BOC/COD	
#28 Guidance Director will review test data to assist in making curriculum recommendations	Guidance Director/Faculty/ Administration/ Education/ BOC/COD	
#29 Academic dept heads will develop policy to review instructional materials	Dept heads/Admin/ Finance/BOC/COD	
#30 Tech Director will conduct annual mtgs	Tech/Education/ BOC/ COD	Will take place at conclusion of current school year
#31 Tech Director will explore alternative funding sources	Tech/Education/ BOC/ COD	Grants and donations have substantially reduced costs of maintaining technology resources
#32 Review parent & student survey data for technology plan	Tech/Education/ BOC/ COD	Survey data will be updated for next self study
#33 Dean of Students will review counseling service options to better serve students	Dean/Education/ BOC/ COD	

#34 Administrative Assistant will complete on-line medication distribution training	Admin Asst/Education/BOC / COD	Administrative Assistants completed this training (summer 2018)
#35 Publications Coordinator will post school medication procedure on website	Publication Coordinator/ Education/BOC/COD	Posted on website (May 2018)
#36 Review process of reporting student health matters to office	Faculty/Admin Asst/BOC/COD	Comprehensive medical needs report prepared and shared with faculty in August. Current medical needs shared with appropriate personnel.
#37 Kitchen staff will explore replacing lunch tickets with scanning system	Kitchen/Tech Director/Finance/ BOC/COD	In lights of current construction consideration of this recommendation has been postponed
#38 Kitchen staff will post lunch menu and prices on website	Kitchen/Publication Coordinator/Bldg & Grounds	As there are daily menu options and corresponding prices, the hot lunch menu will continue to be posted in the Commons and not on Luther's website.
#39 Administrator will prepare LRP summary to be shared with constituency and posted on website	Admin/Education/ BOC/COD	The update of the LRP will be reported to the COD and posted on Luther's website
#40 Re-evaluate BOC training / orientation	BOC/COD	A revised BOC handbook will presented to the BOC at their August 2019 meeting
#41 Consider adding fourth year of Spanish	Foreign Lang Dept/Admin Council/Faculty/ Education/ BOC / COD	

#42 Promotions Committee will strive to expand international student program to increase number to 10 or more	Sevis DSO/Promotions Comm/Education/ BOC/COD	Luther High's International student program coordinator is exploring other programs
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Combined Private Schools provision of Act 59 with St Paul's Lutheran School, Onalaska, WI.

Agreement

The Board of Control (BOC) of Luther High School, Onalaska (LHS) will govern St. Paul's Lutheran School, Onalaska (SPO) for up to two school years (2019-20 and 2020-21) in order to waive the prior year attendance requirements as part of the eligibility requirements for SPO students to receive a Wisconsin Parental Choice Program (WPCP) voucher. LHS could withdraw from this agreement after one year, should that be deemed necessary.

Background

SPO contacted the LHS administration Thursday, April 4, 2019, asking the LHS BOC to consider teaming up with them under the Combined Private Schools provision of Act 59 (see attached). This gives SPO the opportunity to allow any K-8 student in their school to apply for a WPCP voucher (if they also meet residency and income eligibility requirements).

An attorney has performed some due diligence on this matter to determine what, if any, risk LHS would take on having its Board of Control (BOC) govern one of the Lutheran Elementary Schools (LES) in our association. Here are some important points to note:

- LHS will not assume financial obligations of SPO
- SPO Board of Education (BoE) becomes an advisory board to the LHS BOC
- SPO BoE will continue to make day-to-day decisions regarding enrollment, staffing, finances, etc.
- LHS BOC will have final authority
- The LHS BOC will receive the minutes from the SPO BoE meetings
- The LHS BOC will delegate local authority for resolving any and all conflicts regarding SPO to the appropriate St. Paul's Lutheran Church or School board, or principal, pastors, and staff minister of SPO as their representatives.
- The LHS Board of Control will reserve the right to assign a Board member or other representative to provide assistance, as they see fit. As a result, parents of students enrolled at SPO may not appeal directly to the LHS Administration or LHS Board of Control regarding disputed matters
- The LHS BOC could offer two open meetings per year for SPO families to attend, or SPO could offer two open meetings at their school
- The authority is established by way of paperwork filed with the Department of Public Instruction (DPI) when SPO enters the program
- SPO needs to contact DPI immediately and they will assist both parties in walking through the process of properly establishing the arrangements between the schools

We do not believe there will be a need for additional operational or governance support from LHS faculty, staff or Board members. This provision could be very beneficial to the mission of SPO, and could translate into benefits to the mission of LHS as the students look to extend their Christian education into high school.

St Paul's, Onalaska Board of Education, did pass a vote on Wednesday, April 4th to partner with LHS under Act 59. Luther High's Board of Control approved this request on April 8, 2019.