



**TAZEWELL LUTHERAN SCHOOL ASSOCIATION
Board of Directors' Meeting Minutes
FEBRUARY 16, 2016
6:30 PM**

- I. MEETING CALLED TO ORDER:** President, Ryan Fairchild, called the meeting to order at 6:33pm.
Attendance: Directors: Jack Hall, Pam Woolsey, Terry Norman, Debbie Fornoff, Bob Lutz, Ryan Fairchild, Dan Smith, and Christie Martis.
Absent: Director, Owen Miller
Ex officio: Dr. Scott Russell; Pastor Kevin Bueltmann

- II. OPENING PRAYER & DEVOTION – led by Pastor Kevin**

- III. MINUTES OF JANUARY 19th REGULAR MEETING:** Bob Lutz made a motion to accept the regular Board Minutes from the January 19th meeting; Terry Norman seconded the motion; motion carried.
Closed Session Minutes: Discussion was held on the proper procedure to follow for Closed Session minutes. It was decided that the minutes from closed session meetings will be kept in a separate binder. Any discussion pertaining to students, and in some cases, teachers, should not include names; but individuals should be identified by number. In addition, it is not necessary to document every detail; just the issue and what decision was made and why.
Pam Woolsey made a motion to accept the Closed Session Minutes from the January 19th meeting, Bob Lutz seconded the motion; motion carried with Terry Norman abstaining.

- IV. PUBLIC PARTICIPATION: None**

- V. TREASURER'S REPORT:** Reviewed as printed. One question came up on "undeposited funds". Dr. Russell will get an explanation on that line. Terry Norman made a motion to accept the Treasurer's report; Pam Woolsey seconded; motion carried.

VI. PRINCIPAL'S REPORT (including):

A Facilities: Dr. Russell had nothing to report. Jack Hall led discussion on changing out ballasts in the classrooms. Currently they are set up with a dimming feature which costs considerably more than a standard ballast to replace. Dr. Russell is going to inquire at the next teacher's meeting if the teachers are using the dimming feature and report back.

B Finance/Personnel

- 1. Substitute Administrator – see closed session notes**
- 2. Junior High Classroom Monitor – see closed session notes**
- 3. LEIF Searches – see closed session notes**
- 4. Criminal Background Checks for Coaches Update – see closed session minutes.**
- 5. Donation: Dr. Russell reported that the William C. Long estate will be approximately \$831,000; with one-ninth coming to Good Shepherd totaling approximately \$92,340.**

C Policy/Constitution/Long Range Planning

- 1. Technology Committee Report: Jack Hall reported that the committee had their “kick off” meeting. To help them assess what type of equipment and direction we need to be taking, they are asking the teachers to complete a questionnaire. Jack reported that classroom issues have not been resolved. He also said that our file server does not allow for all applications.**

Dr. Russell reported that Matt Ruder told him that the barracuda software for anti-virus protection had not been functioning since August; nor had we received any updates. A renewal notice was sent to an unknown account number, but no one has any idea where it was sent. Matt has since renewed the subscription on 2/11.

Dr. Russell will communicate with Matt to let him know questions and concerns of the Board with regard to the contract we are currently under with Stellar; and, that the Board is requesting a full report two weeks prior to the March meeting. Matt needs to attend the next meeting to review and explain the report. The staff is not happy with the current service we are receiving. We will also need a detailed invoice of work that has been performed over the last 90 days since contract is up the end of March.

D Enrollment/Publicity

Debbie Fornoff announced that she placed ads in the Pekin Daily Times for the Preschool/Kindergarten roundup registration.

Pam Woolsey asked Debbie to contact the Pekin Times or Journal Star regarding a program called “Land of Smiles” that she and Curt along with Delta Dental are funding on March 8th at 9:00am. The program will last approximately 30 minutes. Students will be given toothbrushes, bags, etc. with regard to good dental hygiene.

Discussion was held on Good Shepherd’s facebook pages. Currently, there are 4 facebook pages tied to Good Shepherd: The main page, Auction Page, Alumni page, and Ewe’s Treasures. It was decided to take down the Auction Page, and combine that with the main school page. Beth Ruder is currently administrator of that page. Courtney Miller or Jenna Heisel will be added to the main facebook page to enable them to post Auction information/pictures.

E Education

None

F Other

- 1. Funded Item(s) for Auction: The three projects Dr. Russell reviewed for the Auction Fund-An-Item were: Preschool Playground equipment, Security camera system, and Smartboards (3-5). Goal for all three projects will be \$30,000. He will get additional bids for a security system.**
- 2. Rotation of Teachers at Board Meetings (no teacher present)**
- 3. Athletics –**
 - a) Athletic Director: Dr. Russell has talked to Todd Mutchler regarding volunteering to be the Athletic Director. Todd is considering it, and will get back with Dr. Russell with his decision. He is currently a Tazewell County Deputy, and has coached in the past.**
 - b) Dr. Russell reported that the basketball teams will NOT be doing any fundraiser this year to help offset gym rentals for games.**
- 4. Robert’s Rules of Order for e-mail Meetings- Dr. Russell distributed a document with regard to Robert’s Rules of Order for e-mail meetings. Email meetings can be held with voting as long as it is clearly documented what we are voting on.**

Bob Lutz made a motion that we move into Closed Session to discuss personnel issues. Terry Norman seconded the motion; motion carried. Closed Session discussion began at 8:27pm.

The regular meeting reconvened at 9:06 p.m.

Bob Lutz made a motion to hire retired Superintendent Tom Kahn as our Junior High Monitor at a substitute teacher wage. Pam Woolsey seconded the motion; motion carried.

VII. OLD BUSINESS

- A 2016 – 2017 Tuition and Fees: Chairman, Ryan Fairchild, reported that with respect to email vote regarding hiring Tom Ruppert at a substitute administrator’s wage was approved 7 yes; with 2 abstaining. Email vote on rates for next year that Chairman Fairchild sent out was approved on 8 yes; 1 abstaining.**

- B Memorial Garden Update: Dr. Russell had a diagram of the Memorial Garden that Pastor Bishop designed. He reported that the Garden will set far enough back allowing room for a future gym. The cost of materials is approximately \$8000. There will be a need for six garden benches. The committee will be asking people if anyone would like to donate funds for purchasing one of the benches.**

VIII. NEW BUSINESS

- A Pre School and Kindergarten Round Up – Held same night as Board meeting February 16th at 6pm.**
- B Junior High Class Monitor – see closed session notes**
- C Policy #432 Revision: Dr. Russell distributed a copy of Policy #432 “The Employment of Preschool Teachers” Policy. Under #4. f. it was noted that the policy currently reads “For sick days beyond the 5 days, the cost of the substitute will be deducted from the part-time teacher’s salary. This needs to be revised to read “the pre-school teacher’s salary.” It is noted that this was presented at the February 16, 2016 meeting. This will be presented at the regular meeting on March 15th; and then voted on at the next regular meeting on April 19, 2016.**
- D Athletic Director – Todd Mutchler is considering volunteering, and will let Dr. Russell know.**
- E St. Jude Laps for Life: Dr. Russell reported that Dave Vaupel asked if Good Shepherd students would be willing to participate in the St. Jude Laps for Life this year in May. Dave has volunteered to organize this event. Bob Lutz made a motion to approve Dave Vaupel as a volunteer to**

organize this fund raiser for St. Jude; Pam Woolsey seconded the motion; motion carried.

IX. ANNOUNCEMENTS: With regard to email voting, President, Ryan Fairchild said he will proceed with this when necessary; at the same time following the Roberts Rule of Order with regard to email meetings/voting. He will do his best at keeping it to a minimum.

A Next Meeting (Third Tuesday-March 15th)

X. ADJOURNMENT & CLOSING DEVOTION: Bob Lutz made the motion to adjourn the meeting; Debbie Fornoff seconded the motion; motion carried. Meeting adjourned at 9:45pm.

**Respectfully submitted,
Christie Martis, Secretary**