|  |  |
| --- | --- |
| **Board of Directors Meeting** | **Minutes**  06/14/21  5:15 pm in the Cafeteria  Lake Country Academy  4101 Technology Parkway  Sheboygan, WI 53083 |
| Facilitator: | President – Kevin Delray  VP-Lorraine Marotz |
| Recording Secretary: | Lorraine Marotz on behalf of Megan Kautzer |
| Attendees: | **Board Members present:** Kevin Delray, Scott Gruenke, Lorraine Marotz, Peggy Ayers, Sarah Bennett, Sharon Zabrowski  **Non-Voting and Staff Members present:** Shawn Dzwonkowski, Katie Beine  **Guests: NA** |
|  | **AGENDA TOPICS** |
| **1. Welcome and Call to Order**  **2. Minutes Approval**  **3. Public Comment-Presentations** | 1. President Kevin Delray called the meeting to order at 5:18 pm and welcomed all in attendance. 2. Kevin made a motion to approve the minutes from the previous meeting- Sarah 1st, Scott 2nd all in favor non-opposed. 3. Public comment- NA.   . |
| Discussion / Conclusion: | 1. Kevin asked for a volunteer to take this meetings minutes. Lorraine Marotz volunteered |
| Action Items: |  |
| **Section I: Student Outcomes:** |  |
| **Student Performance Report:** | Requested to be tabled until Administration Report. |
| Discussion/Conclusion: |  |
| **Enrollment Update:** | Katie advised no hard numbers yet however did lose 8 students at end of school year mainly middle school and no specific reason other than acclimation to High School as concern.  Katie advised that Jeanine continues to do open houses and will throughout the summer.  In addition they will be paying for a billboard to go up in August in 3 places. Reason for August is noticed a trend over the years of parents making late and last minute decision on school transfers.  At this time estimated enrollment is roughly 436-440 |
| Discussion/Conclusion: | * Kevin followed up on general loss of students particularly Middle School. Response not virtual or covid issues mainly social (future transfer from middle to high school) 1 family was the drive(they live in Kiel) and |
|  |  |
| Teacher Updates: | No teachers present. However the retirement letter received was mentioned and is part of Admin Report  Shawn also advised feedback that most teachers are looking forward to returning to normal |
| **Section II: Oversight:** |  |
| **School Executive Report:** | Shawn shared:  •∙ Budget – **attachment 1.** Budget assumes zero % increase on per person rate. Even if a rate increase it doesn’t always flow to LCA.  Notable increases are under Insurance - Dental & Health  ∙ Blacktop Estimate – **attachment 2**  o Town of Sheboygan will be blacktopping Sud Parkway and part of the approach  to our parking lot  o Asked if LCA would be willing to split the cost  o $18,471 is the total cost of the job  o LCA’s portion = $9235.50  ∙ Bassett Mechanical – **attachment 3**  o Current contract expires June 30, 2021  o Current agreement price is $34,164.00  o Upgrade in coverage would mitigate almost all of risk with the equipment. This  will cover heat exchangers, coils, and refrigerant.  o 5 Year guaranteed professional maintenance plus  ▪ Year 1: 07/01/2021 - 06/31/2022 = $37,584.00  ▪ Year 2: 07/01/2022 - 06/31/2023 = $37,584.00  ▪ Year 3: 07/01/2023 - 06/31/2024 = $38,712.00  ▪ Year 4: 07/01/2023 - 06/31/2024 = $38,712.00  ▪ Year 5: 07/01/2023 - 06/31/2024 = $39,876.00  ∙ LED Sign – **attachment 4**  o Marshall Sign will be installing the new signage  o They will be relocating the current sign near the school  o Final Cost = $36,500  ∙ Graduation  o June 3, 2021  o Approximately 250 people in attendance  ∙ 2021-2022 Staffing  o New science teacher – Ella Floyd  o Special education still open  o Retirements – **attachment 5**  ∙ 2020-2021 School Year in Review  o What we learned  ▪ Flexibility  ▪ Ability Grouping  -Lots of praise to the teachers & Katies flexibility and teamwork to keep things moving forward  ▪ Student Performance – Star Data – **attachment 6** |
| Discussion/Conclusion: | On budget – Sarah asked what was per student rate 4 yrs ago. Shawn responded roughly $8797 per student except prek is $5278. Compare to other schools getting $12-13K. Our rate is negatable at contract which expires in 2023.  Shawn advised SLA (a comparable school) is currently working on their contract so watching to see trend. However SLA is requesting to handle their own lunch program. Current position of LCA is we do not want cost to implement or run a lunch program direct. Best to outsource to area school.  On sign – Kevin asked where the old sign is going. Response at the entrance |
| Action Items: | **Action Item:** |
| **Financial Report/Financial Statements:** | Scott reviewed current budget one month remaining to complete.  Scott than gave update on Bank 1st and restructure of bond. To date he has not been given a quote. He has followed up with only the loan officer asking further questions.. Advised possibility to leave it alone and then shop it at renewal. |
| Discussion/Conclusion: | Scott advised would continue follow up. Tabled further discussion for next meeting |
| Action Items: |  |
| **Committees:** |  |
| Discussion / Conclusion: | **Finance Committee:**   * Nothing to report other than what was shared under financial report   **Academic performance:**   * Nothing to report   **Board Development:**   * Lorraine addressed those that had not provide short bio for the board manual orientation packet (Kevin, Peggy and Jeanine) this is needed to complete. * A Rough draft Manual was emailed to all members prior to the meeting for review. Discussion tabled until next board meeting.   **Fund Development:**   * Sarah asked about the committee description that she provided. Lorraine advised that since the committee structure changed to Administration controlled that the description should be redone with all members of the committee agreeing to description. Particularly since the board only sits on the committee and is not the chair. |
| **New Member Introduction/Voting**  **Farwell to outgoing members.** | Kevin advised that Barry Nelson and Mehgan Kautzer handed in their resignations from the board.  No New Member but a discussion on potential referrals to solicit new members and how to source. All agreed to further consider and have ideas for the next meeting.  Kevin asked if all remaining members want to change committees/positions, join a committee etc. Lorraine mention for good of the board she would be willing to remove self as VP and become secretary. Sarah then advised interest in becoming VP in place of Lorraine. No other persons advised a need to join or remove themselves. |
| |  |  | | --- | --- | | **Adjournment of meeting:** | Greg called for a motion to adjourn Ray 1st and Adam 2nd the motion- all in favor, and none opposed. | | |  | | --- | |  |  * Motion to adjourn by Kevin 1st called by Sharon and 2nd by Scott at 6:18 pm |
| **Next meeting:** | The next meeting of the LCA Board of Directors meeting will be held on August 24, 2021. |