

ORGANIZATION CHART

BUSINESS

Charged With:
Maintaining and improving the assets and processes of Lutheran High School.

Enables Our Mission By:
Managing efficient processes, maintaining campus, and creating secure digital environments to express the mission of LHS through our facilities, technology, and personnel.

- Tasked with:**
- Facilities
 - Technology
 - Payroll & Benefits
 - Accounts Payable/Receivable
 - Data Management



Dr. Doug Kuhlmann

Head of School

Human Resources, Finance, Insurance,
Contract, Grants, Policies



Kelley Erhardt

Controller

Financial Reporting, Budgeting, Accounts
Payable/Receivable



Dave Leppien

**Director of
Facilities**

Oversees facility operations, Facility
Budgets, Security and Contractors. Directs
Custodial and Maintenance Functions.



Allison Tripp

**Technology
Coordinator**

Technology Liasion with ENT, Canvas, Tech
Assistance with Students & Faculty/Staff,
Copiers.



Marsha Gee

**Database
Management
Coordinator**

System support, bookkeeping



Karen Braddy

**Payroll &
Benefits
Coordinator**

Payroll, benefits, PayCor,
contracts, new hires.



**Ron Stepney &
Kevin Vanlandingham**

Custodians

Maintain and Clean Facilities,
Event Assistance and Set Up,
Special Projects.



Jalen Bethany

**Field
Maintenance**

Athletic Field Prep and
Maintenance.



Green Clean

Cleaners

Custodial Services after School
hours.

ORGANIZATION CHART

ADVANCEMENT

Charged With:

Sharing the mission of LHS with our community as a means to develop opportunities for supporting our ministry through community events, alumni engagement, and development efforts.

Enables Our Mission By:

Developing relationships with our community as a means to encourage gifts of time, talent, and treasure from our constituency to drive forward our needs as a school.

Tasked with:

- Communications
- Marketing
- Admissions
- Events
- Development



Dr. Doug Kuhlmann

Head of School

Church/School Relations, Alumni, Branding/Marketing, Wish List, Annual Giving, Hall of Honor, Planned Giving & Special Gifts Needs



Micah Braddy

Director of Admissions

Admissions/enrollment, shadow program, future cougar events, summer camps



Brent Hickenbottom

Events Coordinator

Fundraising, Service Projects, Community Events, Volunteer Programs, Parent's Club, Grad Night, Booster Club, Corporate Sponsorships



Amy Maier

Marketing & Communications Coordinator

Communications, Marketing, Cougar Connection, Annual Report, Mass communications, Website



Caitlin Varady

Outreach Coordinator

Social Media, E-Communications, Design, Website, On campus & Fundraising Events



Kelsi Geuns

Community Relations & Alumni Coordinator

Alumni Association & Engagement, Reunion Planning, Event Assistance, Community Outreach & Special Projects

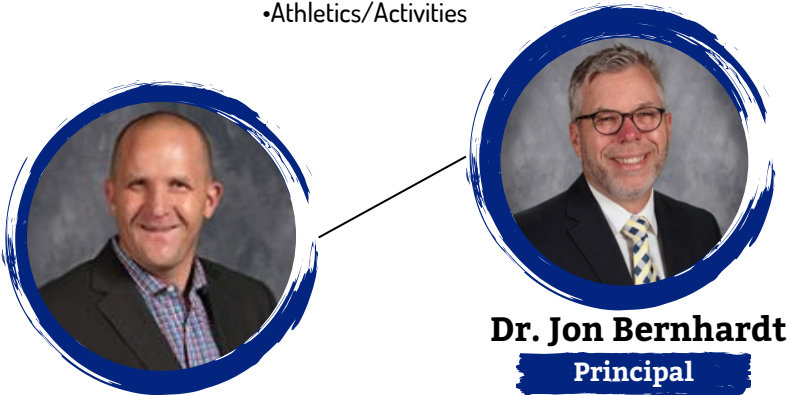
ORGANIZATION CHART

SCHOOL

Charged With:
Helping our students to grow in the Gospel, academically, and personally. Providing opportunities for our students to serve in Christ, their neighbors, and their world.

Enables Our Mission By:
Creating an academic environment that is rooted in the word of God and rigorously college preparatory. Offering extracurricular activities that foster spiritual and personal growth in all dimensions. Providing faculty and staff who emulate and encourage service in Christ. Teaching and empowering students to become servant-leaders.

- Tasked with:**
- Student Services
 - Discipline
 - Athletics/Activities



Dr. Jon Bernhardt
Principal

Director of the School,
Head of Faculty



Dr. Doug Kuhlmann

Head of School

School Policies, Budget and Finance



Erin Mooney
Director of Student Services

Student Scheduling, College and Career Counseling, Mental Health Support, Academic Support, Learning Center Liaison



Vince Braddy
Assistant Principal

Corrective Action Policies, Attendance Policies, Safety and Security, Crisis Management



Brian Scheller
Spiritual Life Coordinator

Coordinate Chapel for the School, Develop Small Group Leaders & Plan Activities and Devotions for their Groups, Senior Retreat Coordinator.



Melvin Bethany
Director of Activities

Oversee the Athletics and Activities, Liaison between MSHSAA and LHS, Scheduling of Activities



Teachers



Julie Schmidt
Administrative Assistant, School Office

Attendance, Front Desk Reception, Greet & Assist Visitors, Prepare Daily Announcements



Corey Dowden: Counselor



Sue Krauss: Registrar



Shelli Junkel:
Administrative Assistant, Student Services



Jana Leppien: Assistant Director of Activities



Jenoa Olson: Activities Coordinator



Mark Daniels: Athletic Trainer



LASE
Specialized Education