

LIFE! Lutheran School  
LIFE! Delegate Assembly meeting  
Tuesday, February 9, 2010, 7:00 p.m.  
MINUTES

Members present: Todd Baker, Andrene Everson, Terri Kirkpatrick, Stan Oberst, Janeen Oien, Tammy Smith, George Walker, Paula Walker

Staff present: Pastor Chris Curry

Others present: Rick Brathovde (Thrivent), Pastor John Luther, John Stoecker

- 1.0 Janeen Oien called the meeting to order at 7:00 pm.
- 2.0 Todd Baker opened the meeting with a devotion and prayer.
- 3.0 ~~CONSTITUTION~~ (action moved to later in the meeting due to additional agenda topics added at this meeting).
  - a. Finance Report (through January 31, 2010).
  - b. Minutes (meeting on January 12, 2010).
  - c. Principal's Evaluation document.

Additional agenda items:

- Rick Brathovde (Thrivent) – immediate action needed on monies invested through Thrivent.
- John Stoecker – fund-raising concert for the board's approval.
- George Walker – LIFE! Foundation update/discussion.

~~RICK BRATHOVDE~~ - Thrivent addressed the Board. Discussion and action will take place later during an Executive session following tonight's meeting.

~~JOHN STOECKER~~ - fund raiser concert idea addressed the Board.

~~GEORGE WALKER~~ - LIFE! foundation. Sent the Bylaws to the Task Force a few months ago.

After doing some research, the Task Force needs direction:

- Are we doing the right things to keep the IRS "happy"? The IRS regulations are rather complicated. A Form 990 is required to report Foundation investments.
- Is the Foundation independent of the school, or if the school keeps up with 501(3)(c) reporting, is that adequate to cover the legal issues for the Foundation? Tammy commented that most churches and schools are "tied to" the Synod's 591(3)(c).
- We need Foundation members, an audit needs to be done and a report to the IRS as required.

- We haven't been successful in getting enough interest in the Foundation: Do we want to continue having a LIFE! Foundation, or just manage the funds within the school? [A subcommittee of the Board could take over the function of the Foundation with the monies deposited in a separate savings account—just so we don't have tax consequences with such action.

Todd commented that the Foundation "owns" a time share in Hawaii with an \$800+ fee due every two years. [Following the meeting it was confirmed that Bethany Price paid that fee in November 2009 for the Foundation.]

*Janeen suggested that a foundation decision be added to our March agenda.*

Rick Brathovde has recommended in the past that the school set up a "charitable trust fund" (estate monies), but the cautionary note here is that such monies are "locked up/not accessible".

Foundation requirements: Members do not necessarily need to be from an Association congregation, the chair is supposed to be from one of the LCMS congregations, members should have some knowledge/interest in financial matters.

Specific research needs to be done on the ramifications of NOT having a Foundation (i.e., taxes, sheltering funds). Perhaps Rick Brathovde could give us some advice regarding these issues.

Someone commented that most trusts in the NW District have been liquidated (due to a lack of interest in them) and wish lists have instead been developed and published.

Foundations do not have to be a trust (interest only spent), but it provides for more fund options.

*George and Andrene will research this. George will let Todd know who he has approached about serving on the foundation but who have declined.*

#### 4.0 Board Business

4.1 – Mission/Vision statements. Due to time constraints with tonight's meeting topics, Janeen decided to call a Special School Board meeting within the next two weeks to address our mission and vision statements. It was decided the special meeting would be set for Tuesday, February 23, 6:30 pm (location TBA). In order to be prepared to work on the

statements later, Janeen will email everyone on the board the various mission & vision statements that are currently being used/published. Pastor Luther was asked to try to locate the “official” mission statement used during our last accreditation process. He also suggested a secular book that would be helpful in creating a concise mission statement entitled “Art of the Start”. A lengthy discussion followed about the purpose and best way to get started with authoring new statements. Chris will also locate the accreditation document. Most board members felt we should have just one short statement that would include mission, vision and purpose. A mission statement should be reviewed annually and used when setting policy to determine if we are working toward our goals. Some questions to consider: What are we trying to do with the school? Why are we here? *[NOTE: A week after tonight’s meeting, the special meeting was postponed. A new date will be set for it.]*

### 3.0 Action on Consent Items.

a. Finance Report (through January 31, 2010).

b. Minutes (meeting on January 12, 2010).

*MSC to accept these reports.* Andrene stated she is willing to send a one-page explanation of how to read the financial report (in response to the webinar the board watched on-line last week which suggested the board be educated/trained to better understand the reports).

c. Principal’s Evaluation document.

*Will be included with consent items at our regular March meeting.* Janeen will email the evaluation to the board before then. She followed the NW District’s model for evaluations: a pass/fail system.

### 5.0 Principal’s Report and Configuration Thoughts – Chris Curry

1. Reenrollment surveys were sent home with all students. Chris has received 15 completed surveys.

2. Trends in Christian schools in our area: Decrease in enrollment at Willamette Christian and Eugene Christian.

3. Staff ideas for LIFE!’s future invited. No staff responses at this time.

5. The old, defunct LIFE! website still comes up when “googled”. Dan Seim is addressing the problem. Because Dan is doing so much for our school, Chris sent him a check for \$500 to recognize the time and effort he gives to LIFE!

6. Chris has contracted with John Stoecker for 90 days (\$300 expense) to get LIFE!’s website moved up to page 1 (search engines) when people search for a Christian school.

7. Kari Hovet volunteered to send out thank you cards to everyone who responded to our Christmas appeal letter. Thank you, Kari!

8. Enrollment remains at 54. One new 8<sup>th</sup> grade student was enrolled; one 6<sup>th</sup> grade student left.

4. Potential scenarios for classroom configurations were discussed. (Chris had emailed a spreadsheet to the board with a number of possible configurations.) Next year's classroom configurations will be based on early enrollment figures. Current parents will be given a deadline to respond so that plans can be announced. If enrollment numbers remain similar to current numbers, there will likely be: 1<sup>st</sup>/2<sup>nd</sup> grade classroom, 3<sup>rd</sup>/4<sup>th</sup> grade classroom, and 5<sup>th</sup>/6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> grade classroom with the administrator teaching that class. Some tough decisions will have to be made. Our vision statement should help guide our configuration. We need to decide between two school "models": a business or a charitable ministry. Consensus was we are a charitable ministry. Due to the slow economy, we need to find funds to cover tuition (e.g., fund raisers, estate monies, grants) so more families can afford to send their children to LIFE! It is critical to have a development coordinator—to do grant-writing, coordinate fund-raising, and develop our program.

March meeting topic from Bylaws: Procedure for Establishing Board Policy (page 13).

Agenda items: Board review—Todd will prepare a report ahead of time and present it at the March meeting, and decision regarding the LIFE! Foundation.

Closing Prayer. Todd closed the meeting in prayer.

Adjournment. The meeting was adjourned at 9:05 pm.

Next LIFE! Delegate Assembly meeting: Tuesday, March 9, 2010, 7:00 pm. Opening devotion and prayer: Stan Oberst.

Submitted by Paula Walker  
02/23/2010

Upcoming School Activities:

February 11-13: Middle school to Lutheran Elementary Schools Tournament (LEST) at Concordia University, Portland.

1<sup>st</sup> week in March – National Lutheran Schools Week (NLSW) activities TBA. The traditional Grandparent/ Parent Luncheon will NOT be during NLSW this year, but later in the school year to give Reuben Leapoldt more time to organize the luncheon.

Tammy reported that instead of a "Public Works Day" at the City maintenance yard due to budget constraints, the City of Eugene Public Works is willing to do individual "assemblies"

for schools, bring equipment for the students to see and learn about. Typically directed toward 4<sup>th</sup>-8<sup>th</sup> grades, but younger children enjoy the experience as well. Chris will find out more about it from Tammy.

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EXECUTIVE COMMITTEE met following the regular meeting to make decisions and take action regarding the school's investments with Thrivent. The necessary documents will be signed and FAXed to Thrivent tomorrow (February 10).