

LIFE! Lutheran School
LIFE! Delegate Assembly meeting
Tuesday, April 13, 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

- 1.0 Janeen Oien called the meeting to order at 7:00 pm.
- 2.0 Terri Kirkpatrick opened the meeting with a devotion and prayer.

3.0 **CONSENT ITEMS - MSC**

- 3.1 Minutes (meeting on March 9, 2010).
- 3.2 Finance Report (through March 31, 2010). [Narrative recap attached to these minutes.]
- 3.3 Board Review as edited.
- 3.4 E-mail vote regarding additional funds transfer from Brenner estate to school

operating:

In addition to the \$63,000 expenditure originally approved at the Delegate Assembly meeting of July 20, 2009, expenditure of an additional \$16,640.00 was

approved in an

e-mail vote of the Delegate Assembly on October 12, 2009, and a further \$28,000 approved in an e-mail vote of the Delegate Assembly on March 31, 2010.

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- 3.5 The Delegate Assembly officially voted to maintain the school configuration for the 2010-11 school year as Pre-3 through 8th grade.

Todd suggested a “template” for reviews would be helpful. Janeen stated that reviews under policy governance are generally simply completed as “compliant/non-compliant” only, so filling them out is simplified.

The Policy Manual Planning Calendar is included in the 11/10/2009 minutes.

4.0 **Principal’s Report** – Chris Curry

- Achievement testing is completed (April 5-9).
- Addressing payment arrears with families in writing.
- School policy handbook has been updated and edited. Curry suggests it not be distributed until a new administrative is in place as further significant changes may be needed (e.g., our new mission statement).
- David Lomond (Elvis impersonator) concert was a strong success. Many thanks to John Stoecker for coordinating this fund raiser. Approximately \$2,000 was raised for LIFE. Parent involvement was very low.

- Enrollment is currently at 52. A 4th grade student’s family moved to the Portland area. (Our Lutheran student population is now even lower.)

- No hiring or re-hiring of staff will take place until a new administrator takes over. Chris also informed the staff that hiring preference would be Lutheran rostered teachers who are active members of one of our Association churches.

- Chris' resignation has been shared with the staff. They are prepared to inform parents of this at parent-teacher conferences next week and to survey parents regarding re-enrollment for the 2010-11 school year. [Janeen stated Chris' resignation will also be shared at the Association meeting on Sunday, April 25.]

- Staff Development at last Monday's staff meeting: Chris led a Bible-based discussion with the teachers about the way in which they need to discuss changes with parents and amongst themselves to maintain a positive atmosphere.

Janeen explained the administrative process for a new administrator/principal: Janeen received three names from the NW District office of candidates open to a call. One already accepted another call, so there are two left to consider. Janeen spoke to each of them. Bob Fowls (our Sustainable Schools contact person at the NW District) suggested we contact the District with more criteria information (e.g., experience, management needs); Janeen will follow-up. Janeen stated "interim help is available" if needed.

Chris recommended: We wait until the end of the school year to make decisions about scenarios/configuration for child care/preschool and the classrooms. Also seeking Lutheran-trained staff has been announced to the staff and is in the policy manual. As important as renewing accreditation is, Chris feels the new administrator should initiate that process.

5.0 **Board Business**

5.1 – Mission/Vision statements. There was discussion and brainstorming regarding the mission statement suggestions some Board members submitted. Our mission statement should direct the Board and staff in decision-making and activities, and should be made familiar to our LIFE! families. MSC (as amended) to adopt the following Mission Statement:

“LIFE! Lutheran School serves families by providing a quality Christian education for their children to help prepare them for life and for joyfully sharing the love of Jesus Christ.”

Chris was directed to have the mission statement changed in ALL publications of the school, including, but not limited to, our website, handbook, Panther Pause newsletter.

5.2 – Foundation discussion: The Board will manage the Foundation for now. A decision will be made at a later date.

5.3 – Planning for Annual meeting: Sunday, April 25, 2:00 pm. Board members are asked to arrive at 1:30 pm, to set up chairs. We are each asked to bring a snack to share.

* Chris will make a 5-10 minute PowerPoint presentation at the meeting of the year's highlights (science fair, grandparents day, LEST, staff memories and achievements, etc.) and pictures of the students. He will talk to the teachers about having some of the student projects on display in the Parish Hall.

* Janeen will submit a few PowerPoint slides for her presentation and asked that Chris include them in the series with his. She will:

- present our new Mission Statement
- share the Board's work from this year (policy manual review, Sustainable Schools webinars and mentoring program)
- announce Chris' resignation (and briefly explain the call process)
- appeal for volunteers

* Paula will prepare a sign-in sheet that should include names, email addresses, phone numbers, volunteer areas of interest. She will also send a reminder to the Association churches to include the meeting in their Sunday bulletin news.

May meeting topic: Procedure for Establishing Board Policy (page 13) – Todd Baker. He will email information ahead of the May meeting for discussion and comments.

Closing Prayer. Terri closed the meeting in prayer.

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

Next LIFE! Delegate Assembly meeting: Tuesday, May 11, 2010, 7:00 pm. Opening devotion and prayer: Tammy Smith.

Submitted by Paula Walker
04/21/2010

Upcoming School Activities:

Thursday, April 15 – School dismissed at 12 noon
Friday, April 16 – NO SCHOOL. Parent-Teacher Conferences
Friday, April 23 – Grandparents Luncheon and entertainment
Friday, May 7 – Mothers' Tea (preschool and kindergarten)

LIFE! Lutheran School Delegate Assembly
Finance Report
as of March 31, 2010

Income and Expenditures to Date, compared with budget, see page 3.
For February 2010 Balance Sheet (accrual basis), see page 5.
For February 2010 Profit-and-Loss statement (accrual basis), see page 7.

Recap

- ⌘ All Delegate Assembly members should have received (via e-mail) a document entitled “A Delegate’s Guide to the Financial Report,” containing basic information about the financial statements. If you did not receive your copy, or have questions about the content, please let me know.
- ⌘ The Delegate Assembly has approved the expenditure of an additional \$28,000.00 in Brenner Fund money. The funds were transferred from the Pacific Continental savings account to the Pacific Continental checking account.
- ⌘ Amount/location of remaining Brenner Fund monies:

Pacific Continental savings acct.	\$747.21
Thrivent money market acct.	\$175,000.00
<u>State Farm CD (matures Feb. 2011)</u>	<u>\$55,603.28</u>
Amount remaining	\$231,350.49

For perspective: So far this year, we have spent \$107,640 of the Brenner funds (including the \$28,000 recently transferred, which does not appear in the March figures given below because the transfer was done in April). So if we continue spending the fund at the same rate in order to balance the budget, we have about two years’ worth of funds left.

- ⌘ The school secretary has pointed out to me that for some reason, the State Farm CD was never put in QuickBooks, and so does not appear on our balance sheet. She will put it in. This CD was renewed in February 2010 and will mature again in February 2011, so the money is not available until then.
- ⌘ Cautionary note: We have been proceeding on the assumption that the Child Care program essentially breaks even. However, at this point, it is running a fairly significant deficit of \$12,470.27 for the year to date (as of March 31).
- ⌘ Please take note of the green/red numbers on the “Budget-at-a-Glance” pages. (Green is “good,” red is “bad.”) The green numbers indicate income we have received that we were not expecting (= had not budgeted for). The red numbers indicate monies that have been spent in excess of the budgeted amounts. We have overspent the budgeted amounts—in some cases significantly—in most budget categories, and have also spent (a total \$15,489.98) in fourteen categories for which no expenses at all were budgeted.
These figures underline the need for significant improvements to our budget so that it will more accurately reflect our projected income and expenses. Then it will be a much more useful financial tool.

Year to Date Total Income/Expenses Summary

Income

Tuition/fees received to date, after discounts ⁽¹⁾	\$104,283.62
Income received to date for budgeted categories ⁽²⁾	\$122,340.66
<u>Income received to date from unbudgeted categories</u>	<u>\$1,027.79</u>
TOTAL INCOME TO DATE	\$227,652.07

¹Total tuition discounts to date: \$48,002.36.

² Includes amounts in budgeted categories that exceed the budgeted amount, for example, if a budgeted fundraiser brings in more than expected

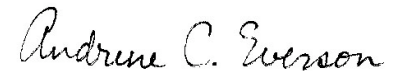
Expenses

Expenses in budgeted categories to date ⁽³⁾	\$191,842.57
<u>Expenses in unbudgeted categories to date</u>	<u>\$15,489.98</u>
TOTAL EXPENSES TO DATE	\$207,332.55

³ Includes amounts in budgeted categories that exceed the budgeted amount, for example, if an item costs more than the budgeted amount.

Net (income less expenses) = \$20,319.52 surplus.

Respectfully submitted,



Andrene C. Everson
Treasurer