

LIFE! Lutheran School  
LIFE! Delegate Assembly meeting  
Tuesday, May 11, 2010, 7:00 p.m.

MINUTES

LIFE!'s 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.”***

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

Staff present: Pastor Chris Curry

Candidate for interview: Laura White

1.0 Janeen Oien called the meeting to order at 7:05 pm.

2.0 Tammy Smith opened the meeting with a devotion and prayer.

3.0 Interview of Laura White with introductions of Board members.

4.0 CONSENT ITEMS / MSC

4.1 Minutes (meeting on April 13, 2010).

4.2 Finance Report (through April 30, 2010). [Narrative recap attached to these minutes.]

5.0 Principal's Report – Chris Curry

- Pottery class for grades 3-8 is being taught by a volunteer.

- Another family in arrears with tuition will get financial help from extended family to get caught up on tuition payments.

- It is very likely Grace wants to remove the wall in the parish hall that separates it from the child care room to have more space eliminating our child care room. The plan is to use the current preschool room and the smaller classroom adjacent to it that is currently not in use for our preschool/child care program. Because of state regulations, an exterior door will have to be installed to the alley. Grace will be sensitive to the licensing requirements by the State for LIFE! to operate a state-certified child care program. George asked if the permit process has been started. Chris said Grace will be undertaking this remodel so that will be their responsibility. It will require an electrical permit, but no plumbing permit. The plan is for the demolition of the wall/elimination of the child care space will happen simultaneously with the remodel of the classrooms for preschool/child care program.

- Chris was asked to have registration packets for next year prepared now with tuition update. The Board recommends a 2-3% cost of living increase be added to the tuition amounts.

- The middle school dinner theater will be on Friday, May 21, 6:30 pm. The play will be "The Mystery of the Missing Van". Paula is willing to advertise the event at the Association churches and friends of LIFE. Callie Fox needs to get information to her.

## 6.0 Board Business

6.1 – Policy Review (page 13 of the policy manual). Todd will email this section to everyone for their comments. Todd asked the meaning of #7 of the section that the vice chair is responsible for. Janeen stated that proposed policy changes should be checked against current policies to make sure we don't already have other policies (background check: covered by other policies? Already turned down?). The Board needs a policy change two weeks' prior to the review date to establish a new policy. Any changes in semantics or wording can be addressed the same month. This policy is established for radical changes or new policies.

Our next monthly review is the "Communication Plan". Todd will also email this section to everyone. Janeen will send Todd the calendar of reviews scheduled.

Janeen will send Paula notes for a LIFE! School report at Grace's Voters' meeting this Sunday, May 16.

George commented that there has been criticism from a few people at Grace that the call process is not being communicated, that Grace resources (e.g., Reuben Leapaltd) are not being used. Janeen stated she has enlisted Reuben as a "prayer warrior". George said Reuben shared the need for prayer in the call process with the congregation. Nominations for principal were asked for at Hope and Messiah, but not at Grace.

From the annual meeting feedback: Communication needs to be better – parent concerns, finances, school highlights, goals.

6.2 – Planning for the June meeting & The Call. Janeen reported that Naomi Baker is willing to help draw up the call documents for our candidates. Salary, housing allowance will be based on NW District guidelines. Concordia Health Plan will be included.

George stated that the call process needs to be done by a committee, not unilaterally. Janeen said Bob Fowles and Naomi Baker are involved in the process.

George said the Board needs to be more involved (as the call committee) so Janeen is not shouldering all the responsibility and burden of this process.

We need to start planning for the April annual meeting in January with input from the entire Board. A planning calendar needs to be set now. It was suggested that a yearly calendar be attached with the agenda sent out each month. Agenda input needs to be sought from the principal and Board..

Paula will prepare an interview table for both of our current candidates. Janeen set a call meeting for Thursday, May 20, 6:00 pm. Everyone is welcome to bring a “sack dinner” or take out to eat during the early meeting. Janeen will contact Andrene so she is aware of this special meeting.

Janeen will contact Laura before the May 20 meeting to let her know we’ll reimburse her travel expense, to see if she has any questions, to make sure she is open to a call.

If needed additional candidates will be sought from the NW District list. Chris commented that if our search is unsuccessful, decisions about next school year will have to be made soon.

Closing Prayer. Tammy closed the meeting in prayer.

Adjournment. The meeting was adjourned at 9:20 pm.

Next LIFE! Delegate Assembly meeting: Tuesday, June 8, 2010, 6:00 pm. NOTE EARLIER TIME OF MEETING. June opening devotion and prayer: Andrene Everson.

Submitted by Paula Walker  
05/17/2010

Upcoming School Activities:

Wednesday, May 19, 8:45 am and 5:30 pm – “Go, Go, Jonah” – a musical presentation by the kindergarten class.

Friday, May 21, 6:30 pm – middle school dinner theater: “The Mystery of the Missing Van”

Monday, May 31 – Memorial Day, NO SCHOOL or child care

Tuesday, June 8 – All school soccerthon and picnic

Wednesday, June 9 – last day of classes

Wednesday, June 9, 7:00 pm – 8<sup>th</sup> grade graduation ceremony at Grace/LIFE!

**LIFE! Lutheran School Delegate Assembly  
Finance Report  
as of April 30, 2010**

For income and expenditures for year to date, compared with budget, see page 3.

For April 2010 Balance Sheet (accrual basis), see page 5.

For April 2010 Profit-and-Loss statement (accrual basis), see page 7.

Recap

- Last month's finance report contained a cautionary note stating that Child Care was running a fairly significant deficit of \$12,470.27 (as of March 31). In an e-mail to me Pastor Curry had questioned this statement, since a report pulled by the office staff indicated a significantly lower deficit of \$5,731.38

The figure of \$12,470.27 is from a report run on the accrual basis, while the \$5,731.38 came from a report run on the cash basis. The reason for the discrepancy is that at the end of last year, people were invoiced for June (and prior) child care at the end of June and did not pay until after July 1, when the new fiscal year started. So all of that income appears as July income (i.e., fiscal year 2009-10) on the cash basis (where income is recorded when actually received), but as June income (i.e., fiscal year 2008-2009) on the accrual basis (where income is recorded when invoiced).

Since we report everything else on an accrual basis, we need to keep all of this income from last fiscal year in last year's numbers, not this year's. So for our purposes, last month's figure of \$12,470.27 for the March year-to-date deficit should be correct. (The figure for April is \$11,726.29). I am still checking to make sure that this is the only reason for the difference.

- Last month's finance report contained an error on page 3 (Income section of "Budget-at-a-Glance"). Total funding available in the "Budgeted" column should have been \$246,340.00 rather than \$360,640.00.
- Cost per student:  
As a followup to the question asked by the Administrator candidate we interviewed on May 7 about our cost per student, I am providing the numbers for the past two school years below. Enrollment numbers are from principal's reports as of the dates indicated.

Year	Enrollment	Total Expenses for Year	Cost per Student per Year
2007-2008	56 (11/1/2007)	\$258,469.99	\$4,615.54
2008-2009	59 (Feb. 2009)	\$278,351.75	\$4,717.83

Year to Date Total Income/Expenses Summary

Income

Tuition/fees received to date, after discounts <sup>(1)</sup>	\$118,040.44
Income received to date for budgeted categories <sup>(2)</sup>	\$137,070.92
Income received to date from unbudgeted categories	\$1,027.79

TOTAL INCOME TO DATE \$256,139.15

<sup>1</sup>Total tuition discounts to date: \$49,109.36

<sup>2</sup> 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 <sup>(3)</sup> \$207,657.02

Expenses in unbudgeted categories to date \$19,090.24

TOTAL EXPENSES TO DATE \$226,747.26

<sup>3</sup> 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) = \$29,391.89 surplus

Respectfully submitted,



Andrene C. Everson  
Treasurer