

LIFE! Lutheran School  
LIFE! Delegate Assembly meeting  
Tuesday, July 12, 2011, 7:00 pm

**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, Andrene Everson, Stan Oberst, Paula Walker

Staff present: Darrel Rothauge

Others present: Randy Ronne (representing Grace Stewardship Board)

1.0 CALL TO ORDER – 7:05 pm (Todd)

2.0 OPENING DEVOTION/PRAYER – Stan Oberst

3.0 INTRODUCTION OF GUEST – Randy Ronne, Grace Stewardship Board Co-Chair. Todd welcomed Randy to our meeting to discuss the facility fee issue. Randy gave us some background regarding the facility fee: Established when Tim Adsit was principal/administrator of LIFE. Rent LIFE! paid to Grace had been at \$300 per month for years. Grace Stewardship Board was attempting to balance its budget so looked at utility usage and determined that the utilities should actually be distributed with Grace paying 60%, LIFE! paying 40%. At 2009 prices, LIFE!'s portion (40%) would have been as follows: Electricity: \$6,138, gas: \$4,040, phone: \$680, sanitary service: \$920, custodial support **(50%)**: \$5,613, liability insurance (charged by insurance company by number of students): \$2,400, and janitorial supplies: \$3,000. Using these figures, Grace would "save" \$22,791 if LIFE! was NOT using the facility. A \$100 per student "facility fee" was established to offset these expenses and was to come from the student's families. The last facility fee payment LIFE! paid to Grace was in 2009, sometime after June. In 2010, LIFE! was not paying the facility fee, so Grace's annual contribution to LIFE! was decreased from \$10,000 to \$5,000 to offset this difference. (Andrene noted that it APPEARS LIFE! actually was given \$7,000+.) Student families **USED TO** pay a separate payment for the facility fee. When Chris Curry was principal/administrator, he rolled the facility fee cost into the tuition payment, but did not raise tuition to cover it (thus it was being "subsidized" by the school). Alan Lewis made the decision during the 2010-11 school year that LIFE! could not afford to make the facility fee payment to Grace. (Andrene commented that we still can't afford to pay it.) Darrel suggested that there should only be one encompassing payment charged LIFE! families (including tuition facility fee, other expenses). Andrene suggested that perhaps LIFE!/Grace should look at the issue again later and settle on a higher rent payment to Grace. Randy stated that Grace hopes to pass its 2012 budget in October 2011. Darrel suggested that as a relationship-building measure, LIFE! could pay Grace the \$5,000 facility fee amount, then Grace would return the \$5,000 to LIFE! as its annual contribution to LIFE! Randy stated that the Stewardship Board meeting will be on Monday, August 8<sup>th</sup> (the night before LIFE!'s Delegate Assembly meeting). [On the agenda at our August 9<sup>th</sup> meeting: draft 2011-12 budget.] Randy commented that Grace HOPES to be able to return its contribution to LIFE! back to the \$10,000 figure, depending on its financial situation. Following our August 9<sup>th</sup> meeting, an official letter on LIFE! letterhead should be sent to Grace with our 2011-12 beginning enrollment figure, and the rent amount to be paid for all charges, to reflect LIFE!'s participation in covering utility costs.

4.0 CONSENT ITEMS

4.1 June 14, 2011 Minutes – accepted.

4.2 Finance reports ending May 31 and June 30, 2011 – accepted. Andrene hopes to have the annual report ready by our September meeting. It was noted that the budget approved for 2010-11 was actually \$7,000 UNDER budget, but that our projected income/revenue was also UNDER budget by \$29,700. Expenses are being held down well, but our income is what we really need to increase. Darrel stated that there will be NO registration fee waivers given this coming school year.

## 5.0 PRINCIPAL'S REPORT – Darrel Rothauge

- Learning the job of principal/administrator, reviewing files and investigating grants (for education) to apply for. Two grants that look very promising are the Chambers Family Foundation and the McKay Foundation. Some specific needs must be determined before applications can be submitted. One possibility being considered is a new school van that could be used not only for field trips, but also to loan to Grace and to transport students for school. (We would have to research the chauffeur's license and van equipment requirements for transportation use.) Todd suggested that the Pape' family may also have a foundation worth looking into.
- Met with several families interested in enrolling their children and have talked with at least one family per day (from preschool to grade 8 students). Generally parents are finding LIFE! on the web (through a Christian school search) and most are considering our school because public school classes are too large.
- Our "enroll now" temporary signs will be placed on either side of the church/school reader board at the corner of 18<sup>th</sup> & Hilyard for better visibility to traffic and so that they do not have to be moved for lawn mowing.
- This Saturday (July 16<sup>th</sup>) Darrel and Amy Manton will be at the Springfield SummerFest at Island Park from 11:30 am-5:00 pm to share the good news of LIFE! A display board has been prepared with information about LIFE!, brochures and enrollment packets will be available, and possibly a laptop showing the LIFE! musical.
- Darrel and Kris Tanke are researching the possibility of applying for the FDA school lunch program and the benefits it would render including nutritional menus, shopping lists, school cook stipend, mileage reimbursement for food shopping, free lunches and reduced-fee lunches made available to qualified families, etc.
- Transported the child care children and staff to Valley River Center for movie day last Wednesday and plans to do so again this Wednesday.
- Advertised the half-time preschool teacher position in the Register-Guard, with the Association congregations, and on the NW District web page. Closing date is July 13<sup>th</sup>, but may be extended a few days. He has three applicants thus far. One of the applicants is Linda Rothauge (Darrel's wife). He checked the faculty manual to see if this situation is addressed, but could not find any reference to it. In the past, we have had principal/administrator's spouses hired and employed. Darrel would like to have a Board member and a faculty member serve as "oversight" people for the interviews. He would like to have Kirsten LaShot (former preschool teacher who will now be our 1<sup>st</sup> & 2<sup>nd</sup> grade teacher). Paula volunteered George Walker as the Board member to participate.

Andrene stated she would email the "Principal Report Guidelines" to Darrel to assist him in preparing his reports during the school year.

## 6.0 BOARD BUSINESS

6.1 Transfer of Thrivent funds. Andrene received a request from the office for another transfer of funds. She stated that the principal handles the day-to-day operations; the Board has oversight only, so cash flow issue should go from the office through the principal. That being said, the office request was for a transfer of \$25,000 to cover the next two payrolls, quarterly taxes, textbooks, insurance premiums (as there is little income during the summer months). **MSCarried** that \$25,000 be transferred from the Thrivent funds into the school checking account for expenses.

6.3 Foundation Bylaws & Guidelines. There was a motion & a second to accept the Foundation Bylaws and Guidelines as rewritten and emailed to all Board members two weeks ago. Considerable discussion followed. **MSCarried, Amendment:** Section 3, Letter F of Guidelines edited as follows: ***Not expend the principal of the foundation funds for the ordinary and usual expenses of the Association. Foundation funds are intended to be held intact as a source of supplemental income for the LIFE! Association, or scholarship assistance for students enrolled at a LIFE! Association school.***

**MSCarried, Amendment:** Article III-Organization, Section 2-Organization of the Board Directors, Paragraph B, last two sentences of Bylaws, to read as follows: ***Position two (2) and three (3) shall be for a term expiring one (1) year following the expiration of position one. Position four (4) and five (5) shall be for a term expiring three (3) years following the expiration of position one.***

**MSCarried** to accept the Foundation Bylaws and Foundation Guidelines as rewritten, corrected and amended.

6.4 Financial Policy Change Recommendations. The financial policy recommendations were emailed to all Board members two weeks ago and were discussed and voted on separately.

**MSCarried:** 1. Registration Fee.

The student registration fee shall be set each year by the Principal/Administrator with input from the Board. The registration fee shall not be waived for any student.

**MSCarried, as amended:** 2. Financial Assistance. (Amendments noted in bold italics)

Tuition assistance awards to students and families are subject to the following:

1. The availability of actual funds allocated for this purpose.
2. Completion of a financial review of the parent(s) or guardian(s), which may include review of the parent's or guardian's tax return; registration of the student(s); and completion of enrollment paperwork.
3. The total of any applicable discounts plus any tuition assistance shall not exceed **50%** of a family's total tuition bill (at full price) for the year.
4. If tuition assistance was awarded in the prior year, the amount should be lowered in the current year if at all possible.
5. No tuition assistance is offered for pre-3, pre-4, or child care. ***Exceptions may be made for staff members by prior written arrangement with the Principal/Administrator.***
6. The decision to award tuition assistance must take into account (1) the total number of students enrolled in the school and the total available funds for tuition assistance, (2) the number of students enrolled by the family receiving assistance, and (3) the family's personal situation.

**MSCarried, as amended:** 3. Financial Responsibility Form. (Amendments noted in bold italics)

At the beginning of the school year, parents/guardians shall sign a "Financial Responsibility Form" stating that they are aware of their responsibility to pay all school tuition, fees, registration and associated costs in full; and that they understand and accept the consequences for non-payment or non-timely payment as stated in the collection policy (***the word "below" deleted***).

4. Collection of Overdue Accounts Receivable: TABLED until our August 9, 2011, meeting.

6.2 Summer Fundraiser. Is being planned, advertised, organized by the Board, staff, PTL committee. Here is the article advertising the fundraiser that was sent to the Association and other Lutheran churches for bulletins and newsletters:

***LIFE! Lutheran School "5K Garage Sale" coming soon!!!***

***On Saturday, August 27, 2011, 9 am - 4 pm, LIFE! will host a "5K Garage Sale" at the Grace/LIFE! facility (18<sup>th</sup> & Hilyard, Eugene). Please consider donating your saleable items for the school's sale. What is a "5K Sale"? All items will be priced at \$10 (and our hope is to sell 500 items), so we request only***

**donations of items in good condition that are \$10 or more be donated. Donated items will only be accepted on Friday, August 26, 2011 at Grace/LIFE! Any items that do not sell the day of the sale will be donated to a local charitable organization. Thank you for participating in this fund-raiser for LIFE! Lutheran School!**

6.5 Association meeting. We will be coordinating this with Grace's Rally Day activities on Sunday, September 11, 2011. Grace's Board of Education endorsed the joint effort. All Association churches will be invited to participate in all activities. The LIFE! staff will be invited to attend Grace's worship service at 10 am to be installed along with the Grace Sunday school & Bible class staff. A picnic lunch will follow worship (approximately 11:30 am). LIFE!'s PTL is willing to assist Grace's Board of Education in preparing, serving and cleaning up for the picnic lunch. It has not yet been determined what other activities/games will be organized after the lunch, or who will organize these. Classrooms will be open and the teachers available to visit with anyone interested in touring the classrooms, the LIFE! Annual Report will be available, Darrel will be asked to speak briefly (and possibly have a PowerPoint presentation to show about the school???)

6.6 High Points. Because of time limitations, not discussed.

We should reference **OUR WORK PLAN (in progress)** from our 06/14/2011 meeting for action and agenda items to be determined.

The meeting was adjourned at 10:05 pm.

7.0 CLOSING PRAYER – Darrel.

Our next meeting is scheduled for Tuesday, August 9, 2011, 7:00 pm. No one is signed up for opening devotion & prayers at that meeting. I will volunteer to prepare a devotion and prayers.

Submitted by,  
Paula Walker, Secretary  
07/17/2011

LIFE! Lutheran School Delegate Assembly  
Finance Report  
as of June 30, 2011

For year-to-date actual versus budgeted income through June 30, see page 3.

For year-to-date actual versus budgeted expenses and tuition discounts through June 30, see page 5.

For balance sheet (accrual basis) as of June 30, 2011, see page 8.

For profit-and-loss statement (accrual basis) as of June 30, 2011, see page 10.

Recap

1. A new signature card for the Pacific Continental Bank accounts (1 checking, 2 savings accounts) will be signed tonight. Alan Lewis, Terri Kirkpatrick and Naomi Baker will be removed as signers; Darrel Rothauge, Todd Baker and Paula Walker will be added as signers.

2. The office informs me that we will again need to transfer money from the reserves to meet the July and August payrolls. This will be discussed at tonight's meeting.

3. To date, contributions to the Scholarship Fund total \$450. I am aware of at least two more contributions that will be coming in but have not yet arrived.

4. A preliminary summary of “budget versus actual” for 2010-2011 is given below (page 3). It is not final as there may still be items for last fiscal year that are not posted—I have to check with the office, and the secretary is on vacation until late July.

Preliminary analysis (pending correction of some possible errors) shows the following:

1. The approved budget was underspent by \$7,192.48.

Budgeted: \$357,835.42

Spent: \$350,642.94

Areas where expenses were significantly greater than budgeted are marked in yellow in the right-hand column on pages 5-6.

2. Expected revenues fell short by \$29,704.44

Budgeted: \$350,229.00

Received: \$320,524.56

(This figure does not include estate giving of \$56,154.42 as listed below, which I believe is in error. I need to look into it.)

Areas where income was significantly less than budgeted are marked in yellow in the right-hand column on pages 3-4.

3. Cost per student per year with these numbers (42 students) = \$8,348.64

#### Year to Date Total Income/Expenses Summary (as of June 30)

##### Operating Income

Tuition/fees received to date, after discounts <sup>(1)</sup> \$65,307.69

Other general income received to date \$47,645.18

Child care income \$52,571.69

Brenner funds (July, October, November, April) \$155,000.00

TOTAL INCOME TO DATE \$320,524.56 <sup>(2)</sup>

<sup>1</sup>Total tuition discounts to date: \$45,141.52 = 41% of the amount we would have had if all students paid full tuition (\$110,449.21).

<sup>2</sup>This does not include \$56,164.42 in “estate giving,” which I believe is not new income. I need to check on this.

##### Operating Expenses

General school expenses \$41,608.54

Child care program <sup>(2)</sup> \$309,034.40

TOTAL EXPENSES TO DATE \$350,642.94

Net to date for entire school (income less expenses) = \$30,118.38

Net to date for child care program only (income less expenses) = \$10,963.15

- Status of reserves:  
Thrivent money market account \$50,000.00

Respectfully submitted,

Andrene C. Everson  
Treasurer