

LIFE! Delegate Assembly
MINUTES
Tuesday, August 10, 2010, 7:00 pm

Members in attendance: Todd Baker, Andrene Everson, Terri Kirkpatrick, Stan Oberst, George Walker, Paula Walker

Staff present: Alan Lewis

1.0 CALL TO ORDER – 7:05 pm (Todd Baker)

2.0 OPENING DEVOTION/PRAYER – Paula Walker

3.0 CONSENT ITEMS - ACCEPTED

3.1 Acceptance of July 13, 2010 Minutes

3.2 Finance Report through July 31, 2010

Clarifications (Andrene Everson): A designated savings account has now been opened for restricted monies; Concordia Health Plan confirmed that employees must work 30 hours per work to be eligible for health benefits.

4.0 PRINCIPAL'S REPORT – Alan Lewis

* Enrollment for 2010-11 (as of 08/05/2010) is at 14. Preschool 3, Kindergarten 1, 1st & 2nd grades 4, 3rd/4th/5th grades 4, 6th/7th/8th grades 2. There are several other families that have verbally said they would be re-enrolling, but have not paid their fees yet.

* 2010-11 school budget is incomplete. Alan will be working with Andrene and Arla Mae to get it finalized. Child care expenses are not included with the overall school, therefore the child care income needs to be separated as well (possibly in a designated account). Alan supports continuing the child care program. We need to actively recruit families to enroll in child care. Monthly child care statements will be sent out this year. An effort will be made to compare how competitive our rates are with other programs (particularly the YMCA, a close-by competitor), we need to locate the lawn banner, we need to advertise at the UO family housing areas, check other program rates, possibly shorten the child care hours to 7:30 am – 5:30 pm (if this will work for our working parents' work hours), and make a decision tonight about the child care program. BOARD CONSENSUS: We support Alan's decision to continue our child care program and make sure the deficit is evaluated in context with the entire school budget.

* Delinquent accounts. Almost \$2,000 has been collected in the last few days. Efforts will continue to collect these delinquent account payments.

* Advertising. Alan ordered two 50-second radio spots of KHPE (Hope Christian Radio) during August, and two 2x4 column inch ads will be published on August 16 & 23 in the Springfield Times, Lane County Shopper and Fern Ridge Review. On Friday, August 13, a professional video crew will be here interviewing child care children for the UO Education Dept's 100th anniversary celebration video. One of our child care parents works for the UO Education Dept.

Permission slips will be provided to the families involved tomorrow. The theme of the celebration is "Past, Present, Future". We suggested LIFE shirts be made available for all the child care children to wear for the filming. Alan will ask Arla Mae to locate the shirts we have. He will ask that LIFE receive on the DVD/CDs when it is finished. We will ask if Dan Seim would have permission from UO to post it as a link on LIFE's website.

* Board members are invited to the first teachers' meeting on **Wednesday, August 25, 9 am.** Alan would appreciate it if the Board provided refreshments and welcomed the faculty.

* Board (and Association congregation) members are invited to the school-sponsored ice cream social on **Tuesday, September 7, 6:00-7:00 pm.** This is being hosted in lieu of the "welcome back BBQ" held in the past.

* New social studies textbooks (A Beka Christian Publishing) have been adopted for grades 1-5 and the 8th grade U.S. history textbook. The cost is approximately \$800.

* Alan hopes to have the finalized 2010-11 budget by our September meeting. It can be adopted at that time. Andrene reminded us that the budget is merely a "tool or yardstick" to assist in making decisions and changes.

Paula volunteered to create a brief monthly newsletter (approved by Alan) to be emailed to the area churches and "Friends of LIFE".

5.0 BOARD BUSINESS

5.1 **"Guidelines for Administrator Report" proposal** submitted for Board consideration. We were asked to send comments by email to all Board members over the next two weeks, at which time Andrene will email the final proposal. We will vote on the proposal at our September 14th meeting.

5.3 **Ad Hoc Call Task Force update** – At our July 13th meeting we edited and approved the guidelines for the task force. (A copy is attached to these minutes.) We need to assess the needs of LIFE to fulfill our mission statement and determine the details about the position (full-time, part-time, colloqued, administrative experience, DCE trained, etc.). It was suggested the task force (once in place) tour the school facility to familiarize themselves with the school. George will begin contacting people recommended to serve on the task force and share the guidelines with them.

5.2 **Officer nominations** – discussion was tabled until a policy is developed to address procedure. A POLICY IS NEEDED for officer elections; there is none in the Policy Manual. **Todd will assign someone to draft a policy** to be discussed at our September 14th meeting. The positions should probably be staggered for elections (possibly chair and treasurer one year, vice chair and secretary alternating year). Todd will email Janeen when she returns for direction.

Added tonight: 5.5 **Monies from Washington Mutual from Potato Patch funds** – We have the closing statement, but need to know who endorsed the check and where it was deposited (possibly in the PTL account?). **Todd will call the Chase Bank branch**(formerly Washington Mutual) where this took place to get a copy of the endorsed check.

Paula was asked (as secretary) to contact the Secretary of State Corporate Division, State of Oregon to find out how we change officers in their corporate registry and to see if we can correct the misspelled word in our official name. (Interparish is incorrectly spelled "Interparrish" in the document.) [Follow-up after meeting: Andrene emailed Paula the phone number and website for making this contact.]

5.4 **High Points** to report to Association churches this month.

1. **Our Interim Administrator, Alan Lewis, has been hired and began work earlier this week.**
2. **Process for forming an Ad Hoc Call Task Force is beginning.** The goals and tasks for the Task Force have been developed. We plan to have one person from each Association church on the Task Force, as well as one pastor, the LIFE! Board Chair, one LIFE! teacher, our Interim Administrator, Alan Lewis. We are seeking volunteers interested in serving. George Walker will be contacting people about possibly serving on the Task Force.
3. **All teachers are in place for the coming school year!**
Preschool – returning teacher, Kirsten LaShot
Kindergarten – returning teacher, Amy Manton
1st & 2nd grades – returning teacher, Erika Way
3rd, 4th & 5th grades – returning teacher, Elizabeth Allen
6th, 7th & 8th grades – new teacher, Darrel Rothauge (who has been a teacher at Lifegate Christian School in Eugene)
4. **End of fiscal year Budget Review and the "year in review" is available.** It will be emailed to our list of churches and "Friends of LIFE" and will be posted at the school the Association churches. If anyone would like to receive the Review who is not currently on our email list, please let your LIFE! delegate know your email address, and we will make sure you receive a copy by email.

Paula will send Alan the comments from our interviews with Doug Eisele and Laura White because they contain a lot of good information for marketing and improving the school.

Alan's school email address now up and running: principal@lifeschool.us

Budget review for last year will be emailed to the Association churches and "Friends of LIFE", and a few color copies made available at the Association churches. Messiah (Carol) can print a few in color for that church. Paula will get a few copies made at FedEx Office for the other churches.

The meeting was adjourned at 8:40 pm.

6.0 CLOSING PRAYER – Paula

Our next meeting is scheduled for Tuesday, September 14, 2010, 7:00 pm.

School begins on Wednesday, September 8.

Submitted by,
Paula Walker, Secretary
08/25/2010

AD HOC CALL TASK FORCE
(Approved by LIFE! Delegate Assembly, 07/13/2010)

Members of Task Force –

Three lay people (one from each Association church: Grace, Hope, Messiah)
One Pastor
LIFE! Delegate Assembly Chair
One Teacher
Interim Administrator
RESOURCE or CONSULTANT TO TASK FORCE: Dan Seim (first principal of LIFE!) – if he is willing to serve in this capacity

Information for Task Force

Job description and responsibilities for Administrator
Candidate qualifications (Janeen can provide ideas from her initial administrator search)
Salary and Benefits
Membership in one of the Association churches will be required
Timeline for when to have Administrator on staff
Will this be a: Tenured call, one-year renewable call, or contract?

Work Goals

To gather names of potential candidates (ideally suggest a minimum of three)
Develop the process of selection
Keep the Board, staff, and churches informed of progress
Present names to Board to call
Develop list of questions for each candidate (with Board input)
Schedule and conduct the phone interviews (same questions for all candidates)

Timeline

August – Engage Task Force
Assign the Task Force the timeline and encourage the group to maintain this schedule
By the end of the calendar year, 2010 – contacts made with candidates
Begin in January 2011 and finish no later than end of February 2011 – interviews

Question to be decided: Will the Board be asked to sit in on interviews or rely on Board Chair's participation?

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

For July 2010 Balance Sheet (accrual basis), see page 4.

For July 2010 Profit-and-Loss statement (accrual basis), see page 6.

Recap

A number of “housekeeping” issues have been addressed over the past month.

- Pastor Curry has been taken off of our Concordia Plan so he can transfer back to Pleasant Hill’s.
- Pastor Curry has been taken off of the state corporation registry as the “registered agent” for the school. Arla Mae Luther is now the registered agent (the person authorized to receive official mail from the state). We also tried to add Alan Lewis, but only one registered agent is allowed. Arla Mae is the logical person since she is the staff member in the office who receives the mail.

While changing the registered agent, I discovered two other issues that need to be addressed with the state database.

1. The name of the corporation was misspelled when the school was registered. We are registered as “Lutheran Interparish Family Education Association Eugene-Springfield, Oregon” (it should be “Interparish,” not “Interparish.” This makes us hard to find in the registry, and also looks bad because as a school we should be able to spell our own name. Each time I go to Pacific Continental Bank to make a change in signers they have trouble finding us in the state’s database. We need to contact the Secretary of State’s office and find out whether it is even possible to correct this without re-registering the school as a new corporation.

2. The officers listed in the state registry are President, Chris Curry and Secretary, Arla Mae Luther. This is not correct. For the purposes of the corporation, we need to list the Delegate Assembly’s officers as the President and Secretary.

It is important to correct this because (among other reasons) any time we want to change our listing of officers at the bank, they need the board secretary’s signature on a letter stating the changes—but if the name does not match the name in the state database, they won’t accept it.

- Alan Lewis has been added as a signer on our Pacific Continental checking/savings accounts.
- A preliminary draft budget has been sent out to board members. We are still waiting on numbers for supplies, materials and textbooks pending the teachers’ supply orders.
- Cleaning up accounts:
 - Arla Mae and I have been working with the payroll bookkeeper, who is very familiar with QuickBooks, to simplify the chart of accounts. We have inactivated some unused budget lines and changed some line item descriptions to make them more accurate. We

also discovered some posting errors that will need to be corrected, and reconciled the Thrivent account statements, which added over \$9,000 in investment gain income.

- Concern: Some items from last year were not posted in a timely manner (preventing the financial statements from giving a true and accurate picture of the financial situation). This should improve now that Arla Mae will again be full-time.
 - As discussed at the last delegate assembly meeting and requested by Alan, a new savings account has been opened at Pacific Continental bank specifically for designated funds.
 - This account has the same signers as the existing checking and savings, namely Alan Lewis, Andrene Everson, Terri Kirkpatrick, Naomi Baker.
 - In the future, any monies coming in under “2200” budget lines (milk fund, lunch assistance, grant monies, 8th grade class account, library fund, sustainable schools, chapel offerings, building fund donations, tuition assistance fund, playground, PTL, dance team, teacher fund, 8th grade graduation, computer fund, and LEST) should be deposited directly into this account so they will not be used to pay school operating costs.
 - We now need to put the existing restricted funds into this account. This will have to be done over time as money becomes available in the checking account. The current amounts that need to be transferred are listed under “Liabilities and Equity” on the balance sheet, in the 2200 line numbers.
 - I understand that Arla Mae and Alan Lewis have been reviewing our backlog of accounts receivable and determining which to write off.
- Status of reserves:
Reconciling the Thrivent account statements from last year revealed an extra \$9,456.91 in investment gain income that we did not know we had.

Remaining reserve funds (Brenner) at the end of July totaled

| | |
|-----------------------------------|--------------------------|
| Thrivent money market account | \$144,456.91 |
| State Farm CD (matures Feb. 2011) | about <u>\$55,000.00</u> |
| | \$199,456.91 |

(As reported last month, in early July, \$30,000 was transferred from the Thrivent money market account for fiscal year 2010-11, to cover summer payroll and expenses.)

- Post-July news: Arla Mae reports that as of early August, over \$12,000 in tuition receipts have already come in for next year (some families have prepaid for the whole year).

Year to Date Total Income/Expenses Summary (as of July 31)

Income

| | |
|---|-----------------|
| Tuition/fees received to date, after discounts ⁽¹⁾ | \$7,018.10 |
| <u>Other income received to date</u> | <u>\$776.70</u> |
| TOTAL INCOME TO DATE | \$7,794.80 |

¹Total tuition discounts to date: \$374.98

Expenses

| | |
|-------------------------|--------------------|
| <u>Expenses to date</u> | <u>\$18,538.57</u> |
| TOTAL EXPENSES TO DATE | \$18,538.57 |

Net to date (income less expenses) = (\$10,743.77)

Child care:

| | |
|-------------------|---------------------|
| Income | \$4,773.23 |
| <u>Expenses</u> | <u>(\$3,625.75)</u> |
| NET TOTAL TO DATE | \$1,147.48 |

Respectfully submitted,

Andrene C. Everson
Treasurer