

LIFE! Delegate Assembly
MINUTES
Tuesday, October 11, 2011, 7:00 pm

Members in attendance: Todd Baker, Andrene Everson, George Walker, Paula Walker
Staff present: Kirsten LaShot, Darrel Rothauge, Linda Rothauge

1.0 CALL TO ORDER – 7:00 pm (Todd Baker)

2.0 OPENING DEVOTION/PRAYER – George Walker

3.0 INTRODUCTION OF GUESTS – Kirsten LaShot (1st & 2nd grade teacher)

- * There are ten 1st & 2nd graders.
- * Reading: students are working independently. The Lippincott reading series was donated.
- * Religion: studying Exodus.
- * Social Studies: topics are helping, caring, sharing.
- * Science: studying God's creatures—what they need to live.
- * Math: time, money, manipulatives. Progress seems slow, but they are building good math foundations.
- * Phonics: developing skills.
- * Music with Amy Manton (combined kindergarten & grades 1 & 2); Kirsten works on reading and a craft with both classes.
- * There is a wide range of ability levels in the classroom. With a small class, she can get to know each child's strengths and weaknesses well and work with each child effectively. There is good communication with the parents as well.
- * Wishes/Needs: blinds for the classroom windows, teacher guides that are missing from the science and social studies curriculum, potting soil for science projects, hula hoops and new basketball goals for the playground, library: "Sea to Shining Sea" series on each state (\$8-10 per book). Paula will send the teacher "wish list" to the Association churches to encourage donations of needed items.

4.0 CONSENT ITEMS - ACCEPTED

4.1 September 13, 2011 Minutes

4.2 Finance report through September 30, 2011 (printed at the end of these minutes). The LIFE! Foundation transferred money for the matching funds match to the school's general account. There was a concern expressed regarding the single family donation toward the scholarship fund: **the matching funds should be for the overall scholarship fund, not for that specific family.** George will check past minutes and report his findings at our November meeting so the issue can be addressed.

5.0 PRINCIPAL'S REPORT – Darrel Rothauge

* Total enrollment (as of today): **40** (increase of one). Class breakdown: Pre 3: 2, Pre 4: 7, Kindergarten: 11, grade 1: 5, grade 2: 5 (classroom total: 10), grade 3: 4, grade 4: 3, grade 5: 2 (classroom total: 9), grade 6: 0, grade 7: 0, grade 8: 1 (classroom total: 1). The school

gets phone calls every day from prospective parents, and a couple new students may be enrolled soon.

* Eugene-Springfield Christian School principals met again on September 29 and will meet again on October 27. It looks like localchristianschools.com will be on-line sometime in early November. The group was joined by Harris Private School in Harrisburg. They have about 90 students in preschool-grade 12. Darrel proposed that all of the Christian schools gather with their students in May for a day of worship, fellowship and fun. He has contacted Camp Harlow and is optimistic that they will host the gathering. Darrel is very encouraged that all the principals are in agreement in standing together to promote and proclaim the love of Christ through our schools.

* The entire school went on a field trip to Mikilas Fitness Solutions and Boot Camp (near Walmart in west Eugene) on September 30. The students had a great workout. A big thank you to the parents who helped drive, and special thanks to personal trainer Phillip Hubbard (a student's father) and to Mikilas for hosting our outing.

* The Cascade Raptor Center visited the school on October 4 and brought along some raptors. Thanks to the PTL for sponsoring this event.

* Firefighters were at school yesterday with one of their big fire trucks to share with grades 1 & 2.

* On October 11 Young Rembrandts hosted an art demonstration and an art lesson with our students. We are grateful to the people and businesses in our community who are willing to share with our students and enrich their education experience.

* Darrel participated in the Sustainable Lutheran Schools Initiative (SLSI) Webinar for administrators last Thursday. He spoke with Bob Fowles of SLSI who said the cost of participating is about \$1,100 (annual fee?), but that we would not be billed until January 2012, AND that we could pay what we could afford. We would not be turned away for lack of funds.

* Darrel and Mr. Fowles also discussed accreditation. The fee for the accreditation process was paid in July or 2010, and we have three years to finish the process. Darrel plans to meet with Mr. Fowles next week at the All-Church Workers Conference in Seaside and set up a meeting at the school to start the process. Once we are accredited, we will also be accredited with the secular accreditation agency of the Northwest as they have a reciprocal agreement with national Lutheran accreditation. (The State no longer certifies private schools, but it is now done through this accreditation agency.)

* Thursday Darrel will attend the Eugene Christian Chamber of Commerce meeting.

* Next Sunday he will speak to Grace at the beginning of worship (the church is focusing on stewardship during October) to share the vision and goals and ministry of LIFE! Darrel asked for topic area suggestions for his brief talk. [Board member suggestions: *Our Mission Statement, *volunteers are needed, *goals include enrollment growth, our own facility, donations to the scholarship fund, connecting with other churches.

* Next Wednesday/Thursday/Friday the staff will attend the All-Church Workers Conference in Seaside.

* The school now has the capability to accept VISA, MasterCard, American Express and Discover cards (credit and debit) through Thrivent's program. This will give families the option of paying tuition and fees with a credit card and will eliminate collections issues. It will also give donors the option of donating when their visit our web page and allow the school to take credit payments at fund raisers.

- * Our school lunch program with USDA-approved meals has begun. With government reimbursement, it looks like most of the cost of providing meals will be covered. We will also improve our program and become more attractive to families. Hopefully we will be able to add a breakfast program soon as well.
- * The school has collected \$953 from an outstanding LIFE! family debt.
- * The scholarship fund received a \$10,000 donation for an individual family (to be used over several years for tuition).
- * The \$5,000 owed to Grace (previously earmarked as a “facility fee”) will be paid this week.
- * Darrel would like to start using compost bins for the school garbage. Donations are needed for this project.
- * The school is selling a fund-raiser card for \$10 that can be used at all the eateries (and other businesses) listed on the back of the card as often as people visit these places until the card expires.
- * Chapel leader tomorrow is Pastor Robin from Central Lutheran. Darrel would like policy direction from the Board regarding other church bodies leading Chapel. He will also address the issue when he speaks to Bob Fowles of the NW District.

6.0 BOARD BUSINESS

6.1 SALARY GUIDELINES. Tabled again until our November meeting. Darrel and Andrene will meet later this month (before Andrene resigns from the Board) to prepare the guidelines. Andrene will request the latest NW District guidelines for 2011-12.

6.2 ACCREDITATION. Discussed in Principal’s Report above. Darrel will report back at our November meeting after meeting with Bob Fowles.

6.3 NEW BUSINESS. Money Market account with Thrivent: In November the annual fee will be calculated. We need to meet their minimum balance requirement of \$1,500 at that time. **MSCarried to transfer \$1,405 from our Thrivent Bond fund to our Thrivent Money Market fund to meet the minimum balance requirement.**

Sustainable Schools Webinars for Board members are held on Thursday evenings at 7 pm. Board members can register by email. (If Board members cannot participate in the live broadcasts, archived sessions can be found on-line as well.)

Budget “Restricted Fund” categories: Darrel will decrease the number of line items in this section of the budget by combining the funds into just a few categories.

Board Treasurer, Andrene Everson’s resignation is effective following our November meeting. WE NEED ADDITIONAL BOARD MEMBERS, and someone (preferably with an accounting background) will need to serve as Treasurer. In the interim, our bookkeeper (JoAnn) and administrative assistant (Arla Mae) will be able to run the monthly reports. Board positions are open at all four Association

congregations. Each congregation needs to appoint (or nominate to be voted on) delegates. Darrel will plan to speak at Hope and Messiah to “rally the troops” and encourage people to volunteer to serve as delegates.

Spring Auction: Darrel will talk to Patty Daletas about her willingness to Participate on an Auction Committee. Plans need to start immediately for a successful auction.

School Budget: Darrel will provide a copy of the budget to Arla Mae.

6.4 HIGH POINTS.

- * Added a student; total now 40.
- * Tuition scholarship donations received to date: \$11,555. We still have matching funds available.
- * Received a \$1,000 scholarship donation from the NW District again this year.
- * Staff will attend the All-Church Workers Conference in Seaside, Oct 19-21.
- * The school can now take payments and donations with credit and debit cards.
- * The school is selling a fund-raiser card for \$10.
- * Federal school lunch program is now in place. The federal milk program will now end because we are enrolled in the lunch program. (It is important that the dishwasher be reliable and in good working order. We understand it will be repaired soon.)

The meeting was adjourned at 9:00 pm.

7.0 CLOSING PRAYER – George

Our next meeting is scheduled for Tuesday, November 8, 2011, 7:00 pm. Opening Devotion/Prayers: Paula Walker.

Submitted by,
Paula Walker, Secretary
10/23/2011

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

For balance sheet (accrual basis) as of September 30, 2011, see page 3.
For profit-and-loss statement (accrual basis) as of September 30, 2011, see page 5.
For balance sheet (accrual basis) as of August 31, 2011, see page 7.
For profit-and-loss statement (accrual basis) as of August 31, 2011, see page 9.

Recap

1. August report

Due to the Treasurer's absence there was no finance report for the August meeting. The August financial statements are appended to the end of this report.

2. Thrivent account transfer

We have received notification that we need to transfer money from our Thrivent bond fund (= investment account) into our Thrivent money market account by November 28, 2011, such that the balance in the money market account will total \$1500. (There is currently \$100 in the account.) If we do not have a balance of \$200 or more in the account by November 28, it will be closed. If we have a balance between \$200 and \$1500, we will be charged a \$12.00 service fee. The \$1500 is a minimum balance requirement for the account; however, a Thrivent representative I spoke with on the phone said that this minimum balance is checked only once a year, and we are always notified beforehand (hence the letter we received). So if we do not want to leave the \$1500 in the money market account, we can always move it after November 28.

3. Pacific Continental Account

As of the last finance report, we had been notified by mail that Pacific Continental Bank was revising its checking account types, and our accounts would be automatically converted in August. They also sent a new fee list. Since then, I have spoken with a bank representative, who determined that there were no changes to our checking accounts.

4. Timeshare

The Foundation checkbook has been given to Rob Wiesert (the signer on the account) so he can pay the Hawaii timeshare fee.

5. Scholarship Fund

To date, we have received a total of \$11,555.00 in contributions to the Scholarship Fund, to be matched by the Foundation, from six different donors. (\$10,000 of this is designated for a specific family over multiple years.) These funds are currently being held in the "designated funds" savings account. Darrel has indicated that we are ready to transfer the Foundation matching funds. Since the Delegate Assembly has already approved matching the funds, I told Darrel that he can inform Rob Wiesert (who is the Foundation signer and has the checkbook) of the amount to be transferred; Rob will write the check.

6. List of Accounts

Since we have so many bank accounts, which has led to some confusion, I am appending a list of our accounts and their signers to this report for the Delegate Assembly's information. (Darrel will receive a complete list including the account numbers.)

7. Treasurer's Resignation

I regret to inform the Delegate Assembly that due to family and personal health considerations, I will be resigning both as Treasurer and as a member of the Delegate Assembly, effective as of the next meeting on November 14, 2011. Between now and then, I will attempt to tie up loose ends, finish outstanding projects (such as the donor database), make certain that the Treasurer's records in the school office are complete, and so on.

I have enjoyed serving with all of you and will miss you. I pray that the Lord will continue to bless LIFE! School and its ministry.

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

Operating Income

Tuition/fees received to date, after discounts ⁽¹⁾	\$22,709.37
Other general income received to date	\$10,452.37
Child care income	\$8,680.37
<u>Brenner funds (July)</u>	<u>\$25,100.00</u>
TOTAL INCOME TO DATE	\$66,942.11

¹Total tuition discounts to date: \$5,845.45 = 27.4% of total tuition income

Operating Expenses

General school expenses	\$63,961.40
<u>Child care program ⁽²⁾</u>	<u>\$11,268.62</u>
TOTAL EXPENSES TO DATE	\$75,230.02

Net to date for entire school (income less expenses) = (\$8,287.91)

Net to date for child care program only (income less expenses) = (\$2,588.25)

- Status of reserves:

Thrivent bond fund	\$25,002.53
Thrivent money market	<u>\$100.00</u>
	\$25,102.53

Respectfully submitted,
Andrene C. Everson
Treasurer