

LIFE! Lutheran School  
LIFE! Delegate Assembly meeting  
Tuesday, October 6, 2009, 7:30 p.m.  
MINUTES

Members present: Andrene Everson, Terri Kirkpatrick, Janeen Oien, Tammy Smith, George Walker, Paula Walker

Staff present: Pastor Chris Curry

Visitor: Stan Oberst

1.0 Janeen Oien called the meeting to order at 7:30 pm.

2.0 Chris opened the meeting with prayer.

3.0 September 8, 2009 minutes: NSC to approve the minutes.

4.0 finance report – Andrene distributed the finance report sheets (through September 30, 2009). Questions and discussion followed. Andrene asked if everyone has Excel so she can send out the finance report prior to the meeting. Everyone does have Excel. Todd should close the Washington Mutual (Potato Patch account), and the monies deposited in the general fund account. At Chris' request, he and Andrene collaborated to prepare the "Income" portion of a budget for 2009-2010. The "Expenses" portion will follow next month. Check signers are in place with the bank: Chris, Andrene, Terri and Naomi Baker. Andrene suggested a change to the check-signing procedure. This does not require board action or approval as it falls under the Administrator's responsibility. Andrene asked that staff submit receipts when using the school debit card. Chris will ask Arla Mae to cut a check to deposit into the debit card account (currently the amount is \$2,000). NSC to accept the finance report. (Report is available in the school office.)

5.0 Principal's Report – Chris Curry.

\* Enrollment as of today is at 52. Classroom breakdown: pre3 – 6, pre4 – 6, kindergarten – 9 (2 of these children are half-day only), 1<sup>st</sup> grade – 9, 2<sup>nd</sup> grade – 7, 3<sup>rd</sup> grade – 2, 4<sup>th</sup> grade – 2, 5<sup>th</sup> grade – 2, 6<sup>th</sup> grade – 2, 7<sup>th</sup> grade – 2 and 8<sup>th</sup> grade – 5. One 8<sup>th</sup> grader was expelled.

\* Chris distributed the tuition update which reflects discounts for employee children, multi-child families and families receiving tuition assistance. The report shows the difference in income comparing actual tuition to full tuition; this difference is \$46,000.

\* Chris has participate in three Sustainable Schools webinars and has had three coaching sessions with his mentor, Bob Fowls. Chris also completed the psychological profile; the results will be made available to the school board.

\* Chris needs more administrative time to be more effective. He also needs to delegate more tasks. With our small school's limited resources, the administrator has to "wear more hats".

LIFE now has a Spanish teacher who will work on Fridays, and Kirsten LaShot is teaching middle school language arts, which gives Chris a little more administrative time. However, he recommends that as soon as it is possible, he should not be in the classroom teaching, but only doing administrative work.

\* Arla Mae was scheduled to work only half-time (due to budget constraints and child care issues). However, Chris has now increased her hours to full days on Mondays and Fridays.

\* While Chris is out of the office Oct 22-26, Reuben Leapaldt will be on-site as a back-up for Chris. In addition, Chris also hopes to attend the pastors' conference one day. Kirsten is the only teacher planning to attend the teachers' conference this year. This will avoid school being closed during the conference, which is a burden for working parents.

\* Classroom decisions will have to be strictly based on enrollment for next year. If we do not enroll more 6<sup>th</sup> and 7<sup>th</sup> graders during this school year, with 5 students graduating in June, Chris will make a firm decision by the first week in June 2010 recommending that middle school not be offered next year. LIFE would only offer preschool, kindergarten and grades 1-5.

## 6.0 Board Business

\* Board positions and terms. Each officer needs to review the responsibilities of the office held and honestly share with Janeen what support, information, guidance is needed to fulfill that office and be willing to take on the responsibility of the office held.

\* Our Policy Manual is based on policy governance. The manual has been written and approved and now the board needs to take the next step to reach desired outcomes and goals to make decisions for next year. This self-evaluation is critical. The agenda in November will include planning a calendar for policies – where we are headed as a group.

\* Janeen has started participating in board webinars with Sustainable Schools. One recommendation she gleaned is that we return to having opening devotions back on the agenda of each board meeting to explore our common faith and purpose. Everyone agreed. Tammy volunteered to prepare the devotion for our November 10<sup>th</sup> meeting. Paula will prepare a sign-up sheet for the rest of the year and make it available at our November meeting.

\* The minutes should reflect that our current officers were duly elected in May 2009: Janeen Oien-chair, Todd Baker-vice chair, Andrene Everson-treasurer, Paula Walker-secretary.

\* LIFE Foundation. Janeen thanked George for emailing the current Foundation bylaws to those who agreed to serve on the Foundation Ad Hoc Committee (Chris, Janeen, Andrene and George; and Bethany Price who currently handles the books for the Foundation). Janeen asked George to serve as chair of this Ad Hoc Committee.

\* Tammy spoke to Rob Wiesert about the Hawaii time share LIFE Foundation owns. He has given the information about the time share to ReNae Bopp so that she can market it for sale. Naomi Baker confirmed that we do hold the title to the time share. Any decisions about the time share can wait until we again have a working Foundation. Janeen asked that the LIFE

Foundation be in place by January 2010. Andrene offered her professional services in editing and proofreading the revised bylaws when they are finished. It was also suggested that Wayne Feddersen (Grace's treasurer) and Don Harkins (Grace Stewardship Board chair) be asked to review the edited bylaws as well.

\* For better visibility and communication with the Association churches, Janeen plans to contact Todd (as Grace's Executive Director) and ask to be invited to attend Grace's Parish Planning Council meeting on October 20. She also plans to attend Messiah's council meeting soon. Janeen will prepare notes for the Association church councils with highlights from our minutes. George suggested we also return to an oral report each month at the Association churches during the announcement time after worship.

7.0 Closing Prayer. George closed the meeting in prayer.

8.0 Adjournment. The meeting was adjourned at 8:30 pm.

Next LIFE! Delegate Assembly meeting: Tuesday, November 10, 2009, 7:00 pm.

Submitted by Paula Walker  
10/19/2009

Upcoming School Activities:

November 12: school dismissed at 12 noon

November 13: parent-teacher conferences

November 26-27: Thanksgiving break (no school)

December 4: Christmas tree farm field trip (all school)

December 13: All school Christmas program, 4:00 pm

December 21: Christmas break begins