

LIFE! Lutheran School  
LIFE! Delegate Assembly meeting  
Tuesday, October 12, 2010, 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, Janeen Oien, George Walker, Paula Walker

Staff present: Kirsten LaShot, Alan Lewis

Others present: Naomi Baker

1.0 CALL TO ORDER – 7:00 pm (Janeen)

2.0 OPENING DEVOTION/PRAYER – Andrene

3.0 CONSENT ITEMS - ACCEPTED

3.1 Acceptance of September 14, 2010 Minutes

3.2 Finance Report through September 30, 2010 (*attached to these minutes*)

4.0 PRINCIPAL'S REPORT – Alan Lewis

\* PRESCHOOL REPORT. Alan welcomed Kirsten LaShot, our preschool teacher. Kirsten shared a bit about herself: She is a 2008 graduate of Pacific University and is licensed to teach children through 8<sup>th</sup> grade, along with training in early childhood development. She currently has seven 3 year olds (with two more potential students) and eight 4 year olds (one beginning next Monday). They will be visiting the Pumpkin Patch this coming week. Basic skills are being taught in math, learning shapes and colors, letter recognition. Later in the year they will begin writing.

Andrene asked if the preschool would be willing to contribute student work for a traveling exhibit to the Association churches. Kirsten supported the idea. She commented that LIFE! will have a display of artwork at the Eugene Public Library this fall as well. Paula asked if Kirsten has volunteer helpers for her classroom. Kirsten said Shar Hein helped in the preschool with testing, and a couple moms help with supply preparation and copy work, and a couple have signed up to help drive and supervise for the Pumpkin Patch field trip.

The Board thanked Kirsten for her report and expressed its appreciation for her dedication in the classroom and the school.

\* ENROLLMENT as of 10/01/2010 is at 44 (an increase of 3 preschool students from last month).  
Preschool: 15, Kindergarten: 5, 1<sup>st</sup> & 2<sup>nd</sup> grades: 9, 3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> grades: 10, 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> grades: 5.

\* ROOM 2 UPDATE: A rep from the State visited our child care. Alan asked her to assess if Room 2 has enough space for our child care program. She said we could have 15 children in that room and told us we do NOT need to install an exterior door in that classroom because it already has two interior doors. When child care has more than 15 children, we can use other available space in the building (specifically the parish hall). Also floors in several classrooms have been repaired.

\* FAMILY CONNECTIONS REPORT. 55 people attended the first gathering on October 5<sup>th</sup>. 13 sets of parents signed up as ‘interested in organizing a PTL group’.

\* LIFE! PARENT-TEACHER LEAGUE ORGANIZATION. There will be an organizational meeting on October 19<sup>th</sup>. The PTL will be parent-led with some direction from Alan. The Family Connections (social/fellowship group) will be turned over to the PTL. On November 2<sup>nd</sup> at Family Connections, a representative from the Eugene Police Dept who is an expert in child predator issues will be speaking. She contacted LIFE about providing this public service. The children will of course not attend this session, but meet somewhere else in the building for activities. The teachers plan to attend the PTL meetings on a rotating basis. Alan will attend all of them. Some of the responsibilities of the PTL will be planning and organizing fund raisers for the school, fellowship events, organizing classroom help, organizing and arranging for field classroom trips.

\* TEACHER EVALUATIONS will begin October 18<sup>th</sup>. Alan will spend one morning in each of the classrooms and will report back to the Board.

\* ALL-SCHOOL PHYSICAL EDUCATION ACTIVITY. On October 22<sup>nd</sup> the entire school will be going to the new indoor soccer facility (on West 11<sup>th</sup> Ave near Walmart) for a free hour of soccer that afternoon. Darrel Rothauge is coordinating the activity.

\* ABEKA READING PROGRAM WORKSHOP for teachers on “how to teach Abeka” will be held next Monday (November 15<sup>th</sup>) at the teachers’ meeting after school led by an Abeka representative.

\* WALMART GRANT APPLICATION. Luda Wiesert and Diana Ashcraft asked Alan to assist them in writing a grant to Walmart for a computer donation program. Today Alan received a rejection letter from Walmart. The Board encouraged Alan and parents to continue seeking grants.

\* A BIT OF NOSTALGIA. Alan passed around LIFE! year books from the early years of the school. The Board suggested this project be researched and undertaken again.

\* Tomorrow (October 13<sup>th</sup>) is school picture day.

\* A LIFE! parent asked if there were still funds available in the “Berniece Hein” LIFE Scholarship fund of \$6,000. The money was deposited into the school’s general fund (probably in 1999), so it has already been depleted. No more funds are available.

## 5.0 BOARD BUSINESS

Terri Kirkpatrick submitted her resignation letter to serve on the school board. Her letter should actually be given to Grace’s Education Board. Terri will continue helping in the school office and with classroom tasks as she has available time.

Janeen Oien’s resignation from the school board is effective following tonight’s meeting. She stated that she is willing to serve on task force projects if asked.

School Board Delegate vacancies that need to be filled by the churches: Grace—2, Hope—1, Messiah—1.

5.1 **Vote on Policy Manual procedural notes e-mailed to all Board members: Board Membership and Board Officers.** Discussion followed. **MSC to approve the new policy as amended.** (*Paula will check the entire Policy Manual for any references to September being the month terms begin, as new terms will now begin in July.*) This year on the Board officer “rotation” we need to elect the chair and the treasurer.

5.2 **Agenda Planning Calendar for 2010-11.** Janeen will draft the planning calendar, and Todd will present it at our November 9<sup>th</sup> meeting. Janeen asked for input of topics to be included on our monthly agendas: (1) Financial discussion to be shared and decisions made—every month’s agenda; (2) Policy Review—ongoing (decided throughout the year); (3) Teacher Appreciation Week; (4) Annual Association meeting planning—January; (5) School Configuration; (6) Administrator Review & Board Review; (7) Annual Financial Review—August; (8) Audit scheduled—August.

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

1. **Enrollment is increasing: up from 41 to 44.**
2. **Parent-Teacher League (PTL)** is starting up and will meet monthly.
3. **Family Connection** – social/fellowship opportunities will plan monthly activities.
4. **Teachers are attending our Board meetings** on a rotating basis to share classroom activities.
5. **Christmas wreath sale** will begin next month. Luda Wiesert & Terri Kirkpatrick are the coordinators. Flyers will be sent to the Association churches and hopefully a sample wreath will be on display at each of the Association churches.

The Board thanked Janeen Oien for her dedication and service as a Board member and as our Board chair.

The meeting was adjourned at 8:15 pm.

6.0 CLOSING PRAYER – Andrene

Our next meeting is scheduled for Tuesday, November 9, 2010, 7:00 pm. Opening Devotion & Prayers at that meeting: Paula Walker.

Submitted by,  
Paula Walker, Secretary  
10/25/2010

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

For make-up of budgeted income and expenses, see page 3.  
For year-to-date actual versus budgeted income, see page 4.  
For year-to-date actual versus budgeted expenses and tuition discounts, see page 5-6.  
For September 2010 balance sheet (accrual basis), see page 7.

For September 2010 profit-and-loss statement (accrual basis), see page 9.

### Recap

- The spelling of our name in the state corporation registry has now been corrected. (Thanks to the Board Secretary and the office staff!).
- The \$50,000.00 in Brenner Funds approved at last month's board meeting has been transferred into the school's money market account. It will be left there until needed for operating expenses, at which time it will be transferred into checking.

Some of this \$50,000 will be set aside for the restricted funds accounts and will not be spent on general operating costs. The total in the restricted funds accounts as of Sept. 30 was \$18,601.84 (see line 2200 accounts on balance sheet, page 8). Arla Mae is working with the payroll bookkeeper to get this set up in Quick Books. We will then have a separate report each month for the operating funds and the restricted funds.

- Alan Lewis has reported that the WaMu/Chase funds being erroneously carried on the books apparently were NOT deposited in the PTL checkbook when the account was closed.
- I have attempted to contact the Pacific Continental Bank representative who offers workshops for non-profits covering financial management, fundraising, etc. However, she was on vacation and has not gotten back to me. I will follow up again this month.
- This month's financial report includes a report on "actual" versus "budgeted" income and expenses for the year to date (see pages 3-6). These are summary reports; detailed line-item reports are available on an Excel spreadsheet which I can e-mail to you upon request.

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

#### Income

Tuition/fees received to date, after discounts <sup>(1)</sup>	\$18,569.55
Other income received to date	\$16,061.64
Brenner funds (July)	\$30,000.00
<u>Brenner funds (September)</u>	<u>about \$31,398.16</u>
TOTAL INCOME TO DATE	\$96,029.35

<sup>1</sup>Total tuition discounts to date: \$9,629.15

#### Expenses

<u>Expenses to date</u>	<u>\$68,966.49</u>
TOTAL EXPENSES TO DATE	\$68,966.49

Net to date (income less expenses) = \$27,062.86

Child care:

Income	\$13,554.39
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<u>Expenses</u>	<u>(\$11,681.10)</u>
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NET TOTAL TO DATE

\$1,873.29

- Status of reserves:

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

Thrivent money market account \$94,456.91

State Farm CD (matures Feb. 2011) about \$55,000.00

\$149,456.91

- We will need to spend about \$101,200 more of the Brenner funds this year to balance the budget (assuming monies are spent as budgeted). This will leave reserves of about \$48,250.00 at the end of the year.

It is my duty as Treasurer to note that this will not be enough to run the school next year if other factors remain the same (enrollment, expected income from other sources, etc.). I highly recommend that the Board begin preparing for next year immediately by investigating and implementing alternative funding sources to put in place once the Brenner funds are exhausted.

This could involve fundraisers, solicitations for donations, efforts to increase enrollment, budget cuts, and/or some or all of these.

For reference, I am including income and expense charts below (page 3) showing the make-up of income and expenses. The board has stated that it wishes to follow a "charity model" for this ministry, in which tuition is kept low (and does not cover all expenses), and the difference is made up from other sources. We can see that "other sources" could be improved considerably: congregational contributions make up only 3.9% of total income, restricted and unrestricted donations together make up only 4.1%, and fundraisers contribute only 2.3% of total income. So at this time, "other sources" are contributing only 10% of the total budget.

Also for reference: Given this year's budget (\$357,835.42) and enrollment (41 students), our budgeted cost per student is about \$8728.

(At the current full tuition rate of \$3,749 for grades 1-8, enrollment would have to be 95 students to cover the entire budget. But of course not all students are in grades 1-8 or pay full tuition.)

Respectfully submitted,

Andrene C. Everson  
Treasurer