

LIFE! Lutheran School
LIFE! Delegate Assembly meeting
Tuesday, November 10, 2009, 7:30 p.m.
MINUTES

Members present: Todd Baker, 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 Opening Devotion/Prayer – Tammy Smith.

3.0 October 6, 2009 minutes -- NSC to approve the minutes.

4.0 finance report – Andrene Everson. All financial pages were emailed to board members:

* Draft Budget - Summary Page

* Draft 2009-10 Budget – Income

* Draft 2009-10 Budget – Expenses

* Worksheet (actual tuition dollars/discounted tuitions)

(Financial pages are available in the school office.)

Andrene reported a revised YTD budget will be sent out in a couple weeks.

The Washington Mutual Potato Patch account was closed in June 2008. Andrene needs to know where the funds were transferred (approximately \$2,100) so it will be accurately recorded in our financial records. Todd will check his Potato Patch records. Todd is also trying to sell some of the Potato Patch appliances—large and small so the proceeds can be deposited into LIFE's bank account.

Chris reported that he has ordered checks from the Thrivent Money Market account to access the funds to cover expenses for payroll taxes due soon.

5.0 Principal's Report – Chris Curry.

* Enrollment remains at 52. Classroom breakdown: pre3 – 6, pre4 – 6, kindergarten – 9 (2 of these children are half-day only), 1st grade – 9, 2nd grade – 7, 3rd grade – 2, 4th grade – 2, 5th grade – 2, 6th grade – 2, 7th grade – 2 and 8th grade – 5.

* LIFE received its approval today as an I-20 school (approved for international students to be enrolled). He has asked Dan Seim to make this new program prominent on our website for inquiring parents.

* a new fund-raising program recommended by a member of Grace has been approved and is “in the works”. It involves discounts locally and for internet shopping. The website is: cvcs.sharegeneration.org.

* A mass communication web page for the school is being set up by one of our parents (to share information about snow closures, notices, posting of parent comments, etc.). The link is: http://groups.yahoo.com/group/Life_School Janeen asked how the website will be monitored for appropriate content and accuracy.

* Chris has participated in all current nine Sustainable Schools webinars. This is a great program, and the webinars have been informative and useful. Janeen is also participating in the webinars. Some board members have watched some of the archived ones; all members are encouraged to do so.

* Chris thanked Andrene for all her work in creating our budget reports and making them readable and understandable. We have a ways to go, but we’re off to a good start.

* Callie Fox is back on staff in the middle school, a great asset for freeing up more time for Chris to do administrative work much more efficiently.

* We are now renting gymnasium space from Lane County Fairgrounds on Tuesday & Thursday afternoons.

* Two students want to be baptized! Praise the Lord! This will be scheduled with the families and the date announced soon.

* Child care is a very effective program (a vital, ongoing ministry just as the classrooms). The program is not generating a lot of net income, but also is not an expensive program. Regarding ministry, Chris restated a comment from Art Linnemann (retired NW District staff person and father of Kris Tanke): the world is drastically changed and the church and our Lutheran schools must recognize and respond accordingly.

* Paula volunteered to help Chris prepare our 2009 Christmas appeal letter based on the theme: “This Is Our Future...and the Future is Now”. She suggested the letter in part request donations for continued textbook replacement to maintain our quality of academic education.

Janeen asked Chris if there are other ways the board can be assisting him and the ministry of the school and encouraged him to make such requests known to the board.

Question: How is the UO football game deli booth fund-raiser going? Todd and Tammy stated we make close to \$600 per game (10% of the booth proceeds) and have had good response from a small group of people (parents, alumni, church members) to work in the

booth at each game. Todd stated that Rob Wiesert (current LIFE! Foundation Chair and Thrivent board member) is trying to get Thrivent matching funds for this fund-raiser.

6.0 Board Business

* Janeen would like to address the leadership at each Association congregation. She will attend Grace's Parish Planning Council on November 17 to introduce herself and to speak as the "voice of the Board". She will attend Messiah's Council meeting soon (held the 2nd Sunday of each month following Bible class).

6.2 – Board positions/responsibilities

ALL BOARD MEMBERS WERE INSTRUCTED TO READ THE POLICY MANUAL and let Janeen know if they are willing and able to undertake all the responsibilities listed. Janeen asked Todd to let her know if he is willing to continue as vice chair.

* Janeen will recommend Stan Oberst at Hope's next Voters' meeting to serve as a Hope delegate.

* Todd asked how many terms a delegate can serve on the Board. Janeen stated that the number of terms a person can serve is determined by each congregation.

* We need to continue our ongoing Policy Manual review. A new Manual was created (with the recommendations from the SSAC team), but we have not reviewed them since. We need to decide our desired outcomes to measure goals to strive for. [Basically policy governance means the Board sets directions (governs instead of manages) for the school to develop core values and mission through policy and to relate to the community; the Administrator implements that desired direction.]

*Andrene reported that Messiah is hoping to start a kindergarten program next fall (2010), in addition to their current preschool. They will be having an initial planning meeting on November 22. She would like direction about what kind of connection their kindergarten might have with LIFE, how would we "relate" to each other, how might we benefit each other, how can Messiah's kindergarten effectively be a "feeder school" for LIFE, etc. Chris asked how LIFE could help Messiah get started and be successful. [Chris said in practical ways, LIFE has primary readers (recently replaced) and desks we could share if needed.]

* Todd said The LIFE! Association was started as MORE than just a school – it should be family education, involved with many programs.

* Janeen asked that the LIFE! Foundation Ad Hoc Committee (Chris, Janeen, Andrene and Chair-George; and hopefully Bethany Price who currently handles the books for the Foundation) meet BEFORE JANUARY 2010 to revise the Bylaws and get the LIFE! Foundation viable and working again. Todd will continue seeking new Foundation members.

6.1 – Policy Manual - Planning calendar. Read section ahead of time; Janeen will email the scheduled section prior to the meeting. Board members should make recommendations changes/comments back to everyone with “Reply All”.

December 8: BOARD RESPONSIBILITIES (page 3). Bring seasonal snacks to share.

January 12: MISSION/VISION STATEMENTS. Agenda item: Foundation Bylaws.

February 9: RESPONSIBILITIES OF THE PRINCIPAL/ADMINISTRATOR (page 9).

Janeen will prepare Chris’ evaluation ahead of time and meet with him before the meeting. Agenda items: Administrator’s review and recommended school configuration for 2010-11.

March 9: PROCEDURE FOR ESTABLISHING BOARD POLICY (page 13). Agenda item: Board review—Todd will prepare a report ahead of time and present it at the meeting.

April 13: COMMUNICATION PLAN (page 14). Agenda item: School configuration decision for 2010-11.

May 11: FINANCIAL RESPONSIBILITIES OF THE PRINCIPAL/ADMINISTRATOR (page 11). Agenda item: working school budget presented; to be approved in June.

June 8: GRIEVANCES (page 8 & 9).

July 13: General training items.

REMINDERS for December 8th meeting:

* Invite Pastor Phil Schoenherr to attend to thank him for his commitment to LIFE! He is retiring on January 1, 2010.

* Review “Board Responsibilities” and bring seasonal snacks.

* Opening Devotion & Prayer, Closing Prayer: GEORGE WALKER.

7.0 Closing Prayer. Tammy closed the meeting in prayer.

8.0 Adjournment. The meeting was adjourned at 8:50 pm.

Next LIFE! Delegate Assembly meeting: Tuesday, December 8, 2009, 7:00 pm.

Submitted by Paula Walker

11/14/2009

Upcoming School Activities:

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

January 4 (2010): School resumes