

THREE RIVERS CHRISTIAN SCHOOL

Board Agenda

Tuesday, January 15, 2013, at 6:30 p.m. for the regular meeting in room #8

[x] JoAnne Harford [x] Leila Luhn [x] Jan Ferguson [] Rod Treadway [x] Steve Wilcox (via Skype)
[x] Harold Erdelbrock [x] Marie Erickson [] Cheryl Vanderwerf [x] Suzanne Walker [x] Dan Leno
[x] Jean Zoet [x] Debra Zandi [x] Erin Hart [x] Randy Lemiere

AGENDA for regular Board Meeting

1. Call to Order, prayer, and welcome of guests

JoAnne called the meeting to order, all opened in prayer.

2. Adoption of Agenda

Leila moved to adopt agenda with some flexibility for visitors to show up later, Jan seconded. Motion passed.

3. Minutes of December Board Meeting

Minutes from the December board meeting were approved as read.

4. Recognition of Visitors (if any) and time for speaking if requested

No visitors.

5. Finance Report Leila Luhn

Finance committee meeting

January 14, 2013

Attendees: Jean Zoet, Debra Zandi, JoAnne Harford, Brenda LeMonds, Don Brooks and Leila Luhn

The financial statements were reviewed. Discussion was had about the accounts receivables and some past due accounts have sent to collections: about \$12,000 for the school and \$4100 for the CDC.

Jean presented her suggestion for tuition and salary increases. The committee approves of her idea to have a town hall meeting with parents to get their input prior to the next board meeting.

The committee would like to create an subcommittee to research medical insurance options and the new requirements under the law. Does the full board create this and solicit members?

The next finance committee meeting is February 18th unless rescheduled due to my absence.

Respectfully submitted,

Leila Luhn

Medical insurance research committee needs to be formed. Dan Leno and Don Brooks have volunteered. Goal of committee is to look at legal requirements to determine if any changes are needed.

5. Reports by Administration Team, discussion if needed:
 - a. Jean Zoet- Administrator/Elementary Principal- tuition increase, salary

As you know our enrollment is going up slowly. We have the potential of two more students before March 1 at this time. We are also getting phone calls about next year. Following that most of my report deals with my suggestions for salary recommendations and tuition change for next school year. We will need to advertise this by the end of February and re-enrollment starts March 1. Open enrollment starts March 21.

In an ideal world we would have a Human Resource Committee from the board that would do the research and make the recommendations for this whole area of salary scales, increases, and benefits. In the future that would be my desire and would be done more completely than one person can do. Brenda will help me get the exact numbers for you by next board meeting but this is my plan:

- Salary recommendations:
 - 3% increase plus a step for salaried teaching faculty (increase \$10,140 in salaries and one step \$10,500= \$20,640)
 - 3% increase for Non-degreed teaching faculty and classified employees (we do not have steps at this point) (increase \$8,820 for admin, and all classified staff)
 - Total increase could be \$30,000 (does not include FICA nor L&I)
- New classifications for employees:
 1. Degreed Teaching Faculty (with certification)
 2. Non-degreed Teaching Faculty (no certification)
 3. Classified Employees (degrees/qualifications/training/expertise-not minimum wage)
 4. Non-classified Employees (start at minimum wage, minimum expertise or no training, little experience)
- Salary scale for each classification by either degree and experience or expertise

Tuition recommendation:

- Elementary increase \$200 4% increase value $\$200 \times 145 = \$29,000$
- HS increase \$300 (less Athletic fees) 6% increase value $\$300 \times 100 = \$30,000$
- Volunteer hours required-25 hours per child (\$250) (some single parent families may need exceptions) = Value of \$250 times number of students i.e. $245 \times \$250 = \$61,250$

From this you can see that an increase in tuition would pay for the salary increases and cover the Athletic wages for coaches and referees. We would also be able to cover costs for a phone system, repair to buildings and a flex in case our enrollment does not meet our projections. (\$9,000 + \$5,000)

Chapels- We have been including special music in many of our chapels. Marie Erikson sang at Christmas, John Norton played a musical instrument and coming in January and February we will include a professional singer and guitar master. My thought is to provide a good model of excellence. The messages have include stories from scripture, ways to live for Jesus, and practical examples from the life of a child.

Annual report for Northlake- You are welcome to a copy of my report that is included in the Northlake annual reports booklet. Randy, Debra and I write about our year and it is often very informative. Just email me and I will send it on to you.

Bank costs- our bank costs are very high these months as parents and others are finding it easier to use their credit cards to pay for school services. This was not adjusted in our budget so you will see that cost going over budget. We like it when people pay on time and this has helped our AR but must be included next school year in the budget.

Emergency Procedures- just as the high school has been working on improving their lockdown procedures. We have been seeking a better way to connect with everyone in an emergency. Our phone system does not have the capability to do this smoothly. A new phone system with voice mail and the ability to get messages from home, etc. would cost us around \$9,000.

Wages for hourly employees- since the elementary program is exceeding their budget each month I have cut back the hours of three office/support staff positions. This will impact me a few days a month, the sixth grade classroom for about an hour a day, the library for an hour a day and the office area two hours a day. I am seeking ways to minimize the impact on children. It should get us back to our budget number. I will be looking for volunteers to fill these gaps.

Discussed the option of a town hall meeting to review the tuition proposal for next school year or create a position paper to include how the tuition is set. Discounts are not part of the proposed changes at this time.

b. Debra Zandi-Child Development Center

Enrollment Report

	Totals
Infants	20
Toddlers	71
Preschool	93
Kindergarten	27
School Age	<u>66</u>
TOTAL	277

Our Mission statement has recently changed to state and proclaim that **Three Rivers Christian School is preparing students through Bible-based education to impact the world for Christ!** It is with great joy that this Center has partnered with families since 1966 laying the Foundation of a Lifetime of Learning in Christ Jesus! As we embrace our New Year 2013 it is with a thankful heart that we reflect back on 2012 giving thanks for all He has done. **Annual Report 2013~**

Staff members have propelled our early educational program to a higher standard. It is because of their dedication and the beautiful people of our community that *TRCS was voted as one of Areas Best in the local Reader's Choice Awards of Cowlitz County.* The staff has been committed to providing the best to their students in both curriculum and nurturing. They recognize the importance of a challenging academic experience with a:

- Focus on Christ-centered values
- Holistic approach to spirit, mind and body
- Supportive environment for all ages

It is with sincere appreciation that I acknowledge each of my 39 staff members for their unrelenting dedication to their students and the ministry in which they serve.

Early Literacy Library, room 105, is functioning and growing in opportunity and place for Teachers to utilize and build upon a special area for developing early literacy curriculum. *It has become a resource room for education as they implement the new curriculum Footsteps.* The library has also become a very valuable place for student assessments, parent/teacher conferences, and enrichment classes.

Enrichment Classes have provided enhanced experiences and opportunity for extended learning for children. *Those classes have included: Guitar, Gymnastics, Knitting, Math Trek, Puppetry, Cupcakes and More, Building a Birdhouse, Dance and Holiday Mini Classes.* Families and children have been delighted with the addition and creativeness of these specialty programs.

Bus Transportation is providing our community with a TRCS option for after-school programming to area students. Kindergarten Enrichment classes were offered and transportation was provided for children needing transportation services. *We have been blessed by JoAnne Dodge who drives the bus and the increased enrollment and visibility to community partners.*

Cameras have been installed and put into place in main building with a total of 16 cameras and monitor. It is our purpose to honor God in all we do as we continue to provide a safe and secure environment for our children, staff and students. *A special Thank you to Richard Smith and Jack Troupe for their diligence and good work on a project well done!*

TRCS 2012 Programs and Services that have met the requirements and changes of our State and community today and tomorrow while advancing into the future.

- CACFP Audit
- Health Care Policy (Re-Written)

- Portable Background Clearance
- MERIT Program Implementation
- STARS Program Updates
- New Changing Area with Adjoining Sink Room 10
- Installation of Bathroom Fans
- Re-Licensing
- Longview City Fire Inspection
- City Fire Inspection
- Non-Expiring License Issued

There have been significant changes in Washington State in Early Learning and Education which has caused leaders to become active in those changes in a short period of time. However, the outcome has been positive with good report. *God is good!*

Painting of C building which is our Infant/Toddler educational wing has been painted as a result of two special donors that came forward and became a blessing to us all. Parents, staff and “little ones” are singing their praises! *The outcome is beautiful and we are thankful!*

Community Outreach is an important part of our ministry which provides opportunities for TRCS to contribute to others in the name of Jesus Christ. Parents, staff, children and a *very special Life group* has assisted as we’ve been involved in contributions to Food Baskets for Families, Community House, Casa, Support Shelter, A Warm Blessing and Hearts for Homeless. *Developing relationship and presence in our community...*

God’s provision has been astounding as our enrollment and financial resources grew. We marvel at enrollments of over **280 babies and children!** We rejoice, as we reflect back on a year filled with blessings and steadfast goodness from our Lord!

With honor, I acknowledge Pastor Mark Schmutz for the many ways in which he continues to faithfully bless us with his Godly leadership, to Ms. Jean Zoet for her excellence in progressive leading and our devoted, dedicated school board. I want to take this opportunity to thank Mr. Jed Schroeder who drove bus for students during our summer program and special events, and to you Northlake family, for your continued prayers and loving support for our ministry.

I share the good news as many visitors have shared with me, that they feel the presence of the Lord here, in this place, in this wonderful, beautiful place that we call Three Rivers Christian Child Development Center.

Steve asked if we have the largest child care in the state of Washington, Debra confirmed we are.

c. Erin Hart-Development Director- Feasibility Study Recommendation

❖ **Tuition Assistance Partners**

We are at **\$36,254** towards the \$60,000 goal for this year’s Tuition Assistance Fund. We just received our most recent “Box Tops for Education” check for \$1,058 which is going towards TAF, so make sure to clip those silly box tops. They add up!

Tuition Assistance now at \$41,000

❖ **Bob Goff**

His flight is booked and I need to book a hotel room for him near the Portland airport. We pay for this as part of the agreement. I remember one of the board members (who was it?) telling me that they have massive credit card points that are good for hotel rooms should I need it in the future – if it was you, and you can still do this, would you let me know? I’m also currently working on the video that we will show at this event.

We are at \$2250 in sponsorships. If you’d like to come to the meet and greet and get two front section tickets, make sure to get a Bronze sponsorship for \$100. ☺

❖ **Enrollment Inquiries**

We have already been getting inquiries for next year, as well as a larger-than-normal number of inquiries for current year. I’m developing a script and a tracking spreadsheet that the front desks can use to make sure that we don’t drop the ball on tracking new families.

❖ **Annual Statements**

This is a busy time of year for me, as I will be compiling and mailing all annual donation statements. The IRS has updated regulations on how these must be created.

❖ **Building Project**

1. Feasibility Study Oversight Committee Reporting:

- a. The Oversight Committee met with Mike Westby this morning (Friday, 1/11). Mike is going to produce an amended report which will be forwarded to the board as soon as possible. In it, he will clarify the reason for the numerical spread and also emphasize what he sees as the three main areas that must be addressed to receive the high end of the number. In response, the Oversight Committee has appointed a small subcommittee (chaired by Jim Chenoweth) that will thoroughly address those three areas.
 - i. Cost/Benefit analysis of using “mothballed” public school facilities: Don Brooks.
 - ii. Phasing/Building of high school classrooms vs. gymnasium: Randy Lemiere/Mike Westby
 - iii. Priority of Child Development Center: Leila Luhn

2. Building Process Expenditures:

Date	Payable To	Invoice #	Amount	For
3/2/2012	Engineering		\$13,300.00	Engineering Study
4/19/2012	Brittell Architecture		\$1,250.00	Initial Planning
5/5/2012	Brittell Architecture		\$4,193.00	Master Plan
5/31/2012	Richard Van Sickle		\$522.50	Consulting
6/11/2012	Brittell Architecture	1807	\$7,412.50	Schematic Plan

6/12/2012	Westby & Associates	06-12TRCS	\$4,860.00	Capital Fund Consulting
6/29/2012	JH Kelly	SR 141075	\$1,726.40	Construction Management
7/1/2012	Westby & Associates	07-12TRCS	\$4,860.00	Capital Fund Consulting
7/10/2012	Brittelle Architecture	1814	\$9,379.00	Schematic Plan
8/1/2012	Westby & Associates	08-12-TRCS	\$4,860.00	Capital Fund Consulting
8/31/2012	JH Kelly	SR 142436	\$2,805.40	Construction Management
8/7/2012	Brittelle Architecture	1824	\$3,094.50	Schematic Plan
8/27/2012	Geocon	4208026	\$9,435.90	Geotechnical Study
9/6/2012	Westby & Associates	09-13-TRCS	\$4,860.00	Capital Fund Consulting
9/12/2012	Brittelle Architecture	1831	\$4,875.00	Finalized Schematic
10/4/2012	Brittelle Architecture	1839	\$1,600.00	Final Master Plan
10/8/2012	Westby & Associates	10-12-TRCS	\$4,909.95	Capital Fund Consulting
11/2/2012	Westby & Associates	11-12-TRCS	\$5,001.53	Capital Fund Consulting
11/2/2012	Brittelle Architecture	1849	\$1,787.50	Professional Services/PLS Fee
12/4/2012	Brittelle Architecture	1857	\$412.50	Final Master Plan Document
1/7/2013	Westby & Associates	12-12-TRCS	\$4,904.40	Capital Fund Consulting
		Total	\$91,145.68	

Westby associates addressed our questions regarding the feasibility study and a revised report was mailed to us. Three specific concerns were going to be addressed by our committee

- 1. The public school purchase/lease option*
- 2. Which phasing would be best- the gym first or the class rooms*
- 3. CDC vs the High school to be built first.*

A motion was made by Dan Leno to approve up to 3 three more months for Westby and associates to complete the 40 interviews and feasibility study (with the hope that it wouldn't take that long to complete). Harold seconded. The motion passed (with one nay vote).

- d. Randy Lemiere – Kelso Campus, Secondary Principal

January has many exciting opportunities for students this month. Here are the events and blessings.

OPEN HOUSE – Jim Sheppard’s history classes are participating in the **1st Annual Three Rivers Christian School National History Day Competition**. Please join us on Wednesday January 30th. There will be over 70 student projects on display. This year’s theme is **Turning Points in History**. Students have selected outstanding topics for research. Please come between the hours of 9:00am and 2:30pm at the high school.

NEW SCIENCE LAB TABLES AND STOOLS – We were able to purchase the lab tables from Vancouver Christian. New, they cost \$4,000 a piece. We bought them for \$100 each. Mrs. Bean, our biology teacher purchased 22 stools. Any donations toward the stools would be greatly appreciated.

1ST SEMESTER ENDS JANUARY 25 – No School, Records Day
High School teachers work on quarter and semester grades.

WINTER BALL – January 12th at the Monticello Hotel. Sixty-six students going!

DIGITAL ANIMATION CLASS – Jack Troupe has a new journalism class that many public schools are offering. The focus is integrating animation with computers and the history of animation. The goal is a five minute project integrating sound, music, and animation. (25 frames a second, times 60 seconds, times 5 minutes equals 7500 frames)

DRAMA – Mrs. Moore’s drama class will be open to students in 8-12th grades second semester. Students will investigate drama games, the art of improvisation, learning lines, creating a character, and all the other skills needed for performance. In addition, they will be given an opportunity to perform in a fully staged theater production. They will have the experience of auditioning for a part, and will participate in rehearsals and performances of the show. This year, in conjunction with Rising Star Production Company, our TRCS drama students will participate in presenting the musical comedy, CAMELOT at the Three Rivers Mall.

LOCK DOWN PRODECURES – We are continually refining our lock down procedures. We have found doors that won’t lock, rooms with no communication, and a need for walkie talkies. As with all schools, we are intensifying our safety procedures.

End of regular board meeting.

7. Executive Meeting
8. Next Board meeting- February 19, 2013