

THREE RIVERS CHRISTIAN SCHOOL

Board Agenda

Tuesday, October 16, 2012, at 6:30 p.m. for the regular meeting in room #8

[x] JoAnne Harford [x] Leila Luhn [x] Jan Ferguson [x] Rod Treadway [x] Steve Wilcox
[x] Harold Erdelbrock [x] Marie Erickson [x] Cheryl Vanderwerf [x] Suzanne Walker [x] Dan Leno
[x] Jean Zoet [x] Debra Zandi [] 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, Steve opened in prayer

2. Adoption of Agenda

Jan moved to adopt the agenda, Harold seconded, motion passed.

3. Minutes of September Board Meeting

Harold moved to accept the September school board meeting minutes, Leila seconded, motion passed.

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

Visitor Pat Palmer in attendance.

5. Finance Report from Finance Committee

Finance Committee,

On the Balance Sheet Fibre Checking is at \$11,680.97, Fibre Savings-00 which has Prepaid Expenses, Accrued Expenses for School & CDC, and All Equity Accounts with a total balance of \$75,511.03. Fibre Savings-01 that holds all the Prepaid School Tuition and Registration is at \$249,345.55. The Heritage Investment Checking Account has a balance of \$254,282.93.

School – The Staff discounts amount will change in October. This will give us a bit more income and we also have more Multi Child families this year more than we expected. This will bring the discounts up a bit. We are expensing out the remainder of the Curriculum and Textbook costs over the rest of the school year as well as Membership Fees. The HS Program expense is higher this month due to testing materials of \$1164. Janitorial and Maintenance supplies are a bit high this month with start-up supplies needed, tools, and repairs.

CDC – We are expensing Membership Fees, Child Care License, CDC Advertising, and the Cribs over the remainder of the fiscal year to keep the expenses in a consistent flow. The CDC Accrued Wages and Accrued FICA amounts are also lowered this month.

The School and CDC as a whole for September 2012 ended with a negative \$11,350.25.

Let me know if you have any question.

Thank you,

Brenda LeMonds

Financial report was reviewed. We had a number of expenses that will be spread out through the year and one-time expenses that won't occur again this year.

Increase in the minimum wage can impact CDC rates in order to cover costs.

Harold moved to accept the finance committee report, Steve seconded, the motion passed.

6. Reports by Administration Team, discussion if needed:

a. Jean Zoet- Administrator/Elementary Principal

Enrollment Dashboard- The enrollment has remained steady over this past month.

grade level	April		May 11	June 26	Aug 9	Sept 1 Oct 1
2011	70				229	246
	2011	2012	2012	2012	2012	2012
Total				130 (127.5)	139	146
k-7	29	51	128		(136)	(141)
Total 7-12	58	29	85	90 (86.6)	94 (89.4)	100 (98)
grand	87	80	213*	220 (217.6)	233	246
					(226.4)	(239)

Brenda and I noticed that we had more multiple/child families enrolling in August so that our multiple child discounts were affected. We had more discounts than we had planned. One family had five children!

School In-service- We continue to aim for quality professional development. On October 15 our elementary and secondary teachers will meet in the computer lab to write our philosophy statements for on subject areas. Two, Bible and Math, are complete at this time but we will be adding all areas. These are important for our Accreditation documents.

ASCI Teachers Convention-9 elementary teachers are scheduled to go to the teacher's convention in October. This is paid for through our Public school using Title II money. This saves us close to \$900! Teachers are also able to sign up other professional development classes for clock hours with no cost because we are attending the convention.

To relax as a community we plan to lunch or dinner together during the convention.

Middle School Exploratories- Our first set of Exploratories finished Friday. What great experiences our children had. The Bucket Band went to Lowes and Home Depot and used their buckets to perform in the stores! The cooking class ate well. The Drama is producing for chapel. The Journalism group is each producing a couple of pages and is being trained to help Mr. Troupe. Volleyball had fun and practiced their skills.

The next set begins October 21. The choices include: chapel leadership, Holiday Goodies, Badminton, Drama, photography and art.

New Gym Door- The north gym door was replaced using money from the insurance company but also money from the Terry/Taylor Garage sale day parking, \$1200! The door looks great and did not cost anything from our budget.

First Grade Classroom Carpet Replacement- We are once again challenged to find the funding for essential repairs when they happen. Our carpet cleaner broke during the summer and the excess water caused damage to the glue and carpet in the first grade room. The smell became stronger and stronger and we now realize we cannot continue to hold classes in that room after trying many cover-up scents. The cost will be over \$2,000 for the vinyl and carpet replacement. The plan is to have the installation during one of the days we are at convention.

Washington Federation of Independent Schools (WFIS)- We are becoming a member of WFIS. This group tracks all legislation that impacts our school, they lobby for private schools and is made up of most of the Christian Schools in Washington State. I will be attending my first meeting on Wednesday.

ASCI convention for teachers this week, paid for with Title II money.

Jean reports the Bucket band was featured in the local paper

- b. Debra Zandi-Child Development Center

ATTENDANCE REPORT

	Totals
Infants	17
Toddlers	64
Preschool	85
Kindergarten	25
School Age	<u>63</u>
TOTAL	254

Tours:

I have given 6 tours thus far in October with enrollment increasing. Our God continues to bless us in marvelous ways and we are thankful!

Child and Adult Care Food Program (CACFP):

We have successfully completed our CACFP food grant and have received confirmation of renewal.

TRCS Toddler Natural Play Space Project:

From outdoor chalkboards to blueberry bushes and grapevines, our children will have the opportunity to learn about the world around them through play. You can sponsor a hand-print tile or a paving stone with your child's hand/foot prints. Donor names will appear on a plaque in the garden. Your help can make wonderful play memories for our children. *We have had several contributions made to our Toddler Natural Play Space Project. What a blessing families continue to be...so giving and kind! We are looking forward to all the Lord has planned for this endeavor.*

iPads for Preschoolers:

We would like to enrich the experience of our youngest students by adding 3 iPad stations to replace the old computer stations in our Child Development Early Literacy Library. Designated learning stations would put the newest technology in the hands of our youngest learners and the cost of the learning stations is minimal. Thanks to grants and gifts, TRCS now has a wireless infrastructure across the campus and our preschool learners are eager to begin the exploration of learning through technology. *We are in the process of exploring possible avenues of support in this early literacy project.*

Picture Days:

Bell Studios is scheduled at TRCS Early Learning and Child Development Center on October 24th (Infant and Toddlers) and October 25th (Preschool) for our annual Fall pictures. Pictures are scheduled for morning sessions on those designated days.

Pumpkin Patch Field Trip:

Our four year old preschool students are looking forward to a fieldtrip to the Pumpkin Patch on Friday, October 19th. A special thank you to our bus driver Mr. Jed Schroeder!

Fundraiser:

Our Most Delicious Fundraiser is Here! Classic Recipes Cookie Dough fundraiser kicked off on October 8th. Just in time for Holiday baking! Please feel free to stop by or call our school office to place an order!

Enrichment Classes:

We have had an outstanding response from our enrollment for our Enrichment classes! Fall quarter classes include: Cupcakes and More for "little" kids, Cupcakes and More for Kids, Zumbatomic, Lyrical Dance and Ballet.

Debra talked about new hires and how blessed we are to have talented people working at our school.

c. Erin Hart-Development Director

❖ **TRCS Foundation**

David Fitcher, CPA and school parent, sat down and helped me finish up our 1023 paperwork for the Foundation. It should be sent out to the IRS by the time of this meeting. Jake and Kasia Klaus, two of our Foundation Board members and lawyers, are stepping down because Jake was offered a judicial position in his home state of Wisconsin. So – we need two more board members, and hopefully one will be an estate law practitioner. Please let me know if you can suggest any names.

❖ **Tuition Assistance Partners**

We are at close to \$16,000 towards the \$60,000 goal for this year's Tuition Assistance Fund. Church visits are continuing, and we have picked up a couple more donors from those. Please pray that more churches will allow me to visit and spread the word about our school, and that hearts would be open to supporting us as an area mission over the long-term. If you haven't signed up to be a sponsor and are able, please grab a form from our front desk, or let me know.

❖ **Bob Goff**

Please let me know if you would like to sponsor. His contract is signed and I'm working with the Columbia Theatre on finalizing those details.

❖ **New Website**

It's launched, and the new payment system is working well. I'm currently working on programming in individual users so that each athletic coach/teacher/school club can have their own page (and secure, individual access to it).

❖ **Christmas Shopping Festival**

The Festival is scheduled for November 10th. We are more than half full currently, but will still need volunteers. I will have the sign up sheet with me tonight!

❖ **Building Project**

1. **Workshop with Mike Westby:** Feasibility interviews are ongoing. We now have an oversight committee composed of myself, Jean, Don Brooks and Jim Chenoweth that will be meeting with Mike Westby to hear periodic reports of the study, and when then report to the board. Our first "initial findings" meeting is on the 25th.
2. **Capital Funds:** I'm going to be working on report that will show the current state of our capital funds, including where things are invested and at what rate, and when our CDs are due. I also hope to show how much has been spent on rentals, etc. Brenda has just finished giving me statements and information, so I'm hoping to work on this in the next few weeks.

3. Recent Expenditures:

Date	Payable To	Invoice #	Amount	For
3/2/2012	Engineering		\$13,300.00	Engineering Study
4/19/2012	Brittall Architecture		\$1,250.00	Initial Planning
	PLS via Brittall		\$1,650.00	Initial Planning
5/5/2012	Brittall Architecture		\$4,193.00	Master Plan
5/31/2012	Richard Van Sickle		\$522.50	Consulting
6/11/2012	Brittall Architecture	1807	\$7,412.50	Schematic Plan
6/12/2012	Westby & Associates	06-12TRCS	\$4,860.00	Capital Fund Consulting
7/1/2012	Westby & Associates	07-12TRCS	\$4,860.00	Capital Fund Consulting
7/10/2012	Brittall Architecture	1814	\$9,379.00	Schematic Plan
8/1/2012	Westby & Associates	08-12-TRCS	\$4,860.00	Capital Fund Consulting
8/7/2012	Westby & Associates	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	Brittall Architecture	1831	\$4,875.00	Finalized Schematic
10/4/2012	Brittall Architecture	1839	\$1,600.00	Final Master Plan
10/8/2012	Westby & Associates	10-12-TRCS	\$4,909.95	Capital Fund Consulting
		Total	\$81,062.35	

d. Randy Lemiere – Kelso Campus, Secondary Principal

September has been a wonderful month for the high school. God has blessed us with donations of a defibrillator, graphing calculators, and a terrific golf tournament. Our volleyball and Cross Country Teams are competing well. Our Student Council is leading the students with Godly example. They organized a fun, relational retreat that 60 of our 8-12 graders attended. Students were responding to worship and were praying for closer relationships with the Lord as well as each other. I wish I was a kid again and could go to our school!

The Superintendent of Public Instruction sent the results of our **2012 High School Proficiency Exams (HSPE) and the End of Course (EOC) exams**. These are the exams that the state says that all high school students pass to graduate from high school. The results are as follows.

7 th grade	1/1	100% passed the Algebra 1 exam
8 th grade	1/1	100% passed the Algebra 1 exam
	1/1	100% passed the Geometry exam
9 th grade	16/25	64% passed the Algebra 1 exam
	10/11	91% passed the Geometry exam
10 th	5/6	83% passed the Algebra 1 exam
	10/11	91% passed the Geometry exam
	20/20	100% passed the Reading exam
	21/21	100% passed the Writing exam
11 th	3/3	100% passed the Algebra 1 exam
	10/10	100% passed the Geometry exam

As you can see, the results are quite impressive with our State exams. We do have work to do in Algebra however.

SAT Scores (Ave.)	TRCS	Public	Religious	Independent
Reading	519	491	531	539
Math	512	505	534	580
Writing	496	481	529	548
Combined Scores	1527	1477	1594	1667

8. High School Presentation –How far have we come and how far do we still need to go.

Dan moved to have a mold inspection at the high school, Steve seconded. Question about whom should pay for the inspection, should we ask the building owner to pay for the inspection? Randy will talk with the pastor at the church regarding a mold inspection for the building. The lower campus has had some mold work done in the past. Motion passed.

9. Next Board meeting- November 20

JoAnne adjourned the meeting, Randy closed in prayer.