

THREE RIVERS CHRISTIAN SCHOOL

Board Agenda

Tuesday, November 20, 2012, 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
[x]Harold Erdelbrock [] Marie Erickson [x] Cheryl Vanderwerf [x] Suzanne Walker [] 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.

2. Adoption of Agenda

Leila moved to have randy's report to top of agenda. Jan seconded, motion passed.

3. Minutes of October Board Meeting

Harold moved to accept, Leila seconded, motion passed

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

No visitors

5. Finance Report from Finance Committee

On the Balance Sheet Fibre Checking is at \$5,227.19, Fibre Savings-00 which has Prepaid Expenses, Accrued Expenses for School & CDC and All Equity Accounts with a total balance of \$92,602.96. Fibre Savings-01 that holds all the Prepaid School Tuition and Registration is at \$225,620.70. The Heritage Investment Checking Account has a balance of \$259,259.00.

The School and CDC as a **whole** for October 2012 ended with a positive \$740.98.

Leila reported that there will be a proposed Premium Day Rate increase for CDC, this will come via an email to the board. The Premium Day Rate has not been adjusted to keep up with other CDC rates.

The finance committee is asking the board to consider future payoff of the white house, 2602 OB Hwy. It still has 96K still owing on it. This house would need to be removed if the new school is built since it will be in the driveway. If we refinance there may be a pre-payment penalty. Steve asked if it is possible to move the white house so it could be sold and moved. This solution could be very costly.

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	Nov 15
2011	70				229	246	246
	2011	2012	2012	2012	2012	2012	2012
Total k-7	29	51	128	130 (127.5)	139 (136)	146 (141)	145 (140.65)
Total 7-12	58	29	85	90 (86.6)	94 (89.4)	100 (98)	100 (98)
grand	87	80	213*	220 (217.6)	233 (226.4)	246 (239)	245 (238.65)

Here is the latest count. Not very much has changed in a month. The Full Time Equivalent is in the brackets. We had two leave but already made one up with the new student at the secondary campus. A few half day students are staying all day a couple days a week.

Middle School Exploratories- The next set has begun and we were blessed by the “Clown” group doing two skits in chapel on Thursday. The choices include: chapel leadership, Holiday Goodies, Badminton, Drama, photography and art. The High School has them scheduled to present at their chapel in December. I am proud of the work being produced in the classes and the wonderful leadership from volunteers.

Washington Federation of Independent Schools (WFIS)- We are now 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. Debra, Randy and I attended another meeting in Centralia. We found the time well worth our 40 minute trip. We were able to network and here what other schools were doing.

Parent –Teacher Conferences Monday and Tuesday. All parents of kindergarten through grade seven students are encouraged to participate in conferences this week. Report cards will be given out and parents will have the opportunity to discuss the work of their child and create an action plan if necessary to help the child.

Teacher Evaluations- The process of classroom observations and teacher evaluations has begun. I completed four evaluations this week and hope to have all teaching staff completed before Christmas break. The teachers that I have observed provide excellent instruction, effective learning environments, differentiated learning opportunities, and supportive learning experiences. I am using a new tool during the observation which tracks students’ on task time and response to instruction. I hope to provide more specific feedback to teachers with this tool. It often is useful as it confirms things the teacher already believed was happening through their own assessment.

Accreditation Chair- I have been creating, organizing and moving our school toward accreditation. The documents, policies, job descriptions, emergency plans are in place and being used. I am finding this very time consuming. The next step is the creation of a committee that meets every month, directs sub-

committees and then evaluates how we are progressing and finally writes a report. This must have a chair that is able to lead the committee and subcommittees. I have search for a present employee and found **Brenda Angelico**, our Resource Room part time employee and former teacher. She has agreed and will pull the committee together in January to set a timeline and action plan for the process to continue. I will continue to manage the creation of the documents, policies and organization as the Administrator. This help will relieve the pressure I have been under when added to my administrator tasks.

Required Volunteer Hours? – As a school community we allowed for a tuition decrease when parents volunteered at school or a related activity. Most private schools work the other way and require a certain number of volunteer hours to keep costs lower. At times the parents or families work in the classroom, do yard work or cleaning, work at fund raisers, take work home for teachers, etc. The requirement can be “bought out” through a cash donation. Is this something we would consider? Right now we have the same people volunteering for our events. They spend a great deal of time “giving” to the school in many ways. “Since many hands make for light work” I can see that our events would be blessed, our outdoor work costs lowered and eventually people that work together get to know and care for each other. I would like to suggest this discussion with parents and consideration for next school year.

Building improvement needs – Since the CDC had their State Inspection and relicensing visit we are more conscious of some basic facilities needs on these older “temporary” buildings. The following will need to be accomplished next summer: 1) rotten siding removal and patching, 2) painting of all exposed surfaces to the school buildings, 3)playground improvements to bark, wooden boarders and removal of areas of the playtoys that are no longer useable. Much of this could be done by volunteer groups with purchase of paint and siding only.

Jean reports that she is targeting year 2014 for applying for accreditation.

Jean will build a list of items that need repair at the school and CDC to start with. The volunteer hours could have an opt-out options for those that don’t participate.

b. Debra Zandi-Child Development Center

Enrollment Report:

	Totals
Infants	21
Toddlers	70
Preschool	91
Kindergarten	26
School Age	<u>63</u>
TOTAL	271

❖ **Enrollment**

The Center has continued to be blessed with an abundance of children. May we thank Him for the great things He has done and continues to do!

❖ **Staff Training**

Staff recently had the opportunity of an in house training during our staff meeting. The class was taught by a RN from Cowlitz County Health. Training topic was Universal Precautions Review / Proper Procedural Sanitation of Environment of Young Children.

❖ **Outreach Ministry**

A Gift of Warm Blessing... Our Center will be collecting scarves, hats, blankets, books and boxes of hot chocolate for the children in our community that is in need. Our Christmas trees are located in the main building where children and families can hang their gifts of caring.

❖ **E Coli**

Recently there were several children of Cowlitz County that had been diagnosed with E Coli related to their family excursion to a local pumpkin patch. One of those children is a student here at our center; we followed proper protocol partnering with the local health department, licenser and family.

❖ **Classroom Completed**

Recently Toddler, Room 10, was updated with a safe, stationary divider which includes a diaper changing area with an adjacent sink so as to meet the safety standards of toddler classrooms per WAC (388-295-41220). This begins the first step in the need of bringing our facility up to date meeting the current WAC/RCW's.

❖ **Fundraiser**

We raised \$3,400.00 with the sale of our cookie dough and will receive 50% of that amount! Proceeds from that sale will be used towards learning tools and equipment for classrooms.

❖ **New Series of Enrichment Classes**

New opportunities to learn and loads of Fun! Our second series of Fall Enrichment classes have begun. Class offerings are: Gift Jars for Kids, Build a Birdhouse/Feeder, Holiday Mini Classes, Zumbatonic, Lyrical Dance and Ballet.

❖ **Toddler Play Space Project**

People continue to bless us by their donations. We now have \$2000.00 in that account.

❖ **Center Relicensing**

The Licenser made comment that 3 Rivers Christian Child Development Center is either the largest Center or one of the largest in Washington State. What a blessing to be able to serve our community in such a way! God is good!

Completed

❖ **Annual Child Immunization State Report**

Completed

❖ **CACFP Renewal**

Completed

❖ **Emergency Doors and Fire Inspection**

Completed

❖ **Health Plan Revision**

Completed

❖ **Fire and 1st Quarter Emergency Drill**

Completed

❖ **Family Tours Given**

Six

❖ **School Pictures and Make Up Day**

Completed

❖ **Christmas Program**

Preschool Christmas Programs are scheduled for December 13th and traditional preschool on December 20th.

c. Erin Hart-Development Director

Report: Development Director, Erin Hart

❖ **TRCS Foundation**

Our paperwork is still in processing at the IRS. We are also still in search of two new board members, so let me know if you have thoughts or suggestions.

❖ **Tuition Assistance Partners**

We are at close to \$27,000 towards the \$60,000 goal for this year's Tuition Assistance Fund. Church visits have slowed a bit. I think they're hesitant to have anything unexpected around the holidays. 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**

We are up to \$1,550 in sponsorships. I'm going to set the ticket prices at \$8 in advance and \$10 at the door and begin sending out bulletin inserts to all of the churches with the idea that they would make great stocking stuffers. ☺ We've sold more than 50 books already and I have another 20 on order.

❖ **Christmas Shopping Festival**

The Festival raised more than \$1300, after expenses, which will go towards helping the athletic department pay for state tournament costs for Volleyball and Cross Country.

❖ **Alumni Group**

I've created an alumni group on Facebook, and Theresa Ferguson (alumni) has volunteered to help me administrate it. This is a first step in acquiring a good way to stay in contact with our alumni and give them an environment to share what they're up to.

Erin reports there are 65 people on the Facebook Alumni page now.

❖ **Spiritwear**

This is a small thing, but our Spiritwear account is finally "to the plus" after years of working to get us out of the negative. We just did a drive, selling more than 70 sweatshirts to families.

❖ **Building Project**

1. **Workshop with Mike Westby:** Feasibility interviews are ongoing. The first "initial findings" report was received by the oversight committee and will be reported on shortly. There are still more interviews to go until the final report.
2. **Capital Funds:** I have completed the report on the capital funds (how much we have, what has been spent, etc.) and will be giving it to the finance committee and/or attaching it with this report.
3. **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	Brittell 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	Brittell 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	Brittell Architecture	1831	\$4,875.00	Finalized Schematic
10/4/2012	Brittell 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	Brittell Architecture	1849	\$1,787.50	Professional Services/PLS Fee
		Total	\$90,733.18	

Traffic study received this week was positive news.

d. Randy Lemiere – Kelso Campus, Secondary Principal

High School Diploma review- testing requirements

2012 TRCS Graduates: Last month, the School Board asked me, “Where are our graduates now?” Here is what I found.

2 students	Grand Canyon University	1 student	Art Institute in Portland
1 student	YWAM, New York	1 student	Azusa Pacific University
1 student	Corbin University	1 student	Back to Viet Nam
5 students	LCC	1 student	working

WASL/HISPE/EOC/MSP State Tests I need some guidance about the State Assessments and our graduation requirements. Back in March of 2008, Board Minutes are as follows:

“WASL: Our sophomores and a few juniors/seniors finished taking the “Reading/Writing” sections of the WASL. This is the required part of the WASL for graduation from Public Schools. It is my understanding that the school board expects all our students to pass this section of the WASL to receive a diploma. I need direction from the school board on how to handle situations where students fail to pass this section by the time they are ready to graduate. I am happy to enforce whatever the school board decides.” Wayne Hayes.

Now the State requires Public School Students to pass the HSPE/EOC/MSP for graduation. 2013 seniors and 2014 seniors must pass the reading, writing, and math assessments. For the class of 2015 and beyond, seniors must pass the reading, writing, 2 math assessments, and a biology assessment. All students must have the required credits and projects accomplished as well.

Principal’s Recommendation: I believe that these State assessments are good to compare what we’re doing at TRCS. We need to know strengths and weaknesses of our students and specific classes. Assessments are good for the school and teachers as well. However, requiring our students to pass State Assessments for a college diploma, in my opinion, is not fair. Here is why. Public

School Students practice all year; we do not. Private Schools are not required to take the MSP, HSPE, and EOC for any diploma. Out of state transfer students would have great difficulty having the time to even take these assessments. King's Way Christian, Columbia Adventist Academy do not give state assessments. Colleges look at SAT scores rather than state assessments. Tying passage of these assessments to a diploma would cloud our focus on our mission. We would teach differently. State Assessments change almost every year. They have gone from WASL to HSPE, MSP, EOC, and now are considering Common Core Standards. In conclusion, we should give state assessments or other standardized tests for the good of students, teachers, and the school district in general, but to tie a requirement for a college diploma is not fair to our students.

Randy asked to disregard mention of the MSP since that applies only to Elementary students. The students would still take the tests but the proposal is to not tie state requirements to the TRCS College Prep Diploma. There is a TRCS General Diploma that is awarded if state requirements aren't met. The College Prep diploma requirements need to be reworded for 2013 since it currently refers to the WASL. Changes should be made for the new school year, not for current year. This will be revisited in April 2013 for the new school year handbook. If there are future requirements for Biology or other components then we can address them one by one. Jean suggested that Randy and Jana research information regarding minimum SAT scores to get into college, how state testing plays a role in college acceptance, if at all. Students that don't pass the state requirements will need to retest if they want the college prep diploma.

7. Requested discussion of a "Plan B" for the High School accommodation/site/need

Jean reports that the mold inspection report has come back with no mold at the upper campus. The electrical and roof issues at the upper campus are ongoing. Jean would like to discuss putting in the infrastructure for the new school. Steve suggested having an electrician review the electrical situation at the upper campus, he will contact someone to volunteer the time. Jean proposes a retreat for the board and staff to discuss the future of TRCS. January 11&12 or 18&19 are proposed dates. We may be able to use the Young Life building.

8. Next Board meeting- December 18, 2012

JoAnne adjourned the meeting. Harold closed the meeting in prayer