

# THREE RIVERS CHRISTIAN SCHOOL

## Board Agenda

Tuesday, December 18, 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                      [] 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

*Jan moved to adopt the agenda, Leila seconded, the motion passed.*

3. Minutes of November Board Meeting

*Leila moved to accept the minutes, Jan seconded, the motion passed.*

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

*No visitors*

5. Old Business                      JoAnne Harford

*No old business.*

6. Finance Report                      Leila Luhn

Finance Committee,

On the Balance Sheet Fibre Checking is at \$8,656.06, Fibre Savings-00 which has the Accrued Expenses and All Equity Accounts with a total balance of \$64,798.42. Fibre Savings-01 that holds all the Prepaid School Tuition and Registration is at \$201,621.75. The Heritage Investment Checking Account has a balance of \$263,645.28.

The School and CDC as a **whole** for November 2012 ended with a negative \$32,869.48.

(Please remember that this is a 2 pay period month for the CDC and some School hourly. Last year it was December and this year is November)

The new time clock is up and running. I have been watching it on my computer and it seems to be doing a good job so far for the few days that it has been working.

*Leila reported that Don Brooks did a forecast for the rest of the year, predicting a \$32,000 negative at end of school year. This does not include fund raising, but does include an allocation of \$9,000 for donations. There are a couple of items on the balance sheet that could change this forecast for the better, including how we are depreciating our equipment.*

7. Reports by Administration Team, discussion if needed:
  - a. Jean Zoet- Administrator/Elementary Principal

What a joy it has been to see God's hand on our school and our CDC program! He has provided again and again as we have had need. He provided an electrician for the HS, painters for the CDC, a phone system for the HS, money for the Capital fund, a traffic study for our building plan, Christmas celebrations/programs for our students, families we can share our plenty with over the holidays! This has been a blessed time.

Over this past year we have made wonderful changes to our program and

1. Enrollment is staying about the same and in contrast, last year we lost five students in December. The elementary is picking up one student in second grade and one half day student in kindergarten and lost one student in sixth grade. So we are up one half FTE.

*Update from Jean this is now at 2 FTE's*

2. Finances-November is the month when we see the double wages for hourly employees! This puts us in the negative. Since this one month of the year is always a stretch for us, we have made a change in the way we will be paying the hourly employees. We begin this process in January and should not see such a big impact next year at this time. We will be paying once a month rather than every four weeks.

When we have our retreat we will need to wrestle with our finances and try to make sure the tuition covers all the costs of education or closer to that. We depend on donor gifts right now but the giving is not keeping up with the gap.

3. Fire Marshall Inspection: Following our annual inspection the school added five fire extinguishers in classrooms and added floor markings in the electrical room to get up to code. This was completed the next business day thanks to Richard.
4. Accreditation: Brenda Angelico will begin work in January as the lead of our Accreditation Steering Committee. We are hoping to meet during the day once a month. This process should be completed by December of next year with a site visit in the spring.

5. Staff illness- one staff member has cancer and will be having surgery in the near future, one fell at work and hurt a shoulder, another fell in the parking lot and may have a hairline fracture in her arm, and another staff member's mother had a stroke. In the midst of this I hear the witness being spoken by the employees, "God is faithful" and we continue to have faithful, loving staff blessing our children!
6. December events:
  - a. 17<sup>th</sup>-elementary staff party
  - b. 18<sup>th</sup> –Finance Committee Meeting 4:30
  - c. 18<sup>th</sup>- Board Meeting at 6:30
  - d. 20<sup>th</sup>- elementary Christmas Program , 6:15 for k-2 and 7:15 for 3-5 followed by band
  - e. 21<sup>st</sup>- half day, noon dismissal for Christmas Break
  - f. January 7- back in school following two weeks break.
7. School Board Retreat:

*There are other options such as one full day and a follow-up half day later or an evening get together. Tuition for the next school year will need to be defined before March 1. Agenda items for the retreat will include Board Policy and Governance, foundational topics. Mission and vision will be reviewed. Board retreat date scheduled for March 1<sup>st</sup> in the evening & 2<sup>nd</sup> all day until around 4pm. Steve will reserve his beach house for the retreat.*

- b. Where? A beach house, or my house or the school?
- c. What time? Since there is no school on Friday we could start as early as we would like and can go as needed on Saturday...
- d. Who will lead? Erin has been reading and working on a way to facilitate our work.
- e. What do we need to accomplish?
  - i. Core Values
  - ii. School Improvement Plan for one, three, and five years
  - iii. Building Direction –make the decision "What is next?"
  - iv. Board education on a yearly basis.

*Jean reports that a security task force will begin in January to review our schools security policies. Steve asks where we would go to get best practices in this area. Jean and Ginger attended the training last year for incident command. Both received a certificate. These types of offerings can come from various sources, fire departments, etc. Drills at the school are completed monthly. Steve asked about arming principles with mace as some type of deterrent. Debra has invited law enforcement to our school in the past to look for advice on security. Harold suggests that a partnership with local police to familiarize them with our school and the layout, similar to how Castle Rock has done would be beneficial. CDC will look different than elementary and high school.*

b. Debra Zandi-Child Development Center

**Enrollment Report:**

Infants	21
Toddlers	67
Preschool	92
Kindergarten	28
School Age	<u>63</u>
<b>TOTAL</b>	<b>273</b>

❖ **Gift**

Recently we were gifted with a beautiful donation of the painting of C building. What a blessing! Parents, children and staff alike have been so grateful for the result and updating. It is truly those that care so much, that have great impact on our school, students and staff!

❖ **Cameras**

Mr. Troupe is in the process of looking into the cost of cameras and a monitor which will complete the CDC security system. The completion of this project will secure all toddler classrooms in C building and the remaining preschool rooms in B building. Parents continue to be appreciative of the commitment towards a safety vision campus.

❖ **Staff Meeting/Christmas Gathering**

Staff had a wonderful time gathering together during our December staff meeting for a Christmas party. It was a blessing and staff truly appreciated the special time together!

❖ **Community Outreach**

During this holiday season we have adopted A Warm Blessing outreach for those in our community in need. We are collecting blankets, gloves, hats, scarves, books and hot chocolate for area children. We will deliver Warm Blessings throughout December and January. Please feel free to support this effort by hanging gloves and mittens on the Christmas Trees located in main hall.

❖ **Community House Donations**

Recently we delivered toys, clothes and a television to our local Community House. We are thankful to have yet another opportunity to give.

❖ **Christmas Program**

Five family Christmas programs are scheduled for December 13<sup>th</sup> and the traditional preschool class program is scheduled for December 21<sup>st</sup>. Our children and staff are looking forward to a wonderful event celebrating and rejoicing in the birth of our dear Savior, Jesus.

❖ **License Renewal**

License Renewal is complete with all inspection reports submitted. The new non-expiring license has been received.

❖ **City of Longview Fire Inspection**

Completed

❖ **Painting**

Completed

❖ **Bathrooms Fans**

Completed

❖ **Family Tours Given**

Six

❖ **Fire Drill**

Completed

**Center is closed December 25<sup>th</sup> and January 1st.**

c. Erin Hart-Development Director

❖ **Tuition Assistance Partners**

We are at close to \$29,000 towards the \$60,000 goal for this year's Tuition Assistance Fund. Our participation in the Festival of Giving at the Three Rivers Mall added an additional \$420. Thanks to Marie, JoAnne, Butch & Jean ("the usual suspects") for giving their time to this.

*Update, the total is \$31,000 now.*

❖ **Bob Goff**

We are up to \$1,800 in sponsorships. Tickets are selling at the Columbia Theatre, but I need the help of all board members to really push this show. **Buy tickets as Christmas presents for family and friends – I did!** Let's make sure we don't waste this great opportunity with an amazing speaker.

*Update \$1,900 now. There are 3 levels of sponsorship available for the program.*

❖ **2012 – Year in Review**

We spend so much time focusing on the things yet to be done that I thought it was important to spend a little time on the things accomplished, so here's a list of what 2012 has brought for the Development area:

- Earlier this year, we met and exceeded our 2011-2012 Tuition Assistance Goal of \$33,000. We are nearly halfway to our Tuition Assistance goal for this school year and less than halfway through the school year.
- Received grants to pay for two new school zone beacons at the Kelso campus.
- Received a \$2,000 grant from Target to pay for new musical instruments for our Preschool – 5<sup>th</sup> grade music program.
- Created new promotional brochures for each grade level.
- Built and launched a new website with expanded services and a GREAT calendar.

- Our Facebook page has grown to more than 500 followers, and we recently launched the use of a Twitter feed.
- “An Evening With Frank Peretti” brought in \$12,000 and shared the school with 401 people.
- Our rental property issues are nearly worked out, thanks to a refinance, a new tax-exemption, and generous donations.
- The TRCS Foundation is an officially entity and is pending non-profit status.
- The 2012 Jog-a-Thon raised \$2,000 more than the year prior.
- The Spiritwear account, which started at *negative* \$3,000 three years ago is now positive \$1,000.
- We have 77 former students subscribing to our alumni group on Facebook!
- TRCS Fine Arts Conservatory has been launched with 13 students currently taking advantage of the private music lessons.
- We’ve launched fundraising for the Toddler Playspace and have raised more than \$2,500.
- I’ve had the opportunity to get to know many of our students this year, both through teaching the cooking exploratory, and as Student Council Coordinator. We’ve held the Student Store, Craft Fair, the Fence Fish Fundraiser, Downtown Christmas Parade, and hosted various visiting artists and groups for chapel.

❖ **Building Project**

1. **Feasibility Study with Mike Westby:** Feasibility interviews are ongoing. We are still working on contacting some of the first 40 names collected (including a few board members who haven’t responded). There has been a great deal of interesting information collected from these interviews which we should have in a shareable format by the next board meeting. We are collecting more names for further interviews to help us continue towards meeting feasibility and understanding what our donors expect.
2. **Building Process Timeline Explanation:** I’m attaching to my report a document that we recently compiled that outlines the entire process that has happened regarding building plans (since 2004). Hopefully this brings some clarity to the path we’ve traveled, especially for newer board members. I know it helped me to write it all down, and I think when we view things in written format, we can see more clearly that God is writing a story for us with every part of this process, and he’s continued to open doors for us.
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	Brittall 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	Brittall 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	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
11/2/2012	Westby & Associates	11-12-TRCS	\$5,001.53	Capital Fund Consulting
11/2/2012	Brittall Architecture	1849	\$1,787.50	Professional Services/PLS Fee
12/4/2012	Brittall Architecture	1857	\$412.50	Final Master Plan Document
		Total	<b>\$91,145.68</b>	

d. Randy Lemiere – Kelso Campus, Secondary Principal

God has blessed us mightily this month. Here are just a few examples.

- **Operation Christmas Child** – The TRCS National Honor Society sponsored the Operation Christmas Child gift box collection that is distributed by Samaritan's Purse International. Underprivileged Children worldwide receive these shoeboxes filled with items such as socks, hygiene items, school supplies, toys and candy; most importantly are the booklets that introduce the Gospel to these children. Our students sent out 42 shoeboxes!
- **New phone system** – Our phone system stopped working and the Lord provided a new system the next day. Thanks to Vancouver Christian, we bought a \$6,000 system for \$100. The cost to install the new system was less than \$1000.
- **Many Electrical Problems Solved** – Some of our major concerns with the electrical problems at the high school have been diagnosed and repaired. This has been a major blessing and the educational process is working better than ever.

- **Curriculum Mapping/Scope and Sequence** - We are continuing our quest for ACSI Certification. November 19<sup>th</sup> and 20<sup>th</sup> were half days for the high school students. During the afternoon, our high school teachers worked on their curriculum mapping and began the Scope and Sequence evaluations.
- **NorPac Donations-** Thanks to Daryl Erickson, NorPac has offered TRCS some surplus office furniture. Teacher desks, shelves, cupboards, and lab supplies were donated. Thanks Daryl and thanks NorPac!
- **Vans Donated-** Two churches and one family have offered their vans for our sports teams. Thanks to Valley Christian, Kelso First Assembly, and the Settle family, we can use their vans for transportation of teams when bus drivers are hard to find. It's nice to see the Body of Christ come together! Praise the Lord!

As we close out 2012, here is a list of the many accomplishments and blessings we've had at the high school.

- HSPE – 20/20 students passed the Reading Exam  
21/21 students passed the Writing Exam
- EOC – 31/33 students passed the Geometry Exam  
26/36 students passed the Algebra Exam
- Boys' Basketball Team – 1B Academic State Champions, Participated in District IV Playoffs
- Girls' and Boys' Golf – Sent 3 participants to the 1B State Golf Championships
- Volleyball – 2012 League and District IV Champions, State Participants
- ACSI Certification – 3 more teachers are now ACSI Certified
- Wayne Hayes Retirement after 13 years
- Compassion International – TRCS Students sent over \$500 to sponsor Doris Rodriguez for 15 months.
- School Clubs – Key Club, Honor Society, Student Council, Positive Health
- Gym Floor refurbished
- Weight Room added
- Updated Band/Math Room
- Updated Main Office and Principal's Office
- New Paint/Carpet in Room 103
- New high school workshop
- 11 new families in the high school this fall
- 100 students in grades 8-12
- New History, Biology, Chemistry, Math, Band, and Spanish Teachers
- New Textbooks in World History, CWP, Biology, Physics, Spanish 1
- Added the Top Chef class in the high school

*Randy reports we may be able to get some used security cameras for the school, still in progress.*



*Randy saw Bob Goff and was really impressed, looking forward to our visit with him.*

*Randy reports that parts of Camp Bethel have burned down recently, this is the place where the annual school retreat takes place.*

*The Electric Bean is having a fund raiser tomorrow night for our school's booster club from 4-8pm.*

8. Next Board meeting- January 15, 2013 6:30pm  
Jean closed the meeting in prayer.