

# THREE RIVERS CHRISTIAN SCHOOL

## Board Minutes

Tuesday, February 19, 2013, at 6:30 p.m. for the regular meeting in room #8

[x] JoAnne Harford                      [x] Leila Luhn                      [x] Jan Ferguson                      [x] Rod Treadway                      [ ] Steve Wilcox  
[x] Harold Erdelbrock                      [x] Marie Erickson                      [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. Many opened in prayer. No guests present

#### 2. Adoption of Agenda

JoAnne proposed adding to the agenda under Jeans report to add Policy Changes and Facilities Committee.

Leila moved to approve agenda changes, Jan seconded, motion passed.

#### 3. Minutes of January Board Meeting

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

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

No visitors present

#### 5. Finance Report                      Leila Luhn

*Leila reported that as compared to last year, expenses are down and we are in a better financial position. Don Brooks projects we will break even at the end of the school year.*

*The Finance committee discussed an annual tuition increase of \$300 for the coming school year.*

*Leila moved to increase tuition to \$300, Jan seconded the motion. The board discussed the issue, the increase is for anticipated higher utility costs and higher health insurance costs.*

*A vote was taken and the motion passed.*

*A volunteer appreciation night was discussed to recognize our school volunteers.*

#### 6. Reports by Administration Team:

##### a. Jean Zoet- Administrator/Elementary Principal- Health and Safety Report

TRCS has been blessed many times over this year.

1. Bob Goff Event- What an amazing event! Thank you, Erin Hart, for your ideas in action. This was a success financially and spiritually. I am still getting feedback of a positive nature with various people of the community thanking me or saying what a great evening it was.
2. Enrollment- numbers keep going up which is a contrast to last year at this time when we saw a drop in elementary enrollment. So today we are at 253 Students (244 FTE.)

grade level	April		May 11	June 26	Aug 9	Sept 1 Oct 1	Feb 19	
<b>2011-2012</b>	<b>70</b>				<b>229</b>	<b>246</b>	<b>245</b> <b>(236.2)</b>	
	2011	2012	2012	2012	2012	2012	2013	
<b>Total k-7</b>	<b>29</b>	<b>51</b>	<b>128</b>	<b>130</b> <b>(127.5)</b>	<b>139</b> <b>(136)</b>	<b>146</b> <b>(141)</b>	<b>150</b> <b>(144)</b>	
Total 7-12	58	29	85	90 (86.6)	94 (89.4)	100 (98)	103 (100)	
<b>grand</b>	<b>87</b>	<b>80</b>	<b>213*</b>	<b>220</b> <b>(217.6)</b>	<b>233</b> <b>(226.4)</b>	<b>246</b> <b>(239)</b>	<b>253</b> <b>(244)</b>	
							(FTE)	

3. The Emergency Preparedness /Health and Safety Review took place in February. The Staff met to review the changes made since December and review our routines and tools we already have in place. They made some great recommendations and then the parent committee met the next day adding a few more recommendations. They are listed below. Most of the recommendations are possible so I put suggested dates behind the recommendation but a few will cost money. Please let me know if you would like a copy of the full report with our procedures, tools on site and plans for each emergency or event. Most information is either listed in the Student Handbook or Staff Handbook.

The Staff Group met on February 6 and the Parent Group met on February 7 for one hour each.

Staff Committee Recommendations:

Following each recommendation is a month or month and year when administration feels these recommendations can be met.

- o Practice with staff Incident Command Procedures (not with young students) (Apr)
- o Practice with students and staff Lockdown Procedures including reporting to the office so that all students are accounted for. (2 kinds of drills- Level 1 and Level 2) (Apr /May)
- o Inventory classroom emergency containers-( spring 2013)
- o Checklist system for the 2013-2014 school year re. emergency supplies from each student and containers (recycle water or store differently) (Aug 2013)

- Put in place recycling containers and collection for whole school (fall 2013)
- Emergency “Go Bag” with all forms and lists and cards for each room including recess people (Aug 2013)
- Security Badges for staff, visitors and volunteers (March)

Parent recommendations:

These recommendations will be reviewed by the School Board as to scheduling implementation.

- Develop relationship with Longview Police Officer who will review our site and give recommendations for improvement of security (Spring)
- “Walk Around” Volunteer Security Team on site daily (I don’t know if this will be possible.)
- Emergency Card for all families with password for emergency pick up situations (Aug 2013)
- Security gate/fence with ability to “buzz in” families or push button opening (This will cost money and should be looked at with the Feasibility input or by a Facilities Committee of the Board.)
- Improve Transition procedure from school to After Care, clarify for enrichment where student is during the transition from one to the other (in place but needs better communication)

We have made good changes and improvements since the December, 2012 event. As stated in the last report we have added the panic buttons, the phone system all calls, the lockdown drills at the High school and now the defibrillators. The meeting with parents was very positive and helpful. Thank you, Marie, for chairing that committee and providing good comments.

4. The Elementary provided Health Screening on February 5. We are assisted by the LCC students in the health area. This service is offered free of charge to us and gives them practice. The eyes, hearing, and scoliosis screening is important for children in their growing years. Many parents get annual checks but these screening can catch something that just comes up as they grow.
5. Headlice has been an issue all year but really exploded this week. We hope the four day weekend gives families a chance to deal with all the cleaning that needs to be done on clothes, furniture, car interiors, toys, etc. We are spraying and wiping down all areas that may be contaminated.
6. Facility Committee- I am requesting that the School Board consider creating a Facility Committee of the Board that helps the school prioritize and plan for repairs and improvements of the existing buildings. It was reported to me that the buildings A, B, C, and D need to have a coating put on the roof of each building. We have leaks and I know this has not been done for over 15 years. It was also reported to me that the ends of the portables and A and C buildings have rot so that the siding is in need of replacement or repair. Since we do not know when we will not need these buildings we should keep them in repair. All of these buildings should be painted.

I would like this committee to inspect the school, CDC and elementary buildings, for the facility needs and then prioritize these needs and create a two or three year plan to present to the board so that we get the work done. Some of the work could be done by volunteers or groups of workers on the weekend or in the summer. This will give the board a good idea of the scope of need and possible cost involved so they can make better decisions about maintenance. Right now our

maintenance is being done as reactionary rather than proactive and purposeful. Richard has had many projects placed on his shoulders because we have breaks or problems and we need to move toward giving our crew breathing time. I can envision this committee doing quarterly tours, using a check list system, and looking at everything. I don't think we would do the church building but that could be a joint look/inspection. I think they do their own. I would like this group to look at our outbuildings and if one needs to come down put that on the list, etc. I would also like this committee to look at the rentals and list out repairs or future repairs and/or improvements for renters. As it stands now the white house has a window that needs repair but that window has been broken for over a year. I would appreciate a group of knowing builders/construction people to sit on this committee and can see this as a wonderful improvement to our management of TRCS.

*Jean asked for volunteers for the facilities committee, Rod will volunteered, Marie will check with Daryl he may want to participate. JoAnne will ask Butch. This will be enough people to get the committee started.*

### **Policy review – School Board Policies**

#### **Section Title: Student Enrollment**

Policy 2005 – Regarding school guidelines for students enrolling or re-enrolling in TRCS.

*Harold moved to adopt the policy as submitted by Jean, Marie seconded, the motion passed.*

Policy 2006 – Regarding a 10% cap on special needs accommodations or needs beyond a reasonable limit in a TRCS

*Jan moved to adopt the policy as submitted by Jean, Dan seconded. Discussion about whether 10% is too specific. Do we need to grandfather in existing enrolled students? Jean will reword the verbiage and we will vote on it at the next meeting. Motion died.*

Policy 2007 –Regarding a Student Convicted of an illegal activity.

*This policy will be slightly reworded for vote at the next meeting.*

Policy 2008 – Regarding Sexual Offenders

*This policy will be reworded for vote at the next meeting.*

#### **Section Title: Student Accounts**

Policy 2230 – Tuition.

*This policy will not change from its current verbiage.*

#### **Section Title: Control of Pupils' Conduct and Safety Concerns**

Policy 3915 – Regarding social media

*Leila moved to adopt the policy as submitted by Jean, Jan seconded, the motion passed.*

**Section Title: Compensation and Related Benefits**

Policy 4420 Regarding frequency of pay for classified employees

*Jean will update for next meeting. JoAnne will review all the policies for further editing needs.*

*Harold asked about fundraising and how the money is distributed. Some events are traditionally focused on benefiting one area of the school such as high school golf tournament proceeds go to the high school.*

*Depending on event, the funds may be distributed for a specific purpose. The Bob Goff event was tuition assistance.*

b. Debra Zandi-Child Development Center

**ATTENDANCE REPORT**

	Totals
Infants	21
Toddlers	75
Preschool	96
Kindergarten	29
School Age	<u>68</u>
<b>TOTAL</b>	<b>289</b>

**Tours and New Students-**

We have had 10 scheduled tours this month resulting in 9 registered children.

**Enrichment Classes-**

Winter Learning Happenings include:

1. Curriculum Integration,
2. Fitness in Motion...
3. Thinking, Counting, Crocheting...
4. Skill, Talents and Building.

**Security-**

We as a center, continue to share and provide clear discussions with children as we once again identify safety as one of our top priorities. We use dramatic role playing to practice safety in our classrooms as

well as our outside campus. We practice all drills as appropriate and recently began the process of some changes to the gym/playroom which will meet the standard for emergency lock downs. Those changes include: pull down blinds for all windows and new locks for doors that accommodate the ability to be locked from the inside.

#### **Cameras-**

The Center is in process of implementing the installation of 8 additional cameras that will be installed in the infant/toddler classrooms and the remaining preschool rooms. This phase also includes 1 outdoor camera which will overlook the Toddler playground and walkway. CDC camera total is 24.

#### **Valentines for Campus Towers-**

Preschool students were delighted to create and share valentines with residents of Campus Tower. What a great opportunity to bring a simple joy to another!

#### **Community Outreach-**

It is with great appreciation that we give great opportunity for children to worship, pray and give to others in our neighborhood and community. In that effort; we collected hats, gloves, books, blankets and hot chocolate which were given to Mountain Family Ministries.

#### **Conferences-**

Preschool 4's conferences began Monday and will run through February 22<sup>nd</sup> and will be held in our Early Literacy Library. Our preschool teachers along with TRCS kindergarten teachers are teaming together to provide excellence, as well as opportunity to invite and share our Kindergarten program. Parents are also provided information regarding the growth, development, and progress of their preschool student.

#### **Festival of Learning-**

Preparation for our upcoming Festival of Learning has begun. It will be held Thursday, March 21<sup>st</sup>. All classrooms will be open and we look forward to hosting family tours!

c. Erin Hart-Development Director

❖ **Tuition Assistance Partners**

We are at **\$54,560** towards the \$60,000 goal for this year's Tuition Assistance Fund, and we still have 4 and a half months left to fundraise.

❖ **Bob Goff**

Bob was amazing! I hope you all had the chance to attend. We had between 380 and 430 in attendance. (The theatre had 430 tickets on the chart as sold, but only "ripped" 380 – but I know quite a few of us managed to not have our tickets ripped.) I'm going to guesstimate that matched or exceeded last year's attendance with Peretti, which was 401. Regardless, I had many people come up to me and say, "That's what a school event should be."

❖ **Enrollment Season**

We are making changes to the forms and will be reprinting materials and handbooks soon. We've already had many inquiries for next year.

❖ **Defibrillators**

Blessings! We sent out an email blast last week after determining a need for defibrillators at the elementary campus. Within just a few hours, we had over \$2300 donated. This will cover two units with all equipment plus other first aid needs. We also have the possibility of a third complete unit being donated, which would allow for one on each level at the high school.

❖ **Department of Defense Computers for Learning**

After four months of playing the "acronym game" with the Department of Defense, I believe we are now successfully registered for their "Computers for Learning" program. Every two years, the military completely replaces their computer systems, donating the retired units to schools who have passed through their vetting process. We've passed the process and are working on our first request. If this works out, it could significantly resolve some of our aging technology issues.

❖ **Board Retreat**

The retreat is scheduled for March 1<sup>st</sup> and I've been assembling information on the Carver model used by other ACSI school, and have created a proposed agenda for your approval. Here is my thought:

**Friday, March 1<sup>st</sup>, 6 p.m. – 8:30 p.m.:** Presentation on the "Carver Model" of Board policy, followed by discussion

**Saturday, March 2<sup>nd</sup>, 9 a.m. to 4 p.m.:** **Morning** - Writing a "Declaration of Intention" from the TRCS Board

**Early Afternoon** - 3, 5, 10 & 20 Year Goals

**Afternoon** – Arranging the board calendar/tickler list for policy work

Because of the large amount of work to cover in a short amount of time, it may be beneficial to once again have our retreat on campus so we don't lose time to traveling. This is a starting point for future policy discussion, and perhaps those discussions would be better suited to a beach retreat for just the board and head administrator – thoughts?

*The board decided to meet at their usual location in the TRCS staff room for their retreat to minimize travel and maximize time spent on the material.*

❖ **Building Project**

**1. Feasibility Study Oversight Committee Reporting:**

- i. We have had 14 more interviews since the last board meeting. Work by the subcommittee is ongoing as we attempt to assign financial metrics to the three areas of concern.

**2. Building Process Expenditures:**

<b>Date</b>	<b>Payable To</b>	<b>Invoice #</b>	<b>Amount</b>	<b>For</b>
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

12/4/2012	Brittell Architecture	1857	\$412.50	Final Master Plan Document
1/7/2013	Westby & Associates	12-12-TRCS	\$4,904.40	Capital Fund Consulting
1/13/2013	Westby & Associates	1-13-TRCS	\$5,046.48	Capital Fund Consulting
2/5/2013	Westby & Associates	2-13-TRCS	\$5,126.40	Capital Fund Consulting
		Total	<b>\$106,222.96</b>	

d. Randy Lemiere – Kelso Campus, Secondary Principal

- Safety is of the utmost importance in our schools today. Here at the TRCS High School Campus, the staff has been reviewing safety procedures and making our school as safe as it can be. One major goal for the school was to establish a Lockdown Procedure. The definition of a Lockdown is a threat inside or outside the building. Our goal in a Lockdown is to know the location of every student, get them in a locked safe room with an adult, and secure the building as quickly as possible. As we continue to refine and practice, our students are now safer than they have ever been.
- A new twist to our history program this year is the competition of our students in the National History Day Program. Our new history teacher, Jim Sheppard, brought his expertise to our school and established our first annual National History Day Competition. Sixty-seven students participated in the competition and 21 students are competing in Vancouver next month in the Regional competition. They will compete with 400-500 students to go to the national competition in Washington D.C. in June. The National History Day Program has been a fantastic learning opportunity for our TRCS students.
- Our winter sports teams have been representing our school quite well this year. The TRCS Girls' Basketball Team took second place in the Columbia Valley League. Our Boys' Basketball Team came in second as well. They played in the 1B District IV Tournament in Aberdeen February 9<sup>th</sup>. Both teams won and made school history. This was the first year any TRCS basketball team advanced in the 1B District Tournament. A win Saturday, February 16<sup>th</sup> puts them into the Regional portion of the State Basketball Championships.
- One of the greatest blessings over the last 4 weeks has been our chapel services. Pastor Lance Caddel, from Valley Christian Church, presented a 4 week series on decision making. His theme was "Direction, not Intention, Determines Destination." Pastor Caddel presented stories of his youth, passages from scripture, and powerful illustrations. His final scripture was taken from Proverbs 3:5-6. "Trust in the Lord, with all your heart and lean not on your own understanding. In all your ways, acknowledge Him and He will make your paths straight." The final presentation was an invitation to "Who will trust in God?" It was a powerful service where students made many commitments to our Lord. Thanks Pastor Caddel!

Randy reports he has 102 students at the high school now.

7. Next Board meeting- March 19, 2013

JoAnne adjourned the meeting.