

# THREE RIVERS CHRISTIAN SCHOOL

## Meeting Minutes

Tuesday, March 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                      [x] Steve Wilcox  
[x] Harold Erdelbrock                      [x] Marie Erickson                      [x] Suzanne Walker                      [] Dan Leno  
[x] Jean Zoet                              [ x] Debra Zandi                      [x] Erin Hart                              [x] Randy Lemiere

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

*JoAnne called the meeting to order, Randy opened in prayer.*

### 2. Adoption of Agenda

*Harold moved to adopt Agenda, Jan seconded, motion passed.*

### 3. Minutes of February Board Meeting

*Harold moved to adopt the minutes, Jan seconded, motion passed.*

### 4. Feasibility Study Committee Report to the board                      Committee

*Westby and Associates presented draft results of the Capital Campaign Feasibility Study. A review of the report was performed by Mike Westby, including expected range of giving for the project and top issues that must be addressed to achieve the higher band of giving.*

*A feasibility subcommittee, made up of Leila Luhn, Randy Lemiere, Jean Zoet, Don Brooks, Jim Chenoweth., Mike Westby and Erin Hart responded to the top issues presented in the draft study.*

*Don Brooks addressed the state of public school consolidation and opportunity for TRCS. Don answered questions about the Broadway campus heating, asbestos and the lack of a gym.*

*Leila presented information on the building priority CDC vs. high school.*

*Randy presented phasing options for building a new school. If an existing building was purchased, a phase 2 may include a gym.*

*The committee recommends pursuing the purchase of the Broadway campus if it becomes available and the terms are as expected.*

*Mike Westby believes that the feasibility subcommittee has addressed the major issues raised by proposed donors during the feasibility study and recommends reporting out the subcommittee information to them.*

*Westby reports that capital campaigns typically last for 3 years. The leadership portion lasts about 18 months, then 18-24 months to do a broader campaign.*

Steve asked will there be an opportunity for us to partner with people in the community that want a smaller school setting that TRCS offers. We will keep our options open.

If the Broadway campus is not an option, then building a gym plus 6 classrooms would be the recommendation from Mike Westby, based on the feasibility report.

Leila moved that the board accept the recommendation of the subcommittee to pursue the purchase of the Broadway campus if it becomes available, Suzi seconded, motion passed.

5. Finance Report Leila Luhn

March 11, 2013

Board Members,

On the Balance Sheet Fibre Checking is at \$4,279.40. Fibre Savings-00 that has the Accrued Expenses and All of the Equity Accounts with a total balance of \$94,579.46. Fibre Savings-01 that holds all the Prepaid School Tuition and Registration is at \$123,651.24. The Heritage Investment Checking Account has a balance of \$279,782.88.

The School and CDC as a **whole** for February 2013 ended with a positive \$109.57. (\$2,366.10 w/o depreciation)

Let me know if you have any question.

Brenda LeMonds

The finance committee is working on the budget, first draft will be brought to the next board meeting.

6. Reports by Administration Team, discussion if needed:

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

1. **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 248.5 Students (240.5 FTE.) One of our teachers pulled out three children and one other fifth grade child left as well as one sixth grade child went to half days.

grade level	April	May 11	June 26	Aug 9	Sept 1 Oct 1	Feb 19	March	
2011-2012	70			229	246	245 (236.2)	245	
	2011	2012	2012	2012	2012	2013	2013	
Total k-7	29	51	128	130 (127.5)	139 (136)	146 (141)	150 (144)	146.5 (141.5)

Total 7-12	58	29	85	90 (86.6)	94 (89.4)	100 (98)	103 (100)	102 (99)
<b>grand</b>	<b>87</b>	<b>80</b>	<b>213*</b>	<b>220 (217.6)</b>	<b>233 (226.4)</b>	<b>246 (239)</b>	<b>253 (244)</b>	<b>248.5 (239.5)</b>
							(FTE)	

2. **The Emergency Preparedness /Health and Safety Review and practice.** On the very day we practiced our Lockdown procedures for the school we had a real lockdown. I sent a notice to the board and gave the details. We were only in lockdown 20 minutes. Our parents and our students were not the focus. This was a person of interest fleeing from police officers. Our school was searched.

We have now completed the practice that was recommended by the staff and will be completing the Incident Command Procedures section within the month.

- 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)

These suggestions are still on my list to complete.

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

Parent recommendations:

Officer Mike Hallowell, a father of one of our elementary students, worked with us on our lockdown and is familiar with our recent event. I hope to continue that relationship and get advice about our buildings which would take care of the Parent recommendation listed below. The other recommendations are still on my list.

- o Develop relationship with Longview Police Officer who will review our site and give recommendations for improvement of security (Spring)
- o “Walk Around” Volunteer Security Team on site daily (I don’t know if this will be possible.)

- o Emergency Card for all families with password for emergency pick up situations (Aug 2013)
- o 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.)

*Jean reports that this gate will be installed between the garage at the elementary school to the library. The gate will stay open during the day, closed at nights and during lockdowns.*

- o 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)

**3. Facility Committee-** This group has not met yet. Butch has declined but Mr. Erikson is willing to do some inspecting and make recommendations. We really need this group to report for our budget preparations. **Would any building updates come from capital money or would all repairs have to come out of the budget?** When we have had issues before repairs have come out of budget.

4. **Thank you** – Finance Committee and Don Brooks for their help in preparing a draft budget for the next school year.

5. **Curriculum Review**- Teachers at the elementary are preparing the scope and sequence for Science this month.

6. **Festival of Learning**- Students and teachers are finishing up projects for our Art Fair/Open House on March 21. We have a student body that is very gifted and their work shines at an event like this.

**7. Changes in personnel**- Debbie Sullivan is transitioning out of her work at TRCS at this time and Lisa Moore, a present employee, is being trained to do Debbie’s work. Lisa is qualified and excited about adding this to her duties at TRCS. Since this is an internal change in work schedule I did not get board approval for this change. We do have one teacher resigning and I would like to have an executive session to present her letter of resignation and discuss why I support this midyear change and break in contract.

b. Debra Zandi-Child Development Center

**TOTAL ENROLLMENT REPORT**

Infants	19
Toddlers	87
Preschool	92
Kindergarten	31
School Age	<u>67</u>
<b>TOTAL</b>	<b>296</b>

- **Tours and Enrollment**  
We hosted 6 tours this month thus far resulting in 7 new children enrolling in our Child Development Center.
- **Festival of Learning**  
Festival of Learning planning is continuing as we prepare for a night of celebration. Packets are being made up for evening tours and classroom teachers are preparing for special activities in their rooms.
- **Enrichment Classes**  
We have received extremely positive feedback from the families whose children have been involved in our current Enrichment Classes. Current classes ended this month and we have begun preparation for spring classes.
- **Educational Training Opportunity**  
Southwest Washington Early Childhood Tapestry Conference at Clark College is scheduled for this month which is an outstanding opportunity for staff education and growth.
- **Lock Down**  
We had a successful all school lock down recently. Staff did a superb job in securing a safe environment for our children. We are grateful to have a local police force who continues to give guidance and safety to our TRCS campus.
- **Safety**  
Windows have been purchased and will be placed in the doors of rooms 10, 11, 5 and 6. This small enhancement allows teachers the ability to have more visual awareness of walkway areas.
- **Second Step**  
We will be involving staff with additional support as we integrate our Second Step program at the ECED preschool level. Our focus will be building a healthy social-emotional learning environment for all children.
- **Teacher Evaluations**  
The administration team has begun the process of teacher evaluations and will continue with staff conferences in April.
- **Spring Break**  
April 1<sup>st</sup> -5<sup>th</sup> Center Open
  - c. Randy Lemiere – Kelso Campus, Secondary Principal

Every month there are so many opportunities for our students to learn and grow. Here are some of the highlights for this month.

- **National History Day Competition** – Saturday, March 2<sup>nd</sup>, many of our history students competed in NHD Regional Competition. Out of 17 students from our school, 12 will compete at the State NHD level May 4<sup>th</sup> at Bellevue Community

College. Winners there will compete at the national level in Washington D.C. in June.

- **ACSI Musicale Competition** – March 11+12 our TRCS Band competed in the annual ASCI competition. Mr. Greg Moore took our middle school and high school band members to Northwest Christian University. They competed well and
- **High School Proficiency Exam** – March 12-14 our tenth graders took the HSPE assessments required by the State of Washington. These assess the students' Reading and Writing skills. Results will hopefully be sent to us before the end of the year.
- **History Field Trip** – March 15, Mr. Sheppard took our eighth and ninth graders on a field trip up the Columbia Gorge to experience sections of the Lewis and Clark Expedition. Stops included Beacon Rock, Bridge of the Gods, Multnomah Falls, and Bridal Veil, Shepherd's Dell, and Vista Pointe.
- **Key Club** – Our service oriented Key Club sponsored a fundraiser called One Dollar for Life. Two hundred and twenty-five dollars was raised. The money will be used for computers and medicine at a girls' school in Kenya.
- **Holy Week** – This year at the high school, we will have three special gatherings. Wednesday March 27, missionaries from Uganda will speak to our students. Thursday March 28, we will have a Communion Chapel where Tim Carns will explain the meaning of communion, and for those who would like, can have communion. On Friday March 29, Mr. Sheppard will do a drama of the builder of the cross. It will be a solemn experience. Everyone is welcome to come. Each gathering will begin at 8:00am.
- **Career Fair** – March 29, our tenth graders will be attending the Career Fair at LCC. There they can talk to many professionals about career choice.

d. Erin Hart-Development Director

❖ **Tuition Assistance Partners**

We are at **\$58,731** towards the \$60,000 goal for this year's Tuition Assistance Fund.

*Tuition Assistance as of today is \$59,000. Jan asked about if this is pledged or money in hand, per Erin this is all money in hand.*

❖ **Amy Grant**

I am attaching a very conservative estimate of costs and expenses for the proposed event for this fall. I spoke to her manager, Jeff Gregg, who sent the offer form for us to fill out. He thinks she can do a weekend in September as a stop on her bus tour. I also met with Gian Paul Morelli at the Columbia Theatre to get his estimates of costs. I need approval and direction from the board to see if they want us to move forward on this. There is risk involved, but also sizable reward.

*Harold moved to proceed with negotiations to engage Amy Grant as presented to the board, for a performance in September. Leila seconded, motion passed.*

❖ **Enrollment Season**

We have had a new brochure rack donated by Rushmer Woodworking in our front office for all of our brochures. A new registration banner has been ordered, and ads are appearing in the Daily News and the Columbia River Reader. I have given quite a few tours in the past few weeks, especially for Kindergarten.

❖ **Defibrillators**

The defibrillators should be ordered by the time of this board meeting. We are getting two with “all the trimmings” for about \$1,800. The leftover funds raised will go towards purchasing additional first aid supplies for the classrooms to bring us up to snuff on emergency preparedness.

❖ **School Zone Beacon Grant Follow-Up**

We are required by the State of Washington to submit a follow-up report to the grant we received last year for school zone beacons at the upper campus. Traffic collision research from the Kelso Police, as well as a traffic analysis done by a retired State Trooper (my Dad!) with a radar gun loaned from the City of Kelso, shows that traffic speeds have been significantly reduced during peak hours, and there have been NO (compared to 4) collisions in that area since the beacons were in place.

❖ **Building Project**

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

- i. The report is attached tonight.

**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	Brittelle Architecture		\$1,250.00	Initial Planning
5/5/2012	Brittelle Architecture		\$4,193.00	Master Plan
5/31/2012	Richard Van Sickle		\$522.50	Consulting
6/11/2012	Brittelle 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
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
3/6/2013	Westby & Associates	3-13-TRCS	\$4,995.00	
		Total	<b>\$111,217.96</b>	

7. Approval of Board nominations and discussion JoAnne Harford

*At the end of August our some of the board member terms are up. JoAnne asked Suzi and Jan if they would like to continue serving on the board since their terms expire in August 2013. They both agreed.*

*JoAnne gathered some names for potential school board nominees. The board had no conflicts with any of the nominees.*

8. Staff Salary Scales- discussion

*This item will be discussed at the next meeting along with the budget proposal.*

9. Response from Elder Board

*Per Steve Mark Schmutz is composing a letter for the board.*

10. Executive Session- resignation of one staff member

Next Board meeting- April 16, 2013