

THREE RIVERS CHRISTIAN SCHOOL

Board Minutes

Tuesday, April 16, 2013, 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 [x] Marie Erickson [x] Suzanne Walker [x] Dan Leno [x] Jerry Wilson
[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 and new Board Member

JoAnne called the meeting to order and the board opened with prayer.

Visitors Mr. Stout and Jana Schmutz.

2. Adoption of Agenda

Jan moved to adopt the agenda with the addition of item 5.a.1 Former TRCS Student, Leila seconded, motion passed.

3. Minutes of March Board Meeting

Meetings accepted as written

4. Finance Report

Finance committee meeting

April 15, 2013

Attendees: Jean Zoet, Debra Zandi, JoAnne Harford, Brenda LeMonds, Don Brooks, and Leila Luhn

The financial statements were reviewed. The forecast Don Brooks places the finances at a negative \$31,048.55. This does not take into account any further donations, monies from receivables or the Jog A Thon. The school's receivables are unusually high for the 1-30 days due to transition in the bookkeeping staff. We look for it to be lower next month. All of the prepaid and restricted monies are in their proper accounts and balance.

The committee is presenting to the board our first draft of next years budget, based on 225 FTE's. No action is necessary.

The committee discussed raising the CDC rates by 2% at July 1st and also raising the registration fee from \$60 to \$75. This fee assists in the payment of staff training.

The committee recommends the board approve the rate increase and the registration increase.

We also recommend the board extend the registration fee to TRCS families who currently do not pay registration at the CDC.

a. Draft budget

Current draft budget does not contain increase in salary for staff or increase for staff retirement, the budget team will continue to work on the numbers. The board will review at the next meeting.

Board Members,

On the Balance Sheet Fibre Checking is at \$8,219.40. Fibre Savings-00 that has the Accrued Expenses and All of the Equity Accounts with a total balance of \$105,840.32. Fibre Savings-01 that holds all the Prepaid Tuition and Registration is at \$116,559.93. The Heritage Investment Checking Account has a balance of \$282,817.36.

The School and CDC as a **whole** for March 2013 ended with a positive \$606.99. (\$2,839.42 w/o depreciation)

Let me know if you have any question.

Thanks you,

Brenda LeMonds

Leila moved to raise CDC rates on July 1st by 2%, Steve seconded.

Harold asks if the registration fee for CDC is paid at the same time as the school registration fee. Debra states that open registration for CDC begins in March, fee is due September 1st, and registration fees are not prorated. Per Jean the school prorates a registration fee based on when the school year starts. Jean asks about registration fee for CDC, if your child discontinues attendance, and then comes back, is the registration fee is due again, the answer is yes. Annual registration fee is due for the CDC September 1st each year. Deborah suggests no CDC registration fee for TRCS students.

Steve & Leila withdrew the original motion.

Harold moved to raise the CDC rates by 2% and raise the registration fee from \$60 to \$75 starting September 1st. Steve seconded the motion. Motion passed.

b. Monthly finances

5. Old Business

a. 1. Former TRCS student

Jana and Randy have a former TRCS student that would like to complete her high school requirements at TRCS, she is 2 online classes short of meeting TRCS graduation requirements. The board agrees that Randy and Jana should proceed.

2. HSPE Testing Requirements for Diploma

Jana reports that colleges don't look at HSPE scores. Randy wants to separate college prep diploma from HSPE test scores. Public schools require passing the HSPE to get a college prep diploma. JoAnne called for a motion for any changes to the current policy. No motion made.

b. Response from the Elder Board

Harold asks how much ownership involvement Northlake Baptist Church has of the TRCS Board. In prior years, the TRCS administrator was a member of the Elder Board. Steve currently represents the pastor as ex-officio in our board meetings. Steve reports school board happenings to the Elder Board. Steve reports that the Elder Board are an umbrella or advice group available to offer guidance and help. Steve advises that we keep the Elder Board included in progress on major decisions. The board will keep communications flowing to the Elder Board so there are no surprises on either side.

c. Salary Scale Recommendations for Faculty Members

ACSI training is at no cost to TRCS, these classes currently do not count as credits. Title 5 money is available for our teachers to take classes and it doesn't cost TRCS any money. Steve would like to see public school rates compared with the faculty salary proposal. St. Rose faculty salary is at 85% of the public schools, TRCS is at 59% of public schools.

d. Feasibility Study and Westby Roll Out

Erin read the response from Westby about whether the report-out was included in the scope of the feasibility study. Steve asks about how report out should be done whether it should be smaller groups, also whether or not we should ask for funds before public school buildings decisions have been made. Jean would like to speak with the elder board first before the report-out to feasibility study participants.

6. Reports by Administration Team, discussion if needed:

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

1. **Enrollment**- I will begin the tracking of the enrollment by grade level starting in May.
2. **The Emergency Preparedness /Health and Safety Review and practice**-We have not yet completed the inventory of the classroom emergency containers but will by the end of May. Here is the list of things still to be done:
 - 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)

3. Facility Committee- This group has not met yet. Mr. Erikson is willing to do some inspecting and make recommendations. Plans are underway for a short fence from the garage to the “A” building with a cost sharing with the church.

4. **Curriculum Review-** Teachers at the elementary are preparing the scope and sequence for Bible this month. (Last month it was Science)

5. **Elementary Students Go to the ACSI Art Fair-** 18 students will be heading south to the annual art fair on April 22. Their work was displayed at the local art show and now will be displayed at Firm Foundation in Battleground.

6. **Faculty Contracts** will be given out in May for the 2013-2014 school year. Reductions in hours for support positions will be made at the elementary level since we have a student number reduction. If our numbers go up and class sizes increase we will make adjustments in staffing. The elementary will also reduce by one half teacher and one split grade is planned. A second split grade is dependent on the kindergarten numbers.

7. **Administrative Contracts** will be given out in late April for the 2013-2014 school year. No changes are expected.

8. Professional Development-Randy and I will be creating a plan for professional development that matches our Accreditation requirements. This will include curriculum development, technology expansion, and classroom management. Teachers will have options for on line courses from ACSI and classes offered by the Public Schools in our areas.

Jean sent updates to the board for the following policy numbers: #2006 High Needs Child, #2007 A Student Convicted of an illegal activity/offense, #2008 Sexual Offenders. Motion to accept updates as written, Steve seconded, motion passed.

b. Debra Zandi-Child Development Center

ATTENDANCE REPORT

	Totals
Infants	18
Toddlers	82
Preschool	90
Kindergarten	30
School Age	<u>68</u>
TOTAL	288

➤ **Enrichment Classes**

Enrichment classes will begin with a variety of offerings for students. The classes will include: Portrait Drawing, Miniature Garden Fun, and Cupcakes & More for “Little” Kids, and Ballet.

➤ **Staff Evaluations**

Staff evaluations and conferences begin this month and will continue throughout May. Staff

will be issued their 2013/2014 Work Agreements in August.

➤ **Professional Training**

I recently have taken several excellent professional development trainings as well as attending an ACSI Early Education Conference on line. These competency areas have included Curriculum development, Learning Environments, Professional Development and Leadership. I am looking forward to sharing ideas as well as providing our staff with updated strategies and training.

➤ **Mother's Day Family Celebration**

The 3 year old preschool classrooms are working diligently on music and gifts for a program and celebration for Mothers and their families. Classroom will be working on Mother's Day gifts with Glazy Dayz Pottery.

➤ **Staff Training**

Staff will have a wonderful opportunity to attend a Multiple Joyful Practice Opportunity Educational Workshop with fellow educators of Longview Early Education District.

➤ **Professional Goals 2013**

Goal #1:

My Professional goal for this year is to obtain and read the new WAC's which is soon to be published.

Action Plan:

1. Communication to team of the new regulated codes and laws for Child Care.
2. Implementation of the new standards within the child care center

Goal #2:

Expand the outreach of our current TRCS bus/transportation service.

Action Plan:

1. Evaluate the need of service at additional school sites
2. Pursue marketing and communication at schools and community events

Goal #3

Initiate the expansion of Enrichment Classes.

Action Plan:

1. Broader discussion with parents and children regarding areas of interest
2. Secure instructors for additional class offerings

Goal #4

Integrating and expanding our Early Literacy library.

Action Plan:

1. Support and develop ongoing project of additional books and reading loft
2. Develop learning proficiency with processes using technology with iPads

Goal #5

Begin Phase of renovating the Toddler Play Yard.

Action Plan:

1. Collecting data of the new WAC standards for outdoor play yards
2. Implementing and communicating with project manager
3. Assist development director in support and communication of fundraising efforts

Goal #6

Attend National Administrative/Director Conference for Early Learning and Child Development. I will be surrounded by the most advanced education and information from fellow administrators, researchers and teacher educators in early childhood.

Action Plan:

1. Attend the NYAC Early Learning Administrative Conference in Washington DC in November

2. Share, partner and educate those around me with gathered information

Upcoming Events:

Staff Appreciation Week

May 6th -10th

Preschool 3's Family Celebration

May 10th

Pony Pictures

May 3rd

Preschool Conferences

Preschool 3's May 13th -17th

Memorial Day

Closed May 27th

Preschool Plus Graduation

June 7th

Traditional Preschool Graduation

June 10th

Staff Program Potluck

Staff Meeting End of the Year/Summer Program potluck - June 4th

Summer Program

"Summer Camp 2013" kicks off June 17th!

- c. Randy Lemiere – Kelso Campus, Secondary Principal

Our students are engaged in many spiritual and academic experiences here at TRCS. God is really moving in many of the students and His light is shining throughout their lives. Please take a look at the events listed below.

- **TrigStar** – Every year the local surveyors offer a TrigStar contest at our school. Mr. John Thatcher came to administer the test to our trigonometry (and some geometry) students. He also shared about the profession of surveying/geomatics and the demand for the future. The top student for our school receives \$50 and then competes at the state level in May. Stephanie Maldonado was our winner!
- **BioTech Day** – Tuesday, April 16th Mrs. Bean, our Biology and Chemistry teacher will take our top biology students to Centralia H.S. for the 16th annual BioTech Day. Our TRCS students will extract their own DNA and perform a real genotyping SNP assay to determine their genotype for the PTC gen (bitter tasting ability). Students will be solving a mystery using clues given throughout the day as well as their DNA fingerprinting gel that will be performed during the morning labs. Lastly, there will be speakers on a variety of topics like: DNA crime investigator, Genetic Counselor, DNA sequencing and Medicine, and Neuroscience.
- **Holy Week** – The week before Easter, the high school had Holy Week. It started Wednesday with Pastor Mark Schmutz introducing our students to Ephraim and

Jova Tumusiime. Ephraim spoke about missions in Uganda and painted a picture of God's love in a place so foreign to our students. Thursday, was our Communion Chapel. Tim Carns gave a historical account of the Old Testament Covenant (law and sacrifice) and the New Testament Covenant (Jesus the sacrifice). On Friday, Jim Sheppard performed an original drama of the conflict that the "Cross Maker" had while preparing the cross for the Savior of the world. Many students responded to Mr. Sheppard's invitation to commit themselves deeply to God. The Holy Spirit moved in all three chapels.

- **Stanford Achievement Testing** – The ninth graders will take the Stanford Achievement Tests, April 23-25th of this month.
- **Art Faire/Band/Drama/Open House** – We invite you to our 2nd Open House, May 2, 2013. Last month our original Open House was poorly attended so we decided to invite the community and our families to see the wonderful programs at the high school. Art viewing begins at 6:30pm and the TRCS Band/Drama performances begin at 7:00pm.

Old Business

- **HSPE/EOC COLLEGE PREP DIPLOMA** – Last November, I shared my concern with the policy of tying the state tests to the college prep diploma. After some discussion, you asked me to present this issue at the April School Board Meeting. So, I'd like to address this again and bring Mrs. Schmutz, our school counselor, to discuss her views as well. Here were my concerns from last November.
 - We don't practice for these tests like the public schools do.
 - For some transfer students, it can be almost impossible to achieve.
 - Changes in state tests without training or practice (WASL, HSPE, EOC, Common Core) for teachers and students puts our students at a disadvantage.
 - CAA, King's Way, and most private schools don't even give these tests.
 - Colleges and Universities do not ask or require any of these scores.

d. Erin Hart-Development Director

❖ **Tuition Assistance Partners**

Looks like we made it with a few months to spare... we are at **\$60,092.90** towards the \$60,000 goal for this year's Tuition Assistance Fund.

❖ **Amy Grant**

Still waiting to hear back on our proposal to CAA... rest assured you will hear from me immediately after I hear something, good or bad.

❖ **Cell Tower Opportunity**

Chris Forsberg from Velocitel Wireless Solutions came to see if our school or NBC would be willing to lease site space for a 75' high cell tower on our campus. It would require a minimum

35'x35' (up to 50'x50') footprint, around which we could negotiate landscaping. They would pay us a minimum of \$10,000 per year for 25 years on this lease. If the board wishes to pursue this, they should consider that some families may object to the proximity of Radio Frequency Emissions so close to their children. It may also interfere with the long-term master plan. However, this would be steady funding for Tuition Assistance.

Jerry moved to proceed with discovery of Tower feasibility, Harold seconded, motion passed.

❖ **Homeschool Testing**

We had a few phone calls regarding allowing homeschool students to participate in our Terra Nova testing. We set it up and this coming week Mrs. Angelico will have a couple of homeschoolers taking the ACSI standardized test. If this is successful, next week we can plan for it and advertise it more fully to the homeschool community to start making that connection.

❖ **Pending Grant**

Still waiting to hear back on our pending grant application...

❖ **Jog-a-thon**

Jog-a-thon planning is underway. We are looking for sponsors to underwrite the cost of the event this year. Their names will be featured on the jog-a-thon t-shirts. We are also investigating adding a timed "obstacle course" to see if this attracts some of our older kids and adults who may not be as enthusiastic about the distance running portion of the event. If you're able to volunteer, or would like to sponsor (options are \$50 and \$100), please contact me.

❖ **Enrollment Season**

Kindergarten inquiries have been steady, and applications are coming in...

❖ **Continuous School Improvement Plan**

For ACSI accreditation, we need to begin compiling a CSIP. For this, we will need to expand on the visioning that was started at the board retreat. I will bring further suggestions for this plan at future meetings, but I wanted to get it on your radar.

7. Adjournment

Harold closed the meeting in prayer, JoAnne adjourned the meeting.

Next Board meeting May 21, 2013