

THREE RIVERS CHRISTIAN SCHOOL

School board minutes

Tuesday, May 21, 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
[]Harold Erdelbrock [x] Marie Erickson [] Suzanne Walker [x] Dan Leno [] Jerry Wilson
[x]Jean Zoet [x]Debra Zandi [x]Erin Hart [x] Randy Lemiere

Harold, Suzie, and Jerry had excused absences.

AGENDA for regular Board Meeting

1. **Call to Order, prayer, and welcome of guests** *Steve opened in prayer. Drew Stout was welcomed as a guest.*
2. **Adoption of Agenda** *Leila moved and Marie seconded a motion to adopt the agenda. It passed.*
3. **Minutes of April Board Meeting** *Leila moved and Jan seconded to approve the minutes, it passed.*
4. **Finance Report - budget revisions?**

Finance committee meeting

May 20, 2013

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

The financial statements were reviewed. The CDC had two strong months. Debra is expecting this to continue so the bottom line should be better. All of the prepaid and restricted monies are in their proper accounts and balance.

The committee will present the proposed budget at the June board meeting.

Erin asked the committee to consider offering "empty seats" to pastors' children for the first year. The committee asks the board to allow Erin to make an informal poll to see if any pastors would be interested. *Question: How does this differ from financial aid? Financial aid is fully funded through fundraisers. These are empty left over seats in the classroom. They would be offered at 40% off. They would not be counted as a full FTE (in figuring the cost per student) but figured as a bonus to the budget because empty space if filled at no extra cost). It would be for the first year only unless the decision was made to continue. It would be on an available basis only, first come first serve. We are going to wait to make the decision but see if anyone is interested.*

Steve mentioned the committee is looking for more income. He asked about making it more difficult to get financial aid after May 1st. Jean explained that this is already in place. Before May 1st it is first come first serve to those that qualify. After May 1st we reduce the maximum you can receive in Fin. Aid... Such as if you qualify for 40% the max you can get is 30 %.

Drew asked why we offer financial aid. He feels like he is subsidizing someone else's education. It was explained that all financial aid is now currently funded through fundraising efforts and so financial aid is not subsidized through other's tuition. However the discounts for staff and multiple child discounts are. He doesn't have as much of a problem with staff discounts.

If we eliminated all discounts the charge for tuition would go down per student but staff and multiple families would pay more for each child. This makes a big difference for some people. This will be addressed later in the year when we discuss tuition rates for next year.

Our next meeting will be June 17th at 4:30.

Respectfully submitted, Leila Luhn Board treasurer

Board Members,

May 17, 2013

On the Balance Sheet Fibre Checking is at \$13,473.21. Fibre Savings-00 that has the Accrued Expenses and All of the Equity Accounts with a total balance of \$108,800.72. Fibre Savings-01 that holds all the Prepaid Tuition and Registration is at \$109,352.07. The Heritage Investment Checking Account has a balance of \$291,172.90.

The School and CDC as a **whole** for April 2013 ended with a positive \$3,360.46.
(\$5,592.89 w/o depreciation)

Let me know if you have any question. Thanks you, Brenda LeMonds 423-4510 Ext. 403 749-6993 Cell

5. Old Business

a. Decision on whether or not to adopt Carver Policy and how to implement (should include creation of policy committee and timeline to full transition) *Steve moved and Dan seconded to adopt the Carver model for our board. The question was asked if adopting it would help in the accreditation process. The answer is yes it will help prepare for the site visit in 18 months and the Continuous School Improvement Plan. The motion passed. Erin and Jean will create a timeline of when things need to be addressed and then subcommittees will address the items since no one was willing to chair the policy committee.*

b. Amy Grant Concert *An offer has been submitted with dates so we are waiting for their reply.*

c. Facilities Committee *Daryl Erickson, Drew Stout, Dan Leno (back up support) and Richard will work together to come up to refine a scope of work with the ultimate goal of making a long term maintenance schedule.*

6. Reports by Administration Team, discussion if needed:

a. Jean Zoet- Administrator/Elementary Principal

Standardized Testing- Results are back to the school with information going out to parents this week by mail. This is the second year we have “Bible” as one of the tests, “Ability Testing” as one of the tests, and the first year we are able to get test results on-line for all families. These changes will impact our curriculum improvement plans, our ability to assess if students need additional educational support and our ability to communicate well with parents.

In Bible performance our students are ranked “Proficient” or “Basic” most of the time. Our goal is to move more to the “Advanced” level. Changes in what we teach at which level will help this. I see this information providing a push to change and improvement in this area.

The Ability testing has given us information about each child and whether they are working up to their potential. Our discussions are preliminary at the school level but this information might help parents see whether they should change their expectations for their individual child. (Sample will be passed around showing the type of information the teachers are getting.)

The scores will also help our teacher evaluate students that need additional support through small group discussion/tutoring. These score will be only one tool as we are also doing the “Dibbles” testing starting next week with kindergarten returning students and students with scores lower than the 35th percentile. It is my hope to qualify for Federal money and get Title I funding for staffing.

Handbook Revisions-Each quarter ACSI sends the “legal-Legislative UpDate” bulletin to our school. This magazine brings to the administrator’s attention any legal issues that need refinement or policy plans. Randy and I will be reviewing our “Code of Conduct” expectations and administrative policies that appear in the Student Handbook to address social media.

The second notable area is “Criminal Background Checks.” We require these checks for all potential employees and volunteers before they are hired or before they can be with children. The policy is in general neutral but we have to be careful that we do not deny a position to an employee if the issue has nothing to do with the actual job. So they said to consider 1) the nature and gravity of the offense or conduct, 2)the time that has passed since the offense or conduct or completion of the sentence, and 3)the nature of the job held or sought. We may want to have a board policy that states something like this.

Curriculum Mapping –Curriculum Trak Randy and I are looking at a software that would move us forward in our curriculum mapping and save hours of work for teachers. The program is completely customizable and can be specific to our needs and yet connect us to state standards so that teachers don’t

have to look and cut and paste. This is affordable, less than \$1,000 a year. It would also provide a service for parents so that they would be able to view the maps.

Enrollment as of May 15, 2013

Enrollment Dashboard- Here is an update using the “dashboard” similar to the one from last year:

grade level	May 11	May 15
	2012	2013
k	20	20
1	15	19
2	12	15
3	13	10
4	15	7
5	11	14
6	17	9
7	22	20
total	125	114
8	15	17
9	15	16
10	30	15
11	13	25
12	12	6
total	85	79
grand	210	193

Of the students that could return we have 72% already signed up but with verbal “yes” we are at 89%. So there are 9.8% that are not returning that we know of. The reasons range from moving, job loss, financial, homeschooling and public school planned move. There were no “dissatisfaction” reasons listed. I am anticipating 30 more students of present families and 20 more new students. I think we can safely say 234 students for next school year.

Funding additional School items-Since the budget is so tight we plan to raise funds for the following items needed for school start up in the fall:

- 20 computers from military-software, hard drive, wireless card –(\$100-\$150 each)
- Two new classroom rugs for school, one for CDC- (\$1000 each)
- Two office computers at Longview campus-(\$2,000)

We also need four ends of our buildings repaired with new siding which is not funded. We will attempt to ask for volunteers and search for a way to do this. My estimate may have been high when I said \$3,000 an end.

Faculty Contracts- Randy and I will begin the process of writing contracts this next week and will give contracts out before the end of the school year for positions that we know we will need for the coming year. Specialists and part time faculty will have contracts that list possible changes depending on the student population.

Receptionist/Administrative Assistant Position-I will be posting a new position for the elementary campus office. This employee will act as our receptionist, which we have now, but add some hours and duties for an assistant to the Administrator and Development Director. We will be looking for someone that has high computer skills to take over webpage posting, generating of fliers, set up and take down of events, organization of handbooks and policy books, etc. Our intent is to keep Erin and myself from burn out but keep us moving forward I believe this position is essential.

Honoring- Two years ago we began the process of honoring “years of service” at our annual Beginning of the Year combined meeting. We recognize 5, 10, 15, etc. years of service. This recognizes the loyalty and consistency of employment on the part of the staff. I would like the board to also recognize “excellence” in service with a “Teacher of the Year” or “Employee of the Year” award... We would need to define what this means and the criteria we would use to be fair and consistent. This could be from Administration or from the Board.

We also need to recognize our Board Members that have served for a number of years. This could be done in many ways like a plaque or certificate or dinner out. (We never got to a dinner with Don Walters.) How would you like to be involved?

b. Debra Zandi-Child Development Center

➤ Family Program and Celebration

We had a wonderful time honoring Mothers during our Family Celebration programs during this month. Rooms were filled with music, joy and laughter! The program provided a special time to be reminded of God’s great love!

➤ School District Celebration

I will be attending a meeting at the Longview School District Administration Building this month. Superintendent, Dr. Suzanne Cusick, will be recognizing Three Rivers Christian School as one of our areas Early Literacy Schools. A plaque will be given in recognition of this achievement.

➤ Regional WaKIDS Early Learning Symposium

I attended WaKIDS symposium at ESD 112 in Vancouver which was filled with excellent information and allowed opportunity for collaboration in a P-3 alignment. The goals *per symposium agenda* included: Review and consideration of a shared definition of school readiness, strengthen participants’ understanding of P-3 and the purpose of WaKIDS, and brainstorm potential next steps intended to promote collaboration between early educators and kindergarten teachers.

➤ Staff Appreciation Week

Staff appreciation week went well and was enjoyed by many. We have an outstanding Early Education staff and I am thankful for them!

➤ Preschool Conferences

Parent/Teacher 3’s preschool conferences have begun and will continue throughout the week for families of preschool students. Conferences are being held in The Early Literacy Library, Room 105.

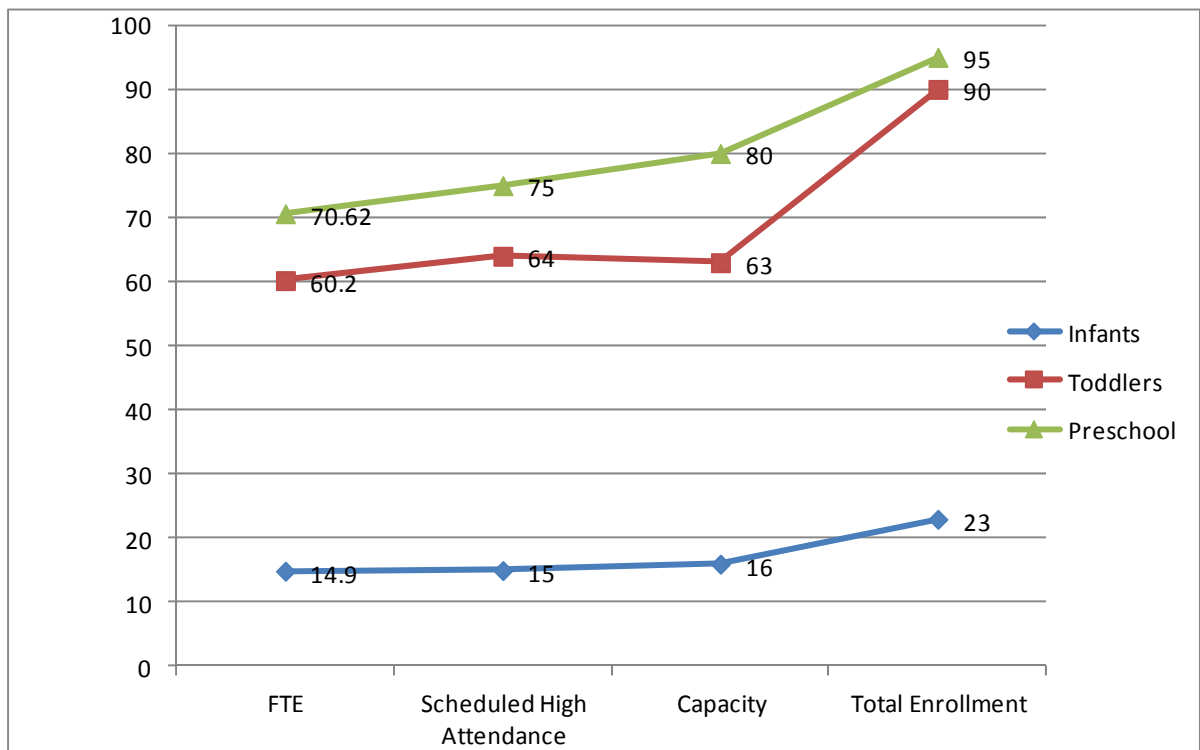
➤ Joy Group Program

- Our Pre-kindergarten students recently sang for our NBC JOY group and what a Joy it was! Both teachers and children alike were delighted in being a part of such a beautiful group of people.

- Pony Rides and Pictures by Farmland Foto Inc.
What a great success! Children were delighted as they were lifted to the ponies for rides and pictures on May 3rd and what a beautiful, sunshiny day!!! It was an enjoyment for all!
- Staff Conferences-Evaluations Continue through May.
- Memorial Day Closed May 27th
- Preschool Graduations
Preschool Plus Room 5 June 7th, 10:00
Preschool Plus Room 6 June 7th, 1:00
Trad. Preschool Room 7 June 10th, 1:00

Enrollment Graph

	Totals	2012
Infants	23	15
Toddlers	90	91
Preschool	95	99
Kindergarten	32	17
School Age	<u>70</u>	<u>68</u>
TOTAL	310	290



*Premium days are used each day as attendance add on per availability

*Five Toddlers are in process of transitioning into Preschool classes

*Two infants are registered and waiting to start

We have had another strong month regarding new enrollments and facility tours.

c. Randy Lemiere – Kelso Campus, Secondary Principal May 21, 2013

As the high school year comes to a close, God’s blessings have been throughout. Our students achieved academically, athletically, and spiritually.

Here are some of the highlights for May and June.

- **Happy Kids Dental Art Contest** – Ashtyn Grant, Kylie Kirby, and Danielle Leslie participated in the “Parking Lot” art contest and won \$1000 for our school!
- **Academic State Champions** – This spring our girls’ tennis team was named Academic State Champions for the 1B Division of the Washington Interscholastic Athletic Association.
- **Washington State National History Day Teacher of the Year** – The Colonial Dames of Washington, along with the Washington State Historical Society, named **Jim Sheppard**, our high school history teacher this outstanding award. Mr. Sheppard receives an all-expenses paid trip to Washington D.C. June 7-13 for the National Competition. This award recognizes a teacher that goes over and above what is expected and actively contributes to the National History Day experience in their school and throughout their careers.
- **Washington State Student Assessments** – May 28-June 7th our algebra, geometry, and biology students will be taking the math and biology end of course exams. Results will be available in the fall.
- **New Class – Keyboard, Voice, and More** – Music Lab
- **Active Shooter Training** – Monday, May 13 the Dept. Emergency Management gave 6 teachers Run, Hide, Fight and Last Resort training.
- **End of Course Exams** – Three students took the math EOC exams last January. After excellent tutoring, all three students passed the exams on their second attempt.
- **Senior Awards**, June 6, 2013, 7:00pm at North Gate City Church (high school campus)
- **Baccalaureate**, June 7, 2013, 7:00pm at North Gate City Church (high school campus)
- **Graduation** June 9, 2013, 3:00pm at Seventh Day Adventist Church
- **Last Day of School**, June 12, 2013

Randy asked us to approve the WIAA governing rules. Steve made a motion to agree to abide by the governing rules of the WIAA, Dan seconded. Question: What are the governing rules and is there anything there we would object to? They are basic rules of academics, behaviors and policies regarding athletics. Motion passed.

Blessings, Randy Lemiere Principal – Three Rivers Christian School

d. Erin Hart-Development Director

- ❖ **Amy Grant** *An offer has been submitted with dates and we are awaiting a reply.*
- ❖ **Love Does Stuff** I’m turning in my board report early since I will be attending Bob Goff’s “Love Does Stuff” conference on May 16th & 17th. I’m hoping to find some good candidates for our spring event.
- ❖ **ACSI Leadership Conference** I will be attending the Leadership Conference in July in Colorado. Dr. Pue will be one of the lecturers, and I’ve already contacted him so we can have a meal together and share info about the school.
- ❖ **Cell Tower Opportunity** We did send in the permission form for site testing, but haven’t heard anything back yet.
- ❖ **Pending Grant** I spoke to ZLW last week, and they said they were in the midst of one more meeting and should have their funding priorities decided by beginning or mid-June.
- ❖ **Eagle Scouts** I have two Eagle Scout volunteers, one who will be repainting our metal playground equipment, and the other will be repainting our map of the United States on the parking area between the school buildings. Student Council has agreed to purchase the paint.
- ❖ **Department of Defense Computers** We were just approved for 20 laptops through the DOD program that I signed up for last year. They do not contain harddrives, but they’re only two years old. Jack is looking for best options to outfit and prepare them, then we may ask for some donations to defray the cost. I pick them up on Tuesday at Fort Lewis.
- ❖ **Jog-a-thon** We sold more than \$1400 in sponsorships, paying for all of the t-shirts and some of the prizes. For the first year of doing this particular kind of sponsorship, I think we were successful. We are getting new participation from the high school and from the Booster club, so hopefully this event can be even more fund and community-generating.

- ❖ **Carver Policy** It was on the calendar for this month to decide if the board wishes to adopt Carver and, if so, how they'd like to implement it...
- ❖ **Continuous School Improvement Plan** For ACSI accreditation, we need to begin compiling a CSIP. Obviously, the board needs to be engaged in this process. Would you prefer to have a task force that meets separately to accomplish this, or would you rather have it be a segment of the monthly meetings and we could break it down by area and set goals? Let me know what you think and we can begin planning accordingly. Jean, Erin, Jan and Leila and Steve will make up this committee.
- ❖ **Westby/Building Process** *The elder meeting was recapped. The affirmation of unity was emphasized. Leila moved to approve a simplified report out by Westby in August. Jan seconded and the motion passed.*

"Let us not grow weary of doing good, for at the proper time we will reap a harvest if we do not give up." - Galatians 6:9

7. Adjournment

Next Board meeting- June 18, 2013

Submitted by Jan Ferguson Vice President