

THREE RIVERS CHRISTIAN SCHOOL

Board Agenda

Tuesday, September 18, 2012, at 6:00 p.m. for the Executive Session and 6:30 p.m. for the regular session 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 [x] Dan Leno
[x]Jean Zoet [x]Debra Zandi [x]Erin Hart [x] Randy Lemiere

The Executive Meeting 6:00 for Board Members only

JoAnne Harford nominated and confirmed as Chairman

Jan Ferguson nominated and confirmed as Vice Chairman

Suzanne Walker nominated and confirmed as Secretary

Leila Luhn nominated and confirmed as Treasurer

Cheryl Vanderwerf was excused from the regular board meeting for another commitment.

AGENDA for regular Board Meeting

1. Call to Order, prayer, and welcome of guests and new board members, if any

JoAnne called the meeting to order.

2. Adoption of Agenda

Leila moved to adopt agenda item 4.b. for communications, Jan seconded, the motion passed.

3. Minutes of August Board Meeting (See attachment)

Harold moved to adopt the minutes, Leila seconded, motion passed.

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

No visitors.

4.b. Communications

There is a request for board meeting minutes to be available to teachers. Harold moved to put the board meeting minutes on the TRCS website, Dan seconded, the motion passed.

Question about the ability to buy fish for the fundraiser, can it be better advertised? Erin stated the program will start after student body officers are elected.

Question about alumni, do they have the opportunity to be put on the mailing list? Erin responded yes, anyone can be put on the mailing list, the new website has an alumni communication form for this purpose. Some schools have alumni organizations; this can be a possibility for us in the future.

5. Old Business- Vote on Survey Team

The board needs to vote on the survey bids received. Matt Ouellette & David Brittell suggested doing items 1. Basic Services, and 2. Topographic Survey of Ocean Beach Highway and Pacific Way to centerline of both roads, from the Request for Proposal. We are still in the feasibility stage, the bid was sent to 4 different companies and only 2 responded. Items 1 and 2 can be done now or later after feasibility is complete, but must be done before building. Steve asked what are the steps to take before building? Does it need a vote of the body before approving? JoAnne responded the board can approve but will ask for approval from the body before any construction begins. Community meetings will need to take place after feasibility phase and before permitting begins.

Harold moves to accept bid from Minister-Glaeser, with work to be performed as need. Leila seconded, the motion passed.

6. Finance Report from Finance Committee

Leila reported the finance committee met yesterday, the board needs to act on the authorized signatures for the Heritage Checking Account and CD's. This used to be Carolyn Cade and Don Wolters. Brenda LeMonds and Jean are proposed as the new authorized signers. We could have a board member as well but they would need to be available to sign checks. Steve moved to nominate Jean and Brenda, Jan seconded, the motion passed.

Harold moved to accept finance report, Dan seconded, the motion passed.

7. Reports by Administration Team, discussion if needed:

- a. Jean Zoet- Administrator/Elementary Principal

Enrollment Dashboard- Here is an update using the "dashboard" similar to the one from last year. We are exactly at the same number of students as last year and at more Full Time Equivalents. (246)

grade level	April		May 11	June 26	Aug 9	Sept 1
2011	70				229	246
	2011	2012	2012	2012	2012	2012
k	5	10	20	24	31	36
1	6	6	15	14	16	15
2	2	8	15	13	12	11
3	5	2	13	11	11	10
4	2	3	15	16	16	16
5	5	0	11	11	13	13
6	4	12	17	18	18	21
7	0	10	22	23	22	24
total	29	51	128	130 (127.5)	139 (136)	146 (141)
7	6	0	0	0	0	0
8	3	5	15	18	18	21
9	31	5	15	16	17	18
10	7	14	30	32	34	38
11	7	3	13	12 (11.4)	13 (12.4)	10
12	4	2	12	12 (9)	12 (9)	13 (11)
total	58	29	85	90 (86.6)	94 (89.4)	100 (98)
grand	87	80	213*	220 (217.6)	233 (226.4)	246 (239)

We met our budget goal and we will look forward to a more positive budget year.

School In-service- As you saw in the school newsletter, we were able to honor a number of staff members with pins, pen sets, plaques, and other awards. We try to honor each employee at their five year marks. (5 years, 10, 15 20, 25, 30, 35, and 40) Sherry Willis has been here the longest with 40 years of service.

Pastor Mark led us in worship, prayer and a great inspiring message this year at our larger meeting on Tuesday morning. The elder board members and school board members that were available came and prayed for the staff. That was encouraging and let staff know that they are valued.

Assessor's Assessment of school property- We received notice that the school buildings were assessed at around \$51,000 more than the last assessment. I have appealed the assessment and we receive word back next week.

ASCI Teachers Convention-9 elementary teachers are scheduled to go to the teacher's convention in October. This is paid for through our Public school using Title II money. This saves us close to \$900!

Water Pipe break-In August a water pipe broke in the Middle School area. The damage is still being repaired. The bathrooms are now done, both classrooms are usable but the down stairs playroom is not finished.

Intense Work Load- Our custodial team was challenge greatly over the summer. Besides the normal cleaning we tried to move some classrooms to make changes for the blended classrooms and the new middle school. We found that we could not get everything done between the church needs, CDC needs and the school needs. Richard and I have been looking for ways to hire earlier next summer and in the next budget I will need to allow for a substitute custodian cost. As far as I know that has not been planned for in the past and we were really over worked this summer. Not all project have been completed.

Giving- We have received over \$12,000 in donations from our community in July, August and the beginning of September. That money is listed in Tuition Assistance/Bridge the Gap, School Contributions, and School Donations Income. Our goal is \$54,000 that we provided in Tuition Assistance. This is a good start to the year. Only \$42,000 to fully fund the Tuition Assistance!

Finances- August is not an income month since tuition payments do not begin until September. We did very well over the summer even with the set backs in custodial needs, supplies, and extra wages.

Back To School Night- The elementary classes had about a 50% attendance rate. We had many positive comments about this school year and how things are going. Middle School parents are very happy with the new approach to learning, the curriculum, and the teachers. People loved having Spanish and art in addition to other classes.

Schedule Adjustments- This year has meant that we have had a lot of adjustments to how we do things. We no longer offer a "Library Class" but do have access to the library for all students as the teacher directs but not the librarian. Teachers and students will have to learn to check out books.

PE is offered four days a week and this has once again meant changes in the schedules for staff. Art is offered to each class for one hour a month. Ability Groupings in Math are offered at sixth and seventh grade. Spanish is offered to all classes for 20-25 minutes a week in shorter periods.

I think we finally have a schedule that works for everyone.

Jean reported that some classroom blending was necessary due to low enrollment in specific grades. Our enrollment number is the same as last year.

Jean reported that the exploratory classes have started. The initial 6 week exploratory classes have started such as cooking, drama, rhythm band, volleyball, journalism. When those classes end there will be more choices. Some options are finance, wilderness experience, basketball, art. These classes are not

graded. The Dave Ramsey program for teens is something that Northlake has certified teachers in, Dan Leno is one of them.

Jean called the assessor about the property value increase to challenge the figure, they will make a small adjustment but not much. Jean said they are using a new formula to get to the number.

b. Debra Zandi-Child Development Center

ATTENDANCE REPORT

	Totals
Infants	15
Toddlers	57
Preschool	68
Kindergarten	20
School Age	<u>64</u>
TOTAL	224

- **Tours:** September Tours include: A total of 12.
- **Child and Adult Care Food Program (CACFP):** We are diligently working on the CACFP food grant. The grant must be completed and submitted by September 28th.
- **Community Outreach Ministry:** We recently donated clothing, a TV, printers, keyboards and toddler cups to Community House; as well as making cards and delivering them to Campus Towers in celebration of Grandparents day.
- **Busses:** Our bus pick up continues to be a popular choice for families and children! The bus run includes Northlake Elementary and CVG for both kindergarten and school age children. We look forward to opportunities to enlarge this ministry; as we move forward in this service.
- **Enrichment Classes:** We have had an outstanding response from our enrollment for Enrichment classes! Those classes include: Beginning Puppetry, Cupcakes and Mores for “Little” kids, Cupcakes and More for Kids, Zumbatomic, Lyrical Dance and Ballet.
- **Early Literacy Library:** Many positive comments have been made from the new families regarding our program. However, the highlight for many; is our Early Literacy Library and the possibility of adding iPads to preschool station learning. Prayerfully, one or two will come forward to bless us with this request.
- **TRCS Natural Playspace Project/Covered Area:** We have had several donations toward this project and are looking forward to all the Lord has planned for this new adventure!

- **Field Trips:** Preschool Field Trip to the Fire Station is scheduled for October 11th and 12th and the annual pumpkin patch visit are scheduled for October 19th.
- **Pictures:** Bell Studios is scheduled to take pictures on October 24th for the Infant and Toddler departments and the 25th for the Preschool department.
- **Fundraiser:** Classic Recipes Cookie Dough fundraiser kicks off is October 8th. All proceed from this fundraiser will go towards classroom learning tools and play equipment. Please feel free to place an order. You are truly appreciated and make a positive difference to us all!!!

Debra spoke about school break-in and what can we do as a CDC to help the community.

The family tours like the early literacy library at the CDC, we are growing in a place that looks different than other Child Care centers.

Bussing has brought in more after-school children to the CDC, numbers are up.

New board members were given a copy of the proposed play space.

c. Erin Hart-Development Director

❖ **TRCS Foundation**

Thanks to Don Brooks, I might actually get these IRS forms in coherent order. I hope to file them in the next week or so...

❖ **Tuition Assistance Partners**

So far, we have more than \$12,000 raised towards the \$60,000 goal for this year's Tuition Assistance Fund. I am scheduling 5-10 Sunday talks at area churches. I will be at Northlake for the next two Sundays, then Coal Creek, East Kelso, Valley, etc. Please pray that more churches will allow me to visit and spread the word about our school, and that hearts would be open to supporting us as an area mission over the long-term. If you haven't signed up to be a sponsor and are able, please grab a form from our front desk, or let me know.

❖ **Bob Goff**

Because of the mountains of stuff happening in the next couple of months, Bob Goff was kind enough to reschedule his visit to Monday, February 4th at the Columbia Theatre. Sponsorship information will be forthcoming.

❖ **New Website**

I now have the test site moved to dev.3riversschool.net for final development. We had all new staff pictures taken at the inservice day. Once the payment service is plugged in, we should be able to make the transition.

❖ **Christmas Shopping Festival**

The Festival is scheduled for November 10th. We already have 7 vendors signed up (which is EARLY for "last-minute Longview".) Please let me know if you're available to volunteer. ☺

❖ **Music Conservatory**

We have 7 students signed up so far this week. We are offering piano and guitar. (Shelly Backstrom, Terry Johnson and Bob Nelson are all signed on as teachers.)

❖ **Rental House Project**

- We have finally received notice of our exemption on 2604 which should significantly lower our taxes for the 2013 bill. However, I was hoping it would also refund part of our 2012 bill. I'm talking to DOR to see how I might petition for that refund.

❖ **Building Project**

1. **Workshop with Mike Westby:** Mike is currently finalizing his Powerpoint for the feasibility study. We've been rounding up facts and figures, and he has been contacting the 60 names on his list.
2. **Schematic Plans:** You received the colored elevations from Brittell last week. I will be presenting them to Northlake this Sunday.
3. **Traffic Study:** We are still in discussions with City of Longview about the traffic study, but the most recent update includes the following:

"After many discussions, he agreed to the in-only driveway, without modifying the traffic signal. He agreed to everything that you wanted, except the right out on Ocean Beach Hwy. If you build a phase, and Craig does not like the queuing on Pacific Way, he said he is going to require the traffic signal modification and full access at Ocean Beach/NE Nichols Blvd for future phases." This means that for the first phase, we won't have to do any traffic signal modification to Ocean Beach Highway. (Hallelujah!)

4. **Meeting with JH Kelly and Brittell:** We met with Matt & David last week and updated them on where we are in the process. We all agreed to be in "holding pattern" while feasibility is completed.

5. Recent 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
	PLS via Brittell		\$1,650.00	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	06-12-TRCS	\$4,860.00	Capital Fund Consulting
7/1/2012	Westby & Associates	07-12-TRCS	\$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
8/7/2012	Westby & Associates	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
		Total	\$74,552.40	

Bob Goff event changed to February 4th. Erin is looking for sponsors for the Bob Goff event so that it can be free. There are 800 seats that can be filled. We will probably have an event for sponsors beforehand to meet Bob.

Our DOR came through, Jean's house is now tax exempt.

The city said we can do a "right" into the proposed new school building without a light, this will be a cost savings for us. Demo of the white house will be needed for the road to the new school.

d. Randy Lemiere – Kelso Campus, Secondary Principal

Teachers, students, and families have enthusiastically welcomed the new year. Many thanks to all who have made the start of school a powerful success. Now is the time for all of us to persevere and give God glory as the year progresses.

I have 4 goals for the high school this year. Spiritual goal number 1 is to continue the emphasis on the theme for the year, “Love Does.” Goal number 2 is a set of academic goals; raise expectations – We can do things better. Students pass state graduation requirements in Reading, Writing, Algebra I, Geometry, and Biology. Goal number 3 is a safety goal. Raise awareness of “No Bullying at TRCS.” The final goal is a professional development goal. Eighty percent of the teachers become ACSI certified, and the high school principal become ACSI certified as well.

All of these goals are attainable with hard work, perseverance, and God’s leading. Please keep the ministry of Three Rivers Christian School in your prayers. We can do great things in Christ!

Highlights from the beginning of school:

Aug. 28 th	Chicken Picnic	Fun and Yum!
Aug. 31 st	Principal’s Message	Love Does/Bullying
Sept. 6 th	Chapel	Chris Thoms, Calvary Comm. Fear vs. Hope
Sept. 11 th	Back to School Night	Lots of information!
Sept. 13 th	Chapel	Caleb Cox, East Hills Alliance, Our Words
Sept. 21-22	All School Retreat	John Stroud, Main Speaker, Father’s House

Randy reported that there have been many blessings for the school recently:

A defibrillator was needed for the school, a parent called and bought one for them.

New Moon is feeding the entire school this Friday free of charge.

New algebra book requires graphic calculator, this week 5 were donated for Judy Hull’s class.

Electric Bean fundraiser for October – mention TRCS in the month of October and 3 of the 4 dollars go to the school.

The corn purchase will also happen again this year.

WIAA request for vote on Family Sports Passes for schools

WIAA wants school board to approve family pass for athletics \$100 for entire school year sports events. Harold moved to agree to family pass, Steve seconded, motion passed.

The school VISA card needs to be updated with administrative changes. Jan motioned to add Carol Karns, Tim Carns, Jean Zoet and Randy Lemiere to be added to the authorized users of the VISA account and remove all others. Leila seconded, motion passed.

8. Other

None

9. Next Board meeting- October 16

Steve moved to adjourn the meeting, JoAnne seconded, motion passed.