

# THREE RIVERS CHRISTIAN SCHOOL

## Board Minutes

**Tuesday, February 17, 2015 at 6:30 p.m. for the regular meeting in the school annex**

[x] JoeAnne Hartford    [x] Jan Ferguson    [x] Rich Gushman    [ ] Roxanne Stuart    [x] Connie Taylor

[x] Harold Erdelbrock    [x] Marie Erickson    [x] Wayne Hayes    [x] April Van Hamme    [ ] Mark Schmitz

[x] Erin Hart            [x] Randy Lemiere    [x] Debra Zandi

### AGENDA for regular Board Meeting

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

*Erin called the meeting to order, Harold opened the meeting in prayer.*

2. Election of Officers & Choose terms

**Officers:**    **President:** Joanne Hartford    **Vice President:** Harold Erdelbrock    **Treasurer:** Rich Gushman    **Secretary:** April Van Hamme    *These officers will serve until August of 2015.*

*Terms of service for Board Members:*

**One Year:** Roxanne, Wayne, JoeAnne    **Two Years:** Marie, Jan ,Connie    **Three Years:** April, Rich, Harold

3. Adoption of Agenda

*Agenda was adopted as written.*

4. Minutes of January 20, 2015 meeting

*Minutes were accepted as printed.*

5. Finance Committee Report

*On the Balance Sheet Fibre Checking is at \$33,530.77. Fibre Savings-00 that has the Accrued Expenses, all of the Equity Accounts, and the Repair/Emergency Funds with a total balance being \$115,776.99. Fibre Savings-01that holds all the Prepaid Tuition and Registration is at \$146,987.56. The Heritage Investment Checking Account has a balance of \$101,807.63. The School and CDC as a whole for January 2015 ended with a positive \$16,967.53. (Positive \$18,950.87 w/o depreciation)*

*Income and Expense Summary \* see attachment*

*The Finance Committee Report was accepted as written.*

*There was some discussion concerning the creation of a Scholarship committee. Wayne Hayes accepted the nomination to act as the board member to work with the Administration on this committee.*

6. Guests: *Jerry Wilson was in attendance. The Board thanked him for his service to TRCS as a past board member*

7. Old Business: Board Retreat 2015

*It was determined to hold the 2015 School Board Retreat on April 17, 18, 2015.*

8. New Business

*A Scholarship Committee was formed to be comprised of Randy Lemiere, Erin Hart, Lisa Moore and a member of the Board, Wayne Hayes. It was stated that the Treasurer would work with them as needed.*

*An immunization policy was adopted by the Board. See attached \*\**

9. Reports by Administration Team, discussion as needed:

**a. Erin Hart, Administrator**

**\* Tuition Assistance Fund**

We are currently at about \$47,265 raised towards the Tuition Assistance Fund. This year's goal is \$75,000.

**\* Accounts Receivable**

I've spoken to numerous families to avoid having to send them to collection and we are getting WRITTEN payment plans in place. The new Financial Policy has gone out to all families, will be included in the statement mailings as well, and will also be part of the new registration forms next year. We still have a lot of work to do in this area, but we're making headway.

**\* TRCS Foundation**

Foundation balance is currently \$2,820.83. I'm still awaiting word from Toby at James Reed on the insurance for the board. We are planning to send out another appeal for the "100 with \$100 campaign." for next year. We still have a lot of work to do in this area, but we're making headway.

**\* Raffles**

Tickets for a spring break vacation for up to 6 at Gleneden Beach, Oregon are on sale now for \$10 each with the drawing to take place at the Festival of Learning on March 19th. Let me know if you'd like to purchase one!

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**\* 50th Anniversary Planning**

I'm still looking for a few extra volunteers that would be interested in helping with this, particularly the anniversary book and the main "all-class reunion." Please let me know if you'd be willing to be involved. It would be great to have a "chair" for this from the board. Bob Stanford is now beginning to scan the older archived slides.

**\* High School Planning**

The Leadership Team has been diligent and has nearly completed review of the campaign materials which will be sent to the printer in preparation for a training session on March 2nd. Names have been gathered and will be analyzed by the group next week for how to proceed. Keep praying!

**\* Spring Author Event: Cynthia Tobias**

We've put advertisements in all of the public school office, the Daily News will do an ad, and they're also doing an interview with Cynthia. I encourage you all to get your tickets and join us for that evening. It will be worth your time!

**\* Accreditation:**

The accreditation "champions" have been assigned and are currently reviewing their areas until our next meeting. I'm working on reassessing a timeline that will make sense for us, as well as finding "ground zero" with where our teachers are on their ACSI certifications. I've worked with ACSI to get us a reasonable way to deliver Bible CEUs (continuing education units or clock hours). Thanks to Celeste Woodman for agreeing to be "site coordinator," and to Calvary Community and Northlake for helping us access the needed biblical training.

**\* RenWeb:**

The conversion of data is finished and we have our first administrative training on March 9th.

**\* Name Change:**

I'm still waiting for confirmation from the Secretary of State before I send this off to the IRS.

**\* Payroll:**

Our first month went relatively well with very few hiccups. This month will be the first utilizing direct deposit for those who requested it. Vacation and sick time data will now be listed on the pay stubs and all staff is using either time sheets or time cards.

**\* Measles Policy:**

With the latest outbreak of measles, I want us to be prepared as a school for how we might handle this, especially in terms of unvaccinated students. I'm attaching a proposed letter stating a K-12 policy that I'd like the board to consider.

**\* Scholarship Committee/Discounts/Aid:**

Last fall, the board adopted policy regarding distribution of financial aid that required formation of a scholarship committee. We need to officially form that committee as well as discuss some possible changes in how we budget for and distribute our aid.

**\* Security**

Debra and I had a visit from a third-party security consultant who works with ACSI on assessing and improving their safety and security. I think this is something we need to consider investing in, and I'll bring information to the meeting.

**\* Board Retreat:**

Would a March date be better for board retreat? The weekend of the 6th is boys' state basketball, and the weekend of the 13th/14th didn't work for a few people. Friday evening – 5:00 p.m.: Dinner followed by presentation on “Board Responsibilities and the Carver Policy Model” Saturday - Morning session (8:30 a.m. start) on the budget and finances – Lunch – Afternoon session on developing a Continuous School Improvement Plan.

**\* Finances and the Budget:**

The CDC is now doing its February billing out of Quickbooks, and the K-12 will follow with the March billing. Jim Conrod has been a great asset in helping to restructure how we're using Quickbooks.

**\* My MEd Program**

I'm midway through “EDGR 506: Character and Ethics of Leadership” on January 25th. Here are the books I'm reading this month (again, some for school and some for me): “It's Your Ship” by Captain Michael Abrashoff “Principle Centered Leadership” by Stephen Covey “Desiring the Kingdom: Worship, Worldview, and Cultural Formation” by James K.A. Smith

**b. Randy Lemiere, Principal**

**High School Board Report**

High School Board Report

**\* Honor Roll** – 70 students from grades 8-12 earned a 3.25-4.0 G.P.A. last semester.

\* Observations – All 17 teachers at the high school have had formal observations. I have begun the elementary teacher observations as well.

\* **Senior Night** – February 5th, all 18 winter sports athletic participants were recognized with their parents at the final home basketball game. Athletes came from the Girls' Basketball Team, Boys' Basketball Team, Kelso Girls' Wrestling Team, the Cheerleading Team, and the Castle Rock Equestrian Team. It was an impressive night to see all of the students and families on the court. (Of course we won all 3 games that night!)

\* **Red Leaf Student Achievement Cards** – Red Leaf Coffee has donated 250 small student drinks to encourage thinking skills, quality work, respect, positive attitudes, and much, much more. Teachers will be giving these cards to students who are doing great things in our school. Thanks Red Leaf!

\* **TRCS 8-12 Grade Band** – Fourteen TRCS students left Thursday, February 12th for a two day band competition and performance. Students were judged on small group performance and were able to play in a large 200 piece band for the first time in their lives! Thanks to Mr. Harbaugh and Mrs. Karns, the students had a terrific experience.

### **Elementary School Board Report**

\* **Sole 2 Soul and Soul Food** – Elementary students donated 38 pairs of tennis shoes and 1,046 meals, (through a quarter drive). This ministry will help the children of Haiti attend school, (many children in Haiti cannot go to school if they do not have a pair of shoes), and be fed using the donations from TRCS students. Pastor Jerry and Mary Dahlke will personally take the shoes and money to Haiti.

\* **District Spelling Bee** – February 6, 2015, fourteen students went to the ACSI District Spelling Bee. School winners were: Travis Delepine, Andersen Finnell, Jana Knapp, Emma Brown, Ruby Hart, Ailie Jimenez, Keira Davis, Amber Stephens, Noah Kloppman, Tiago Schmidt, Zowie Carmody, Grace Erickson, Ahlee Bakunowicz, and Vivienne Davis.

\* **Speech Meet** – Seventeen students presented their speeches at the chapel service last Thursday, February 12, 2015. Students now have the opportunity to move on to the District competition later this month.

\* **Red Leaf Student Achievement Cards** – Sixth and seventh grade students get cards too!

\* **Chess Club** – Fifty students are involved in after school Chess Club. Mrs. Nortness, Mrs. Woodman, and many other volunteers are teaching and challenging students in higher level thinking skills.

### **Enrollment**

\* High School enrollment 109. Elementary enrollment 123.3. Total is 232.3

### **c. Debra Zandi, Child Development Center**

\* **Tours and New Students**- We have had 4 scheduled tours this month resulting in 5 registered children.

\* **Enrichment Classes**- Winter Learning Happenings include:

\* **Cheerleading Camp**

\* **Gymnastics**

\* **Puppetry**

\* **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 meet the standard for emergency response planning as referenced in our Parent Emergency Plan Quick Reference booklet.

\* **Bible Curriculum**-

The Administration team and Preschool teachers have recently met in department meetings to cultivate ideas and create discussion regarding implementing a new Bible curriculum titled: BIBLE, by Purposeful Design. We have found this curriculum to be both effective and wonderfully engaging! It continues to be our goal to provide tools that create an enthusiasm for God's word and cultivates a spiritual foundation for a Lifetime of Learning.

**\*Conferences-** Preschool conferences begin February 17th and will run through February 20th and will be held in our Literacy Library. This is a wonderful opportunity for parents to be provided with TRCS kindergarten program information as well as student assessments in growth, development, and educational progress.

**\*Valentines for Campus Tower Residents-** 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!

**\*Kindergarten Screening-** All Programs Excellent~ All Children Prepared for Success  
Our center recently participated in the Longview Early Education Partnership pilot assessment. Pre-kindergarten students took part in the IGDIS Math and/or IGDIS Literacy screening tool assessment.

**\*Luggage of Love-**  
The center will be participating in the "Luggage of Love" outreach project which ministers to local children that have been taken out of their current home and placed in foster care. Would you consider being a participant by purchasing a small backpack/suitcase or items that will go into them, such as: a child size blanket, a book, tooth brush, tooth paste or perhaps a small stuffed animal for comfort? Feel free to drop your donation off at the front desk or call at 360-423-4510 for further information. Thank you in advance for making a positive difference in the life of a child.

**\*Festival of Learning-**  
Preparation for our upcoming Festival of Learning has begun. It will be held Thursday, March 19th. . Classrooms will be open and we look forward to hosting family tours!

#### **\*ATTENDANCE REPORT**

January FTE Enrollment  
Infants 16.2 22  
Toddlers 48.8 65  
Preschool 92.6 104  
Kindergarten 28  
School Age 75

TOTAL 294

We have the blessing each day to rejoice in the gift of praying for, honoring and embracing the opportunity to celebrate children and the Lord that has created them! Together, Building the Foundation of a Lifetime of Learning...

#### 10. Adjournment

JoeAnne shared a Scripture for all Board members to ponder, Galatians 6:9, "Let us not grow weary in doing good, for at the proper time we will reap if we do not give up." The next Board meeting will be March 17, 2015. The meeting was closed in prayer by Wayne Hayes.

