

# THREE RIVERS CHRISTIAN SCHOOL

## Board Meeting Minutes

Tuesday, February 18, 2014, 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

### AGENDA for regular Board Meeting

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

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

*Don Brooks joined us for the tuition discussion.*

2. Adoption of Agenda

*Harold moved to adopt the agenda, Leila seconded, motion passed.*

3. Minutes of January Board Meeting

*Leila moved to accept the minutes of the January board meeting, Harold seconded, motion passed.*

4. Correspondence

*Board read letter regarding busing for CDC, Jean observes that most busing is occurring for K-3<sup>rd</sup> grade. Jean provided data that the busing is generating positive revenue. The board would like to see more data before taking action, particularly ages of children utilizing the busing program. Jan would also like to know if these children were previously attendees of our CDC or are new to the school. Jean will provide more data at the next board meeting.*

5. Finance Committee Report – recommendation for Tuition and Registration Fee

Finance Committee,

On the Balance Sheet Fibre Checking is at \$34,730.25. Fibre Savings-00 that has the Accrued Expenses, all of the Equity Accounts, and the new Repair/Emergency Funds with a total balance of \$104,138.23. Fibre Savings-01 that holds all the Prepaid Tuition and Registration is at \$149,864.19. The Heritage Investment Checking Account has a balance of \$117,727.92.

The School and CDC as a **whole** for January 2014 ended with a positive \$522.46.  
(Positive \$2,672.46 w/o depreciation)

Brenda LeMonds

*Leila reports that according to the finance committee's analysis, the school will end the year even.*

*The board discussed proposed tuition rates and the school budget. According to our current bylaws, tuition is set before the budget is approved. The board will review changing the timing of this process.*

*The board decided to table the tuition decision, pending more information from the finance committee about the budget for the 2014-2015 school year.*

6. Old Business

a) Policy Review-Set date for special meeting

*March 6<sup>th</sup> special board meeting for policy review at 6:30pm room 8*

*The board will also review the information from the committee responsible for gathering information on the proposal from Valley Christian Fellowship for the new high school.*

b) Building Progress- report from sub committees

*Steve reported from the governance committee, of the various options discussed, the recommendation from the committee is to share school governance with Valley Christian Fellowship and Northlake with the school board reporting to the elder boards of both churches on a regular basis. This option needs further exploration.*

7. New Business

a) Review Board Reports

**Jean Zoet, Administrator**

Preparations are being made to get the re-enrollment packets ready for February 24 for families presently enrolled in our school so they can begin to sign up for next year. Open enrollment will begin on March 10 with our Festival of Learning/Open House on March 27. I am working on making some improvements to our program to attract families. Here are the projected changes:

- All morning classes will have one teacher per grade. We have had a split grade this past year and have seen no growth in the student count at those grade levels. We are going to commit to having a straight grade with one teacher for those classes for the core subjects that are taught in the morning this coming year. This may mean very small class sizes but that would be great for those children. One teacher will have the fourth/fifth combination in the afternoon. Mrs. Temples is willing to teach the fourth grade in the morning. I hope to attract more students this way.

- An additional kindergarten class called The Kindergarten Bridge will be offered. This is a transitional class rather than traditional. That means that the children will be taught the same curriculum but with different, hands-on opportunities. There will be more activities and the class size will be kept to twelve students at the most. This is being done in California and some other states but not locally as far as I know. The teacher has a strong early education background with fifteen years' experience. She is excited and already is sharing ideas for the

program. This will meet the needs of children that are young for kindergarten or have action issues but is also a strong program for any child. The teacher will be more flexible in her style of teaching

- Literacy Library expansion. The CDC and the school libraries will be combined in June. All books will be put into our data base, tracked with bar codes, and set into one space with a reading loft and puppet theater. The students of the school will still have library time weekly. (This will provide one more room for the CDC to use.)
- Title I funding provided staffing for student help in the before school and after school time. Mrs. Palmer was paid directly for this time which saved us over \$5,000. This is often re-teaching of core curriculum or extra practice for children that are slightly behind. Our focus is reading and math. (This Federal money comes as a result of our families filling out the "Free and Reduced Lunch" forms when the families qualify.)
- Additional security cameras.-We are in need of better lighting and security cameras in the area around the elementary playground and between the portables. If we move forward to bring the eighth grade to this campus this would be a part of the improvement package.
- Tire Swing. The elementary play ground will have one more tire swing installed this spring and plans are in the works for additional landscaping around the play area.

Transitions- Coy Woods is now employed by the church to do maintenance. We have LeRoy Jackson and Mike Stout for maintenance and some cleaning. We will work to communicate well and create a team that is efficient and on top of things. This combination is costing less than a combined maintenance person. Pastor Mark, Coy, LeRoy, Mike and I will meet once a month to talk through projects, etc. LeRoy, Mike, Debra and I meet once a week to go over our projects. Our list is getting smaller and presently I feel very good about the work that is being done.

Job Description- I am attaching a job description for a Business Manager which I would like you to review. The staff audit showed that this is our next need to create a workable management team. This person would take over some of the work that Erin added to her job because we had no one else and this person would work directly in oversight of the areas of Transportation, Facilities, and Bookkeeping that I also oversee now. I would expect better data collection, tracking of things like bus repairs, etc. Asbestos and safety issues, etc. and projections and analysis of income and expenses. We may not be able to afford this now but we can begin the process of looking for just the right giftedness. If our enrollment would increase that would be the time to hire.

Faculty pay- We are at 59% of the Public School pay for the base teacher. I believe that I have figured correctly and can say it would take a 4% increase in salaries plus a cost of living increase each year for five years to be at the 75% of the Public School pay. The cost would average \$23,000 a year and would mean close to \$100,000 at the fifth year added to our faculty salary

lines. Don said you could do it in one year and it would cost \$100,000. We will have a presentation for the Finance Committee and then the board on Tuesday.

### **Randy Lemiere, Principal**

Enrollment – 98 students 2nd semester. Lost 3 students but gained one. One student moved, one had health issues, one wanted to attend Kelso High School.

Honor Roll – 71 out of 100 students earned a 3.25 G.P.A. or above for their 1st semester grades.

New Buses – TRCS bought 2 more buses from the Kelso School District. One 72 passenger and one 12 passenger. These buses were paid for by donations and by selling both of the old ones.

Kelso Police – January 30th, I called the KPD because of Food Bank patrons smoking marijuana in the high school parking lot. KPD came and checked out the incident. It's legal to possess but not legal to smoke marijuana. The two ladies and one infant were gone by the time KPD and I talked.

Gym Doors – The gym doors at the high school are worn out and falling off the hinges. Pastor Mark Schmutz has offered to find funds to replace the doors. (Major blessing!)

Winter EOC make-up tests – During the weeks of January 27 and February 3, students who failed the Spring EOC's took the make-up assessments. Results will be sent in the spring.

Chapels – February speakers for our chapel services were, Pastor Nick Stumbo from East Hills Alliance, Pastor Mark Schmutz from Northlake Baptist, Pastor Chris Thoms from Calvary Community, and Pastor Elten Zerby, retired Lutheran Pastor. By the way, Pastor Mark gave a life changing message on "Marriage" during our last high school chapel. It was awesome!

Boys' and Girls' Basketball – At the time of this writing, our boys' and girls' basketball teams are in the 1B District IV Tournament. Both teams play at home February 15; girls at 3:00pm and boys at 5:00pm. Winners play on Monday February 17th in Castle Rock. Winners advance to the Regional Tournament.

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

Tours and New Students-

We have had 3 scheduled tours this month resulting in 5 registered children.

Enrichment Classes-

Winter Learning Happenings include:

- Expressive and Abstract Painting
- Ballroom Dance
- Cupcakes for Kids
- Ballet

#### 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.

#### Winter Storm Blast of 2014-

The Center was closed on Friday, February 7th and Monday, February 10th.

#### Toddler Playground-

We have now completed the toddler playground fencing and with that completion the feedback has been extremely positive from both existing parents as well as those visiting our Center. The fencing meets the safety standards and guidelines for toddler playgrounds.

#### Literacy Library-

The puppet theatre along with three computers and a flat screen television has been added to our Literacy library in main building. These additions have enhanced an environment that is filled with rich learning opportunities for all students.

#### Conferences-

Preschool conferences begin February 17th and will run through February 21st 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!

#### Festival of Learning-

Preparation for our upcoming Festival of Learning has begun. It will be held Thursday, March 27th. Classrooms will be open and we look forward to hosting family tours!

## ATTENDANCE REPORT

| January      | FTE  | Enrollment |
|--------------|------|------------|
| Infants      | 12   | 17         |
| Toddlers     | 60.2 | 83         |
| Preschool    | 83   | 100        |
| Kindergarten |      | 26         |
| School Age   |      | 68         |
| TOTAL        |      | 294        |

### **Erin Hart, Development Director**

#### Tuition Assistance Fund

We are currently at just over \$50,000 in the Tuition Assistance Fund towards our \$55,000 goal.

#### Spring Speaker

Joel Manby is confirmed for Friday, February 21st. I have books for sale at \$15 each. These will be \$20 at the event, so purchase yours early! Tickets are available at the door, or in advance at [www.columbiatheatre.com](http://www.columbiatheatre.com).

I've been working with Terry Johnson on the promotional video for the event, so my board report will be a little more concise due to lack of time.

#### Wall Verse Project

The first set of verses should be up on Monday, so drop by my office or Room 2 and check out how they look.

#### Kelso-Longview Chamber Non-Profit Night

This was a surprisingly well-attended event, and Randy and I spoke to quite a few folks from other schools and non-profits. I'd definitely want us to attend again next year.

#### Annual Donation Statements

These were all out by January 22nd.

#### Enrollment Inquiries

I've been getting quite a few inquiries for fall Kindergarten, especially (probably 3 calls and 1 tour per week on average).

#### b) Job Description for Business Manager

Jean presented a job description for the board to review.

8. Adjournment

*JoAnne adjourned the meeting. Steve closed in prayer.*

*Special board meeting set for March 6<sup>th</sup>, 2014 at 6:30pm*

*Next regular Board meeting is March 18, 2014 at 6:30pm*