

THREE RIVERS CHRISTIAN SCHOOL

Board Minutes

Tuesday, October 21, 2014, at 6:30 p.m. for the regular meeting in the school annex

JoAnne Harford Jan Ferguson Steve Wilcox Dan Leno Michael Tiemens
 Harold Erdelbrock Marie Erickson Suzanne Walker Jerry Wilson Jim Chenoweth
 Scott Grove Debra Zandi Erin Hart Randy Lemiere

AGENDA for regular Board Meeting

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

JoAnne called the meeting to order, Randy opened in prayer.

2. Adoption of Agenda

Harold moved to adopt the agenda, Jan seconded, the motion passed

3. Minutes of September, 2014 meeting

Minutes accepted as printed.

4. Finance Committee Report

On the Balance Sheet Fibre Checking is at \$32,793.84. Fibre Savings-00 that has the Accrued Expenses, all of the Equity Accounts, the Repair/Emergency Funds (this is the amount transferred monthly from checking to savings. Currently I transfer \$1,000 a month) with a total balance of \$54,701.83. Fibre Savings-01 that holds all the Prepaid Tuition and Registration is at \$242,547.41. The Heritage Investment Checking Account has a balance of \$105,491.39.

The School and CDC as a whole for September 2014 ended with a positive \$6,682.73.

(Positive \$8,666.07 w/o depreciation)

Let me know if you have any question.

Brenda LeMonds

Harold reports that some expenses like class curriculum are slightly over budget, but this is to be expected for the beginning of the year. Overall the budget is in the black.

Receivables are higher than last year.

5. Guests – address board with questions or comments

No guests

6. Reports by Administration Team, discussion if needed:

a. Erin Hart, Administrator & Development Director

❖ **Tuition Assistance Fund**

We are currently at almost \$14,000 raised towards the Tuition Assistance Fund. This year's goal is \$75,000.

❖ **Financial Aid Policy/Acceptance Form**

Scott provided some excellent templates that I've revised for TRCS purposes to help us hone our policy and create an "acceptance" process. I'll have these attached and for the finance committee to review and the board to approve.

❖ **TRCS Foundation**

I meet with Don Brooks next week to file the 990 for the Foundation, which is due November 15th. We've raised about \$1,700 so far with the "100 with 100" campaign.

❖ **Raffles**

Great Wolf Lodge raffle ticket sales are ongoing, with the drawing at the Christmas Shopping Festival. Our raffle license expires December 18th, but we've had another possible donation of a spring break trip, so I'd like to renew this with permission from the board and NBC.

❖ **Christmas Shopping Festival**

It's scheduled for November 8th, and we are almost completely full in the gym and will be adding additional half-priced vendor tables in the lunchroom area. Melissa Peabody is coordinating entertainment, Jenny Oskey is working on décor, Pam Hayes and the Hull family will help with food, and Rikki Medack will be coordinating the kid's carnival games. We still have many volunteer opportunities available. ☺

❖ **Email/Website Hosting**

Joan Rabideau is assisting in backing up the last few necessary email systems at the high school. Lars and I should be able to finish this transition in the beginning of November.

❖ **Marketing Intern**

We start shooting new footage for the video storyboarded by senior Danny Hull next week. We'll use this video at the breakfast.

❖ **Music Conservatory**

It's underway for the year with 14 students so far. Thanks to Melissa Peabody for her hard work in coordinating teachers. The security cameras in the studios are also functioning and recording.

❖ **50th Anniversary Group**

The first meeting happened, and we're looking at having an all-school reunion/dinner, as well as publishing a hardcover color photo book. I'm looking for a photo scanning volunteer to begin digitizing our archived photos. We will need to budget funds for the coming year to produce banners and other specific promotional items that we discussed in the meeting.

❖ **High School Planning/Bylaw Revision**

Randy and I had a great meeting with the Valley Elders that has produced the most recent revision of the bylaws (which I'll attach here). We can discuss the revisions further at the meeting. They have a

meeting this Sunday to vote on the purchase of the house adjacent to the Valley building. Things are moving and they are enthusiastic – more to follow!

❖ **“The Greatest Gift” Breakfast**

We are close to \$1800 in sponsorships (which is very close to the \$2,000 minimum goal to pay for the breakfast expenses). Please let me know if you will attend or host a table and invite guests. As a board, we need your help and support to fill the event.

❖ **Spring Author Event: Cynthia Tobias**

I’m shooting for November to send out sponsorship info on this and “launch” the event. I think we’re leaning towards “The Way They Learn” as the key book to distribute for the event. We are confirmed with the Columbia Theatre.

❖ **The Administrative “Basket”**

Obviously, this is my first board report since my change in job title, so there’s quite a lot on here that straddles both Development and the admin position, but just to keep you up-to-date, here’s a list of things I’m trying to get a handle on:

- **Accreditation:** Randy and I met and are working to identify “champions” for each of the five areas of accreditation so we can spread the work out. We’re also developing a portfolio template to be used by every student, every year to work as another assessment tool. We’re also making a schedule of projects for future inservice days.
- **Safety:** Celeste Woodman has headed up an emergency preparedness committee on the elementary campus, and I recreated an “emergency quick reference” guide which we are refining with the goal of sending it to all families and posting it in all rooms in November. We are also discussing how we can develop a “locked door” policy for all doors on campus except for the main office and CDC entry.
- **Contracts:** We now have a complete personnel file checklist and Jade is assisting me in recreating an application with addendums for each area of employment, so we can be consistent. Randy and I are also revising the staff handbook and will require a signature page showing that it’s been read and received.
- **TRCS Name Change:** With the change in bylaws, we’re also going to finally fully and officially become “Three Rivers Christian School” instead of LCS d/b/a TRCS... We’ll have some paperwork to file, but should be able to officially transition in January 2015.
- **Budget:** Brenda has been kindly walking me through all the areas of the budget, and Scott and I are working on completing an “addendum” with the revisions we’ve made so far. More to follow as I wrap my head around it – but I’m learning and investigating!

The Tuition Assistance Acceptance form was circulated, this form will be signed by all families receiving tuition assistance from TRCS K-12.

Steve moved to adopt the form, Jerry seconded, the motion passed.

Erin provided an update about Valley Christian Fellowship, their membership approved purchasing house next door and moving forward with the high school building project. The next step is for the capital fundraising team to meet again.

Scott Grove, Administrative Interim/Consultant

1. Administrative Structure: At the Special TRCS Board Meeting on October 9, 2014, the Board decided to proceed with the recommended administrative changes. Erin Hart will be Administrator of the school and maintain leadership of school development. Randy Lemeire will be the K-12 TRCS Principal. Student Service Coordinators will assist when Mr. Lemeire is absent from a campus. This has been approved by Pastor Mark Schmutz who is currently the person who can hire these positions based on the governance system in place but voted for change in December by the NBC Membership. I am confident that these servants of the Lord will be a blessing to the leadership and direction of Three Rivers Christian School!
2. Board Agreements: During the Special Board Meeting on October 9, 2014, the Board also agreed to budgetary changes to allow the administration structure to transition. The Board also agreed to pay half of the costs for Erin Hart's master's degree program at Concordia University. I will be writing up the agreement and secure signatures to properly document these transactions.
3. ACSI Conference: The teaching staff of the school attended the yearly ACSI Conference in Portland on October 16 and 17th. Eight keynote speakers provided inspiration and practical educational strategies that will be good for the staff to build on during professional development and accreditation processes.
4. Accreditation: Erin and Randy are working on a school improvement team to address the five standards required for our accreditation next year. Regional Director of ACSI, Ken Townsend visited our campus last Monday.
5. Budget: We continue to make progress on an "understandable" budget. As shared with the Board, we had a break through recently and Brenda LeMond has been very helpful providing information.
6. High School Proposal: Valley Christian Fellowship has had congregational meetings to explain the process of the high school proposal. Pastor Lance has assured us all is going well and their congregational vote of approval will be next week.
7. Founder's Sunday: NBC celebrated the ministries of the church during Founder's Week. TRCS was one of the featured ministries. Erin and Jim reported about our school.
8. Observations and Evaluations: Randy is already at work with fall observations at the high school. He plans to do the elementary teachers in the winter. New teachers have a probationary observation within the first 60 days.
9. Transitions: Erin is taking on the administrative duties and setting the stage for a full transition. She and Randy are working together planning this transition and setting the stage for school success. Randy will shadow Jim at the Elementary off and on until he completes his service on October 28th (his birthday). Jim is to be commended for his expertise and service to our school and the ministry.
10. Next Board Meeting: November 18th is our next School Board Meeting. Erin will be taking over the NBC Staff Meetings, the School Board Meetings and the Administrative Team Meetings.

a. Randy Lemiere, Principal

High School Board Report

- EOC's Results – The End Of Course exams are here. The results of last year's Algebra, Geometry, and Biology state tests are as follows.
 - Algebra – 15 out of 24 students passed. 62.5%. This is a concern and down 26.5 percentage points from last year. Teachers are analyzing data to rectify weaknesses.
 - Geometry – 18 out of 18 students passed 100%. This is 23 percentage points higher than last year.
 - Biology – 14 out of 18 students passed 77.7%. This is 15.5 percentage points higher than last year.

It's interesting to note that the same teachers taught the same curriculum to different students. Each year scores will fluctuate, however the score in Algebra is being addressed.

- Stanford Achievement Results – The 9th graders took the Stanford Achievement Test last May. Here are the results in Percentile Rank. Percentile Rank indicates the relative standing of our students in comparison with students in the same grade in the norm group who took the test at a comparable time. Overall, our last year's 9th graders tested in the "average" range.
 - Reading 75 Up 2 percentage points from last year.
 - Math 76 Up 6
 - Language 67 Up 1
 - Spelling 68 Up 1
 - Science 69 Up 2
 - Social Science 70 Up 3
 - Thinking Skills 74 Up 7
 - Complete Battery 71 Up 2
- Meet You At the Pole – Students at the high school met at the flag pole on September 24, 2014 to pray for our country and school.
- North Gate City Church – New ownership. Future impact?
- TRCS Golf Tournament – Our golf tournament was a great success. Everyone had good food and fun. We raised approximately \$2,600.
- Volleyball – Undefeated in league and rated #8 in State!
- ACSI Conference – The ACSI Conference last week was an outstanding professional development opportunity for our staff. Classroom Management, The Art and Science of Teaching, Reach Every Student in Every Class, were just a few of the topics presented. It was well worth the time.

First faculty meeting at the elementary school today!

c. Jim Chenoweth, Interim Elementary Principal

No report from Jim this month.

d. Debra Zandi, Child Development Center

- **Tours:** A total of 5 tours have been given thus far for the month of October which has resulted in an influx of 5 children. Four of our five Toddler classrooms are full with a waiting list for our infant room. Very limited space is available in our preschool classrooms with selective days only and our School Age program is booming with an enrollment of 91 children.
- **Child and Adult Care Food Program (CACFP):** Completed with confirmation of WINS program completed for 2015 school year.
- **Immunization Status Report:** We are currently working on the Washington State Department of Health Preschool and Child Care Center Immunization Status Report for 2014. This report will be completed and submitted by November 1st.
- **Additional Security Cameras:** We recently added two more security cameras which completed the goal of security cameras in all Early Learning classrooms.
- **Toddler Playground Project:** I have recently been in discussion with Chad, our new maintenance lead regarding the beginning of implementing our Natural Toddler Play Space. The center piece of this project will certainly be “The Climbing Hill” with an embedded slide area.
- **Field Trips Scheduled:** Preschool Field Trips to the Pumpkin Patch is scheduled this month with great interest coming from parents wanting to go with as parent helpers.
- **Pictures:** Bell Studios is scheduled to take pictures on October 22nd of children in our Infant and Toddler department and on the 23th for our Preschool students.
- **Yearly Inspections:** All yearly inspections required by State Licensing are in process so as to meet the standards for Washington State Licensing.
- **Conference:** Staff is looking forward to attending an Early Education Conference “Multiple Joyful Opportunities for Learning.” Keynote Speaker, Dr. Gail Joseph will address Teach Me What to do Instead! The conference will be a one day event with afternoon breakout sessions of various class offerings. Many of our teachers will be taking advantage of this opportunity for continuing education.
- **Fundraiser:** Otis Spunkmeyer Cookie Dough and Holiday Believe fundraiser kicks off October 9th. 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!!!***

e. Erin Hart, Development Director

Erin’s report is included with the Administrator report

6. By-Laws

The board reviewed proposed by-law changes, Steve moved to approve the by-laws as amended, Jerry seconded, the motion passed with one abstention.

The board approved changing the signers on the bank accounts to remove Jim Chenoweth and add Erin Hart.

7. Adjournment

Next Tuesday is Jim Chenoweth's last day, there will be a lunch celebration starting at 11am.

JoAnne closed in prayer and adjourned the meeting.

Please read reports and review the minutes before the Board Meeting

Next Board Meeting – November 18, 2014