

THREE RIVERS CHRISTIAN SCHOOL

Board Minutes

Tuesday, November 18, 2014, at 6:30 p.m. for the regular meeting in the school annex

[x] JoAnne Harford [x] Jan Ferguson [x] Steve Wilcox [x] Dan Leno [x] Michael Tiemens
[x] HaroldErdelbrock [x] Marie Erickson [x] Suzanne Walker [x] Jerry Wilson [x] Scott Grove
[x] Erin Hart [x] Randy Lemiere [x] Debra Zandi

AGENDA for regular Board Meeting

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

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

2. Adoption of Agenda

Jan moved to adopt the agenda, Dan seconded, motion passed.

3. Minutes of October, 2014 meeting

The board approved the minutes from the regular meeting and the special meeting.

4. Finance Committee Report

On the Balance Sheet Fibre Checking is at \$18,546.23. 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 \$75,459.39. Fibre Savings-01that holds all the Prepaid Tuition and Registration is at \$216,536.27. The Heritage Investment Checking Account has a balance of \$106,250.04.

The School and CDC as a **whole** for October 2014 ended with a positive \$582.56.
(Positive \$2,565.90 w/o depreciation)

The finance committee recommended the board designate \$3,000 from capital funds for promotional materials for the executive fund raising Board. Dan moved, Jan seconded, the motion passed.

The finance committee recommends that 20% of the enrichment class proceeds should go towards the CDC, which was the original intent. The remaining 80% goes to the teacher. Currently 20% is going to the general fund. The board agreed.

4. Guests – address board with questions or comments

Tammy Ransom was present as a guest.

5. Old Business – Board Applications

Steve motioned that we approve the board application, Jan seconded, motion passed.

6. New Business-Election of Directors/Board Retreat

Final board elections will be January 27th.

Board retreat Friday, February 20th & 21st, 2015

The board recommends that the terms of newly elected board members be determined by random drawing.

Dan moved that for this year only the school board will act as the nominating committee for the 'at large' positions. Steve seconded. Motion passed.

Michael moved to define end of the boards' term as January 25th, 2015, for this year only. Jan seconded. Motion passed.

8. Reports by Administration Team, discussion if needed:

a. Erin Hart, Administrator

❖ **Tuition Assistance Fund**

We are currently at \$16,700 raised towards the Tuition Assistance Fund. This year's goal is \$75,000.

❖ **Financial Aid Policy/Acceptance Form**

Lisa is currently sending out those new acceptance forms with our existing families.

❖ **TRCS Foundation**

Don Brooks completed the 990 and it was mailed today (Friday) for the Foundation. We currently have \$2,100 raised.

❖ **Raffles**

The Great Wolf Lodge Raffle was drawn at the Christmas Shopping Festival. (Congratulations to Amy Allen!) It raised about \$330 after expenses. NBC approved renewal of the raffle license for another year so we can continue offering these.

❖ **Christmas Shopping Festival**

We had more vendors than ever and some really wonderful volunteers that made this event a great success. We grossed closed to \$3,000, and the profits from the kitchen will go to support the boys' basketball team. I don't think our turnout was quite as high as last year (probably because the weather was so beautiful this year).

❖ **Email/Website Hosting**

Lars and I have set a date of November 20th for the email changeover.

❖ **"The Greatest Gift" Breakfast**

12th grader Danny Hull is nearing completion with the video. We really need people to start making reservations, and I'm **really hoping our board members will be able to join in!** ☺ Please let me

know if I can reserve you a space (or four). We have also gotten a few more sponsorships, so our total sponsorship amount is at \$2,200 (above our \$2,000 goal!).

❖ **50th Anniversary Group**

Bob Stanford is working on scanning our archived photos in preparation for making a retrospective book. Thanks, Bob!

❖ **High School Planning**

Randy and I met with Dennis, Lance, Marc and Judie from Valley last week for an initial planning session to develop what they're calling the "Executive Fundraising Board" for the new high school project. Yet again, I'm in total awe of how things are moving. We are currently working on getting chairs for 8 different fundraising areas in place so we can prepare to meet on December 4th to map out the next steps. I'm getting estimates for the "sales portfolio" graphic design and printing for the campaign. Steve Jabusch went to the City of Longview today to turn in our SEPA and Special Use Permit paperwork. If all goes well, we could be approved by mid-January to begin work. David Brittell is working with PNE to determine what is needed for artistic renderings, and an estimate of costs will be forthcoming. It was requested that the TRCS Board put into place a system for approving and monitoring any expenditures for the planning process, which we can discuss tonight.

❖ **Bylaws/Board Elections**

After some communication hiccups, I think we've clarified that the December 7th meeting at NBC will be to accept the new bylaws, and then they will have the board elections at their January 25th meeting, which means this board will need to clarify its election and nomination process at this meeting. I'll attach the board application as edited by the nominating committee.

❖ **Spring Author Event: Cynthia Tobias**

As soon as the breakfast is over, we will immediately launch the effort to get sponsors and advertise the Cynthia Tobias event... stay tuned.

❖ **Elementary Office Changes**

We've done a bit of reworking with Jade and Melissa's positions. Generally, Jade will take care of student issues, Randy and the teachers as "Student Services Coordinator," and Melissa will assist me and coordinate all special projects as "Special Projects Coordinator." They've switched desks to make Jade more accessible; however, Melissa is still part time.

❖ **Accreditation:**

Scott is focusing his energies in this area, but I'm still working on getting some volunteers in place to help develop the five areas of concentration. Laurel Moore has agreed to be the "champion" for the "Resources & Support Systems" area. I will champion "Purpose & Direction, and Randy will champion "Teaching & Assessing for Learning." I'm still working on filling the "Governance & Leadership" area (a board volunteer would be ideal) and the "Using Results for Continuous Improvement" area.

❖ **Safety:**

We meet again next Tuesday to finalize the new emergency plan and next steps. Many thanks to Celeste Woodman for heading the charge.

❖ **Budget:**

Information gathering and learning continues. I will have more to share on this at the meeting!

❖ **My School!**

Just want to give you a quick update each month on how my Master's Program is going. There's a great deal of reading and writing, and my first class deals with planning and developing my professional portfolio, so it joins nicely with what we're doing for accreditation.

Here are the books I've read this month (some "work" and some "pleasure," although the two coincide for me!):

"Best Practice: Bringing Standards to Live in America's Classrooms" by Steven Zemelman

"Enhancing Professional Practice" by Charlotte Danielson

"Redefining the Strong Willed Woman" by Cynthia Tobias

"Quiet: The Power of Introverts in a World That Can't Stop Talking" by Susan Cain

"The Happiness Project" by Gretchen Rubin

Scott Grove, Administrative Interim/Consultant

1. Administrative Job Descriptions: I have completed the job descriptions for the Administrator position and the K-12 Principal position. These job descriptions needed to be changed to fit the combined roles, responsibilities and duties that the new administrative structure requires. Copies have been given to Erin Hart and Randy Lemeire, as well as the financial department. Copies are also in the personnel files.
2. Revised Contracts: I have developed Contract Addendums for the revised administrative positions using the agreed upon additions by the TRCS School Board. These have been signed by the employees, School Board President and me. These addendums are now on file and financial adjustments begin with the November payroll.
3. Accreditation: I am currently spending more of my time on the accreditation process and planning. Areas of focus include: Requirements for teacher certifications (and how to provide resources for the teachers); "Evidences" documentation for each item listed in the Five Standards; Profession development and staff meeting agendas to pace out the required standards; Timelines for completing each section of the standards; and gathering information on what we "have" and what we "need" to fulfill all requirements. This information should be helpful to the school administration and planning team members.
4. Budget: I am continuing work with Erin on budgetary systems and understandings. We are making progress.
5. Phase Out: I am working one day a week currently as the new administration takes over administrative needs. I will continue at that pace through Christmas break if desired by the board.
6. Administrative Transition: TRCS has a team of very skilled and dedicated administrators! Erin, Randy and Debra are a great team and have different skill sets that will serve TRCS well. I am very impressed with their commitment to the Lord and to the school. They are servant leaders! It is a joy to be working along-side of this administrative team! Transitioning and "getting a feel" of the changes will take some time but they all have jumped right in and are thriving. They are ready!
7. Jim Cheneweth: Jim is an amazing man of God! His service to the school is to be highly commended. I have been blessed by his countenance, compassion and service. As he said to me, "I am glad to get back into retirement, but I will still miss being at school." Awesome servant of the Lord, that's Jim!

b. Randy Lemiere, Principal

- Principal's Meeting – On October 30, I had a “Meet the New Principal Night” at the elementary campus. I discussed my philosophy, standards, and goals for the school.
- First Quarter Ends – November 5th was the end of the first quarter. Eighty students earned a 3.25-4.0 G.P.A.
- Veterans' Day - Elementary – Mr. Stiltz's 7th grade class presented the Veteran's Day Chapel. Students explained how and why we have a Veteran's Day Holiday.
- Early Release Wednesday - November 5th was the second early release Wednesday. Teachers were given time to work on their curriculum maps for accreditation.
- Federal Funds - October 27th, Jim Chenoweth and I met with the Longview School District to discuss private schools using federal funds. Title I funds help struggling students before and after school. Title II funds help teachers with professional development. On October 23, I met with the Kelso School District to discuss Title II funds as well.
- Volleyball – Our high school volleyball team took first place in their league, 3rd place in the district tournament. This sent them to the State Volleyball Championships in Yakima.
- Basketball – High school basketball began November 17th. Middle school girls' basketball began October 27th. They are combining with St. Rose girls to make a full team.
- Chapels – I spoke at the elementary chapel, November 6th about “Let your light so shine.” Mr. Stiltz and his 7th grade class presented a Veterans' Day chapel last Thursday. At the high school, April VanHamm spoke on the courage of Daniel. On November 14, 2014, Erin Brudi and Heidi Delashaw spoke about their mission trips last summer. Kyle Beasley will speak November 21st.
- Enrollment – During the month of October and November, the elementary lost one 7th grader but gained a new 6th grader. One kindergartener went to the CDC because the student wasn't ready for Kindergarten. At the high school, one 8th grader left but gained a 9th grader. One tour was given last week for a possible 4th grade student and a CDC student.
- Key Club – Trick or Treat for UNICF brought in \$230.

c. Debra Zandi, Child Development Center

- **Tours:** A total of 9 tours have been given which has resulted in an influx of 9 new children.
- **Immunization Status Report:** Completed and submitted.
- **Emergency Doors and Fire Inspection Scheduled:** November
- **Pictures:** Bell Studio retakes for children and staff is completed.
- **Licensing Review:** In process.
- **Playground Chips:** Certified chips are in process of being put down around fall zones in each of our three playgrounds.

- **A Christmas of Warm Blessings:** We have begun collecting hats, scarves, mittens, small blankets, and boxes of hot chocolate for our annual Christmas community outreach project to benefit children of Cowlitz County. Please feel free to come to the main hall and hang items of your choice on the Christmas trees and bless a child!
- **Conference:** Cowlitz County hosted an Excellent Early Education Conference on Saturday, November 15th. “Multiple Joyful Opportunities for Learning”. The conference will continue throughout the day with afternoon breakout sessions of various class offerings. Many of our teachers are taking advantage of this opportunity for continuing education and looking forward to acquire positive educational tools to use in their classrooms.
- **Fundraiser:** Otis Spunkmeyer Cookie Dough and Believe fundraiser was a great success with a total of reaching approximately \$5000.00 in which TRCCDC will net 40%. All merchandize will arrive and be delivered to families on November 24th. All proceeds from this fundraiser will go towards classroom learning tools, and play equipment. A special Thank You to those that placed an order and please know that you are truly valued!
- **Christmas Enrichment Class Opportunities:** With a Christmas theme we will soon begin a new venue of Enrichment classes. Families and students are looking forward to the holiday themed selection of wreath making and Christmas baking!
- **Christmas Programs:** Several classrooms are engaging in celebration of Jesus’ birth by gathering families in various locations for a family Christmas program. Dates and locations will go out in our monthly newsletter.

October	FTE	Enrollment
Infants	12.2	20
Toddlers	42.5	62
Preschool	76.6	100
Kindergarten		28
School Age		68
TOTAL		278

9. Executive Session - Erin Hart

The board adjourned to an executive session.

The board returned from executive session.

10. Adjournment

JoAnne adjourned the meeting.

Next Board Meeting – December 16, 2014