

# THREE RIVERS CHRISTIAN SCHOOL

## Board Meeting Minutes

Tuesday, December 17, 2013, 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                      [ ] Dan Leno                      [x] Jerry Wilson  
[x] Jean Zoet                      [x] Debra Zandi                      [x] Erin Hart                      [x] Randy Lemiere

### AGENDA for regular Board Meeting

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

*JoAnne opened in prayer. Steve Maldonado is here as a visitor.*

2. Adoption of Agenda

*Jan moved to adopt the agenda, Marie seconded, motion passed.*

3. Minutes of November Board Meeting

*Minutes stand as printed*

4. Finance Report -request for CDC rate increase, financials discussion

On the Balance Sheet Fibre Checking is at \$51,444.10. Fibre Savings-00 that has the Accrued Expenses, all of the Equity Accounts, and the new Repair/Emergency Funds with a total balance of \$84,227.20. Fibre Savings-01 that holds all the Prepaid Tuition and Registration is at \$188,169.62. The Heritage Investment Checking Account has a balance of \$117,848.53

The School and CDC as a **whole** for November 2013 ended with a negative \$1,941.40.

(Positive \$208.60 w/o depreciation)

Brenda LeMonds

*Marie asked when the last time we had an increase, Debra stated we had a 1% increase in July. Suzi asked what the effective date of the increase would be, Debra responded it would be February 1<sup>st</sup> to give families a notice. Debra prefers that we increase only once per year. Busing is \$35/mo. Increase cost for pick up and drop off to \$45/mo.*

*Jerry moved to increase CDC rates by 2%, Steve seconded, motion passed.*

*Jerry moved to create new rate for CDC to add \$10 for busing child pick up and drop off, Suzi seconded, motion passed.*

*Steve states that we may need to make a mid-year correction for the negative budget situation. Jan asked if we could have Don Brooks make another evaluation of where we are at with the budget at make another projection for end of year.*

5. Old Business

- a) Building Progress- partnership possibility with Valley. What are the next steps?

*Randy restated the offer from Valley to partner with the school to build the high school. Steve Maldonado has offered to help liaise with both parties. Steve M. has a couple of questions, specifically the High School, opportunities for co-ownership of buildings, who has the authority to decide about building the school with Valley Christian Fellowship (VCF).*

*One negative for the proposal is that 8<sup>th</sup> grade would not go with the high school at VCF. Jean noted also that the one campus unity would not be achieved. Having the high school separate from the smaller children might be a plus to alleviate the unity issue.*

*Jan noted that price would be an important discussion. Harold read through the Next Steps section of the Proposal for Three Rivers Christian High School Relocation at Valley Christian Fellowship Campus.*

*The board entered executive session, visitor was excused.*

*The board reconvened from executive session.*

*The board has agreed to proceed with the Next Steps section of the Proposal for Three Rivers Christian High School Relocation at Valley Christian Fellowship Campus. The Northlake Baptist Church elder representative, Steve Wilcox, is going to present it to the elders at their retreat first week of January.*

6. New Business

- a) Questions from Board to administrators as needed

Jean Zoet, Administrator

1. Enrollment as of Dec.-- Grade level, actual count and last column is the FTE. (This count shows the pastoral discount impact which I had not considered before but does impact our FTE.)

k	18	17
1	21	21
2	15	15
3	10	10
4	7	7
5	16	16
6	15	14
7	21	20
8	21	21
9	20	20
10	17	17
11	31	29.4
12	12	10.6
	224	218

2. Our budget is fine even though the school was low in income. Due to the FTE student count being less than the budget goal of 225 this will happen each month. Our expenses, however, are below the budgeted amount but this does not make up for the lack of income.  
The Elementary has one tour this week which may give us another fifth grade student and one student is leaving at the semester so that evens out. We may also lose one at the High School students this week. Our drops are normal shifts in population that are usually because of social issues/behavioral issues at the public school or here if the student is leaving. Our last student that left was because of the behavior plan we had agreed to follow. After one week the family gave up.  
The elementary had one suspension this month.
3. We are setting in place a procedure for hiring bus drivers. This has not been codified and now we have the process in print for all of us and know who is hiring.
4. The Christmas program went very well. Mrs. Johnson and Mr. Harbaugh did an excellent job with the students. The band numbers are low but Mr. Harbaugh is bringing a good expertise to the program. The new Middle School Choir shows great promise.
5. The annual Christmas Feast was fun. Thank you, Board Members, for serving the children. And a big thank you goes to Erin Hart for preparing all the food with her helpers.
6. Thank you to Leroy Jackson for the many hours he had to put in this week with the broken pipe in the laundry room and then no heat in the boiler. He is filling our need well. He will have a week off over Christmas but Mike Stout will be available at work. Both men are working well together and filling in for Richard Smith and his new venture.

7. I finished the Staff Handbook revision to include the employee policies from the board policy manual. The goal is to have consistency. Most of those policies were already listed but now I am sure that is complete. It will need to be edited and formatted since so much is in the cut and paste mode. My goal is to have it in everyone's hands by April when we are contemplating our contracts for next year.
8. The elementary staff will have their Christmas party on Monday at my house starting at 3:30. The whole staff will receive their cards on Wednesday, December 18. We still need card bundles from four board members. Thank you for your personal touch in writing the cards.

Randy Lemiere, Principal – Three Rivers Christian School  
High School Board Report

- ✓ TRCS Choir – This semester, we introduced a new class called Keyboard, Voice, and More. Students worked on piano and voice skills, other times students were able to practice on instruments of their choice. Twice a week, Mr. and Mrs. Moore conducted all students in a choir. The 24 voice choir recently performed at Calvary Community Ladies' Luncheon, Campus Towers, Canterbury Inn, and had their own concert at North Gate City Church.
- ✓ Lockdown – Thursday Dec.5 2013, the high school received a call from the 911 Dispatcher at approximately 8:10am. The Dispatcher warned us of a hostage situation down the street from the school. We immediately went into a Level One Lockdown. With the Kelso Police and S.W.A.T. Team having a Command Post in our parking lot, all outside doors were locked and we kept "business-as-usual" inside. Students and Staff were calm and respectful of the situation.
- ✓ Chapels – Chapel speakers during the month of December were: Cameron Williams FBC, and Josh Droke E. Hills Alliance. Our third Thursday will be dedicated to an "All Worship Chapel" led by the high school Worship Team. Please come and worship with the students any Thursday morning.
- ✓ Buses – TRCS purchased a bus from the Kelso School District for \$800. We've since sold the old "Crown" to one of our parents for \$1400.
- ✓ Winter Sports – Middle School Girls' Basketball is concluding this week. Middle School Boys will begin in January. Our high school basketball teams have begun and are very exciting to watch.
- ✓ S.T.O.P. Coalition – The Kelso School District invited me to participate in this coalition. It's funded by a federal grant and promotes healthy living; mainly staying away from alcohol and smoking.

Debra Zandi  
Executive Director, CDC

- ❖ *CDC Closure*~ The CDC was closed on Tuesday, December 10<sup>th</sup> due to icy weather and no heat in the main CDC church building, (children were moved to “A building” on Monday when it was discovered that a pipe had burst and there was no heat). Information in form of an email blast was sent out to families with additional communication as needed.
- ❖ *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 the life of a child!
- ❖ *Toddler Playground Fencing Project*~ The materials for the 6ft. parking side of the fencing project has arrived and we are blessed to have a special donor who is looking into providing a crew for installation or partial installation! This area of fencing is to support and secure a higher level of safety standards for our toddler children while playing on the playground.
- ❖ **Praise be to God for the Great things He has done!!!...** It is with **joy** that I share that the CDC was blessed very generously by an anonymous gift dedicated to our Toddler Playground! Beautiful and Amazing! I am reminded of how beautifully our Lord designed community to work. Every part is interdependent and is vital to the health and strength of all the other parts. Every gift has a purpose to help fulfill His perfect plan and it is in that that we celebrate!!!!
- ❖ *Building Success in Everyday Moments*~ Mrs. Applebury, one of our preschool teachers, recently attended an excellent Early Education Conference with keynote speaker, Amy Speidel. She came back with such enthusiasm after what she had learned that she immediately wanted to share with multi age students and teach an Enrichment class! What an awesome example of excitement and innovation in stepping forward in raising the bar of excellence in teaching! Well done Mrs. Applebury!
- ❖ *Security Cameras*~ **Recently** the DVR of our Phase 1 security system was not functioning properly so a new has been purchased for replacement. Phase 2 is completed and all classrooms, gym, playroom, main hall doors and toddler playground are safely monitored.
- ❖ *Christmas Enrichment Class Opportunities*~ **With** a Christmas theme we have begun a new venue of Enrichment classes which include: Christmas Cupcakes for Kids, Charlie Brown Christmas Trees, Glazy Days Ornaments, Music and Movement, Gymnastics and Ballet.
- ❖ *Preschool Christmas Programs*~ May we rejoice and gather before the manger, as we celebrate our dear Saviors’ birth. Preschool Family Christmas programs and cookie decorating for Rooms 5 and 6 was a great time for children, families and friends. Mrs. VanZanten’s program will be held on December 20<sup>th</sup> at 10:30.

<b>November</b>	<b>FTE</b>	<b>Enrollment</b>
Infants	12.3	19
Toddlers	62.9	76
Preschool	80.3	105
Kindergarten		23
School Age		59
<b>TOTAL</b>		<b>282</b>

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

❖ **Tuition Assistance Fund**

We are currently at just over \$41,000 in the Tuition Assistance Fund.

❖ **Spring Speaker**

Joel Manby is confirmed for Friday, February 21<sup>st</sup>. I have books for sale at \$15 each. We've already gotten two sponsors (Kelso-Longview Chamber of Commerce and Wilcox & Flegel Oil). Tickets are currently available online at [www.columbiatheatre.com](http://www.columbiatheatre.com) – they make a great gift for employees! Still waiting to hear more on the April possibility...

❖ **Student Council**

The craft fair just finished and raised around \$700...

❖ **Christmas Feast**

My board report is shorter today because I just finished cooking the feast today. Thanks to all who came to serve, with a special thanks to Marie Erickson, Kristen Londgen, Mike Tiemens & Lisa Moore.

❖ **Palm Springs Raffle**

We're pending one last document, but by the time of our board meeting, our license should be approved. I'm still hoping to get a donation for \$1,000 towards airfare, as I think this will REALLY make for a "hot ticket."

❖ **Kelso-Longview Chamber Non-Profit Night**

We are signed up to have a table at the non-profit night on Friday, January 17<sup>th</sup>... more info to follow.

❖ **January Board Training**

I've been emailing back and forth with Dr. Pue in preparation for the January training. Am hoping to iron out details on the pastoral lunch next week so we can get invites out.

b) Dr. Pue book- discussion topics, chapters 9-11 for this evening

*Next board meeting finish reading the book!*

7. Adjournment

*JoAnne adjourned the meeting.*

*We will have a special meeting January 9<sup>th</sup> 6:30pm*

*Our regular Board meeting- January 21, 2013 and Retreat is January 24 and 25 Location TBD*

*Please read reports and review the minutes before the Board Meeting.*