

THREE RIVERS CHRISTIAN SCHOOL

Board Agenda

Tuesday, August 20, 2013, at 6:30 p.m. for the regular meeting in room #8

[x] JoAnne Harford [x] Leila Luhn [x] Jan Ferguson [x] Rod Treadway [x] Steve Wilcox
[x] Harold Erdelbrock [x] Marie Erickson [x] Suzanne Walker [x] 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 called the meeting to order, all opened in prayer.

There was one visitor, Drew Stout.

2. Adoption of Agenda

JoAnne moved to add 2a. to the agenda for election of officers, Leila seconded, motion passed.

2.a Election of Officers

JoAnne open the floor to nominations for Chairman of the Board, JoAnne nominated, Harold seconded, motion passed.

JoAnne opened the floor to nomination of Vice Chairman, Jan nominated, Steve seconded, motion passed.

JoAnne opened the floor to nominations for Secretary, Suzi nominated, Steve seconded, motion passed.

JoAnne opened the floor to nominations for Treasurer, Leila nominated, Dan seconded, motion passed.

3. Minutes of June Board Meeting and Annual Meeting

Leila moved to accept the minutes from the June board meeting, Harold seconded. Motion passed.

4. Finance Report - report from the annual meeting of budget approval, written report of July

Leila reported that the finance committee did not meet since we are only one month into the year.

Harold moved to accept the report from the July Finance Committee Meeting, Marie seconded, motion passed.

5. Reports by Administration Team, discussion if needed:

a. Jean Zoet- Administrator/Elementary Principal

Distribution of Board Manuals, calendar, Policy work, Retreat suggestion

Jean walked the board through the handbook sections.

Enrollment Dashboard- Here is an update using the “dashboard” similar to the one from last year. We do not yet have the 225 student numbers as planned. I believe we will have a very close number but probably not over the 225.

grade level	May 15	June 16	August 19
	2013	2013	2012
k	20	18.5	18.5
1	19	20	19
2	15	15	13
3	10	10	10
4	7	8	7
5	14	14	15
6	9	12	15
7	20	22	21
total	114	117.5	119.5
8	17	18	21
9	16	17	21
10	15	15	18
11	25	25	29.4
12	6	8	9.6
total	79	83	99
grand	193	200.5	218.5fte

1. Pastor Discount- I have connected with three area pastors and we have offered them a Pastor’s discount. We added four children to our number from that discount. Next year we could add one more child of those three pastors.
2. Class blends- We are only planning on one blended classroom as third and fourth grade.
3. Lisa Moore is working out very well in Accounts Receivable. She has the billing sheets out and has a handle on the charges for families.
4. Repairs were made to each of the building ends but no total replacements. (22 really needs that replacement as there is dry rot underneath.)
5. Much of the outside school buildings were painted or touched up. I think it is looking very good.
6. Carpets went into two classrooms. That cost us over \$4300. We raised \$2000 and had donations that covered \$1600 so we are only short a small amount.

7. Our play toy is going in this week. Thank you, Dan, for your help with removal of the old play toy. It is looking very good. Both Dan and Drew spent many an evening giving of their time and machinery.

Our guest, Drew Stout, volunteered his time and equipment to remove playground equipment. When digging he found a natural gas line. NW Natural Gas was called and came out, it appears that locate was not done before digging. Jean has asked Richard to do a locate before the work is completed since this is a safety issue.

8. The Administrative Team is meeting twice a week during August going through such things as our Handbooks, calendar event planning, sharing of staff, and goal setting. We are doing devotions together and praying together!
9. The Music Conservatory-This fall we will once again provide on-site private music lesson opportunity for families. Private lessons in piano, guitar, and voice are being planned so far. The pianos will be located in room #20 and #15. Erin Hart is taking leadership in this area.
10. The elementary teachers include the following:
 - Kindergarten- Mrs. Lisa Hammond
 - First- Miss Celeste Woodman
 - Second--Mrs. Shelly Backstrom
 - Third/fourth-Mrs. Sherry Willis
 - Fifth- Mrs. Debbie Vegh
 - Sixth and Seventh-Mrs. Jeanne Nortness
 - Sixth and Seventh,,Spanish-Mr. Tom Stiltz
 - Sixth and Seventh part time-Mrs. Julie Temples
 - Physical Education, Title I support, resource room- Pat Palmer
 - Technology/tech support- Mrs. Joan Rabideau
 - Elementary Music- Mrs. Terry Johnson
 - Library Management and Resource Room- Brenda Angelico
 - Office staff includes two part time people: Mrs. Ginger Pickner, Mrs. Melissa Peabody

This week we have a CPR class scheduled for Thursday and then our In-service days begin , Monday, August 26 and Tuesday, August 27. Pastor Mark will lead us in worship and a devotional. I will be speaking and we will have a number of curriculum type workshops.

Tuesday is a drop in for all students. Elementary at 4:00 and High School at 6:30.

School starts on August 28.

Jean reports we are now at 223 students.

Tuesday next week 8:30am breakfast board members come and pray & worship in the sanctuary.

As part of Obama care, Jan. 1 to March 31, 2014 the transition to new provisions come into effect, every employee over 30 hours per week must have insurance provided either by us or another entity. We need to have records of eligibility, also need to have the same plan options for all eligible employees.

Jean distributed a new organization of the school board policy manual draft, this is part of the “ends” policy of the Carver model.

There is a new recess duty configuration; teachers will take turns with recess duty.

b. Debra Zandi-Child Development Center

ATTENDANCE REPORT

	Totals
Infants	20
Toddlers	82
Preschool	61
Kindergarten	15
School Age	<u>41</u>
TOTAL	219

Tour Report: Thus far in August we have had 13 scheduled tours with 6 tours given within a three day span. One of the processes of initial inquiry is to ask “How did you hear about us?” Recently JoAnne reported to me that 98% of family inquiries have been recommended to us by friends, family, coworkers and former students of our community. One parent responded with seeing our ad in the paper while yet another called because she had seen the advertisement in the phone book.

Three Rivers Christian CDC Annual Report for Northlake Baptist Church Includes:

CDC Improvements for 2012/2013 include expanded enrichment classes, bus transportation service extended to an additional site for half day morning kindergarten students, new cribs purchased for transition room including evacuation cribs, new diaper changing area and sink installed in room 10, new room divider and diaper changing area built in room 11, new fencing for back yard play space behind rooms 10 and 11, exterior painting of C wing, new vinyl flooring and toilets in rooms 104, 106 and 108 bathrooms. New windows installed in all exterior doors in preschool B wing and infant/toddler C wing buildings. Purchase of security cameras for preschool B wing and infant/toddler C wing.

Goals for the Child Development Center Include:

Goal #1:

Expand the outreach of our current TRCS bus/transportation service.

Action Plan:

1. Continue evaluating the need of service at additional school sites and increase transportation to 3 public schools
2. Pursue marketing and communication

Goal #2

Initiate the expansion of Enrichment Classes.

Action Plan:

1. Continue discussion with parents and children regarding areas of interest
2. Secure instructors for additional class offerings

Goal #3

Integrating and expanding CDC Early Literacy library.

Action Plan:

1. Support and develop ongoing project of additional books and reading loft
2. Develop learning proficiency with processes using technology with touch screen learning

Goal #4

Begin Phase of renovating the Natural Toddler Play Yard.

Action Plan:

1. Collecting data of the new WAC standards for outdoor play yards
2. Implementing and communicating with project manager
3. Assist development director in support and communication of fund-raising efforts
4. Begin process of purchasing fencing and implementing areas for natural play space as funds allow

Summer Program: Kids Camp 2013 has been a great summer program with over 200 children in attendance! The summer exploded with activities, learning, discovery, and VBS, Swimming Lessons, worship and fun experiences. A special Thank you to Mr. Schroeder who has been faithful for driving the school bus for us throughout the summer. Mr. Schroeder is an Awesome Blessing to our program!

School Age Program: We have had 35 new registered school age students enrolled in our summer program from various area community schools. These students do not include current enrolled TRCS children.

Child Evangelism: Staff from Child Evangelism Fellowship, have been coming for special Bible time with our preschool and school age children.

Child Evangelism Fellowship is a worldwide, Bible-centered organization composed of born-again believers whose purpose is to evangelize boys and girls with the gospel of the Lord Jesus Christ and disciple them in the word of God.

Kinship Garden: Our kinship garden is flourishing with vegetables. Many have dropped by and gathered and then stopped by to share their appreciation for this blessing on campus.

Honoring Staff

Three Rivers Christian School Child Development staff, remains committed to creating learning experiences with rich curriculum that honors God; so as to create a foundation of a lifetime of learning. Staff that will receive service awards for their faithfulness and dedication to our ministry: Rhonda Kirby 15 years, Nicole Haas and Marie LaMere 5 years of service and Debra Zandi with tenure of 30 years.

Campus Improvements: Diligence, servant hearts and positive attitudes is what comes to mind when describing those that worked on and transformed classrooms play yards and buildings. A special Thank You to: Mr. Richard Smith, Mr. LeRoy Jackson,

Mr. Mike Stout, Mr. Don Torgenson, Mr. Dan Leno, Mr. Drew Stout and families for a job well done!

Child and Adult Care Food Program (CACFP): JoAnne and I attended the mandatory CACFP food training via webinar on Aug 7th. The grant must be completed and submitted by September 30th.

State Registry ECED Continuing Educational Hours: I attended two classes this summer to fulfill continuing educational hours in Curriculum/Learning Environments (OSPI) and Health, Safety and Nutrition (University of Washington). Each was excellent and provided a variety of ideas for teaching strategies in learning spaces and environments with a focus on curriculum, health and nutrition for children.

In Service Day: Tuesday, August 27th Center Closed.

Steve asked Debra if we are keeping track of closing percentage, no we aren't.

The roll-down hill funding is still in progress.

Jean reports that many of our additional projects need volunteer assistance because current employees are fully allocated.

c. Randy Lemiere – Kelso Campus, Secondary Principal

Your prayers and support are such a big part of this TRCS. Our goal of educating students in Christian education is foremost in our minds knowing they are children of God.

Our high school enrollment is strong. We have more students this year than last. At the time of this printing, we have 102 students; last year we had 100. God is moving in this place and is blessing our efforts. Praise the Lord! Please be in prayer about a permanent place for the high school.

Tuesday, August 27th, will be our “Back-To-School-Root Beer Float Night.” Parents and students are invited to come and meet staff, coaches, and hear about the great year ahead. School board members are invited.

North Gate City Church replaced all of the fluorescent lights in the whole building. Classrooms and hallways are brighter. We've established a new P.E. clothing policy. All students taking P.E. need to buy a new TRCS P.E. shirt and shorts. This will be a real positive change due to questionable attire in P.E. and help with movement and exercise.

Our annual GOLF TOURNAMENT will be Saturday, September 28. This is always a fun and exciting fundraiser. Put together your team of four golfers and come out and win some prizes. You may pick up forms in the school office. The cost is \$60 for cart, 18-holes of golf, lunch and prizes. You can also sponsor a hole for your business or family for \$100. Plan to be part of this great event.

Over the summer, teachers continued their education. Five of our teachers traveled to Seattle to attend the Private School Summer conference. The title of the conference was Marzona's Nine High Yield Instructional Strategies. STEM Science and Calculus courses were also attended by our outstanding teachers. Please pray for them as well.

We have two new teachers at the high school this year. Juliana Basurto is our new Spanish II teacher, and Keri McHattie is our new art teacher. God has answered prayers again!

Randy invited school board to back to school night at 6:30 next Tuesday and to a prayer night every 1st Friday of the month.

Jack Troupe resigned last Thursday, Randy is currently looking for a journalism teacher.

d. Erin Hart-Development Director

❖ **Amy Grant**

He contacted me that he is working towards a date in early 2014 in hopes he can coincide with a time she's already on the west coast to reduce expenses, so it's not a lost cause yet!

❖ **ACSI Leadership Conference**

I cannot emphasize what a great experience this was for me. Not only did I get a chance to follow up with Dr. Pue, but I made great connections with other Development folks, had incredible conversations with administrators from schools all over the world, and generally felt very encouraged by all of the progress we continue to make. The keynote speaker addressed "spiritual formation," as opposed to just "moral formation," and how it should influence the way we educate. I've ordered copies of Dr. Pue's "Rethinking Sustainability" for the board (you can donate \$20 to defray the expense if you're able). Jean and I would like to propose that he help us with our board retreat/strategic planning (Continuous School Improvement Plan) this January.

❖ **Eagle Scouts**

Both the map of the U.S. and the metal playground equipment have been refinished by local Eagle Scouts. The paint for the equipment was generously donated by Rodda Paint.

❖ **Westby/Building Project**

The board needs to determine the next step for the building project. We will have some follow-up items to discuss in the board meeting tonight.

❖ **Innovation Award**

We had a generous private donation that is going to fund our first annual "innovation awards." The admin team will be picking those this week, but the goal is to motivate our teachers to dig deeper and be innovative in their teaching methods. Here are the criteria:

The TRCS Teaching Innovation Awards is given to one teacher per year in grades Kindergarten through 12th in recognition of outstanding use of innovative and creative teaching techniques.

Innovative teachers are defined as those teachers using cutting-edge training or technological tools to enrich the classroom experience. Candidates may be nominated throughout the school year by fellow staff, students or administrators, but the finalist will be selected by the TRCS administrative team based on:

- Evidence of “going above and beyond” to enable achievement in the classrooms.
- Implementation of new tools or training.
- Measurable results in student achievement.

Award:

All nominees will receive a plaque with a cash award going to the administrative team’s choice. The TRCS Teaching Innovation Award Plaque will be presented to the teacher during the August Staff Inservice meeting, and will be accompanied by a cash prize underwritten by area business sponsors to be used towards further innovations in the classroom. The awardee will also be celebrated in a special newsletter article and press release outlining their achievement.

Jean and Erin proposed January 24th & 25th, 2014 for a board retreat with Dr. Pue. Per Steve no conflict with the elder board retreat. We can share some of our Dr. Pue time with the elder board as well.

6. Building- Feasibility Response and discussion and other proposals

The report out event was attended with approximately 30 interviewees along with board members and other interested parties.

Erin walked us through Review of final report by Westby.

7. Awards for staff- discussion continued from June

Jean reports we will have years of service recognition and in addition awards for innovation at the school, Debra will have a program for CDC as well.

Board moved to executive session.

8. Adjournment

JoAnne adjourned the meeting, Jerry closed in prayer.

Next Board meeting- September 17, 2013