

THREE RIVERS CHRISTIAN SCHOOL

Board Minutes

Tuesday, April 21, 2015 at 6:30 p.m. for the regular meeting in the school annex

JoAnne Harford Jan Ferguson Rich Gushman Roxanne Stuart Connie Taylor

Harold Erdelbrock Marie Erickson Wayne Hayes April Van Hamme Mark Schmitz

Erin Hart Randy Lemiere Debra Zandi

AGENDA for regular Board Meeting

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

JoAnne called the meeting to order, the meeting was opened with a round of prayer by committee members.

2. Adoption of Agenda

Agenda was adopted as written.

3. Minutes of March 17, 2015 meeting

Minutes were accepted with a slight amendment to unwritten portions of Erin's March report which had been truncated by accident on Payroll, page 3.

4. Finance Committee Report

A new form of the Income and Expense Summary will henceforth be submitted by the Finance Committee, beginning April 21, 2015.



	March 2015 (Accrual)	YTD 2014-15 (Accrual)			
Condensed Bottom Line	-\$969.29	\$20,858.43			
(without depreciation)	\$1,014.05	\$22,341.77			
CDC Bottom Line	\$11,632.67	\$48,942.86			
(without depreciation)	\$12,557.67	\$49,867.86			
HS and Elem. Bottom Line	-\$12,601.96	-\$28,584.43			
(combined)					
(without depreciation)	-\$11,543.62	-\$27,526.49			
Elementary Bottom Line	-\$12,355.23				
(without depreciation)	-\$11,826.06				
High School Bottom Line	-\$246.73				
(without depreciation)	\$282.44				
WHY: Discounts & aid!					
Checking Account Balance: \$48,423.45		Savings Balance: \$130,977.18			
Reserve Fund Balance: \$10,965.16		2014-15 Prepays: \$103,432.10		2015-16 Prepays: \$600.00	
Accounts Receivable:		TOTALS	30	60	
			90		
	CDC	\$38,064.18	\$6,318.70	\$31,745.48	N/A
	Elementary	\$57,084.43	\$10,671.40	\$46,413.03	N/A
	High School	\$20,399.56	\$7,146.50	\$13,253.06	N/A
	TOTAL:	\$115,548.17			
Capital Funds Heritage Checking Balance: \$97,458.23					
Capital Funds Total CD Balance: \$799,378.06					
Amount spent on High School/VCF: \$9,253.75 (July 2014 thru March 31, 2015)					
TRCS Financial Health Index Ideas:					
Days of Expendable Reserves: (undesignated funds/daily cost of operation) _____					
Total Monthly Giving: _____ (Includes all donations/TAF, capital, etc.)					

Final draft received: April 22, 2015.

5. **Guests:** Tammy Ransom

The Board welcomed parent, Tammy Ransom, to observe the committee's actions during the evening.

6. **Old Business:** High School, Policy Discussion/adoption

Randy shared concerning on going negotiations concerning placement for the high school beginning September, 2015.

The Board discussed the TRCS Board Policy Manual, discussing and adopting one section at a time. The TRCS Board Policy Manual was accepted with several small changes, with Mark Schmutz abstaining to vote on Section 1, the Vision statement.

7. **New Business:** Review graduation requirements, Administrator evaluation, Salary schedule

Randy presented a chart detailing 2016 graduation credit requirements from TRCS both General and College preparation, along with Washington state graduation requirements. Washington state is requiring two (2) credits of Fine Arts instruction for their college preparation course in 2016. After discussion, the Board voted unanimously to require 2 credits of Fine Art instruction at TRCS for the college prep course. Randy will begin working to implement this additional requirement.

8. **Reports by Administration Team:**

- a. **Report: Administrator, Erin Hart**

Tuition Assistance Fund

We are currently at just over \$50,000 raised towards the Tuition Assistance Fund. This year's goal is \$75,000.

Accounts Receivable

Lisa Moore has been diligently making calls and money is coming in now that tax returns are being completed.

Enrollment 2015-16

Re-enrollment is now open with new enrollment opening on March 19th. The website has been updated and new brochures have been produced using the new river/eagle.

TRCS Foundation

Foundation balance is currently \$3,246.06. Toby from James Reed just called to confirm that they were willing to add the Foundation to the existing school/church policy as a supporting organization free-of-charge. When the Foundation endowment grows larger, at that time, they may wish to purchase their own coverage, but in the interim, this is great.

Raffles

Tickets for a spring break vacation for up to 6 at Gleneden Beach, Oregon are on sale now for \$10 each with the drawing to take place at the Festival of Learning on March 19th. All proceeds benefit the Tuition Assistance Fund. Let me know if you'd like to purchase one!

Staff Handbook

The K-12 Staff Handbook is completed and has been distributed to all staff. A signed receipt will now be part of their personnel files. I've attached a copy for you to review, if you're interested.

❖ 50th Anniversary Planning

Bob Stanford has now scanned over 2,000 slides. I'm looking into getting a "seal" drafted that would appear on all school printed materials next year. I'm still praying for a volunteer willing to help lead the charge on this, or perhaps a summer college intern.

❖ **High School Planning**

We had a great training with Andy Sears on March 2nd, and we've almost got a wide distribution packet completed. We've compiled our first fourteen names and are beginning communication. Randy and I are pursuing other options on the issues with the current location that I will update you on at the meeting.

❖ **Spring Author Event: Cynthia Tobias**

We had great feedback from our event and had a few public school teachers who attended our follow-up clock hour event. We did come out ahead, although this wasn't a huge money-maker. Instead, this is really about public relations, and on that front, it was definitely a success.

❖ **Accreditation:**

We've got our first two of the five areas "broken down," and a to-do list and timeline (attached) is developing. Many of these items are for the board to complete, so these need to be built in to the retreat and perhaps some additional meetings. ACSI was flexible with our timeline and is allowing us to host the committee in Fall of 2016, which gives us just enough time to do the job "right."

Our first two Bible studies were approved by ACSI (using the RightNow portal provided free-of-charge by Calvary Community) and are underway – giving our teachers a FREE and simple way to accrue the needed Bible CEUs.

RenWeb:

Our first administrative training was done on March 9th, and we are all in agreement that this is going to be hugely beneficial for our school. The next round of training is the "train the trainers" webinar, which will have a mix of teachers and staff, who will then become our on-site trainers. We are currently entering the 2015-16 enrollment with full implementation planned beginning July 1.

Name Change:

The Secretary of State has confirmed our name change! Now we send in the form to the IRS to change it with them, and we will officially be "Three Rivers Christian School!" 😊

Payroll & Quickbooks:

Payroll is still

HSPE/EOC or PSAT/SAT Testing

After the email vote from the board, we will be discontinuing the HSPE/EOC testing. Instead, we will be implementing Terra Nova for K-12 (which will give us data for internal use/academic planning), and then beginning next year, we would like to require the PSAT and SAT testing for our high school students, which will give us a baseline with the state. As part of this, we are discussing starting an elective class which will give PSAT training during the sophomore year. This will also help us with developing National Merit Scholars. We need to discuss this, as well as our response to CCSS (Common Core State Standards) at the board retreat during our school improvement planning process.

Security

I received a bid from the ESD (attached) to compare with the information from New Dawn security. Both are comparable in price, but the private company appears to offer much more for the money. I think this should be priority in the coming years, and specifically with the building process.

Board Retreat:

With the “to-do” list from the Accreditation process, I’m fleshing out more of the activities for our retreat. I think the board might want to consider scheduling a board/parent roundtable or forum towards the end of this school year to address future planning. (We might want to set a date soon to get it on calendars.)

Finances and the Budget:

Both the CDC and elementary school are using Quickbooks for billing! We’re still working out some issues and restructuring the way our reports print. Quickbooks allows us to email bills directly from the program, which will save us money on postage and speed up the delivery process.

❖ Health Insurance

We have switched our broker of record on our health insurance to Interwest Benefits (Denise Gabel). We have much to do to prepare for how the Affordable Care Act is impacting large employers (which we officially are). Our current health insurance is not deemed affordable under the government guidelines, and we need to make some significant changes to avoid future fines. More info to follow!

My MEd Program

Three and a half classes down and I still have a 4.0. I’m currently in “EDGR 520: Curriculum Design and Assessment.”

Here are the books I’m reading this month (again, some for school and some for me):

“Draw the Circle” by Mark Batterson

“Rigorous Curriculum Design” by Larry Ainsworth

“Scary Close” by Donald Miller

“Desiring the Kingdom: Worship, Worldview, and Cultural Formation” by James K.A. Smith

b. Randy Lemiere, Principal

High School Board Report

- **3rd Quarter** ends March 27
- **Sophomore Career Day** – March 27th sophomore students will be bused to LCC for a Career Day. Students will be given opportunities ask questions and be introduced to many careers.
- **Winter Sports Awards** – The TRCS winter sports awards were presented to our basketball and cheerleader teams. Coach Murphy, Coach Stanberry, and Coach Settle raved about our student athletes. Girls’ Basketball winners were: Jordan Caddel MVP of the Columbia Valley League, 1st Team was Charity Tevis, 2nd Team was Selina Carns, and Honorable Mention was Olivia and Hannah Cathcart. Boys’ Basketball winners were: Ian Hoffman MVP of the CVL, 1st Team Eric Powell and Danny Hull, 2nd Team Seth Carns, Honorable Mention was Caleb Moore. Cheerleaders had one of the highest GPA’s in the State with a 3.7 team GPA.

- **P.E. Waiver** – The State of Washington requires School Boards to have a Physical Education Waiver Policy. Please see attached for the recommendation.

A motion was made and seconded to accept the P.E. Waiver Policy as recommended. The motion carried, with one nay vote. See attachment #

HSPE/EOC State Tests – Discuss Terra Nova, PSAT/SAT, State Tests

- **Key Club Convention** – Mrs. Carns took 4 students to the Key Club Convention to learn leadership and community service skills. The convention was in Seattle, Washington.

Elementary School Board Report

- **Open House** - Thursday, March 19th the CDC and the Elementary campuses are having an Open House beginning 6:30-8:00pm. Classroom demonstrations and projects will be available to all who come. Everyone is encouraged to bring new families to experience our school.
- **Bowling** – Mrs. Palmer has been taking the 6th and 7th graders bowling during P.E. It's been a real learning experience in the sport of bowling and behavior out in the community.
- **Terra Nova Testing Evaluation** – I've been working with Dr. Jan Rauth, a reading consultant in our area. Dr. Rauth and I have been evaluating Terra Nova Testing Results to see where strengths and weaknesses are in grades K-7. I will be sharing ideas with staff and School Board when more information is available.
- **Chess Club** – Chess Club is in its final stages. The Chess Club Tournament is now underway.
- **Outdoor School Spaghetti Feed** – Monday, March 16th, spaghetti feed to raise money for sixth grade students attending outdoor school.
- **Elementary 2nd Trimester Grades** – K-5 grades will be sent March 20th. Third quarter ends for the middle and high school students on March 27th.

Enrollment

- High School enrollment 109. Elementary enrollment 123.3. Total is 232.3

c. DebraZandi, Child Development Center

- **Tours and Enrollment** - We hosted 4 tours this month resulting in 5 new children enrolling in our Early Learning Center.

- **Festival of Learning** - Festival of Learning planning is continuing as we prepare for a night of celebration. Packets have been made up for evening tours and classroom teachers are diligently preparing for special activities which will take place throughout the evening.
- **Enrichment Classes** - We have received positive feedback from the families whose children have been involved in our current Enrichment Classes which include: Cheer, Gymnastics and the Art of Puppetry. Parents and children are looking forward to what's next for Spring Session.
- **Educational Training Opportunity** - Southwest Washington Early Childhood Tapestry Conference at Clark College is scheduled for March 28th. This conference provides an outstanding opportunity for staff development and education. This year's topic "Eat, Play, Learn: Nourishing the Essentials of Childhood."
- **Lock Down** - We had a successful all school lock down recently. Staff did a superb job in securing a safe environment for all students.
- **Luggage of Love** - The Center adopted *Luggage of Love*, a program providing a small piece of luggage filled with essentials for children in transition as our community outreach ministry. The support of parents, children, the Joy group and others has been overwhelming! Because of their gifts, many children of our surrounding counties will be blessed by receiving a backpack filled with items of need and comfort!
- **Message from Cowlitz County Health Department**- Last week, the Cowlitz County Health Department investigated a suspected case of measles. During the investigation it was quickly determined that the suspected case had been at a local school during the possible infectious time period. "We are asking our school and daycare partners to please start planning ahead and to begin to compile your current MMR data for both student body and staff, per school."
- **Before and After School Data** –Provided at meeting
- **Teacher Evaluations** - The administration team has begun the process of teacher evaluations and will continue with staff conferences in April.
- **Spring Break** – April 6 -April 10. Center Open

ATTENDANCE REPORT

February	FTE	Enrollment
Infants	14.4	20
Toddlers	48.6	68
Preschool	81.2	103
Kindergarten		28
School Age		75

TOTAL

294

"We will tell the next generation, our children, the praise-worthy deeds of our Lord,

His power, and the wonders He has done."

9. **Adjournment:**

Randy closed in prayer.