

## THREE RIVERS CHRISTIAN SCHOOL

### Board Minutes

Tuesday December 15, 2015

[x] JoAnne Harford      [x] Jan Ferguson      [x] Rich Gushman      [x] Roxanne Stuart      [x] Bob Stanford

[x] Harold Erdelbrock      [x] Marie Erickson      [x] Wayne Hayes      [x] April Van Hamme      [ ] Mark Schmutz

[x] Erin Hart      [x] Randy Lemiere      [x] Debra Zandi

AGENDA for regular Board Meeting

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

*Harold called the meeting to order and shared II Corinthians 5:1-8. We opened the meeting with a season of prayer.*

#### 2. Adoption of Agenda

*Agenda was amended by a motion made by Rich and seconded by JoAnne.*

#### 3. Minutes of November 17,2015.

*A motion was made by Jan to accept the minutes as written and seconded by Rich. Minutes were approved as written.*

4. **Guests:** *There were no guests present.*

#### 5. Report from Treasurer:

Report from the treasurer was given by Rich. A discussion followed concerning changes to be made in the 2016-17 year in discounts for tuition.

A motion was made by Bob to pursue said tuition changes and seconded by JoAnne.

A recommendation was made by the Finance committee to increase the rates at the Early Learning Center. It was moved by Wayne to increase these rates by 2% and seconded by JoAnne.

**6. Old Business:**

**High School Update:**

Gym is done.

Final fire inspection will be conducted on December 16, 2015.

Eyewash Station will be going in over Christmas break.

The partnership with New Life and TRCS is going well.

There is no update on TRCS portion for utility bills as yet. They are still getting a tally and will get back to us.

**Roof Update:**

A second opinion is being sought on the roof repairs.

Jake the Adjuster has an ongoing conversation with Erin at this time.

Erin will be looking into Roof Guard.

She should know what the final decision will be by the end of December.

Willy has done some patching and the roof, so far, has remained dry.

As of December, rooms 10 and 11 have cracking in the walls.

Rooms 12,13 and 14 will move to the good rooms.

**ASCI Accreditation:**

A board evaluation sheet was given out by Harold in order to fulfill the requirements set by ASCI. We will be given until next board meeting to fill out our sheets. They will be tallied and a report prepared for the Board retreat in January.

**7. New Business:**

Debra Zandi gave us a staff salary report of the Early Learning Center. We will consider this report further along with a spread sheet for part-time teachers in the state of Washington. A time frame was set up. Debra and the Finance Committee will meet. If not in January, in February for sure.

Board Retreat: Friday and Saturday, January 22,23, 2016.

Roxanne will meet with Erin and together will work on a continuous school improvement plan and self-evaluation.

**8. Reports by Administration Team, discussion if needed:**

**Report: Administrator, Erin Hart**

**K-12 Enrollment Dashboard: 209 confirmed total, 200 is budget goal, 6 are half-time Kinders**

K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
28	23	14	18	14	6	11	12	13	15	14	21	20

❖ **Annual Fund**

We're currently at \$34,082 towards our goal of \$70,000.

❖ **Financial Aid/Discounts and the Budget**

Treasurer Rich Gushman has been working on some ideas which we will share on Tuesday night. At minimum, I believe we need to restructure the multi-child discount.

❖ **TRCS Foundation**

Foundation balance is currently \$6,612.38. The 990 was filed by the deadline.

❖ **Chenoweth Scholarship**

We've raised over \$4,500 alongside assorted pledges – and will soon begin accruing for next year.

❖ **Christmas Shopping Festival**

This year's event made about \$1,900 profit – a little less than normal. We think lower turnout was related to the incredible rain. Regardless, we had a great time and the vendors were very happy.

❖ **Technology Plan**

The high school is now outfitted with the required number of projectors and we were able to get two new projectors and document cameras at the elementary. Ideally, we'd like to have one for each classroom on the elementary campus (five more), which has a price tag of roughly \$3,000. We're getting there! ☺ Many thanks to our anonymous donor who made this step possible!

❖ **Staff Satisfaction Surveys**

We will have reports on the salary levels by this coming meeting, which was the area of lowest satisfaction for our staff.

❖ **"Tackling the Tough Issues" CPYU Event**

We're working with Chris Lyons from Longview Community Church on helping to facilitate bringing this conference to town. This training for our teachers (and Christian youth leaders throughout the community) would be GREAT. Please pray for resources to help make this happen!

❖ **50<sup>th</sup> Anniversary Planning**

The book is complete and on sale now for \$25! (I will try to bring some to board meeting.) We're working on the banquet and have decided to "tell the story" of TRCS instead of having a hosted

speaker. We're still pursuing the author separately and will continue to work on that. More info to follow...

❖ **High School Planning**

The bleachers, hoops, and pads are in and the gym is basically done! We're going to have one more re-inspection from the fire marshal. We're still waiting on the custom eyewash shower before we begin the science lab completion. We're getting closer!

❖ **Accreditation:**

Final touches are going on the proficiencies and teachers are doing fantastic work on mapping under the amazing leadership of Randy! It's really exciting to see this all come together. The accreditation team is going to attend REACH training in Portland on January 5<sup>th</sup> through ACSI, which will help us gain more familiarity with the new standards. We should be on schedule for the October 2016 visit, and I've heard that our team lead has been assigned.

❖ **Finances and the Budget:**

ELC and Elementary were in the black again this month, and the high school still needs about 7 more students to reach the break-even point, but that was expected, and elementary is making up for the HS overrun. Randy also continues to have calls for tours, and now that the dust is settling, I think we'll continue to see enrollment increase. We're still working on getting to the bottom line on the roof issues, but until the insurance company gets back to us, we've had to outlay some funds for ELC equipment that was ruined in the leaking.

❖ **Rentals:**

KCA's family is settling and will begin some of the larger projects when the weather improves. The white house is gutted and should be completed by January 17<sup>th</sup> and ready for the new renters. The new fence is going up behind the white house currently.

❖ **Board Retreat**

The board retreat will predominantly need to be focused on the final development of the Continuous School Improvement Plan. Some suggested areas of focus from my perspective are: facilities, technology, finances, special education, and spiritual formation.

"LET US NOT GROW WEARY OF DOING GOOD,  
FOR AT THE PROPER TIME WE WILL REAP A HARVEST IF WE DO NOT GIVE UP." - GALATIANS 6:9

## **Report Principal: Randy Lemiere**

### **High School Report**

- New Student A 9th grade student from RAL enrolled November 19th.
- Basketball Girls' Team has both Varsity and JV. Boys have 10 young players; only one team.

- Bleachers The bleachers arrived and were installed November 27th.
- Key Club Volunteered at the Claunch wedding.
- Chapels Senior Bible Class presented their subject projects to the whole school. Groups chose a topic; had to have 5 Bible verses to back it up, must be 10 minutes long, and everyone in the group must be involved.
- Band Concert Mr. Harbaugh's high school band will perform at 9:50 in the Chapel Room on December 17th. All parents, students, and friends are invited.
- KLOG Student of the Month Senior Kessa Portwood was honored by KLOG as the Scholar Student of the Month of November. She will receive a \$150 scholarship from a local sponsor. All 10 monthly recipients will be invited to the spring banquet and have a chance at a \$1500 scholarship. Congratulations Kessa!
- KLOG Athlete of the Week/WIAA Athlete of the Week Jesse Caddel was honored with these two impressive awards during volleyball season. Congratulations Jesse!

### **Elementary Report**

- Christian Book Fair Students, staff, and parents were given the opportunity to view and buy Christian books at our second book fair.
- Chapel Youth Pastor and Algebra 2 teacher, Joshua Anderson spoke at the elementary chapel November 18th. Jeanne Nortness was our guest speaker on December 2nd. Her topic was giving and serving.
- Elementary Christmas Program. Mrs. Johnson's K5th grade gave a beautiful concert. Mr. Harbaugh, our band instructor, also had his small band perform. Piano students also performed.

### **Other Information**

- ❑ Conferences Teachers conducted parent conferences November 20, 23, and 24th.
- ❑ Title II Meeting I met with Ken Hermansen, a Longview School District Administrator, to review Title II funds and goals for professional development. We are allowed \$5,700 for professional Development this year. We used over \$2000 for the ACSI Nexus Conference where teachers spent 2 days improving their professional skills.
- ❑ Special Education Meeting I met with Rod McHattie, Longview School District Administrator, about Special Education services that TRCS can access. He shared procedures that the LSD uses that we could use as well.
- ❑ Early Release Wednesday, Dec. 2nd Teachers turned in Proficiencies for each subject/class. They were given a review of Curriculum Mapping. Goals for the early release Wednesdays are to map one subject per month. December's goal is to map our Bible curriculum. This is to create a Curriculum Guide for Accreditation and because all great schools have their curriculum reviewed and mapped.
- ❑ School Security I have been gathering information about security teams having firearms at private schools. I would like to take a few minutes to discuss this issue.
- ❑ A.L.I.C.E Training The Longview Police Department will be training the high school staff on January 6th. This training has to do with procedures to follow when there is an intruder on campus.

Enrollment 126 in the elementary and 83 in the high school. Total 209. Last month 207.

Randy Lemiere

**Debra Zandi, Executive Director**

## Early Learning Center

*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, join us and come to the main hall and hang items of your choice on the Christmas trees and bless the life of a child in the name of Jesus!

- ❖ *Licensing Review*~ The Early Learning Center is in process of going through our State Licensing Review. It is a privilege to work with our licensor, staff and families as we continue forward in our commitment of providing a safe Foundation of Learning for the children of Three Rivers Christian Early Learning Center.
- ❖ *Christmas Enrichment Class Opportunities*~ With a Christmas theme we held a new venue of Enrichment classes "Christmas Treasures". *Families and students responded by large numbers* to the holiday themed selection of Christmas creations! Classes included: Holiday Baking, Homemade gift of Foot Scrub/Bath Salt, Christmas Card Bundles and Snow Globes.
- ❖ *Keepsake Memory*~ Glazy Day Pottery provided a pottery class for children to participate in creating a lasting keepsake gift for Mom, Dad and Grandparents on December 1<sup>st</sup> and again on the 7<sup>th</sup>. The *participation list was long* and children had a marvelous time as they created beautiful ornaments for a lasting memory for loved ones!
- ❖ *Pre- Kindergarten & Preschool Christmas Programs* ~ May we rejoice and gather before the manger, as we celebrate our dear Saviors' birth. Pre-Kindergarten programs, Preschool Family Christmas gatherings, cookie decorating and a Birthday Party for Jesus are all scheduled this month. There will be a total of 7 programs beginning December 11<sup>th</sup> and ending December 18<sup>th</sup>.
- ❖ *UCLA/AHC* ~ TRCELC has been invited to partner with Head Start, LCC and ECE in developing a collaboration of Health Literacy! The team will attend a conference at UCLA and return with preparation of trainings for parents.
- ❖ *Building Success in Everyday Moments*~ Teachers have attended conferences, trainings and professional learning circles. They have come back to their classrooms with enthusiasm and commitment to implement all they have learned. What a beautiful example of innovation in stepping forward in raising the bar of excellence in teaching!
- ❖ *Sports Winter Enrichment Classes*~ Parents and Families are looking forward to yet another opportunity for growth and development for their developing child. Quick Start Sports will partner as an Enrichment Class providing children a program that will be fun, interactive and informative. "Coaches strive to promote the joy of playing sports and the joy of being part of a team." Classes will begin in January.

- ❖ *ELC Room Closure*~ ELC Rooms 12, 13, 14 are still closed. Due to those closures we are at a full capacity and are only touring when a child moves out of area.

<b>December</b>	<b>FTE</b>	<b>Enrollment</b>
Infants	12.2	19
Toddlers	61	72
Preschool	85	100
Kindergarten		29
School Age		90
<b>TOTAL</b>		<b>310</b>

*“When I approach a child, he inspires in me two sentiments, tenderness for what he is and respect for what he may become.” Louis Pasteur*

***Merry Christmas!***

***~Academically Excellent~ Joyfully Christian~ Culturally Relevant~***