

## THREE RIVERS CHRISTIAN SCHOOL

### Board Minutes

Tuesday October 20, 2015

[x] JoAnne Harford      [x] Jan Ferguson      [ ] Rich Gushman      [x] Roxanne Stuart      [x ] Bob Stanford  
[x] Harold Erdelbrock      [ x] Marie Erickson      [ ] Wayne Hayes      [x] April Van Hamme      [x ] Mark Schmutz  
[x] Erin Hart                      [x ] Randy Lemiere      [x] Debra Zandi

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

*Harold called the meeting to order and shared Titus 2:1-2,13 " You must teach what is in accord with sound doctrine. Teach the older men to be temperate, worthy of respect, self-controlled, and sound in faith, in love and in endurance. Likewise, teach the older women to be reverent in the way they live, not to be slanderers or addicted to much wine, but to teach what is good. Then they can train the younger women to love their husbands and children, to be self-controlled and pure, to be busy at home, to be kind, and to be subject to their husbands, so that no one will malign the word of God... For the grace of God that brings salvation has appeared to all men. It teaches us to say "No" to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age, while we wait for the blessed hope--the glorious appearing of our great God and Savior, Jesus Christ, " We opened the meeting with a season of prayer.*

#### 2. Adoption of Agenda

*Agenda was adopted. This motion was made by JoAnne and seconded by Roxanne.. Motion carried.*

#### 3. Minutes of September 15, 2015 meeting

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

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

#### 5. Report from Treasurer:

Report from the treasurer was given by Harold in Rich's absence. Billing for accounts will henceforth be sent by the 25<sup>th</sup> of each month and accounts received by the 1<sup>st</sup> of each month

#### 6. Old Business:

**High School Update:**

The storage cabinets are in at the New Life Campus.

Outlets are not yet in.

The "Out of Bounds" area is here.

Work is progressing on the Eye Wash Station.

Fire doors are ready for inspection by the Fire Marshall.

No utility bills have been produced as yet.

There was discussion concerning a vinyl covering for the gym floor, for use during times that there will be a crowd on the floor. There is a need to protect the surface from scuffing and scratching.

**Early Learning Center Salary Raise:**

As per our discussion in the September meeting, we addressed the need to raise the salaries of the lead teachers in the Early Learning Center. After careful consideration by the Finance Committee the recommendation was made that a 2% raise be given to the lead teachers in the ELC. A motion was made by Roxanne to raise the salaries of the lead teachers in the ELC by 2%, effective October 5, 2015. This motion was seconded by Mark. The motion carried. We appreciate these wonderful teachers.

**Policy Discussion: Student Sexual Behavior:**

A motion was made by Bob to accept the draft presented by Erin, **TRCS Policy on Student Sexual Behavior** and **Facilities Gender Use Policy**, with changes as directed by the board. The motion was seconded by Mark. The motion carried.

**7. New Business:**

**ACSI Accreditation**

A motion was made by Jan to adopt a resolution for TRCS to seek accreditation through ACSI Reach Protocol. The motion was seconded by Marie. The motion carried.

**Audit or Review:**

A financial audit is not now required for accreditation with ASCI. However, after discussion the board opines an audit is still the wisest option for TRCS.

**Report: Administrator, Erin Hart:**

**K-12 Enrollment Dashboard: 207 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	12	12	12	14	14	20	20

❖ **Annual Fund**

We're currently at \$17,550 towards our goal of \$70,000.

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

I've interviewed a few other schools that have made dramatic discount changes, and Jim and I are coming up with a few scenarios that we should consider. We'll have more at the November meeting.

❖ **TRCS Foundation**

Foundation balance is currently \$6,625.00. We just had a quarterly meeting and adopted and gift acceptance and investment policy statement.

❖ **ACSI Conference**

For the first time ever, TRCS is hosting the ACSI conference. We thought we might have one or two other schools involved, but instead we're going to have five other schools and 83 participants! Wow! Many thanks to the board members and volunteers for all of their assistance.

❖ **Chenoweth Scholarship**

We've raised over \$3,500 alongside assorted pledges – and it will more than cover the scholarships awarded for this year, as well as build the fund for the next year.

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

We're still working on a special author for this year's 50<sup>th</sup> anniversary event. We are trying for another meeting next month. Still working on the book...

❖ **High School Planning**

The closets are built and we are waiting on the electrician for the outlets and light covers for the gym. After that, we paint the closets and the "out-of-bounds" flooring will be put in. Bleachers should arrive at the end of November for installation. We have almost completed the final checklist for the Fire Marshal. The plans for the science lab are underway and awaiting the arrival of the eyewash station stall (which had to be special-ordered) and the bid on cabinets. We're also discussing replacing existing thermostats for better efficiency, but waiting on New Life to see if they're willing to share expense. We're getting closer to complete!

❖ **Chromebooks & Creative Writing**

While there have been some bumps in the road, the Chromebooks are overall working well. Lars is currently working on getting software to allow us for tracking and charging for student printing to the copier.

Creative Writing is also fun, and without Google Classroom and the ability to email and post things quickly, I'd be struggling to get things back and forth with students! That's been very fun for me...

❖ **Accreditation:**

The team met and discussed the 8 standards. We're getting our "champions" in place and will reevaluate our process. I need a motion from the board in this month's meeting minutes to say we intend to pursue accreditation with a site visit in October 2016. The REACH protocol also only requires a review instead of an audit, so I need to discuss with the board which they would like to do in the spring.

❖ **Finances and the Budget:**

We're still paying upfront for some curriculum and supplies (Chromebooks, etc.), but we should begin to see progress in the next month towards reducing the "red." The one difficulty is the needed replacement of the "C" building roof. Apparently, this should have been done two years ago, so I'm taking advantage of the good weather and having it done now. Rod Treadway has given us a \$20,000 bid, which is much less than the \$30,000 bid we had before, and he's also replacing extensive dry rot that has been found beneath it. Jim and I are considering "loaning" ourselves the money from capital and repaying it gradually, month by month, if we don't feel we have it in the operational savings.

❖ **Rentals:**

We evicted the tenants in the white house for non-payment of rent. They've also left us a utility bill and a significantly ruined house. I'm working with Rod Treadway, who has been so kind with us on the roof, to get some of the larger projects taken care of... Jenny Oskey has been diligently working on the brick house yard. Wayne and Pam Hayes have connected me with Love Inc to see if we can get a painting team together for the inside of the brick house. It also needs some bathroom work and the exterior trim painted, which I'm also gathering bids on. I'd like to have them re-rented by November, but there's a large amount of deferred maintenance that must be addressed. I'm also planning to fence the backyards of both houses. We've had significant vagrant traffic in those yards and the open field, and I think we need to be concerned with that security.

❖ **Accreditation Site Visit:**

Ken Townsend/ACSI asked me to fill in on an accreditation team at Columbia Christian School in Portland for 3 days at the end of October, which I plan to do. The more I learn about accreditation (especially from such a quality school), the better.

❖ **My MEd Program**

I'm currently finishing my last class "EDGR 698: Action Research/Thesis," and should be done November 6<sup>th</sup>, Lord willing! Pray for me! 😊

**"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: Randy Lemiere, Principal:**

**High School-**

State Testing-Here are the TRCS End of Course (EOC) and English Language Assessment (ELA) results.

Test	TRCS	Longview	Kelso	State
Algebra I time	72.0%	Not Available at this time	Not available at this time	Not available at this time

Geometry time	90.0%	Not available at this time	Not available at this time	Not available at this time
Biology	70.0%	69.9%	73.2%	72.5%
ELA	91.0%	Not available at this time	Not available at this time	62.0%

### **Volleyball-**

Our TRCS Varsity Volleyball Team is in 1<sup>st</sup> place.

### **Cross Country**

TRCS cross country runners are working hard. The middle school runners have taken 1<sup>st</sup> place in the Harvest Run and another run in Rainier, OR.

### **Chromebooks-**

Students are using their Chromebooks quite well. They are able to send many assignments to the teachers through the internet. This is very impressive because our college students communicate with their teachers in similar ways.

### **Operation Christmas Child-**

The Honor Society has challenged the high school to bring items to send to children around the world. Shoe boxes or Operation Christmas Child are now being filled to send off before the Christmas Season.

### **Key Club-**

Every Friday, Mrs. Karns takes 4 students to the Community House to work with children. They are making crafts and telling the kids about the love of Jesus.

### **Elementary Report**

#### **Assistant Principal-**

Mrs. Nortness is now our new assistant Principal. Her duties are to handle discipline when the principal is gone, support teachers and other administrative assignments. She is still teaching a 7<sup>th</sup> grade math class and the STRIVE program. My schedule is Monday and Tuesday afternoons at the elementary and the rest of the week is at the high school.

#### **Student of the Month –**

With the school theme of "Serve One Another," teachers chose 2 students who have served their classmates, teacher, and school, to receive the Student of the Month

Award. Students were recognized at the October 7th chapel.

#### **2nd Grade Field Trip-**

Mrs. Backstrom's 2nd grade class went to Campus Towers to meet their Campus Towers Buddies! This is the beginning of a year-long relationship between the seniors and 2nd graders.

#### **ACSI Conference –**

On October 15th and 16th teachers at the elementary and high school campus attended the Association of Christian Schools International Conference here at Northlake Baptist

Church. Other Christian schools attended as well. Teachers learned fascinating ideas to improve teaching techniques. It was an amazing experience!

#### **Early Release Wednesday –**

October 7th was our first early release day. Teachers on both campuses worked on grade level proficiencies. These along with curriculum maps are critical to a well organized school.

#### **School Assessments –**

On October 6th, Dr. Jan Rauth facilitated a group evaluation of the K-6<sup>th</sup> grade Terra Nova assessments. Teachers examined student scores and compared them to DIBELS

scores as well as teacher assessments. Well run schools take time to evaluate individual scores as well as group scores to improve teaching techniques and student achievement.

#### **Enrollment –**

**127 :Elementary and 80 in the high school. We lost 2 kindergarteners, one 9th grader, and a senior. We did gain a new 6th grader. Total207. Last month 210**

Early Learning Center  
Executive Director, Debra Zandi

#### **October 20, 2015**

- **Tours:** A total of 7 tours have been given thus far for the month of October which has resulted in an influx of 9 children. Very limited space has been available in our pre-kindergarten classrooms with selective days only and our School Age/Kindergarten program is elevating with numbers up to a total enrollment of 117 children.
- **Room 6 Opens as Pre-Kindergarten Classroom:** Due to an influx of students we will be opening Room 6 as an additional Pre-kindergarten class. Mrs. Kugler has been hired as our new Pre-Kindergarten teacher for that room.
- **Child and Adult Care Food Program (CACFP):** Completed with confirmation of WINS program *approved* for 2015/16 school year.
- **Immunization Status Report:** We are currently working on the Washington State Department of Health Preschool and Child Care Center Immunization Status Report for 2015. This report will be completed and submitted by November 1<sup>st</sup>.

- **Additional Security Cameras:** We recently have been in conversation and will be working towards adding yet another phase of security cameras which will be added to outside areas for further advancement of campus security.
- **Preschool and Toddler Playgrounds:** The large play structure on our Preschool playground has been restructured for stability to secure safety for children. Bark chips have been ordered and will be supplied under all fall zones areas on both play yards.
- **Roof Replacement:** The roof is in the process of being replaced in C wing which is the Infant/Toddler department. We are thankful to Mr. Rod Treadway and crew for their commitment to this project. *More information from Mrs. Erin Hart.*
- **Field Trips Scheduled:** Preschool Field Trips to the Pumpkin Patch is scheduled this month with great interest coming from parents wanting to go with as parent helpers.
- **Pictures:** Bell Studios is scheduled to take pictures on October 20<sup>th</sup> of children in our Infant and Toddler department and on the 21<sup>st</sup> for our Preschool and Pre-K students.
- **Conference:** Staff is looking forward to attending an Early Education Conference “Let’s Give Them Something to Talk About.” The conference will be a one day event with afternoon breakout sessions of various class offerings. Many of our teachers will be taking advantage of this opportunity for continuing education.
- **L.E.E.P:** (Longview Early Education Partnership) continues on during this month of October for fall assessments of Pre-kindergarten students. Students are assessed using the IGDIS (individual growth & development indicators) method which is an Early Literacy Screening Tool.
- **Fundraiser:** Otis Spunkmeyer Cookie Dough and Holiday Believe fundraiser kicked off October 1<sup>st</sup>. All proceeds from this fundraiser will go towards classroom learning tools and play equipment. Please feel free to place an order by calling the front desk of The Early Learning Center at 423-4510.

<b>October</b>	<b>FTE</b>	<b>Enrollment</b>
Infants	12.7	20
Toddlers	52.6	64
Preschool	77.4	98
Kindergarten		28
School Age		89
<b>TOTAL</b>		<b>299</b>

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