

THREE RIVERS CHRISTIAN SCHOOL

Board Minutes

Tuesday September 15, 2015

JoAnne Harford Jan Ferguson Rich Gushman Roxanne Stuart Connie Taylor

Harold Erdelbrock Marie Erickson Wayne Hayes April Van Hamme Mark Schmutz

Erin Hart Randy Lemiere Debra Zandi

BUSINESS SESSION:

Prior to the regular board meeting, President JoAnne Harford called for a business session in order to elect new officers.

Results of said election:

Harold Erdelbrock was nominated to the office of President of the TRCS Board by Marie. There were no other nominations. The vote was passed by unanimous agreement.

Roxane Stuart was nominated to the office of Vice President of the TRCS Board by April. There were no other nominations. The vote was passed by unanimous agreement.

April VanHamme was nominated to the office of Secretary of the TRCS Board by Jan. There were no other nominations. The vote passed by unanimous agreement.

Rich Gushman was nominated to the office of Treasurer of the TRCS Board by Jan. There were no other nominations. The vote passed by unanimous agreement.

AGENDA for regular Board Meeting

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

Harold called the meeting to order and shared Haggai 1:5, "Now this is what the Lord Almighty says, consider your ways...". We opened the meeting with prayer around the table.

2. **Adoption of Agenda**

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

3. Minutes of August 18, 2015 meeting

Minutes were approved as written.

4. Report from Treasurer:

Report from Rich approved as written. A request was made for board members to help in addressing school discounts. JoAnne will help with this task.

5. There were no guests present at the September meeting.

6. Old Business:

High School Update:

The lease between TRCS and New Life is signed.

We will now address utility payments and come to an understanding and agreement.

David Burtell is building the utility closet at no charge.

The Eye Wash bid is being readied. We are working with the Health Department in this transaction.

The work in the Gym will be done by Randy Joslin.

There is an outstanding issue with the classroom air flow which is being dealt with making it ADA compliant.

Wi-Fi system is up and working.

Chrome books have been given out and working well.

The basketball hoops will arrive in October.

7. New Business:

Resignation:

A letter of resignation was received and read from Connie Taylor. A member from Northlake Baptist Church has been supplied to take Connie's place, Bob Sanford.

We welcome Bob to the TRCS Board.

A discussion concerning the raise in pay for lead teachers at the Early Learning Center was engaged.

These raises were authorized in the May meeting. Roxanne took the Chair while Harold stepped down to change his motion from the May meeting. He changed his motion to put a stay on raises for lead ELC teachers pending staff recommendation. JoAnne seconded the motion. The motion carried. We will revisit a discussion of this increase in the October meeting.

The Chairmanship was relinquished back to Harold at this point in the meeting.

A discussion of adopting a policy regarding gay students ensued. A decision was not reached and it was determined to continue this discussion at a subsequent meeting.

It is very difficult for Randy to shuttle back and forth between the two campuses. This is proving especially difficult for the support staff. Therefore we are engaged in problem solving for this issue.

8. Reports by Administration Team, discussion if needed:

Report: Administrator, Erin Hart:

K-12 Enrollment Dashboard: 214 confirmed total, 200 is budget goal, 6 are half-time Kinders (3 more elementary enrollments are pending)

K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
31	24	16	18	14	6	12	11	12	15	14	20	21

❖ **Annual Fund**

We're currently at \$13,182.31 towards our goal of \$70,000. We may need to adjust our goal upwards depending on the final numbers for aid and discounts. (I'll explain further at the meeting.)

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

Jim Conrod and I are going to immediately begin putting together some options to help us move away from our current structure of discounts and aid. It's untenable to have so many drastic variables in our budgeting process, and it puts the school at risk. There are other schools that have made this shift that can act as case studies for us, but we need to do the research before we set tuition in January. If any board members are willing to be part of this research project, please let me know! ☺

❖ **TRCS Foundation**

Foundation balance is currently \$5,736.36. We need to schedule a meeting for this month.

❖ **In-Service**

In-service was amazing. Randy and I both felt like it was a joyful culmination of so much planning and anticipation. Jim Lemonds delivered an amazing lesson on editing, Dr. Jan Rauth led our teachers through reading and using assessments for learning, Pastor Chris Lyons spoke about technology and social media – and our own teachers shared with each other during the “Teachers Teach Teachers” segment. I hope you got to catch some of it, and many thanks to the board members who came to pray over us for the start of the year.

❖ **Insurance**

Insurance enrollments are due on the date of the board meeting. Many staff members mentioned how grateful they were to have an affordable option. We had some hiccups at first with a misunderstanding that all staff families needed to be on our plan (which was not true), but we are now underway and in compliance. The difficulty will be in how this will impact the budget for TRCS, as it means we will probably have more staff members taking advantage of this benefit.

❖ **Website**

The new website is up! It's mobile friendly and a more secure theme.

❖ **Chenoweth Scholarship**

We've raised about \$2,500 so far towards the \$11,000 goal. School supplies were donated by one of our current families that have been used for these students.

❖ **50th Anniversary Planning**

A survey went out to determine best times for our events, and the banners will go up shortly if we can stop pulling Chad away for all these other projects! 😊 We still need to final-edit the book.

❖ **High School Planning**

The lease is signed! The phone system is in and working. We're working software that will allow the bells to ring through the phone system for class changes. The Chromebooks were dispersed and the high speed fiber optic Wi-Fi__33 system appears to be working well! The stage is torn out, and we're waiting for final approval from the city of Longview to rebuild the storage closets with portable stage. The gym floor is in, but we had to ordered separate "out of bounds" borders, which should be in soon. Scoreboards are up and the electrical for those will happen on the 22nd/23rd. Basketball hoops arrive in October. We will order the bleachers and portable stage as soon as we receive city approval. We received a 1-year hiatus on the gym showers, so we can work on that later. The health department gave us approval pending a "punch list" of items to be altered (such as removing bathroom air fresheners and finishing the science lab eyewash, vent hood and cabinetry). All of that is pending estimates, although the eyewash and vent hood are on campus and waiting for install. The fire marshal approved us pending some repairs to some emergency lights, which are being taken care of currently. Lockers are installed, tables arrived yesterday, and teacher desks should be here soon! Pastor Tony and New Life have been very gracious as we work through usage issues. In the meantime, things are running well and the students seem to like their new campus!

❖ **Chromebooks & Creative Writing**

Student Chromebooks were rolled out this week, and I taught my first class utilizing Google Classroom.

❖ **Accreditation:**

ACSI NW has decided to change the accreditation protocol from AdvancEd to REACH 2.0, which means some back-tracking and re-routing for our process. The team will meet this month to reorganize what we need to do for this change.

❖ **Finances and the Budget:**

This month looks bleak because of all of the expenses with very little tuition income, but we've also decided not to expense things out as often, so we should see a change by next month. The biggest concerns right now will be insurance costs and the discounts, which are unmeasurable expenses.

❖ **My MEd Program**

I'm currently finishing "EDGR 620: School and Community Relations." I'm on the 8-week countdown to being finished. By doubling some classes and not taking any breaks, I'll be through a two-year program in just over one year. I really feel the grace of God in how all of this worked out. Here are the books I'm reading this month (again, some for school and some for me):

"The School and Community Relations" by Moore, Bagin, Gallagher

"The Conviction to Lead: 25 Principles for Leadership that Matters" by Albert Mohler

"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

September 15, 2015

High School Board Report

- **New Life Fellowship** – I have weekly meetings with Pastor Tony Ward. We begin with prayer for our ministries in this wonderful partnership. It is a communication exchange, especially with all of the new adjustments for both ministries. Please keep praying for this partnership.
- **Lockers** – 102 lockers were installed the day before school started. Much thanks to Chad Weller, our maintenance expert and many volunteers.
- **Lecture Tables** – 30 tables arrived September 9th. They help with space issues and made our school unified and beautiful.
- **Teachers** – New teachers/Staff at the high school campus are:
Katie Murry Pre-Algebra Daryl Erickson Physics Ben DeCamp Technology
Cassie Anderson Keyboarding Josh Anderson Algebra II Richard Copeland History
Lance Caddel Bible 9 ERIN HART Creative Writing Nic Portwood Custodian
- **Returning H.S. Teachers are:**
Tim Carns Bible 12 Debbie Sande Geometry, Trigonometry, Calculus
Melanie Portwood Bible 11, French I, II, III, Journalism/Yearbook, English 12, English 9
David Coons Chemistry, Physical Science, Consumer Math
Julianna Basurto Spanish I, II, Lunch Supervisor
TerraSue Brittell Algebra I, Biology, English 8, Earth Science
Johnny Rosado P.E. Kurt Harbaugh Band Carol Karns Student Services
- **Back to School/H.S. Worship/Tour** – August 25th we began the new beginning with a worship service led by the NLF worship team. Pastor Tony spoke, prayed, and welcomed us. Tours were given of the new facility.

Elementary School Board Report

- **New Teachers** – New Teachers at the elementary/middle school campus:

Joel Royce P.E	Hayley Takko 3 rd grade	Joshua Wenzek 6/7
Ruth Browning Title I	Lindsey Welsh Playground	

Returning Teachers/Staff:

Terry Johnson Music	Lisa Hammond Kindergarten	Jessica Carroll Kindergarten
Celeste Woodman 1 st	Shelly Backstrom 2 nd	Debbie Vegh 4/5
Jade Welsh Student Services	Melissa Peabody Activities Coordinator/Marketing Assistant	
Mike Stout custodian	Chad Weller maintenance	Linda Stiltz Playground

- **Back to School Night** – September 1st was Back to School Night. Parents and students met their teachers, put their school supplies in their rooms, and had a BBQ.
- **Teacher Parent Night** – Thursday, September 10th was an informational night for parents. Teachers explained curriculum, discipline, routines, field trips, and much more during this meeting. Many parents participated in this event.
- ❖ **In-Service Week** – Technology, curriculum, writing, test assessment, first aid/CPR training, inspiration, and worship were powerful and engaging during in-service week. Never before have we had such an educational week for our staff.
- ❖ **Enrollment** - High School enrollment 82. Elementary enrollment 130. Total is 212, minus part-time students is 206.25

Executive Director, Debra Zandi

September 15, 2015

September	FTE	Enrollment
Infants	11	16
Toddlers	55.8	62
Preschool	78.6	94
Kindergarten		27
School Age		80
TOTAL		279

- ❖ **Tours:** A total of 10 tours have been given thus far for the month of September which has resulted in 12 new students.
- ❖ **Child and Adult Care Food Program (CACFP):** We are diligently working on the CACFP food grant. The grant must be completed and submitted by September 30th.
- ❖ **Community Outreach Ministry:** We recently donated clothing, toys, shoes, jackets and baby items to the Back to School Clothes Closet at New Life Fellowship, baby items to Caring Pregnancy Center, The Woman’s Shelter and Community House.

- ❖ **Busses:** The three schools currently included in our transportation service are Columbia Heights, CVG and Northlake elementary. This service is designed for children grades K-6 registered in our before and after school extended program.
- ❖ **Music for Early Learners:** We have had an outstanding response from our Early Learners enjoying this class! This program is structured to assist children in gaining confidence and strengthening their ability in singing and expressing themselves through music while worshipping and celebrating joyful expression.
- ❖ **Physical Education for Preschoolers and Pre-Kindergarten:** Healthy Kids/Healthy choices P.E. class is taught by Mrs. Kristy Ford and has been added to both preschool and the Pre-kindergarten curriculum schedule.
- ❖ **Early Literacy Library:** Many positive comments have been made from families regarding our Early Literacy Library. This highlighted area is a scheduled time for preschoolers and pre-kindergarten students to engage in literacy curriculum and development.
- ❖ **L.E.E.P:** Longview Early Education Partnership will begin the Fall pilot assessment for our Pre-kindergarten students starting this month. The students will take part in the IGDIS (individual growth & development indicators) Literacy Screening Tool.
- ❖ **Field Trips:** Preschool Field Trips to the Fire Station is scheduled for the beginning of October and the annual pumpkin patch visit will be scheduled for later in October.
- ❖ **Staff Agreement Forms:** Staff recently signed their annual agreement forms for our new school year.
- ❖ **Pictures:** Bell Studios is scheduled to take pictures on October 22nd for the Infant and Toddler department and the 23rd for the Preschool department.
- ❖ **Fundraiser:** Otis Spunkmeyer Cookie Dough and Yankee Candle fundraiser kicks off in October. All proceeds from the fundraiser will go towards classroom learning tools and play equipment. Please feel free to place an order.
- ❖ **Enrichment Classes:** 1: Baking for kids - kids will learn to create yummy cupcakes and cookies with a new design and bring home their creations each week! 2: Muppet style puppet making class! Kids will spend each class making their own Muppet style sock puppet! Class will also include some basic puppeteer techniques so they can enjoy putting on their own puppet shows! 3: Bird Feeder Class! Kids will learn about some common types of birds and how to attract birds with a variety of bird feeders. Kids will make and bring home samples of bird feeders through the course of the class. 4: Dance and Creative Movement. 5: Cheerleading!

"I am convinced and sure of this very thing that He who began a good work in you will continue until the day of Christ Jesus!" Philippians 1:6

