

# THREE RIVERS CHRISTIAN SCHOOL

## Minutes

Thursday, December 18, 2014, at 6:30 p.m.

JoAnne Harford       Jan Ferguson       Dan Leno       Michael Tiemens       Steve Wilcox  
 HaroldErdelbrock       Marie Erickson       Suzanne Walker       Jerry Wilson  
 Erin Hart       Randy Lemiere       Debra Zandi

1. **Call to Order, prayer, and welcome of guests** – *JoAnne opened the meeting in prayer.*
2. **Adoption of Agenda** *Harold moved to adopt the agenda, Marie seconded, motion passed.*
3. **Minutes of November, 2014 meeting** – *There were no corrections to the minutes*
4. **Finance Committee Report** - *Minimum wage will go up at the first of the year. All daycare hourly staff wages will be increased 15 cents per hour. Harold moved to accept the recommendation from the finance committee to raise the child care tuition by 3% to pay for wage and expense increases, Dan seconded, the motion passed. (The maximum amount of increase in tuition would be \$20 per month.)*  
  
*- Harold moved and Jerry seconded a motion to look into raising the wages of hourly workers that are currently over minimum wage a minimum of 1.59% in three months to see if we have the finances to do it. Motion passed. This is to reward and maintain the wages of our long term employees. Erin is to make sure this is put in the March agenda.*
5. **Guests** – address board with questions or comments – *There were no guests.*
6. **Old Business** – Board Applications for new directors -*Steve moved to accept the seven applicants for the 5 at large positions, Dan seconded and motion passed. At the February meeting the new directors will draw from papers with a 1,2, or 3 on them to determine the length of their tenure.*
7. **New Business** –
  - a. Board Retreat –Feb. 20&21  
  
*Topics for the board retreat will include Budgeting which will include a glossary of what each line item represents, a review of the Carver Model of governance and continued work on the policy manual and the continuous school improvement plan, some training in Public relations and fundraising. Current board members are invited and encouraged to attend to lend knowledge and background information to the new board.*
  - b. Name change-*Harold moved to officially change the name of the school to Three Rivers Christian School from Longview Christian School, Jerry seconded, motion passed.*

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

a. **Erin Hart, Administrator** Sorry this is such a long report, but there's a ton of (good) stuff happening! ☺

### ❖ Tuition Assistance Fund

We are currently at \$30,055 raised towards the Tuition Assistance Fund. This year's goal is \$75,000.

### ❖ Financial Aid Policy/Acceptance Form

Lisa is currently sending out those new acceptance forms with our existing families.

### ❖ TRCS Foundation

Foundation balance is currently \$2,270.41.

### ❖ Christmas Feast

The Christmas Feast is on December 17<sup>th</sup> at 11:30 a.m. Wayne and Pam Hayes have graciously volunteered to cook the feast! (Hallelujah!) If you're able to volunteer to serve, please let me know.

### ❖ Boathouse Theft

Mike Tiemens, our volunteer "boathouse cleanout guy" had his skillsaw, radio and various tools stolen out of the boathouse recently. We filed a report with the police and hope to replace what was lost.

### ❖ Raffles

Raffle license is pending approval for another year. We have a donor who wishes to give us a Seaside, Oregon vacation trip for spring break for this year's raffle.

### ❖ Email/Website Hosting

The email changeover has taken a swift turn after GoDaddy didn't implement properly what they said they would do. (Also, I've never been too thrilled with their advertising habits.) So, Lars and I are taking this opportunity to switch us completely to another host on the same type of updated system. It will also save us money, but is taking a little longer to do the switch. Hopefully we can complete it by year end without too much interruption and then get our GoDaddy accounts r

### ❖ "The Greatest Gift" Breakfast

We had about 80 attend the breakfast, and took in more than \$10,000 at the event, and future pledges totaling more than \$60,000. We made a point of saying these are unrestricted funds so that we don't necessarily have to use them for Tuition Assistance in future years.

### ❖ 50<sup>th</sup> Anniversary Group

Bob has the first DVD of pictures complete with an organizational system. I can't even tell you what a gift this is to have them properly archived. Thanks, Bob! ☺

### ❖ High School Planning

As you can see by the display board on the VCF campus at Pacific Way, the permitting process is underway. We met last night (Dec. 10) to discuss how the campaign will move forward and who will chair, as well as assembling other chairs for certain areas. We have a bit more research to do on whether or not we should hire a campaign manager and then will bring this proposal back to the school board. Our next meeting is scheduled for January 8<sup>th</sup>.

The board voted via email to allow an expenditure of \$5,000 towards artistic renderings of the building to be used for the capital campaign.

\*see the Proposal for Fundraising Planning & Implementation document at the end of the minutes.

### ❖ Bylaws/Board Elections

The new bylaws were adopted on December 7<sup>th</sup>, and I will attached the revised copy with this report. I will also attach a .pdf of all "At-Large" board applications for review for this meeting. We will need to compile a voter's guide of some sort to give Northlake members a background on the nominations decided by this board.

❖ **Spring Author Event: Cynthia Tobias**

We are seeking event sponsors and have books for sale in the school offices (signed copies for only \$15 each). Please let me know if you're interested in being a sponsor. Tickets are currently on sale at the Columbia Theatre and make a great stocking stuffer. ☺

❖ **Accreditation:**

Scott has developed some great materials to assist us as we move forward. I'm awaiting our new board roster before approaching someone to fill the "Governance & Leadership" champion seat, since a board member would be ideal. (Let me know if you're interested!) I also still need someone for the "Using Results for Continuous Improvement" area. Laurel Moore has agreed to be the "champion" for the "Resources & Support Systems" area. I will champion "Purpose & Direction," and Randy will champion "Teaching & Assessing for Learning."

❖ **Safety:**

The new emergency plan flip chart is finished and being distributed, thanks to Jade and her daughters.

❖ **RenWeb:**

We have negotiated 6 months free from January to June, and will be moving from iNow to RenWeb (which is the industry standard recommended by ACSI) for our digital gradebook and transcript system). We will move the teachers gradually so that they won't officially have to start using it for grades until the next school year, but will begin training this year. We will "enroll" all new students for next year into RenWeb. We are debating how much of its features Lisa will use for billing, and how much we will use Quickbooks. More info to follow.

❖ **Name Change:**

Now that the bylaws have changed, the official TRCS name change can begin. I need a motion at this board meeting officially approving the name change.

❖ **Payroll:**

As of the first of January, we will be moving to a company called Payroll NW to manage our payroll. We will now have direct deposit, and all areas will be paid on the same payday each month with the same pay period. All staff will keep time sheet records, including salaried staff, and sick days/vacation days will be tracked on the paystubs.

❖ **Finances and the Budget:**

We have two issues that are currently chewing on our bottom line:

1. Discounts were not properly estimated in this budget, so we will be exceeding the budgeted amount each month.
2. Our accounts receivable was very high this month. (\$23,000 for the school and \$10,000 for the CDC in the 0-30 days bracket) We have letters that have gone out to all families and we are working to get payment plans in place. I have a few theories on this I'll share at the meeting.

I hope to have a draft budget for next year by the January meeting, and Brenda and I are working to re-sort the existing budget and prepare a glossary of line items so we can all understand what each line item includes. I intend to prepare an entire session on the budget for the board retreat.

I was able to get a 3-license version of Quickbooks through TechSoup for only \$65 (normally is \$350 PER LICENSE). Currently, Brenda, Linda and Lisa all use separate billing programs, but we are going to move them all into Quickbooks gradually so we can be consistent. Jim Conrod is graciously volunteering to help with Quickbooks set-up for this.

❖ **My MEd Program**

My first class finished last week! My next class is EDGR 607: Strategies for Enhancing Student Achievement.

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

“Classroom Instruction That Works” by Dean/Hubbler/Stone

“The Way We Learn” by Cynthia Tobias

“Team of Rivals” by Doris Kearns Goodwin

**b. Randy Lemiere, Principal**

- ❖ Dresscember – Junior, Anna Claunch, introduced an awareness program called Dressember. It is program to wear a dress (for girls) to spread awareness of slave/sex trafficking. Anna spoke at our chapel service and challenged the student body to this program. The boys can buy a blue ribbon to wear and if people ask them why, they can tell them of the program.
- ❖ High School Christmas Program – December 8<sup>th</sup>, the TRCS Band, Worship Team, and our Independent Music Class performed their music. It was a wonderful night of talent, music, and worship. Thanks go to Mr. Harbaugh our band teacher, Mrs. Moore our independent music class teacher, and Josh Anderson our worship team leader
- ❖ Elementary Christmas Program – Thursday night, December 18<sup>th</sup>, Mrs. Johnson will direct our elementary students in song and praise. It will be an inspirational and cute program.
- ❖ Enrollment – TRCS has lost 4 students over the last 2 months. Two elementary students moved to Spokane and 2 eighth graders went to public schools. Here are the numbers:

Kinders	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>	Total
29	13	20	14	10	8	15.3	12	121.3
8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>				Total
16	18	24	21	31				110

- ❖ Emergency Packets – Mrs. Hart, Mrs. Woodman, and Mrs. Welch completed an outstanding emergency packet for the elementary campus. Not only will it be essential for emergencies on campus, but each family will receive one to take home as well. This communication packet is excellent.
- ❖ Teacher Certification – Scott Grove has presented to certification requirements to all of the teachers at the elementary and at the high school. Teachers are aware of their obligations to become ACSI certified.
- ❖ North Gate – I met with Pastor Jerry and he wanted TRCS to know that we are welcome to rent the building for as long as we need. No cost for next year was mentioned. I also met with the new pastor, Seth Trenda. I asked if he could find out details for next year’s rental agreement. I told him we needed a dollar figure for our 2015-16 budget. He said he would check.
- ❖ Student Activities – Students were involved in our community in several ways. Here are the events: Walk-n-Knock, CAP help, Warm Clothing Items, Toilet Paper for Community House, and Sole to Soul.

**c. Debra Zandi, Child Development 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!

- ❖ *Multiple Joyful Opportunities* ~ Teachers recently attended an excellent Early Education Conference with keynote speaker, Dr. Gail Joseph. Staff came back with such enthusiasm after what they had learned; that they immediately wanted to share with each other, as well as begin the strategies in their classrooms of joyous teaching!
- ❖ *CDC Room Closure*~ CDC Room 12 has been closed due to cold weather and no heat, (children have been visiting (C building, rooms 13 and 14) until the new heating unit arrives. It has been ordered, shipped and should be arriving soon. *It is here! It arrived today and has been installed and children are back in their home room!!!*
- ❖ *License Renewal*~ Our Center recently went through the process of the renewal of our Non-Expiring License from Washington State Department of Early Learning. God blessed us throughout the process with a positive outcome and I am reminded once again of the incredible staff and children that are a part of this great ministry.
- ❖ *Christmas Enrichment Class Opportunities*~ With a Christmas theme we has begun a new venue of Enrichment classes which have begun and include: Holiday Baking for Kids, Charlie Brown Christmas Trees, and Holiday Fun. Both families and children are excited with these enrichment opportunities.
- ❖ *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>. The participation list was long and children had a marvelous time as they created beautiful ornaments for a lasting memory for loved ones!
- ❖ *Certified Bark Chips*~ Bark chips have been dispersed under fall zones on all playgrounds which meet the safety standards for playgrounds in Washington State for children. The improvement of adding certified chips supports our ongoing commitment of providing a safe environment for our children in every area of our facility.
- ❖ *Preschool Christmas* ~ May we rejoice and gather before the manger, as we celebrate our dear Saviors' birth. Preschool Family Christmas programs, cookie decorating and a Birthday Party for Jesus are scheduled for this week. There will be a total of 7 programs beginning December 18<sup>th</sup> and ending December 22<sup>nd</sup>.

**Trend**

<b>Numbers</b>	<b>FTE</b>	<b>Enrollment</b>
Infants	13.9	20
Toddlers	48.9	62
Preschool	83	104
Kindergarten		28
School Age		71
<b>TOTAL</b>		<b>285</b>

9. Adjournment

Please read reports and review the minutes before the Board Meeting

Next Board Meeting – January 20,2015

**Proposal for Fundraising Planning and Implementation:  
Three Rivers Christian High School/Valley Christian Fellowship Church Project**

Believing that God has brought multiple gifted people to our project, the Valley and TRCS leadership team proposes the following plan for implementation in 2015:

1. The Valley and TRCS **Leadership Team** is composed of Pastor Lance Caddel, Executive Pastor Dennis Grainger, Committee Chair and Project Manager Steve Jabusch, TRCS Administrator Erin Hart and TRCS Principal Randy Lemiere. This group will meet consistently with the goal of developing and strategizing “next steps” for the project.
2. The **Executive Campaign Committee** will be “fleshed out” by the January 8<sup>th</sup> meeting (based on the group outline proposed by Dennis Grainger). Each committee chair is given the encouragement to develop their team in preparation for the next steps.
  - a. Chairman: Steve Jabusch
  - b. VCF Chair: \_\_\_\_\_
  - c. Northlake Chair: Wayne Hayes
  - d. TRCS Chair: Jim Chenoweth
  - e. Foundation Chair: Erin Hart (Interim until better option found)
  - f. Top Givers Chair: Judie Wilson
  - g. Community Chair (or Co-Chair?): \_\_\_\_\_
  - h. Finance/Budget Chair: Scott Hull
  - i. Media/Graphics Chair: \_\_\_\_\_
3. The **responsibility of the Executive Campaign Committee** is defined as follows: The duty of the Executive Campaign Committee is to implement the fundraising (“the asking”) and planning necessary to construct the TRCS/VCF campus. All work of this committee will be reported to and overseen by the Leadership Team, TRCS school board and VCF elder board.
4. **What we need:**
  - a. One person designated/charged with the full-time monitoring of the campaign and process accountability.
  - b. Finalized feasibility or “gift interviews” (termed “private phase” by TFG) showing \$2 million to begin project construction and additional possibility of \$2 million more to finish.
  - c. Outside counsel to perform specific strategized services for the campaign.
5. **Action Plan:**
  - a. Finish artistic rendering and develop campaign portfolio.
  - b. Compilation of top givers list and plan for gift interviews. (Possible “amended feasibility study?”)
  - c. Development of timeline and goals. (example: “If we achieve \$\_\_\_\_\_ of funds raised in the bank, we will begin \_\_\_\_\_ part of the building process.”)