

# Three Rivers Christian School Board Meeting

September 20, 2016 at 6:30 p.m. For the regular meeting in the school annex

JoAnne Harford       Jan Ferguson       Rich Gushman       Roxanne Stuart       Bob Stanford       Marie Erickson

Wayne Hayes       April VanHamme       Mark Schmutz

Erin Hart       Randy Lemiere       Debra Zandi

## 1. Call to Order, Scripture:

The meeting was called to order by Vice President, Roxanne Stuart. Roxanne shared from Psalm 91:1-2, one of the verses used in his memorial service to commemorate our late School Board President, Harold Erdelbrock. We spent several minutes remembering Harold and his life of service to both the community and our school. He will be greatly missed. We opened the meeting with a round of prayer, especially directing our prayers for Harold's family during this time of sorrow.

## 2. Adoption of Agenda:

JoAnne moved that we adopt the agenda of tonight's meeting as it reads. The motion was seconded by Rich. The motion carried.

## 3. Minutes of the August Meeting:

Minutes of meeting were adopted with a motion by Rich and second by Jan. The motion carried.

**4. Guests:** There were no guests in attendance.

## 5. Finance Report:

A lengthy handout was given concerning the financial report. Whereas it would appear that we are noticeably in the red, the report merely reflects the fact that limited monies come in during the summer months while teachers are still being paid their summer wages.

By unanimous vote the financial report was accepted as reported.

Some discussion ensued concerning enrollment fees. We will take this matter up in future meetings.

## 6. CSIP Review (Continuous School Improvement Plan)

We are pleased to report that many of the goals and objectives the board placed as priorities are coming to fruition. Some of these are:

1. Staff Salary Increase ELC-realized
2. Restructure of School Finance Personnel-realized
3. Establishment of Defined Reserve Fund-realized
4. Improvement of Programs and Services-moving forward
5. Development of Student Mission Trips-realized
6. Defining Middle School Program-moving forward

7. Improvement of ELC/Elementary Facilities and Campuses-VOIP phone system installed; Remodel of barn and boathouse structures are nearly finished.

## **7. Old Business:**

### **ELC Salary Raise Report**

The board voted unanimously to accept the Finance committee's recommendation on the ELC Wage Schedule to be effective November 1, 2016. This may be subject to change due to the initiative to raise Washington's minimum wage, which has been filed in Olympia.

### **High School Update:**

Erin is still working with the Health Department concerning the airflow problem in the High School, at the New Life Campus.

## **8. New Business:**

### **Member Election Process, Board Officer Elections:**

President: Rich Gushman  
Vice President: Roxanne Stuart  
Treasurer: JoAnne Harford  
Secretary: April VanHamme

All offices were filled by unanimous vote of Board.

There will be further discussion and information concerning new school board members next month.

## **9. Reports by Administration Team, discussion if needed:**

The governance of the meeting was given to Rich Gushman, as President of the TRCS Board, to continue the September 20, 2016 meeting.

### **a. Early Learning Center School Board Report Executive:**

#### **Director, Debra Zandi**

Highlighted Programs

- **Child Care Standards Alignment**
- **Early Achievers Coach Visit**
- **Licenser Visit**

- **Staff in Service Days**
- **Classroom Development**
- **Parent/Teacher Orientation**
- **HIV Training**
- **Assisting the Assistant (Staff)**
- **Spiritual Development Canvas of the Heart (Staff)**
- **Staff Development and Professional Education Opportunities (Guest Presentation)**
- **Prepare All Children for Success in Kindergarten and Beyond (Guest Presentation) • Summer Adventure:**

From outdoor adventures to picking blueberries, our TRCS ELC summer program children have had the opportunity to learn about the world around them through outside discovery and community experiences while enjoying a natural play environment. Full classes, committed staff and the Joy of the Lord have filled our Early Learning Center celebrating the blessing of family and enrollment of 240 children!

- **Honoring Staff:**

Three Rivers Christian School Early Learning Center staff, remains committed to creating learning experiences with rich curriculum that honors God; so as to create a foundation of a lifetime of learning. Staff members will receive service awards during staff In-Service day. Their faithfulness and dedication to our ministry is truly invaluable!

- **Preschool Fitness and Fun:**

From Tumbling to basketball, movement and exercise... the preschool physical education and fitness class is designed for good health and optimal learning. Mrs. Kristy Ford will be the specialist for this class and all activities and skill development are based within the curriculum physical development of Growing up Healthy.

- **Joyful Praise and Music:**

Mrs. Vicki Stagner and Mrs. Barb Noel are the ELC Early Learning music specialists and will be celebrating music in an environment of community learning with our youngest Learners. Children will experience fun with instruments, create and perform movement while developing interests and skills in visual art, dance and singing.

- **Enrichment Classes:**

We have had an ongoing response of continued interest for our Enrichment classes! Fall quarter classes will be announced soon!

- **Creative Movement and Dance:**

Mrs. Debby Kramer owner and instructor of “Luv 2 Dance” will be joining us to teach dance classes and creative movement to our early learners. She is looking forward to creating an atmosphere here of having fun while building a level of coordination, confidence and character in all her aspiring students!

- **Jump Start Sports:**

Chris Heath owner of Jump Start Sports will be joining us with his Coaches to teach and promote physical education awareness and good health while teaching the components of active participation in the benefits of working together as a team player.

- **Campus Happenings:**

Diligence, commitment and perseverance is what comes to mind when describing all staff that worked on and moved classrooms throughout this past year after the ceiling collapse in September. God has been Faithful! We have only one more classroom to move and we will be ready for us

2016/17 school year! A very sincere Thank You to all staff as well as Chad Weller, Mike Stout, Dawnell Backstrom, and Ki-Yon Yi!

- **Staff Development:**

HIV Training, CACFP training, Professional Training Class Series, Teacher Assistant Training, Canvas of the Heart, Professional Profiles, Professional Education Awareness, and Preparing Children for Success and Beyond, Staff Development Lounge.

- **Enrollment/Tours:**

Summer enrollment is at 240 with 6 tours given and 2 scheduled.

Enrollment

**Dashboard FTE Enrollment**

Infants 13.8 18 Toddlers 75.6 84 Preschool 50 59 Kindergarten 26 School Age 53

TOTAL 240

**b. Principle Report**

**Randy Lemiere- Principal K-12**

**Assessment Report**

Over the last 2 years, TRCS has intensely evaluated our teaching strategies, staff development, and student achievement. We started with training of our staff by one of the experts in the field of education. Dr. Jan Rauth was hired (Title II Funds) to help us answer questions like, “What do

individual and classroom scores mean? How can I help all students reach their potential? What teaching strategies are working or not working? Does our curriculum match the tests? How do you triangulate data? Are students using scratch paper? Did they “bubble” correctly? What are our “matched sets” telling us? These are just a few of the big questions all effective schools should ask and self-evaluate.

### **Data**

Data creates questions. So, I will explain the data on the charts attached to this document at the School Board Meeting, August 16th. Please look over the data. TRCS and students are very effective in many areas but have concerns in others.

### **Assessments**

TerraNova3 Students in K12 are assessed every April. Assessments include: reading, mathematics, language, science, history, and Bible.

DIBELS Students in K7 are assessed 3 times a year on reading fluency. The Dynamic Indicators of Basic Early Literacy Skills (DIBELS) is used to assess reading fluency in grades K7.

Three times a year a trained reading team assesses each student in the school. I will show some data at the School Board Meeting. No documents are attached to this email due to confidentiality procedures. Classroom Data Each teacher is required to keep assessments of each student. One question teachers ask is, how is all of the data matching up with what they see in the classroom? Is it consistent?

After much data, questioning, and time, the staff works together to help each student reach their potential in each subject.

#### **c. Erin Hart, Administrator**

#### **Report: Administrator, Erin Hart**

2016-17 K-12 Enrollment Dashboard: currently 164, projected (198-214), budget 205

<b>K</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	<b>5th</b>	<b>6th</b>	<b>7th</b>	<b>8th</b>	<b>9th</b>	<b>10th</b>	<b>11th</b>	<b>12th</b>
<b>18</b>	<b>18</b>	<b>21</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>10</b>	<b>7</b>	<b>12</b>	<b>5</b>	<b>12</b>	<b>12</b>	<b>15</b>

2015-16: 218 total

<b>K</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	<b>5th</b>	<b>6th</b>	<b>7th</b>	<b>8th</b>	<b>9th</b>	<b>10th</b>	<b>11th</b>	<b>12th</b>
<b>29</b>	<b>23</b>	<b>15</b>	<b>19</b>	<b>14</b>	<b>6</b>	<b>10</b>	<b>12</b>	<b>14</b>	<b>20</b>	<b>15</b>	<b>22</b>	<b>19</b>

#### **▪ Annual Fund**

We're currently at \$6,670 towards our goal of \$70,000!

#### **▪ VOIP**

New phone systems went live on Friday (8/5). We have moved from the dark ages of phone systems into “Buck Rodgers” territory. It’s fantastic! We now have the ability to “all call” throughout campus, with intercom horns in the lunchroom, gym and playground. For campus security, this is a HUGE upgrade. ▪ Technology

This summer, Lars and I made a list of all of the changes from the past year, as well as those we've discussed as needed moving forward, and we've come out with a technology plan for

2016-17, including “dreams” for the future years (attached). Jeanne Nortness, who has just received her Masters in Education & Technology

(applause!) looked it over, and we feel it’s ready for review and adoption as part of the CSIP for the board.

- **TRCS Foundation**

Foundation balance is currently just over \$9,500. We are scheduling a planned giving meeting for November.

- **Advancement Assistant**

Melissa Peabody wants to spend a year at home with her son, so in the interim, I’ve promoted our summer helper, Lindsey Welch, to be my Advancement Assistant. Lindsey has impressed me this summer with her capability in learning the website, graphic design, and working on a variety of projects. She will be handling special events and taking some of the Development workload.

- **Chenoweth Scholarship**

Lindsey is working with me on designing an updated “plea” to be sent home to regular donors along with the annual report. Current balance is \$14,062.70, but there will continue to be significant need. ▪ July 3rd/4th, Fireworks, Worship, Food Booth – Oh, MY!

The worship service at the Lake was very neat – and while I missed the last part while I was helping in the booth, I’ve had many people say how enjoyable it was, and how they hope we repeat it next year. Chris Toms, Chris Lyons, and Mark Schmutz did a wonderful job of putting it all together. The Hayes’ were amazing down at the lake, and while we could always use more volunteers, they made it look flawless. The fireworks also seemed to run smoothly without any large issues. I should have final numbers after expenses, soon. ▪ High School Planning

We are still going back and forth with the Health Department on the air handling at the high school. More to report on that later. Construction scheduling for the shower is pending.

- **Accreditation:**

Evidence has been scanned this summer into a Google Drive, and we are nearing completion of the final draft of our self-study. We’ll be scheduling out our final meetings towards the site visit in October!

- **Finances and the Budget:**

This was (and always is) a “negative” month, but we are not expensing costs into the future – instead we take the hit as it comes.

- **Elementary Remodel**

We are still waiting on the results of the lighting audit. The barn/boathouse remodel is underway. Our amazing roofers (Jim Conrod, Randy Lemiere, Nathan Takko, Ryan Ransom, and Lisa Moore) replaced the roof of the first portable in two days! The “C” building is complete with new upgrades. We had a break in a plumbing pipe in July, flooding the library, workroom and office, but repairs are nearly complete on that, too. Mary Norton, our new librarian, has been completely reorganizing and cleaning out the library in preparation for fall.

- **Annual Report**

I'm hoping to bring a draft report for the meeting for discussion...

- Organizational Chart

## **10. Adjournment**

Please read reports and review the minutes before the Board Meeting.

The meeting was adjourned with prayer.