

THREE RIVERS CHRISTIAN SCHOOL

Board Minutes

Tuesday, November 19, 2013, at 6:30 p.m. for the regular meeting in room #8

[x]JoAnne Harford [x]Leila Luhn [x]Jan Ferguson [x] Rod Treadway [x]Steve Wilcox
[x]Harold Erdelbrock [x] Marie Erickson [x] Suzanne Walker [x] Dan Leno [x] Jerry Wilson
[x]Jean Zoet [x]Debra Zandi [x]Erin Hart [x] Randy Lemiere

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

JoAnne called the meeting to order, Steve opened in prayer. Visitor attending Judy Hull

2. Adoption of Agenda

Leila moved to adopt the agenda, Jerry seconded, motion passed.

3. Minutes of October Board Meeting

Harold moved to accept the minutes for the October board meeting, Dan seconded, motion passed.

4. Finance Report

October 11, 2013

Finance Committee,

On the Balance Sheet Fibre Checking is at \$61,306.39. Fibre Savings-00 that has the Accrued Expenses and All of the Equity Accounts with a total balance of \$39,788.77.

Fibre Savings-01 that holds all the Prepaid Tuition and Registration is at \$248,031.44. The Heritage Investment Checking Account has a balance of \$314,352.96.

The School and CDC as a **whole** for September 2013 ended with a negative \$6,833.35.

(\$4,683.35 w/o depreciation)

Let me know if you have any questions. Thank you, Brenda LeMonds

Jean presented a proposal for a onetime bonus to the staff. The hourly paid employees would receive \$20.00 (as they are receiving an increase in their base pay due to minimum wage). The salaried employees would receive 1% of their salary. The estimated expense for this is \$7320.00 including payroll taxes. The finance committee recommends the board approve this onetime bonus. Steve and Dan suggested a turkey or ham rather than cash for hourly employees. Suzi asked if it is possible for salary employees to have the option to put their payout into their 401K account. Jean will verify that this can be done. Jan suggests a Winco or Fred Meyer gift card instead of a ham or turkey which may be better for those that don't want a turkey or ham. Dan proposed that he would match the \$20 for each hourly

employee to total \$40 if the gift cards were for his store, JR Sales. Debra thinks her 40 employees would appreciate that. Steve will also match enough to raise the gift to \$50. Steve moved to give \$20 to hourly employees, and a 1% bonus to salary, Jerry seconded. Motion passed.

Harold asked about the financial statement, if we are predicting that we are still tracking to be in the black at the end of the year. Jean and Leila have reviewed with the finance committee and yes they are still predicting to be in the black at the end of the year.

5. Old Business

- a) Board Policy continued discussion as given by subcommittee (You received the paper copy at a past board meeting.)

JoAnne will move 5a to next month's meeting.

- b) Building Progress- update new partnership possibility (7:00 Lance Caddel)

Lance Caddel presented information about a proposal to build gym and classrooms at Valley Christian Fellowship (VCF) on their site at 30th & Pacific. He has been in touch with the city regarding the project. Dan asked about wiring of existing facilities regarding science labs, etc. Steve asked if the board has looked at this proposal before, the answer was no. Dan asked about how the relationship would work with VCF for renting the property. Lance has land that they will turn into parking, the city indicated the gym and classrooms would not require more parking than that. Erin states that 11% of our student population is from VCF. Steve is asking about the relationship with VCF, Lance said it's a partnership where TRCS doesn't purchase the land, and also doesn't rent it either. Erin suggested that a school board membership alteration could include VCF. Jan observed that instead of a phase 1 and phase 2 on the TRCS site, with VCF it would be a single phase for the gym and classrooms. 1.5 & 1.7 million is the estimate that Lance has for the building. Lance has met with Mark Schmutz about the proposal. Harold asked about whether the school would still be intact as K-12, Lance agreed it would, VCF would like to partner with representation. Steve asked about the next steps, such as a non-binding proposal from VCF. Lance and Randy will gather a team to assemble a proposal. Marie asked about 8th graders whether there is room for them at the current middle school program at the Longview campus. Harold asked about how tight the facilities would be at either location to accommodate the change. When a proposal is made the board can take a closer look at classroom space. Steve is asking if any other options have come about that the board doesn't know about. Steve is concerned about unity of campus with proposal being at 2 different locations. Jean observed that building the high school on our site would eat up most of our buildable space leaving less for the church, child care center and elementary. Steve is going to communicate the offer from VCF to the elder board.

6. New Business

- a) Questions from Board to administrators as needed

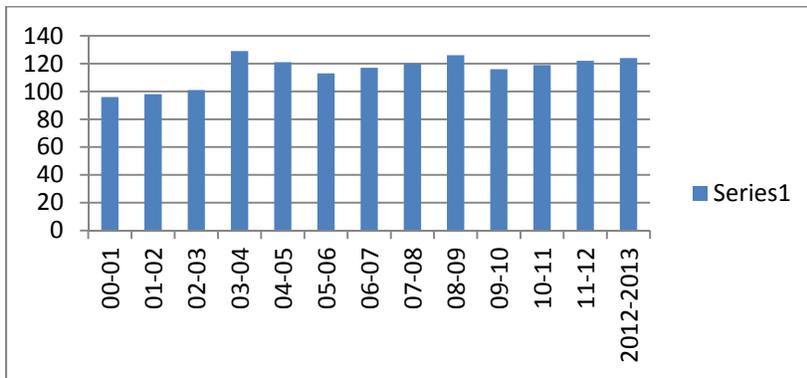
Dash Board indicator:

Enrollment since 2000-2001 to date for Kindergarten through grade 12.

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	
w/o pre	327	349	319	338	343	320	300	264	299	272	264	244	246	225	total drop
		22	-30	19	5	-20	-20	-36	35	-27	-8	-20	2	-21	-102
% decrease															-31%

over last 14 years
 over last five years
 -17% average 15 students a year last five years

High School graph which in the past included grade 7 and 8:



There seems to be little decline at the High School over these same years. The decrease is at the elementary level. If we project a decrease for the 2014-2015 school year of 15 students it should be anticipated that this would occur in the elementary level.

New students this school year:

K	1	2	3	4	5	6	7
18	1	2	0	0	2	4	2

Our points of entry are kindergarten, sixth grade and some at seventh grade. At the High School it is grade nine.

Three students withdrew this year so far- one family moved, two families withdrew because the children were put on a behavior contractor disciplined. Better tracking of withdrawals will be made starting this school year.

The kindergarten decline seems to be because of the change in the program at the public schools in our area. We have half the number of last year. Both local systems went to a full day program which was

always a draw for our kindergarten program. Our half day program only has two participants this school year. This is a nice option for some families and we are able to adjust to that desire.

Projected larger maintenance issues(summer): removal of tree behind Portable #2, replacement of two outer walls of Portable #2, completion of bathroom refit to make wheel chair accessible in A building, room #4. We are now setting aside \$1,000 a month of our depreciation to offset these issues and others that may come up. I hope to have a facilities fund to cover costs of unusual maintenance issues as suggested in our Rethinking Sustainability by Dr. Pue.

Salary Schedule Draft for next school year

Wages for CDC Staff

Assistants

teachers

A1	A2	A3	T1	T2	T3
Min. wage	Min. wage	Min. wage	Min. wage	+ .25	+ .25
9.19	9.19	9.19	9.19	9.44	9.69
9.32	9.32	9.32	9.32	9.57	9.82

Hourly teaching staff or taught by session

Base for certified by Washington state and ACSI with a BA degree- \$22 a session/hour

Draft proposal for salaried teaching staff for next year:

1. Base salary of \$24,000.
2. For each year of experience an increase of \$500
3. For credits or clock hours added to credential an increase by a percentage

	Presently at 60% of Longview School District			
	Base pay at 72% of Longview School District			
		CREDITS		
		BA + 45	BA + 90	MA
base	24,000.00	2%	3%	4%
500 yr	24,500.00			
	25,000.00			
	25,500.00			
	26,000.00			
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	31,000.00				

This form would simplify tracking of steps. Each teacher would know their steps in experience and we would then add their professional credit levels to move them laterally. This creates more incentive to get professional development/training as was encouraged in our visioning meetings previously. For teachers that are presently without certification because they do not have let it lapse, I suggest no step be given until they have a plan in place for getting the certification and no hires of non-certified teachers unless the exception is exceptional. (This has been policy.) There may be times that a teacher with experience is started on a step that reflect experience at another school. Not all teachers would start on step one.

Exceptional Teaching in Middle School This is the article that will be included in the next newsletter. Both Tom and Jeanne have been using this technique and I find it very engaging for students.

Whole Brain Teaching

How do you keep a room full of students engaged in a lesson? Mr. Stilts and Mrs. Nortness, our Middle School teachers, are using the “Whole Brain Teaching” technique this year to keep students with them in a lesson. You can see it in action with students from first grade to college level on Utube if you just Google “whole brain teaching.” There are books written about this powerful new tool for the educational community. Chris Biggle, the founder, used brain research and years of collective wisdom to develop this tool. He is showing teachers how to create a great educational atmosphere. He is writing books to explain what it is and how to do it and then he is doing it with them in college classes.

The Whole Brain Teaching website also includes vivid fun ideas and comments from other teachers participating in the phenomena. One reason they say for trying this technique: it is “ fun, free and powerfully engaging.” (Whole Brain teaching web site, www.wholebrainteaching.com)

Children have many learning style and abilities. One size does not fit all so our teachers are challenged to be creative and keep the interest of students while providing content packaged so we maximize our time. This Technique does it. Bravo to Mr. Stilts and Mrs. Nortness as they walk the talk of being innovative and open to change. Thank you, students, for participating. It did look fun.

Jan asked about the fence costs. Steve reiterated that board approved a fence to protect children. There is additional fencing that is adjacent to the new fence that is open for discussion. The adjacent fencing has not been approved.

Jean would like to pre-fund tuition assistance for next year if we meet this year’s goal.

Steve asked about when the tuition process starts, Jean has already sent an email to start the process.

- SPORTS - This year's Cross Country Team was very successful. The team took fourth place in the 1B/2B District Meet. This accomplishment led to the entire team participating at the State Cross Country Championships in Pasco, WA. Seth Carns took ninth place earning a State medal. The TRCS team took twelfth overall. The TRCS Volleyball Team was Columbia Valley League Champions. They took second place in the District Volleyball Tournament in Rochester, WA. They played in the State Volleyball Championships in Yakima, WA last weekend.
- OPERATION CHRISTMAS CHILD - High School students are busy making shoe boxes full of treasures for children in Uganda. They donated 44 boxes!
- NATIONAL HISTORY DAY - Mr. Sheppard's history students have begun their NHD projects. The theme this year is "Rights and Responsibilities in History." The project is a cooperative project with History and English Teachers. Students choose a topic related to the theme and research, write, and present their learning.
- SUSPENSION – A tenth grade student was suspended for a day because of bullying. Parents have since withdrawn their student from our school.
- MIDDLE SCHOOL BASKETBALL - Girls' middle school basketball has begun. Their coach is Johnny Rosado, Valley Baptist's Youth Pastor. Go Eaglets!
- BUSES - We are negotiating the purchase of two 72 passenger buses and one twelve passenger mini bus from the Kelso School District. These buses are State Certified and well-maintained. The price will be less than a thousand dollars for each bus. We will recycle at least one of our buses to help defray the cost. We will also let our TRCS community know about this purchase and ask for donations. This purchase will replace old "stick-shift" buses with automatic transmission vehicles and be a safer, warmer ride for our students and staff.
- COMMON CORE STATE STANDARDS – As I research the CCSS, I thought I'd share an informational article with the Board at the next meeting, November 19th.
- FIRST QUARTER GRADES – 73 out of 102 students have earned Honor Roll Achievements. Our Honor Roll begins at a 3.25 G.P.A.

Report: Development Director, Erin Hart

❖ **Tuition Assistance Fund**

We are currently at just over \$38,000 in the Tuition Assistance Fund.

❖ **Spring Speaker**

I am still playing the waiting game. Have left messages on both fronts... You'll hear from me as soon as I have something solid.

❖ **Student Council**

The elementary officers were just elected and the kids helped me make 150 cookies for the Christmas Shopping Festival. They are next preparing for their craft fair on December 6th. (As a side note for "crafty" board members, the student council gladly accepts donations of "crafty" items for the sale, at which students get to buy presents for their family members.)

❖ **Christmas Shopping Festival**

This was our largest festival yet, with 42 vendors, lunch service and an added pancake breakfast. Gross proceeds were also our highest ever at close to \$4,000. Part of that will go to the Booster club, a little to Student Council (for their cookie sales). Jenny Oskey was a huge help in decorations and

running the kid's carnival. Next year I hope to get some committees together to take over and grow certain areas of the festival as it's getting a little too large for one woman. ☺

❖ **Palm Springs Raffle**

Our unlicensed Palm Springs Raffle brought in close to \$800 for Tuition Assistance Fund. I'm currently working on the license for the Hawaii raffle in the spring. (There's a lot of excitement about this one.) I hit a large snag in that the State of Washington Gambling Commission doesn't recognize TRCS as its own entity, but is requiring us to get the license under the NBC elder board. Chris Ferguson has been helping me out with this, and they are totally willing to pursue the license for us. Hopefully we'll have it by the end of November. I'm still hoping to get donations to make it a package deal with money for airfare.

❖ **Christmas Feast**

The date is set for the Christmas Feast: December 13th at 11:30. Some of you like to volunteer annually to help serve the children. Please let me know if you're interested again, and I encourage you to come and join us for lunch! (I gladly take volunteer chefs, too.)

Erin is still working on Amy Grant for April 13th

Three Rivers Christian Early Learning and Child Development Executive Director, Debra Zandi

- **Tours:** A total of 3 tours have been given thus far for the month of November which has resulted in an influx of 3 children. Four of our five Toddler classrooms are full at this time with only selective days available in our infant room. Very limited space is available in our 4 year old preschool classrooms.
- **Immunization Status Report:** Completed and submitted.
- **Emergency Doors and Fire Inspection:** Completed.
- **Pictures:** Bell Studio retakes for children and staff is completed.
- **Security Cameras:** Both phases have been completed and all classrooms, gym, playroom, main hall doors and toddler playground are safely monitored with our new system. What a blessing!
- **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 feel free to come to the main hall and hang items of your choice on the Christmas trees and bless a child!
- **Toddler Playground Fencing Project:** The materials for the 6ft. parking side of the fencing project have arrived and we are blessed to have a special donor who is looking into perhaps providing a crew for installation!
- **Conference:** Cowlitz County hosted an Excellent Early Education Conference on Saturday, November 2nd. "Building Success through Everyday Moments" with Keynote Speaker, Amy Speidel speaking on Conscious Discipline. The conference continued throughout the day with

afternoon breakout sessions of various class offerings. Many of our teachers took advantage of this opportunity for continuing education and came back with some positive educational tools to use in their classrooms.

- **Fundraiser:** Otis Spunkmeyer Cookie Dough and Yankee Candle fundraiser was a great success with a total of reaching 9000.00 in which TRCCDC will net 40%. All merchandize has arrived and been delivered to families. All proceeds from this fundraiser will go towards classroom learning tools, play equipment as well as items for our Early Literacy Library. A special Thank You to those that placed an order and please know that you are truly valued!
- **Licensing Review:** We recently went through our State Licensing Review and it went exceptionally well. It is a privilege to work with our licensor, staff and families as we continue to be committed to providing a safe and spiritual Foundation of Learning for the children of our school. I would be happy to share additional information as requested.
- **Enrichment Class Opportunities:** With a Christmas theme we will soon begin a new venue of Enrichment classes. Families and students are looking forward to the holiday themed selection!
- **Christmas Programs:** Several classrooms are engaging in celebration of Jesus' birth by gathering families in various locations for a family Christmas program. Dates and locations will go out in our monthly newsletter.
- **Thanksgiving Holiday:** Closed November 28 & 29

October	FTE	Enrollment
Infants	13.33	20
Toddlers	56.22	75
Preschool	80	105
Kindergarten		21
School Age		56
TOTAL		277

Steve asked about additional rooms available in our facility to grow our CDC to capacity. Jean and Debra will look at converting a room to get it licensed. The CDC is limited by classroom space for growth.

Harold asked how the licensing audit went, Debra reports it went well. Suzi asked if we are turning people away from the CDC, so far we aren't but typically there is an influx in the early spring.

- b) Dr. Pue book- discussion topics, chapters 6-8 for this evening

Leila asked what excellence would cost us to raise teachers' base salaries, Jean calculated that it would cost 20K to raise the existing base salaries that are below 30K. Harold commented that we need to get to a place where primary breadwinners of households can stay as teachers at our school.

Next meeting read chapters 9-11

7. Executive Session- personnel issue

The board went into executive session

8. Adjournment

JoAnne adjourned the meeting.

Next Board meeting- December 17, 2013

Please read reports and review the minutes before the Board Meeting