

THREE RIVERS CHRISTIAN SCHOOL Board Minutes

Tuesday, October 15, 2013, at 6:30 p.m. for the regular meeting in room #8

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

AGENDA for regular Board Meeting

1. Call to Order, prayer, and welcome of guests *The meeting was called to order and opened in prayer. Visitors were welcomed and included Patty Farris (teacher), Pam and Drew Stout (parents). Marie and Suzi had excused absences. Steve Wilcox participated by phone.*
2. Adoption of Agenda *Erin added two points under new business. Leila moved and Jerry seconded to adopt the agenda as changed. Motion passed.*
3. Minutes of August Board Meeting *Harold moved and Leila seconded to adopt the minutes as presented. Motion passed. There was a miscommunication regarding eliminating the administrator's reports so those will be added to future minutes as in the past.*
4. Finance Report -

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 question. Thanks you, Brenda LeMonds 423-4510 Ext. 403 749-6993 Cell

*Several reasons for the negative balance this month include a 23day pay period for CDC, extra technology expenses to get the 12 free computers up and running and other equipment, some summer expenses show up in the Sept. ledger, \$1000 in maintenance expense due to a transition of double employees and beginning of the year work to be done. Overall the finance team says the year looks promising, accounts receivable are doing well and are being worked on. Three things to expect coming up are a 5% increase in PUD, increase in minimum wage, and increase in L and I costs.
Harold moved and Jerry seconded to accept the finance report, motion passed.*

5. Old Business

- a) Board Policy continued discussion as given by subcommittee (You received the paper copy at the last board meeting. That is the section we will discuss.) *This was discussed*

but eventually a motion was made by Dan and seconded by Jerry to table the discussion until next month hoping more board members would be present.

- b) Elder Board input of the first section-report of meeting with JoAnne and Jean with Mark and Chris. *This was reviewed and changes, as discussed, will be made by Erin and returned for approval at the next meeting*
- c) Building Progress- update what communication has come to TRCS *This was moved to the executive meeting.*

6. New Business

- a) Questions from Board to administrators as needed

School Board Report Administrator Jean Zoet

October 11, 2013

Enrollment- We have had some student withdrawals and some new students so our numbers are almost the same at September. We are right at 225 (223 FTE). One withdrawal from kindergarten was change of family work location and the second was financial. One student from a previous year came back and is now in seventh grade. One more kindergarten student's family will be making a decision soon.

Personnel Flux- The Custodial staff is adjusting to new duties and times since we no longer have Richard Smith working for the school. LeRoy Jackson and Mike Stout are sharing maintenance and some custodial. LeRoy spends more time on the maintenance but with Mike filling in over lunch. We intend to help the church as needed if an emergency comes up. Hopefully by Christmas we will have a more permanent plan in place. During the transition our wages went up as we still had some costs with regards to Richard Smith. I believe that is completed now. There may be more changes as the church may have to make some changes with regards to the custodial position. Mark and I are in good communication.

Middle School Exploratories- We are again successful in presenting exploratories that excite and interest the students in Middle School. We have two generic options for seventh grade: skits and games and one option of "Time Lines." For the sixth and seventh grades we have CSI, Art, and Calendar Making.

Suspensions- One student was suspended during this month for language/racist comment.

Grades 3-7 went to a concert at the Columbia Theater- the TRCS students were able to attend a symphony/concert Thursday afternoon. Besides enjoying the music they are able to experience the etiquette of attending a professional concert. The older students walked back stopping for ice cream or a donut along the way.

Chapels in September and October- I gave two chapels, Mr. Tom Stiltz, Mrs. Nortness and her sixth grade students, Mrs. Hart, Pastor Erik Atchison, and Alumni Shelby Mace. Following the sixth grader chapel five first grade students accepted the Lord Jesus as their savior! What a blessing these chapels have been to our community.

Participation in ACSI Events- Our students will be able to attend and participate in three events this school year: The ACSI Speech Meet, the Spelling Bee and the Art Meeting. These events give our children an opportunity to work for a goal, be adjudicated, and improve their skills. It is work but well worth it for our school. Before each district event we will have a local competition.

Teachers attend the ACSI Teachers Conference October 17 and 18- 10 faculty members from the elementary campus will be attending the annual conference in Vancouver next week. We will not have school for k-12 because of the conference. This is paid for with Title II Federal Money. **Title I-** We were able to send our first invoice to the Public School for our Title I teacher's salary. This helps to pay for part of Pat Palmer's time working with qualifying students before and after school. The funds will not pay for work during the day. We were able to keep Pat at the same number of hours as last year because of this additional funding. Brenda Angelico tracks and tests the students during school hours. Pat does the teaching from 8:00 a.m. to 8:45 four days a week and 3:15 to 3:45 three days a week. We will assess the growth of student academics three times during the year with a more formal test and use small assessments weekly. This is an excellent improvement in our program.

Playground bark chips- we ordered two loads of chips this fall to provide the appropriate fill and cushion under all play toys. This will complete our project started in August on the elementary playground. Two new tire swings will eventually be added but not until completely funded.

Technology organization and clean up – Lars Peterson has been working on our complete system, looking at hardware and software. He has completed the laptops which were provided through our military grant. They are now in the hands of our teachers. Also completed are the following: mapping of wires and connections, changing routers for efficiency, hooking up printers so that all staff can print from their laptops and get on line from any place on site, cleaning up all office and bookkeeping computers, hooking up a scanner for Brenda LeMonds, repair of one tower under warranty, installation of a switch, servicing all computers on site, repair of two older but serviceable computers and much more. Our goal is know what we have, maintain what we have and work toward minimal maintenance in the future. I am confident that the time we spend now will save time later. Following this general clean up and organization we will develop a plan for continued vision for better programs. We now have a more dependable wireless infrastructure. **Board member should contact Erin Hart for access codes.**

Joan Rabideau is providing excellent classroom education for our students. Grades one to five are following the technology education plan provided by the state of Washington. Our curriculum includes instruction on personal safety, computer safety, computer knowledge and software knowledge. The computer is also seen as a tool to use within the classroom to research and even for drill and practice. Both first and second grade are using the I-PAD gifts they received as a tool to reinforce the curriculum within the core academic areas. Grades three through five are learning keyboarding, tracking their progress and learning about the need for computers. Grades six and seven are using the computer as a tool for the subject areas they are taking. Special classes in calendar making and use of the time line in reporting provide some added training.

Randy Lemiere Principal – Three Rivers Christian School September 15, 2013

High School Board Report

- Here are the revised scores from the 2012-2013 Washington State HSPE/EOC assessments. Last month's scores I gave were from the Daily News. I went to the OSPI

website and found the correct scores for Longview and Kelso School Districts. The previous scores I gave for Longview and Kelso were higher than on the OSPI website. (10th grade)

	Kelso School	Longview	WA State	Three Rivers Christian
Writing	82.5	81	84.9	100
Reading	84.9	77	83.5	91
Geometry	80.6	74	83.5	77
Algebra	70.6	78	75.9	89
Biology	62/72PP	66/67PP	71.5	61/62PP

**The change in these numbers was asked to be explained and Randy said the numbers with the PP behind it represents students that had passed this requirement in the past. The numbers vary slightly from last time because these are off the website and not from the newspaper article.*

- **Chapel services** at the high school have been very powerful. This is the list of speakers over the last several weeks.

September	12	Mrs. Moore, "Doris," our sponsor child in Columbia
	19	Pastor Matthew Man, Missionary from Botswana, Africa
	26	John Stroud, Father's House, Excuses: victory in challenges
October03		Pastor Joel Royce, FBC of Castle Rock, Identity in Christ
	10	Liz Alston, Shared Hope International, Sex Trafficking

- **Suspensions** During the month of September, four students were suspended for a day. Two girls were suspended for bullying (gossip). Two boys were caught smoking electronic cigarettes in the bathroom.
- **Huntley Brown Concert** – Friday, October 4th, Huntley Brown performed for our student body. He had our students jumping for joy! It was a great assembly for our school.
- **TRCS Golf Tournament** – Due to a storm in September, our annual golf tournament was cancelled. Fees and sponsorships were returned. However, many sponsors told us to keep their donation and we put their sign up in the gym for volleyball and basketball seasons.
- **National Honor Society** – Thirteen students were inducted to the National Honor Society October 7, 2013. Mrs. Portwood is their advisor.
- **Kiwanian of the Year** – Mrs. Carol Karns, high school secretary and Key Club Advisor, won this award because of her participation in Kiwanas, Key Club, and community service.

Many thanks for your support,

**Three Rivers Christian Early Learning and Child Development Executive Director, Debra Zandi
October 15, 2013**

- **Tours:** A total of 6 tours have been given thus far for the month of October which has resulted in an influx of 6 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.
- **Child and Adult Care Food Program (CACFP):** Completed with confirmation of acceptance/renewal for 2014 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 2013. This report will be completed and submitted by November 1st.
- **Early Literacy Library:** I am currently in discussion with a local builder in regards to creating and building a reading loft for our Early Literacy Library. There are also plans of purchasing a touch screen learning station as well as puppet theater as funds allow. Families continue to be excited and supportive of a continued process of growing this formative learning space.
- **Additional Security Cameras:** We have hired Cal from CAPTEK to wire for our security cameras which are in process of being placed in all infant/toddler rooms, preschool rooms 5 and 6, as well as a camera which will be located on the Toddler playground.
- **Transformed by Christ Community Outreach:** We are looking into building a relationship with the children of incarcerated parents at Christmas by seeking information on supporting Angel Tree children for our Christmas community outreach ministry.
- **Toddler Playground Fencing Project:** Details to be shared.

**Debra explained that a sibling of a student had been snatched from a public school and a police officer showed up on campus to warn us and to evaluate the safety of the facility. The future goal of a 6 foot white vinyl fence (matching the one between the garage and the library) has moved up in priority. It would be placed on the parking lot side of the playground blocking vision to the children playing. Leila moved and Jerry seconded to use capital fund money to build a 6' fence. After discussion and information that there was enough money in the playground fund to cover this expense the motion was withdrawn. It was decided to use the money from the playground fund to purchase the fence, getting two bids for comparison. Cost is somewhere in the neighborhood of \$2000.*

- **Field Trips Scheduled:** Preschool Field Trips to the Pumpkin Patch is scheduled for October 14th and 17th with great interest of parents wanting to go with as parent helpers.
- **Pictures:** Bell Studios is scheduled to take pictures on October 23rd of children in our Infant and Toddler department and on the 24th for our Preschool students.
- **Conference:** Cowlitz County will be hosting an Early Education Conference on Saturday, November 2nd. "Building Success through Everyday Moments" with Keynote Speaker, Amy Speidel speaking on Conscious Discipline. The conference will continue the day with afternoon breakout sessions of various class offerings. Many of our teachers will be taking advantage of this opportunity for continuing education.
- **Fundraiser:** Otis Spunkmeyer Cookie Dough and Yankee Candle fundraiser has kicked off. All proceed from this fundraiser will go towards classroom learning tools, play equipment as well as above stated items for our Early Literacy Library. Please feel free to place an order and know that each of you is truly appreciated!

September	FTE	Enrollment
Infants	14.6	20
Toddlers	57.2	73
Preschool	83	106
Kindergarten		23
School Age		53
TOTAL		275

Report: Development Director, Erin Hart

❖ **Tuition Assistance Fund**

We are currently over \$30,000 towards our \$55,000 goal. (For perspective, at this time last year, we were at \$16,000.)

❖ **Huntley Brown**

I think the Huntley Brown event was well-received. We had more than 225 in attendance, and raised \$3,000 (a little less than \$2,000 after expenses). I was thrilled at the number of new donors we had, which will be added to our database for future events.

❖ **Christmas Shopping Festival**

The Christmas Shopping Festival is already full (normally at this time we are only half-full of vendors), and we are opening the upstairs classrooms to more vendors. The Booster Club asked to take over/profit from the food sales, and have agreed to add a pancake breakfast in the morning. If you're interested in volunteering during this fun event, please let me know (or use a sign-up sheet in the school office). Otherwise, make sure to show up, buy a sugar cookie and a few prize drawing tickets and enjoy the fun!

❖ **Palm Springs Raffle**

I think we've sold about 35% of the tickets available for this raffle so far... of course, this is "Last Minute Longview," so I don't expect much until the week of the 21st. Please let me know if you're willing to check out a book of tickets (10) to sell at your office. Raffle permit is pending on the Hawaii raffle for spring break. I hope to roll that out in November.

❖ **TRCS Foundation**

It's been one year since we filed our paperwork with the IRS. When I called this summer (after waiting on hold for half an hour), I was told that it would at least be October before we heard from them. I called to follow up this month, and they are closed because of the government closures. I'm sure this will delay completion even further. I've renewed and filed a very "empty" annual report with the Secretary of State – but just thought I'd give you an update.

❖ **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.)

❖ **Website**

Our school site has been hacked. Nothing is showing yet on the front end, but a "Trojan horse" virus has taken up residence and could cause problems. It can't affect our payment portal, since that's hosted through a different/secure site. I'm working with our hosting provider to fix the problem.

b) Dr. Pue book- discussion topics, chapters 1-5 for this evening

**-Affirms what we have been working on for the last 3 years making small steps that add up to big improvement.*

-Education is not affordable but make it accessible

-Jean is interested in a staff audit (re:pg 21) are we balanced ? Who could do this... perhaps Dr. Pue, perhaps an efficiency audit in all areas?

-imagination and innovation have been demonstrated a lot in the past 3 years especially

-Perception (re:pg 5) demonstrate excellence. Randy mentioned that he heard from the band teacher that St. Rose thinks we are doing good things and "have it together". This is encouraging.

Read chapters 6-8 for next month.

c) Speaker *Erin would like to invite the author of Love Works, Joel Manby ,to come speak on Feb. 21 as a fundraiser. We would sell tickets, do an ask and get sponsorships. This would target a different audience than our last two speakers. Dan moved and Harold seconded to invite the speaker, motion passed.*

d) Date of establishment *Dan moved and Jerry seconded to establish 1965/66 as the start date of the school. Motion passed.*

7. Executive Session

8. Adjournment

Next Board meeting- November 19, 2013

Please read reports and review the minutes before the Board Meeting