

THREE RIVERS CHRISTIAN SCHOOL

Board Minutes

Tuesday, January 20, 2015 at 6:30 p.m. for the regular meeting in the school annex

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

AGENDA for regular Board Meeting

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

JoAnne called the meeting to order, Harold opened the meeting in prayer.

2. Adoption of Agenda

JoAnne added 6.a. high school under old business, Harold moved to adopt agenda as modified, Jan seconded, motion passed.

3. Minutes of December, 2014 meeting

Minutes were accepted as printed.

4. Finance Committee Report

On the Balance Sheet Fibre Checking is at \$19,740.91. Fibre Savings-00 that has the Accrued Expenses, all of the Equity Accounts, the Repair/Emergency Funds (this is the amount transferred monthly from checking to savings. Currently I transfer \$1,000 a month) with a balance of \$7,965.16 and the total balance being \$96,306.49. Fibre Savings-01that holds all the Prepaid Tuition and Registration is at \$159,363.48. The Heritage Investment Checking Account has a balance of \$102,281.94.

The School and CDC as a **whole** for December 2014 ended with a negative \$382.15.

(Positive \$1,601.19 w/o depreciation)

Harold provided a financial policy for board review, recommended by the finance committee. Currently the school does not have a policy. The policy would be sent home with every student, all families that are past due will get a certified letter sent to them. It will be added to registration paperwork in the fall. Harold moved to accept the financial policy, Jerry seconded, motion passed.

Tuition and budget drafts were presented. Harold moved to raise tuition to \$5500. Jerry seconded. Motion passed.

4. Guests – address board with questions or comments

No guests

6. Old Business –

a. High School Project

Erin updated the board about the progress on the high school, the Proposal for Fundraising Planning and Implementation and timelines are developed.

7. New Business –

No new business.

8. Reports by Administration Team, discussion if needed:

a. Erin Hart, Administrator

Tuition Assistance Fund

We are currently at about \$43,000 raised towards the Tuition Assistance Fund at the halfway point in the year. This year's goal is \$75,000.

Accounts Receivable

We are still struggling with a growing A/R. I'm still trying to find out what our existing policy has been, and determine what it needs to be. I'll have more on this at the meeting.

TRCS Foundation

Foundation balance is currently \$2,820.61. The January meeting was held last week (minutes attached), and the board is currently researching how to obtain a directors' policy. The first bid we had was over \$1,000, but Toby from James Reed thinks we can be added as an addendum to the existing church/school policy for no or minimal cost. However, the Foundation would be sharing that coverage with the church and school and would need approval from both.

Raffles

Raffle license is approved for another year. Tickets for a spring break vacation for up to 6 at Gleneden Beach, Oregon will go on sale shortly for \$10 each with the drawing to take place at the Festival of Learning on March 19th.

Email/Website Hosting

The email transition is complete with minimal hiccups. We now have IMAP accounts (which are better than what we had), and we will be saving about \$700 a year on our technology costs with this transition. Lars and I hope to make the final transition steps by February 1st, but we want to make sure everything is steady first.

50th Anniversary Planning

I'm still looking for a few extra volunteers that would be interested in helping with this, particularly the anniversary book and the main "all-class reunion." Please let me know if you'd be willing to be involved.

High School Planning

I have attached the first round of renderings (attached) of the exterior and gymnasium views. Please let me know if you have changes/ideas.

Per the attached proposals (attached) the leadership team has been meeting and the executive campaign board are moving forward with various assignments. Our hope is fully launch the private campaign on February 13th and reach our initial goal by May 1st. God has brought some incredible people to join in on this process. Please keep praying for wisdom and hearts to be moved as we continue.

Board Elections

The board voters' guide (attached) has been distributed to NBC membership. The elections are on January 25th and you'll be notified of the results as soon as possible afterwards. Regardless of the results, THANK YOU for all of the time and energy you've put into this board. (The job pays lousy on this planet, but you've got treasures in heaven!)

Spring Author Event: Cynthia Tobias

We have our first three sponsors: Fairway Collections, Dr. Richard Imholte and Northlake Baptist Church. We could still use more to make sure all expenses are covered. Thanks to Scott Grove, we will be offering educator clock hours for this event with a follow-up seminar. Please let me know if you're interested in being a sponsor. Tickets are currently on sale at the Columbia Theatre. ☺

Accreditation:

While I'm still seeking champions, we'll be having the first meeting of the existing champions on February 6th. We'll be collecting evidence both digitally and physically as we move forward.

RenWeb:

Our data has been uploaded to RenWeb and the ball is in their court to get our new system set up. The gradual transition continues!

Name Change:

Name change documents were sent to the Secretary of State last week! After that approval, we'll send in a name change form to the IRS.

Payroll:

Transition to the new Payroll system is underway, with our first "new payday" on the 25th. Please pray that everything goes smoothly.

Board Retreat:

Here's a general proposal for the board retreat:

- Friday evening (February 20th) – 5:00 p.m.: Dinner followed by presentation on "Board Responsibilities and the Carver Policy Model"
- Saturday (February 21st) -- Morning session (8:30 a.m. start?) on the budget and finances – Lunch – Afternoon session on developing a Continuous School Improvement Plan

Finances and the Budget:

Our new Quickbooks software has been networked together, and we're starting with Linda and the CDC first as we transfer over from old to new systems. Many thanks to Jim Conrod for donating his energy on this transition.

I will have a draft budget with a proposal for tuition rates that I will explain further at the meeting.

My MEd Program

I'm finishing "EDGR 607: Strategies for Enhancing Student Achievement" this week. I'll start "EDGR 506: Character and Ethics of Leadership" on January 25th.

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

- "Desiring the Kingdom: Worship, Worldview, and Cultural Formation" by James K.A. Smith
- "The Iron Lady: Margaret Thatcher" by John Campbell
- "Team of Rivals" by Doris Kearns Goodwin
- "Yes, Please" by Amy Poehler ☺

b. Randy Lemiere, Principal

High School Board Report

- **High School Lockdown** – January 9, 2015 the high school participated in an all school lockdown. It was a great drill. We completed securing the building and had all students accountable within 5 minutes.

- **High School Attendance** – We will be losing 2 students at the high school. Elliott Mann moved back to Africa with his missionary parents. We will also lose one of our German foreign exchange students, Tea Deniri. She was only scheduled to be here one semester. We will get a new foreign exchange student from Italy. Her name is Rafaella Gulizia.
- **End of the Semester** – January 23rd.
- **Records' Day** – January 26th No School
- **New Electives – Drama** with Mrs. Moore
Practically Prepared with Mrs. Hull. This class will have a new theme each week. One week will be basic electricity, basic plumbing, sewing, cooking, dance, restaurant manners, computer programming, painting a room, and much more.
- **Key Club** – Over the next two months, the Key Club Students will be making quilts for the Community House and the Women's Shelter.
- **Athletics** – Girls' and Boys' Basketball are halfway through the season.

Elementary School Board Report

- **nPower Girls' STEM Science Program** – The ESD 112 has offered our 4-8 grade teachers and students to participate in a three year program that will train teachers to work especially with girls to encourage them to participate in science, math, and engineering fields. This federal grant will pay for teacher training, transportation, materials, substitutes, and a summer camp. Clock hours are available as well as a stipend for the participating teachers.
- **Spelling Bee Competition** – Thursday, January 15th, our elementary classes sent their finalists to the All School Spelling Bee competition.
- **Bus Break-In** January 13th, we discovered that someone had cut the cables and stole a battery out of bus #7. A new battery has been installed and repairs completed.
- **LCC Articulation** – LCC has articulation agreements with area high schools where if the class is equivalent to college courses offered at LCC, students are able to earn college credits without leaving their high school campus. We are investigating this program for our students and staff.
- **Enrollment** - High School enrollment 109. We lost one student, returned to Africa. Elementary enrollment 123.3. Total is 232.3

c. Debra Zandi, Child Development Center

Highlighted Programs and Services for the Month

- CACFP Training
- CACFP Review Scheduled
- STARS Ongoing Education Hours
- Preschool Student Assessments
- Staff Training January 24th "The Writing Part of ELA – How and What" at Broadway

Early Literacy Library

The CDC is still working towards building funds for adding a reading loft. Currently the room provides a puppet theatre, large screen TV and 3 computer stations for students. The library has also become a very valuable place for student assessments, parent/teacher conferences, and enrichment classes.

Physical Fitness Classes

Mrs. Ford is doing an excellent job as specialist teaching PE Preschool Classes on Tuesdays and

Thursdays. Our goal is to provide children with opportunity to participate and engage in activities that develop large motor muscles as well as build strength, endurance and coordination *to promote optimal good health.*

Make a Joyful Noise Preschool Music Classes

The addition of this class has been an outstanding experience for students under the leadership of Mrs. Stagner. They are learning basic skills in vocal as well as participation in rhythm exercises and instruction use of instruments.

Bus Transportation

The TRCS option for before and after-school transportation programming to area students continues to be a positive choice for the school age community. Transportation service includes both drop off and pick up services. *That program is running solid with a full bus.*

Toddler Playground Fencing

The toddler fencing was well received by the licensor. We are all so *thankful to those that committed their resources for that project! The result is beautiful and has created a safe welcoming for families, staff and children.*

Community Outreach

Parents, staff and children were generous in support of our Christmas Outreach project. We recently *delivered our Christmas “warm Blessings” to the children of the Woman’s Support Shelter.*

December	FTE	Enrollment
Infants	13.9	20
Toddlers	48.2	62
Preschool	83.9	104
Kindergarten		28
School Age		75
TOTAL		289

9. Adjournment

JoAnne adjourned the meeting to executive session.

10. Executive Session

The board returned from executive session.

According to the bylaws the school Administrator needs an evaluation semi-annually. Marie moved that we evaluate the Administrator by the 30th of June and the 31st of January each year. Jan seconded. Motion passed.

The meeting closed in prayer.

Please read reports and review the minutes before the Board Meeting

Next Board Meeting – February 17, 2015