

# THREE RIVERS CHRISTIAN SCHOOL

## Board Minutes

Tuesday, April 22, 2014, at 6:30 p.m. for the regular meeting in room #8

[x]JoAnne Harford                      [x]Jan Ferguson                      [] Rod Treadway                      [x]Steve Wilcox  
[x]Harold Erdelbrock                      [x] Marie Erickson                      [x] Suzanne Walker                      [] 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

*JoAnne called the meeting to order*

*Randy opened in prayer.*

2. Adoption of Agenda

*Jan moved to Jerry seconded, motion passed*

3. Minutes of March, 2014 meeting

Jan moved to accept the minutes, Marie seconded, motion passed.

4. Correspondence

This item was skipped to allow guests time to speak

5. Guests – address board with questions or comments

The board heard from the parents of a child at the elementary school, they are concerned about the increase in tuition and the reduction of services such as teachers rotating through playground duty, the elimination of library, decrease in other services and split classes and openings for administration staff but not for a teacher.

The board also heard from a concerned high school parent about when the building of new high school will take place, they have been here 3 years and were told then that there would be a new school, they feel TRCS needs to reach more of the community but it won't happen without a new building.

Another guest echoed the need for a new high school building.

The board also heard from a teacher at the high school who also has children there, they are also a proponent of building a new high school. They are concerned about how the progress with Valley Christian Fellowship is coming, they also feel that more communication is needed to inform parents and staff about progress on the new school, this is vital to combat rumors.

The board also heard from a high school parent and PTF member concerned about the lack of progress on building a new high school and the school's inability to reach the community in its current facility.

6. Building Related discussions and reports

a) Recommendation to Elder Board with regards to building a High School

The following recommendation was drafted for presentation to the Northlake Baptist elder board:

On March 18, 2014 the TRCS school board unanimously passed the motion to pursue moving the high school in a joint venture to the VCF campus.

TRCS school board recommends the endorsement by the elder board of the following concepts:

1. TRCS school board will form operating agreements with Valley Christian Fellowship to build a gym and six classrooms for the use of the TRCS High School on the property of VCF, sharing the church space and entering into a lease agreement, sharing utilities and custodial care.
2. In August 2014, change the make-up of the TRCS Board to include an equal number of NBC, VCF and Community members (3 NBC, 3 Community, 3 VCF) plus include the pastors of NBC and VCF as ex-officio members of the board or their designees. The Chair could be from either NBC or VCF. The initial membership vote would plan for a staggered board representation so that board members would be entering the school board in different years. (The first year one valley member would be voted to a three year term, with the second members for two years and the third member for one year. One board member would be replaced each year from each group; one NBC member and one VCF member and one community member.)
3. The School Board will supervise, hire and fire the Administrator of the school. The school board will determine the procedure they wish to follow in this process which may include asking the pastors to participate on a selection committee. The Pastors will have a pastoral role rather than supervisory role.
4. The intention of the TRCS board is to not go into long term debt. TRCS will seek the funding from many sources which may include NBC members, VCF members and any other interested individuals or organizations. This will be a broad based capital campaign.
5. There is no change in proposed NBC corporate membership and NBC elder oversight, as at present.
6. The elder chair, the NBC pastor, the school board president will form a committee to prepare the business plan.

The TRCS board is not asking the NBC to change its role in selection of board members. Two nominees will be provided for each spot on the school board and be voted on at the annual school board meeting. Background, church affiliation and expertise which would contribute to a more meaningful participation in the board will be given to the membership at the annual meeting to aid in selection.

There will be a business plan encompassing the details.

*The recommendation unanimously passed.*

b) Activity Room for Middle School

*Jean reports that we must go to City to find out if we need a permit. She doesn't want to put a bathroom or other amenities in there. The bids are being worked up now for a cost, the building will need security camera after it is complete.*

c) Update on Roofing repairs

*The repair is planned for 2 weeks at the end of June, there will be more bids received for the work.*

7. New Business

a) Election of Treasurer

*Harold volunteered to be the interim Treasurer until the new board makeup in August*

b) Interview of possible new board member

*Mike Timmons was interviewed as a prospective board member. The board unanimously approved Mike as a new school board member.*

8. Administrators Reports

**Jean Zoet, Administrator**

This month has been very busy with the following:

1. Festival of Learning/Open House- The CDC and elementary buildings were overflowing with students, parents, grandparents and friends on the evening of March 27 for our annual celebration of who and what we do at TRCS. Our student art work was on display with our adjudicated pieces both hanging and setting out on a table. We also had fun music playing, PE activities and classroom projects in classrooms including food in grade five.
2. ACSI District Art Festival – sixteen of our students will be attending the District level Art Festival at Firm Foundation School in Battleground on April 28. Our students will be able to compete at that level for ribbons and get to see other student work.
3. Visitors from Around the World- Our students have also been blessed with groups and workers from various third world countries this past month. Jean Pope, sponsored by Calvary Church, and teacher of our pen pals from Thailand spoke to our students in an assembly on March 25. Then Ephraim and Jova from the Dove Uganda congregations spoke in our Chapel and showed some pictures from Uganda. Coming up will be a teaching team from Thailand and a response from Haiti following our sharing 100 shoes with a sister school there.
4. Standardized Testing Week- the Kindergarten to Grade Seven classes have just finished their week of testing using the Terra Nova test of basic skills which is Nationally normed. We should have results within two weeks so that parents can get excellent feedback quickly. We test well and this year with added information should be able to check student progress vertically to see if they have gained a year or more worth of growth. A formal report will come to the school board by the end of May with our bigger picture of how the school has been doing.

5. Sixth and Seventh Grade Exploratories - This last six week class includes photography, yearbook, landscaping, creating a digital scrapbook, Exploring our area (we are taking a mini bus) and puppetry. This is a wonderful opportunity for our students to try new things and see what their interests might be or how those interests can be expanded. The puppetry class will perform for the lower grades. The photography class will have a final display of matted photos and the landscaping class will be challenged to create of model plan for the MS Activity room.
6. Middle School Activity Room- Harold had a chance to look over the “boat house” after our board meeting to see if this would work for the proposed Activity Room. I would like to have board approval of this project as it would be funded out of our capital funds. As stated before this would include: electrical work, insulation, sheet rock, paint, siding and heating. We would not include any plumbing.
7. Staff Evaluations and Contracts- My goal is to meeting with all teachers with children to set up the tuition assistance for next school year by Mid May and then contracts will be given out to those receiving contracts. We will be hiring one office worker, one teacher for the Bridge Kindergarten class and one recess duty person for next school year. So far all elementary teachers are returning, Title I will be used for part of a salary, and if the enrollment does not meet our expectation the staffing will be re-evaluated and one teacher position will be reduced.
8. Certification requirements- All staff will be required to have a renewal plan in place for their state certification and all new hires must be state certified.
9. ACSI Conference- Erin, Randy and I will be attending the conference in Leavenworth. I will also stay for the Accreditation workshops which will extend my time away to four days.

#### **Randy Lemiere, High School Principal**

- ✓ **Vanguard University Choir** – March 19<sup>th</sup>, our middle school and high school students were treated to an excellent concert from the Vanguard University Choir. Alumnus, Brady Backstrom, was a member of the 65 voice choir. Students were invited to sing praises along with the choir. Many TRCS supporters hosted the college students the night before the concert to help with their expenses. Our students enjoyed the concert so well, that they attended an evening concert at Kelso First Assembly. Only in a Christian school like ours can students experience events like this.
- ✓ **University of Washington Math Day** – Mrs. Sande, our Trigonometry teacher, took seven math students to the University of Washington Math Day on March 24<sup>th</sup>. The students experienced the university campus but most importantly, they were involved with some of the most brilliant mathematical minds at the university. They were among 1300 other top math students from around the state. Here are just some of the classes the students attended. “Infinity and Beyond,” a class taught by Dr. Max Lieblech, associate Professor of Mathematics. “Theremin out of 3 AM Radios and Some Trigonometry,” taught by Austin Roberts, PhD Student in Mathematics, and my favorite, “A Glimpse Into the Sixth Dimension,” taught by Sandor Kavacs, Professor of Mathematics.
- ✓ **Kings Way High School Choir** – Thursday, March 27, the Kings Way High School stopped by to give our high school students a concert.

- ✓ **TRCS Students and Missions** – Throughout the year, our students engage in the mission field. One idea they had was to create a “Hungry Games” for the school. This is a spin-off of the Hunger Games. Students raise money by putting themselves in “Districts” and by using dollar bills, they can capture or release participants. All raised funds go the North Gate City Church Food Bank. Another ongoing commitment the students have had over the last 4 years is to help a young girl named Doris. Doris lives in Columbia and is a participant of Compassion International. Every year the high school students support Doris with funds for her education. Doris also writes the students as well. A small group of students wanted to be a part of “Relay for Life,” a local group to help with cancer research. Of course our Key Club is currently involved in our community by “Pennies for Patients,” where money collected goes to Dornbecker Children’s Hospital. Three weeks ago, two students came to me and asked about starting a “Missions Club.” At the first meeting, nine students showed up to discuss how they could impact our world for Christ. They want to start small, like help at the community house. I thought that was very wise of them.

### **Debra Zandi, CDC Executive Director**

#### ❖ **New Class**

We are at *full capacity* in our enrollment in all infant/toddler classes along with other preschool classes! We have begun preparation to begin the moving of the staff lounge which will be converted into a classroom so as to accommodate the increase of children.

#### ❖ **Staff Evaluations and Conferences**

Staff evaluations and conferences begin this month and will continue throughout May. Staff will be issued their 2014/2015 Work Agreements in August.

#### ❖ **Missions**

We have the opportunity and as a staff is happily look forward to partnering with school staff in efforts to sponsor a teacher of Uganda. What a beautiful way in which to impact both teachers and children in our world!

#### ❖ **Repairs**

Room 5 had bathroom pipes that needed immediate repair which resulted in a several day project over spring break. It was a smooth process with the bathrooms of that room being redone, painted and new flooring installed.

#### ❖ **Professional Development**

I have several professional development classes that I will be attending. These classes include Program Planning and Development, Professional Development and Leadership. Classes will be held at ESD 112 Conference and Institute Center.

#### ❖ **Mother’s Day Special Event**

Artists from Glazy Dayz Pottery will be visiting our Center on April 27<sup>th</sup> and 28<sup>th</sup> to engage students in creating memorable pottery gifts for the special Mom or Grandmother of their life.

#### ❖ **Medication Administration in Early Education and Child Care**

CDC Administration team recently participated in an excellent course training presented by

American Academy of Pediatrics in medication administration. This training met standards for continued Professional hours.

**Upcoming Events:**

*Staff Appreciation Week*

May 5<sup>th</sup>-9<sup>th</sup>

*Preschool 3's Family Celebration*

May 9<sup>th</sup>

*Pony Pictures*

May 2<sup>nd</sup>

*Preschool Conferences*

Preschool 3's May 19<sup>th</sup>-23<sup>rd</sup>

*Memorial Day*

**Closed May 26<sup>th</sup>**

*Preschool Plus Graduation*

June 6<sup>th</sup>

*Traditional Preschool Graduation*

June 11<sup>th</sup>

*Staff Program Potluck*

Staff Meeting End of the Year/Summer Program potluck - June 4th

*Summer Program*

"Summer Camp 2014" kicks off June 16<sup>th</sup>!

**Erin Hart, Development Director**

• **Tuition Assistance Fund**

The \$55,000 goal has been met and we have an account set up to allow pre-funding for next year, however, we have been encouraging regular donors to contribute to the \$42,000 need for building improvements this summer. Currently we have \$1,300 given towards those improvements.

• **Middle School Dance**

This turned out to be a fun event, and we had over 50 kids from TRCS, St. Rose and area homeschools.

• **Tours**

I've given 4 tours this week, 3 for new Kindergarteners, and one for a prospective 6<sup>th</sup> grader for Fall.

• **TRCS Foundation**

The foundation had a meeting this month, and I'll forward the minutes separately. We are still pending with the IRS, although we've received some feedback from them.

• **Focus Groups**

I've completed 3 of the 4 Focus Groups and have garnered some great ideas for the admin team from interested parents. Reports to follow.

• **Kelso-Longview Chamber "Pillars in Education" Award**

TRCS has been nominated for “large non-profit of the year” by the Kelso-Longview Chamber. The awards dinner is on May 7<sup>th</sup>, and a few of us are thinking of attending. If you’d like to attend as a board member, please let me know.

- **Jog-a-Thon**

We’re gearing up for jog-a-thon and still have some openings remaining for t-shirt sponsorships. If you’d like your business logo on the jog-a-thon t-shirt, let me know. The kids wear these all year long! We did a drawing contest for the design and had some great entries (now hanging in the elementary front hallway).

9.       Adjournment

Next Board meeting- May 20, 2014

Please read reports and review the minutes before the Board Meeting