

THREE RIVERS CHRISTIAN SCHOOL

Board Minutes

Tuesday, August 19, 2014, at 6:30 p.m.

[x] JoAnne Harford [x] Jan Ferguson [x] Steve Wilcox [] Mike Tiemens
[x] Harold Erdelbrock [x] Marie Erickson [x] Suzanne Walker [x] Dan Leno [x] Jerry Wilson
[x] Scott Grove [x] Debra Zandi [x] Erin Hart [x] Randy Lemiere [x] Jim Chenoweth

AGENDA for regular Board Meeting

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

JoAnne called the meeting to order, all opened in prayer

2. Adoption of Agenda

Jan moved to adopt the agenda Dan seconded, motion passed.

3. Minutes of July, 2014 meeting

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

4. Finance Committee Report

Harold reported capital campaign in reserve is \$815,000, we may need to set aside a reserve for any potential losses related to the rental houses. A 3 year reserve would total approximately \$100,000.

Harold moved to reserve \$100,000 out of the capital fund for the purpose of covering rental expenses until such a time as the board deems unnecessary. Dan seconded.

Steve reports that the rental houses rent only covers the principle of the loan but not the interest. He suggests that we may need to inquire to a capital campaign contributor if they would approve moving the money to cover any potential losses.

Dan asks about keeping the money in the same account but maybe setting it aside, this might tie up the money if needed.

Steve suggests changing the amount to \$50,000. Erin reports that Don Brooks made the calculation based on a worst case scenario for 3 years. Harold reports that Don calculated \$33,000 per year worst case scenario that is how the total of \$100,000 was reached.

The motion passed.

5. Guests – address board with questions or comments

Leroy Jackson and Kim Burris with Peace Connections

Leroy reports that maintenance of the buildings needs to be kept up

6. Peace Connections

Kim and Scott provided their report from Peace Connections

7. High School Building – Erin Hart

Northlake Baptist Church (NBC) membership will be voting on the high school project, after the vote we can get fundraising and the project started. Subcontractor bids may include people willing to do it for cost and free labor which may defray the total estimated cost of the project.

Harold moved that we accept and approve the proposal for the new TRCS high school and forward it to the NBC congregation for a vote. Dan seconded, motion passed.

8. Administrators Reports- discussion as needed

TRCS Interim Administrator, Scott Grove

1. **Admin Team**: Our Admin Team continues to meet weekly. We share in devotions and prayer then get down to the nitty-gritty of school life and issues. All administrators are reporting that things are on target for school starting with several hurry-up items on all our “to do” lists. This is a very committed and talented group of people with their heart focused on serving the Lord in Christian education.
2. **Peace Connections Ministries**: The PC Team will be reporting to the School Board tonight giving data and information gathered in surveys and interviews. Kim Burris will be reporting on the interviews and I will share the data from the surveys. Kim will also give the recommendations and summary in the completed PC report. The School Board will need to discuss if and how this information is to be disseminated. The School Board will also need to pray over and think about recommendations and any actions that may be taken in response to this report.
3. **Staffing Structure**: I am continuing to meet with different staff members assessing job roles and responsibilities. As asked by the School Board, I will have some options and recommendations to bring to the September Board meeting based on my observations and meetings thus far.
4. **High School Proposal Project**: This task is moving forward with many people contributing to the process of Valley Christian Fellowship and Northlake Baptist Church joining together to provide a new facility for the TRC High School. Tim Temples has led the Proposal Committee and then assigned two subcommittees; The Deal Committee and the Governance Committee. An amazing amount of progress has been made to further the plans. At the School Board Meeting tonight, Erin Hart will present the drafted Deal Agreement and I will present the drafted Governance Agreement. The School Board will need to have motions approved to proceed in this venture. A group meeting with VCF and TRCS representatives with the City of Longview proved to be successful with no substantial obstacles to continue the building plans.

5. **AdvancedEd Accreditation:** I am still in the process of gathering information regarding where TRCS is in preparation for accreditation. I have met with Brenda Angelico, who has facilitated the committee and she has provided me some paperwork to consider. I did find the letter from ACSI stating that we had to have our site visit for accreditation by next fall or else we would owe \$10,000 due to the Benevon Grant model that had been agreed upon. This area needs more work.
6. **Budget:** I have had several meetings with Brenda LeMonds regarding the budget process, format, recording, communication, etc. The report for this month is positive. I have also gone through last year's budget and highlighted all the over expended line items, then gave copies to all the Admin Team so they are aware and will check their budget regularly for this year. The budget can now be separated to see how the CDC, Elementary, High School and Development are doing financially in an easier format. There is still work to do in this area.
7. **Staff In-service Trainings:** On August 27th, the Elementary and High School staff will have their opening in-service day as separate meeting. Jim will meet with Elementary and Randy with the HS. On August 28th and 29th, all three areas, the CDC, Elementary and High School will be meeting together in worship, introductions, awards, etc. Peace Connections Ministries will give their Approaching our Conflicts in Christ seminar in two parts. Day one will be focused on the biblical foundations of how to handle our conflicts and day two will focus on practical strategies to implement peaceful methods of resolving conflict. School Board members are invited and encouraged to attend if available.
8. **Enrollment:** Paperwork for 204/Payments 198 as of 8/15/14

HS Principal, Randy Lemiere

High School Board Report

- ❖ High School Longitudinal Study of 2009-20012 – During the 2009-2010 school year, TRCS participated in a longitudinal study of our freshmen class. HSLs: 09 is a national study of students and their parents, teachers, school administrators, and school counselors. This study follows students over time to understand what home, school, peer, and community factors influence student' learning and development. Students took an online survey and computerized algebra test. There were over 20,000 students in this national study and 944 private schools. When compared to all U.S. schools, our students' math scores were higher (57.20 vs 50). In comparing all private schools, our students score was the same, and comparing our students' scores to all city schools, we scored higher again.
- ❖ Student Enrollment for Grades 8-12 -Student enrollment at the high school looks strong. At the time of this writing, numbers appear to be as good as last year and may be higher with the addition of three foreign exchange students (two from Germany and one from China) and 12 new students from our area. Total numbers should be 100 students or more!

- ❖ New Teachers – TRCS has been blessed with new teachers at the high school. Here is the list of our new teachers:
 - David Coons – Chemistry, Consumer Math, and Physical Science
 - TerraSue Brittel – Earth Science, Pre-Algebra, Biology, and English 8
 - Pastor Paul Delashaw – Bible 8
 - Dan Davis – All History Classes, Health
 - Johnny Rosado – Health and Fitness 8th Grade
 - Shiloh Olson - Physics

- ❖ High School Proficiency Exam (HSPE) – The TRCS 2014 tenth graders recently took the HSPE. These state exams in reading and writing were given to 18 students. In reading, 17/18 students passed. That's 94%! In writing, 15/18 passed which is 83%. Results of biology, algebra, and geometry EOC's will be next September.

- ❖ The TRCS Volleyball and Cross Country teams are now practicing for their upcoming season. Lisa Caddel is our high school volleyball coach. Kelly Dombrowski will lead our middle school teams as well. Our Cross Country coach is Kevin Rentner. Go EAGLES!

Interim Elementary Principal, Jim Chenoweth

Registration for the school program, K – 12, is getting close to the goal. We have 206 as of August 14.

K through 7th at this point are still rather low for several grades.

K - 22 (2 classes); 1st – 11; 2nd – 21; 3rd – 11; 4th - 9 & 5th – 9 (combined half-day); 6th – 14; 7th – 11

We continue to get some inquiries, so I feel confident that we will be a little over the 210 mark.

However, one concern is the number of families that need financial assistance. At this point we have offered assistance to 31 families with a total of 48 students. All but 6 students have registered.

The total assistance offered to date is \$83,400. While that is a big number, we need to realize that without assistance; most if not all of those 48 students would not be coming. Also, the other side of the equation is the total tuition these families will pay is over \$156,000.

We will certainly need to emphasize fund raising for the Bridge the Gap fund, but I feel it's essential to not put a specific cap on assistance in light of our small classes at most ages.

One staffing issue I need your approval for concerns 4th and 5th grades. Current enrollment is 9 and 9. Normally we would combine those two groups with one teacher. However, last

Spring Jean announced to parents that there would be no combination class this year. Later I believe she modified that to say we could do a combined class in the afternoon with core subjects taught separately in the morning. This group has dealt with combined groups for 2 years, and I know some would probably withdraw if we don't at least do half day separate. My recommendation is that we hire Kristin Longden half-time for that group.

Debra Zandi, CDC Executive Director

1. Honoring Staff:

Three Rivers Christian School Child Development 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 that will receive service awards for their faithfulness and dedication to our ministry include: ***Deanna Sampson 5 years, Pam Portwood and Sue Siegel 35 years of service.***

2. 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. Cindy VanZanten will be the specialist for this class and all activities and skill development are based within the curriculum physical development of Growing up Healthy.

3. Toddler Natural Play Space:

From outdoor chalkboards to blueberry bushes and garden spaces, our children will have the opportunity to learn about the world around them through outside play and experiences while enjoying a natural play space. We will begin this project and adventure this Fall!

4. Joyful Praise and Music:

Mrs. Vicki Stagner has been hired as our Early Learning music specialist 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.

5. Early Literacy Library for Early Learners:

The Child Development Center is Integrating and expanding our current Early Literacy library and invite you to be a part of this exciting opportunity. We would be honored by your support as we develop a reading loft to enhance an environment rich with learning experiences in various spaces.

6. Enrichment Classes:

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

7. TRCS Bussing For After School Program :

Our after school bus pick up continues to be a popular choice for families and children! The bus run provides services to three local elementary schools which include: Northlake, CVG and Columbia Heights for both kindergarten and school age children for our after school program. We are pleased that we can serve and meet a need of the families of our community!

8. Campus Improvements:

Diligence, servant hearts and positive attitudes is what comes to mind when describing those that worked on and transformed classrooms play yards and buildings. A special Thank You to: Mr. Rod Treadway, Mr. LeRoy Jackson, Mr. Mike Stout, Mr. Cal Neu and Mr. Drew Stout Family and Crews for a job well done!

9. Enrollment/Tours:

Summer enrollment is at 243 with 12 tours given and 15 new children registered.

10. Staff In Service Days:

August 28th and 29th, Center closed.

Development Director, Erin Hart

❖ Tuition Assistance Fund

We are currently at \$4,775 raised towards the Tuition Assistance Fund. This year's goal is \$75,000.

❖ TRCS Foundation

The bank account is opened and first deposits have been made. Our first campaign will be the "100 with 100." We will ask for 100 donors to give \$100 as the "original funders" of the Foundation. Let me know if you're interested in being a founding contributor. More information will follow.

❖ Raffles

Both tickets are currently on sale. The "Tardis" raffle will be drawn on Saturday at Squirrel Fest, so I should be able to report that soon.

❖ Squirrel Fest

We will have a 10x20 space for Squirrel Fest and I'll be looking for volunteers to join in the fun that day as we sell raffle tickets and publicize our programs.

❖ Terry Taylor Parking

Terry Taylor Parking brought in \$1,030 in five hours. Thanks again to Butch Harford, Mike Tiemens, the Pilger family and Owen Wilson for joining in the chaos.

❖ Go 4th

I've spoken to Pam Hayes about coming back in to help with spearheading Go 4th next year, and she's considering it. She had called to volunteer to do shaved ice for TRCS at Squirrel Fest, but the fest already had an ice vendor.

❖ Innovation Awards

Last year's anonymous donor has agreed to once again fund the Innovation Awards and the recipients have already been chosen by the administrators. This will go in a press release to the Daily News after being announced at In-service Day.

❖ Email/Website Hosting

In May, we were notified that our email hosting plan price would go up about \$900 annually. Lars and I were able to work with our hosting provider and get our email and hosting plans switched and actually upgraded to a superior, faster cPanel hosting which will allow us to have 500 email addresses. (We were formerly limited to 50.) It will save us a pile of money.

❖ Administrative House

I just want to make sure the board knows to thank Jenny Oskey, who has generously volunteered to clean out the backyard of 2610 and fully prepare the house for the school uses, which will relieve a lot of us AND get the new "board room" ready to go. I'm so encouraged by the community that supports this school. If you see her working over there, make sure to give her a big thank you!

9. Adjournment

JoAnne adjourned the meeting. Scott closed in prayer.

Next Board meeting- September 16, 2014

Please read reports and review the minutes before the Board Meeting