

THREE RIVERS CHRISTIAN SCHOOL

Board Minutes

Tuesday, September 16, 2014, at 6:30 p.m. for the regular meeting in the house at 2604 Ocean Beach Hwy.

[x] JoAnne Harford [] Jan Ferguson [] Steve Wilcox [x] Dan Leno [x] Michael Tiemens
[x] HaroldErdelbrock [x] Marie Erickson [x] Suzanne Walker [x] Jerry Wilson
[x] Scott Grove [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, the Elder Board joined us in prayer.

2. Adoption of Agenda

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

3. Minutes of August, 2014 meeting

The minutes were accepted as written.

4. Finance Committee Report

On the Balance Sheet Fibre Checking is at \$32,928.46. Fibre Savings-00 that has the Accrued Expenses, all of the Equity Accounts (which includes funds being collected separately for the roof & siding project), Repair/Emergency Funds (this is the amount transferred monthly from checking to savings. Currently I transfer \$1,000 a month. This is a different item from the project collecting in our equity account) with a total balance of \$39,345.38. Fibre Savings-01 that holds all the Prepaid Tuition and Registration is at \$242,548.36. The Heritage Investment Checking Account has a balance of \$114,484.61.

The School and CDC as a **whole** for August 2014 ended with a positive \$568.92.

(Positive \$2,552.26 w/o depreciation)

Let me know if you have any question.

Thank you,

Brenda LeMonds

Harold reports that we need to monitor plus 90 days Accounts Receivable, overall we ended positive for the month.

We are at 226 FTE.

5. Guests – address board with questions or comments

No guests

6. Reports by Administration Team, discussion if needed:

a. Scott Grove, Interim Administrator

1. **School Climate**: I have heard many comments from staff members about the positive start of our school year. Some quotes from people are: “I feel like a cloud has been lifted”; “I see people laughing together and lots of smiles”; “I feel so good about this year and what the Lord is doing at TRCS”; and more. I praise God for His hand on the TRCS ministry.
2. **Personnel**: We have several people who have applied for the maintenance position. A process is place for interviews and reference checks. Currently, our temporary maintenance replacement, Chad, is doing a wonderful job with a great attitude (staff are pleased with the projects being accomplished). We have also extended hours for Mela in custodial work, picking up Becky’s hours. Randy has also found a part-time custodian for the high school hours.
3. **Enrollment**: As of 9/11/14, the enrollment was CDC 257/Elementary 125 (123.5)/High School 111 (105).
4. **High School Proposal**: Erin and I met with Judy Wilson and Pastor Lance regarding the start-up of a Capital Campaign for the proposed new high school. Plans are proceeding and next steps will include drawings and permits.
5. **Accreditation**: Jim, Brenda Angelico and I have been pulling together information regarding the accreditation process. Early release days are being considered for work on this project. I am working toward a timeline to accomplish the task in a time-sensitive situation.
6. **Administrative Meetings**: We continue to meet weekly on Tuesdays. This is a profitable time problem-solving our day-to-day issues that arise and to keep in communication what is happening across our programs.
7. **Elementary Office Staff**: Jim, Erin and I have met with the two office attendants in the elementary, Melissa and Jade. Together we are working on job descriptions and delegation of duties.
8. **Custodial**: Mike is putting in some additional hours in training our new high school custodian.
9. **Title Grants**: I will be meeting with personnel in the Longview School District to see if we can receive any funds this year due to our OSPI paperwork mistake.

Update from Scott - he reports we may still be eligible to get money from the state, he is pursuing this.

10. **Administration Structure**: I am requesting an Executive Session at the Board meeting tonight to discuss a proposal on the future administrative structure at TRCS. I am hopeful the Board can take this to prayer as we seek the Lords calling for these important roles.

The Peace Connections event was received positively, some teachers have asked to make this an annual event.

b. Randy Lemiere, Secondary Principal

- ❖ Student Enrollment for Grades 8-12 – At the last Board Meeting, I hoped to have 100 students. Officially, there are 112 students at the upper campus. There are 19 students taking running start classes which make our total FTE's around 102 (not counting discounts/Tuition Assistance.
- ❖ Staff at the Upper Campus –
 - Carol Karns – School Receptionist and Administrative Assistant
 - Dan Davis - Teaches Am. Republic, W. Hist, U.S. History, CWP, and Health
 - David Coons – Phys. Sci., Consumer Math, Chemistry
 - Debbie Sande – Geometry, Trigonometry, and Calculus
 - Jana Schmutz – Counselor, and Coll. Career Guidance
 - Judy Hull - Alg. 2, Computer Keyboarding, Financial Planning
 - Keri Mc Hattie – Bible 10, 2 Art Classes
 - Kurt Harbaugh – 2 band classes
 - Laurel Moore – Bible 12, Eng.9 Eng. 11/12
 - Melanie Portwood – Bible 11, French 1/2, English 10, English 11/12,
 - Pascale Kaufman – Spanish 1
 - Shiloh Olson- Physics
 - Terra Sue Brittel – Earth Sci., Alg. 1, Biology, Eng. 8
 - Tim Carns – Bible 9, and Biblical Foundations
 - Juliana Basurto – Spanish 2
 - Johnny Rosado – 2 P.E. classes
 - Paul Delashaw – Bible 8 Liz Tumusiime – Pre- Alg.
- ❖ Longview/Kelso School District Invite – The local school districts invited the TRCS staff to their Opening Ceremonies at the Cowlitz County Expo Center. Teachers from Longview, Kelso, and TRCS attended an inspirational teaching by Dr. Robert Brooks.
- ❖ All School Retreat – 94 students attended the TRCS H.S retreat at Camp Eagle Fern in Estacada, OR. Nick Higgins, pastor at VCF was the main speaker.
- ❖ Back To School – September 1st was our Back to School Night at the high school. We served root beer floats for all who came. Students met their teachers and prepared their lockers for the first day of school. It was a great way to begin the school year.

Randy reports that Calvary Community Church has asked for TRCS to be a sister school for one they sponsor in Thailand. Randy is investigating. Erin reports the Calvary student population at TRCS surpasses that of NBC students.

Randy also has been contacted by a local person to be a student teacher in the coming months, he is investigating.

c. Jim Chenoweth, Interim Elementary Principal

Enrollment shows a little growth over last year – 123 in K-7 all FTEs.

Staff is all in place with core subjects all being taught to straight grade groups. Brenda Angelico is doing library classes to all grades without adding time to her schedule. Both

she and Pat Palmer are working with students in small groups who need extra help. Unfortunately, because the enrollment report that Jean gave to the District office last February indicated that we had no low income families, we have lost our Title 1 money. We may try to appeal that, but don't know if there will be much chance of having that reversed.

Scott updates that we may still be able to get the Title 1 money and possibly Title 2

We had an incident on the playground this past Tuesday, where a seventh grader "threatened" some other students with a broken scissor piece. He has been diagnosed as having Asperger's Disorder and ADHD. I suspended him pending consultation with parents and the psychologist who has been working with them. We met with his mother the following day, and today, Friday, I was able to talk with the doctor. His input was helpful, and I will be meeting with both teachers after school today to see if we can design some procedures that would allow him to return to school next week. I will update you at Tuesday's meeting.

d. Debra Zandi, Child Development Center

1. **Tours:** A total of 12 tours have been given thus far for the month of September which has resulted in an influx of enrollment of 16.
2. **Enrollment:** CDC enrollment looks strong at this time with a total enrollment of 263.

We are now at 265 enrollment at CDC.

3. **Child and Adult Care Food Program (CACFP):** We are diligently working on the CACFP food grant. The grant must be completed and submitted by September 30th.
4. **Community Outreach Ministry:** We recently donated clothing, toys, shoes, jackets and baby items to the Back to School Clothes Closet at New Life Fellowship, baby items to Caring Pregnancy Center and other articles of toys and clothing to Community House.
5. **Busses:** The three schools currently included in our transportation service are Columbia Heights, CVG and Northlake elementary. This service is designed for children grades K-6 registered in our before and after school extended program.

Debra reports that our bus is full at this point, a St. Helens Elementary parent has contacted her for possible future pickup to the CDC.

6. **Little Learners Music Express:** We have had an outstanding response from our Early Learners enjoying this class! This program is structured to assist children in gaining confidence and strengthening their ability in singing and expressing themselves through music while worshipping and celebrating joyful expression.
7. **Physical Education for Preschoolers:** Healthy Kids/Healthy choices P.E. class is taught by Mrs. Kristy Ford and has been added to our Preschool curriculum schedule. This class has been well received and a favorite for preschoolers.
8. **Early Literacy Library:** Many positive comments have been made from families regarding our Early Literacy Library. This highlighted area is a scheduled time for preschoolers to engage in literacy curriculum and development.
9. **Field Trips:** Preschool Field Trips to the Fire Station is scheduled for the beginning of October and the annual pumpkin patch visit will be scheduled for later in October.
10. **Staff Agreement Forms:** Staff recently signed their annual agreement forms for our new school year with several staff sharing words of appreciation of the reinstated retirement matching fund of 3%. Thank you board.
11. **Maintenance:** Mr. Chad Weller has been a temporary replacement for LeRoy Jackson and has been an excellent addition to our school staff. We have been amazed at how much he has accomplished and in such a short amount of time. What a blessing!
12. **Plumbing:** The plumbing and pipes have been replaced and concrete poured for the sidewalk in front of the main church building, side lobby entry. We are thankful for the many hands and hard work of those that worked in the process of that repair.
13. **Pictures:** Bell Studios is scheduled to take pictures on October 22nd for the Infant and Toddler department and the 23rd for the Preschool department.
14. **Fundraiser:** Otis Spunkmeyer Cookie Dough and Yankee Candle fundraiser kicks off October 1st. All proceed from this fundraiser will go towards classroom learning tools and play equipment. Please feel free to place an order. You are truly appreciated and make a positive difference to us all!!!

e. Erin Hart, Development Director

❖ **Tuition Assistance Fund**

We are currently at \$8,500 raised towards the Tuition Assistance Fund. This year's goal is \$75,000.

❖ **TRCS Foundation**

We have prepared our first flyer for the "100 with 100" campaign and it's being approved by board members now. Again, let me know if you're interested in being a founding contributor.

- ❖ **Raffles**
Great Wolf Lodge raffle ticket sales are ongoing, with the drawing at the Christmas Shopping Festival.
- ❖ **Cowlitz Chaplain Golf Tournament**
We've sponsored a hole at the Chaplaincy Golf Tournament next weekend and will have a representative there to sit at the hole, hand out goodies and talk about the school.
- ❖ **Christmas Shopping Festival**
It's scheduled for November 8th, and we are already half-full with vendors. This year I'll have a committee to help develop different areas of the event so we can be bigger and better. ☺ I'm grateful to Jade & Melissa in the elementary office, as well as Marie Erickson, Jenny Oskey and Pam Hayes, who are willing volunteers (victims) this year.
- ❖ **Email/Website Hosting**
Still working on the changeover of our email system, but hope to have everything fully transitioned by the end of October.
- ❖ **Marketing Intern**
TRCS Senior Danny Hull is going to be working with me this school as preparation for his future college degree in Marketing. Since he has video production experience, I'm hoping to have him work with me on making some new "student perspective" promo videos, as well as developing a cell phone app for the school and some new promotional cards for the area churches. I'm excited to keep him busy.
- ❖ **Music Conservatory**
We are raising the price of Music Conservatory from \$20 to \$22 a lesson. \$3 of each lesson will go to the school. This still makes the in-school lessons less expensive than private after-school options. The studio rooms are almost finished. Thanks to Melissa Peabody for all her work with scheduling our amazing teachers: Kurt Harbaugh, Bob Nelson, Barbara Futrell, Karla Dudley, Terry Johnson & Shelly Backstrom.
- ❖ **50th Anniversary Group**
An initial 50th Anniversary planning meeting is scheduled for Wednesday, September 24th at 3:30 p.m. in the Annex, so we can begin brainstorming how we want to celebrate. (And budgeting for it.) Hope you can join us.
- ❖ **High School Planning**
Valley is currently having some planning and information dissemination time with their congregation. Scott, Lance and I met with Judie Wilson, who is very willing to help coordinate the capital funding team. Our goal is to have a list of names for this team ready by October 1st. Please let me know if you have ideas, or are interested yourself. After that time, we'll proceed with getting an elevation drafted by an architect, preparing publicity materials and beginning with permitting.
- ❖ **Pre-Christmas Breakfast for Tuition Assistance Fund**

I'm working on planning another breakfast event to gather pledges to support the Tuition Assistance Fund, and I'd like to hold this one in the beginning of December. Jenny Oskey will be helping coordinate this, since it's on shorter notice and there's a lot going on. I'm hoping our board members will be willing to serve as table captains to invite others to this strictly one-hour-long event. Our five year pledges from the last event run out this year, so I want to make sure we keep those underpinnings of our TAF. Please let me know if you are willing to help. I should have a date in the next week.

Tentatively scheduled for 12/3

❖ **Spring Author**

I'm very excited about our possible author for this spring. I have Cynthia Tobias ready and willing to speak at the Columbia Theatre on February 23rd, 2015, with board approval. Her honorarium for us would be \$3,000, which is beneath her normal price as she lives outside of Seattle. She has published multiple books on parenting and education, and is probably best known for her work on learning styles. You can learn more about her at www.cynthiatobias.com – but this will be a great event that will appeal to parents and educators in our area, as well as to business people who have to learn to work with different learning styles in the workplace.

Columbia theater rate is \$1200 which is defrayed by ticket cost. This event will benefit the Tuition Assistance Fund. Harold moved to approve the Cynthia Tobias fundraiser, Mike seconded, motion passed.

7. Executive Session –Board Only

The meeting was adjourned to executive session

The meeting resumed from executive session

8. Adjournment

JoAnne adjourned the meeting, Harold closed in prayer.

Next regular Board Meeting – October 21, 2014