



SCHOOL BOARD MINUTES OCTOBER 2016

Tuesday, October 18, 2016 at 6:30 p.m.

[x] JoAnne Harford [x] Jan Ferguson [x] Rich Gushman [x] Roxanne Stuart [x] Bob Stanford
[x] Marie Erickson [x] Wayne Hayes [] April Van Hamme [] Mark Schmutz
[x] Erin Hart [x] Randy Lemiere [x] Debra Zandi

1. Rich opened with reading Ps 100:3-4 and Gal 2:20 and with a circle of prayer.
2. Motion to adopt the agenda was made by Roxanne and seconded by Marie. Motion passed.
3. Motion to accept the minutes when the reports are corrected was made by JoAnne and seconded by Bob. Motion passed. Reports were from the previous month.

4. There were no guests.

5. **Finance Report –**

*There needs to be more discussion regarding automatic enrollment and it will be brought back next month.

*Bob moved to accept the finance committee's recommendation to use capital funds to pay off the 2602 OB Hwy. mortgage and Roxanne seconded; motion passed. This will cost \$60,000 which we will pay back monthly. By doing this we will pay ourselves the \$14000 interest instead of the tiny amount we are getting now from the CD we currently hold. This will take 6 years to pay off.

*The financial review is in progress and is going well with no big problems. It should be ready by the end of the month.

*Report on staff compensation: Finance committee recommends just staying the course. ELC change begins Nov 1.

*JoAnne moved to adopt the Tuition assistance policy, Wayne seconded and the motion passed. This ties attendance, grades and financial accountability to maintaining tuition assistance. This will become effective immediately and will be communicated by email and put in the student handbook.

*A correction was made to the P and L report under the ELC substitute wages. A sub became a permanent employee and it was tracked wrong on the report.



THREE RIVERS CHRISTIAN SCHOOL

	<u>Sep-16</u> ACCRUAL	<u>YTD 2016-17</u> ACCRUAL	<u>YTD 2015-16</u> ACCRUAL
<u>Consolidated Bottom Line W/O Rentals</u> (without depreciation)	<u>\$2,885.61</u>	<u>\$2,177.56</u>	(\$22,254.73)
	\$4,459.65	\$6,899.68	(\$16,301.71)
<u>ELC Bottom Line</u> (without depreciation) \$788.56	<u>\$9,195.16</u>	<u>\$19,485.27</u>	<u>\$11,997.69</u>
	\$9,983.72	\$21,850.95	\$14,772.69
<u>Elem/High School Bottom Line (combined)</u> (without depreciation)	(\$19,424.64)	(\$34,503.96)	(\$36,909.45)
	(\$18,639.16)	(\$32,147.52)	(\$33,734.43)
<u>Elem Bottom Line</u> (without depreciation) \$392.74	<u>\$69.32</u>	(\$4,942.08)	
	\$462.06	(\$3,763.86)	
<u>High School Bottom Line</u> (without depreciation) \$392.74	(\$19,493.96)	(\$29,561.88)	
	(\$19,101.22)	(\$28,383.66)	
FIBRE FEDERAL CREDIT UNION:		PREPAIDS:	2016-17 Tuition: \$246,553.69
T&P Sav: \$83,686.19	Checking Balance: \$272,299.61		
	Reserve Fund Balance: \$110,303.50		
		Cash on hand:	\$219,735.61

ACCTS RECEIVABLE	TOTAL	1-30	31-60	61-90	OVER 90
CDC	\$8,997.87	\$3,660.17	\$1,322.00	\$199.00	\$3,816.70
ELEMENTARY	\$15,016.71	\$1,888.74	\$400.00	\$0.00	\$12,727.97
HIGH SCHOOL	\$4,997.56	\$1,816.36	\$0.00	\$0.00	\$3,181.20
TOTAL	\$29,012.14				

CAPITAL FUNDS - BANKS:	
Capital Funds Checking Balance:	\$142,435.57
Capital Funds Total CD Balance:	\$459,381.24
Amount Spent on High School	\$172,644.90 (July 1, 2015 - Date)
TRCS FINANCIAL HEALTH INDEX IDEAS:	
Days of Expendable Reserves: (undesignated funds/daily cost of operation)	
Estimated Operational Days Cash Reserve:	<u>22</u>
Total Monthly Giving:	
Includes All Donations, TAF, Capital Fund, etc:	<u>\$9,737.24</u>

6. CSIP Review is reviewed each meeting. Nothing changed this month and we are on track for the accreditation.



7. **Old Business –**

*Roxanne moved to accept the nomination from the nominating committee, Denise Walters, for our new school board member. Marie seconded and the motion passed. She is a parent and a Valley member.

*Updated board manuals were handed out.

8. **New Business –**

*Accreditation schedule was handed out. The board needs to be present for dinner Monday night and Wed at 1:00 pm for their report.

*Protocol regarding board absences was reviewed from the board manual and attendance is encouraged.

*Bob moved to change the future board meetings to the second Thursday of the month, JoAnne seconded, the motion passed. This will allow Erin to become a member of the Red Canoe Credit Union board if they ask her to as expected.

*Dates for board retreat are recommended to be January 27th and 28th.

9. “Flourishing Schools Framework” Test Results were reviewed. This test will be taken every 3 months and reviewed to evaluate which areas the board wants to work on the most.

10. **Reports by Administration Team,**

a. Debra Zandi, Early Learning Center

- Early Achievers Conference
- Staff Resource Room
- Licenser Visit
- Pre-Kindergarten Field Trips
- Staff Professional Development Training
- Professional Workshop Instructional Conference
- Pilot Assessment IGDIS
- CACFP Mandatory Meeting Attended/Food Grant Submitted
- Immunization Status Report
- Pictures Bell Studio

➤ **Child and Adult Care Food Program (CACFP):** Completed and submitted into the WINS program for the 2016/17 school year. I also, attended the mandatory CACFP meeting on meal pattern changes which will be effective October 1, 2017. This was explained in more detail after a question from Rich. It is based on the percentage of families that are eligible for free and reduced student lunches and the percentage of monies spent on the food program overall.



- **Immunization Status Report:** We are currently working on the Washington State Department of Health Preschool and Child Care Center Immunization Status Report for 2016. This report will be completed and submitted by November 1st.
- **Preschool and Toddler Playgrounds:** The large play structure on our Preschool playground has been restructured for stability to secure safety for children. Bark chips are in process of being added under all fall zones on both play yards.
- **Field Trips Scheduled:** Pres-K Field Trips to the Fire station are scheduled throughout the month of October with great support from parents and grandparents as field trip parent helpers.
- **School Pictures:** Bell Studios is scheduled on October 27th to take pictures of our TRCS children in our Infant and Toddler department and will return on the 28st for our Preschool and Pre-K students.
- **Conference:** Staff is looking forward to attending an Early Education Conference “Shake, Rattle and Roll.” The conference will be a one day event with afternoon breakout sessions of various class offerings. Many of our teachers will be taking advantage of this opportunity for staff development and continuing education hours.
- **Administrative Conference:** I will be attending an EA conference on Friday, October 14th focusing on Family Connections and Collaborative Family Partnership.
- **Staff Development:** Staff attended a professional development training meeting on October 11th on Professional Development and EA educational grants. The training was led by Ann Williamson of Lower Columbia College.
- **L.E.E.P:** (Longview Early Education Partnership) continues on during this month of October for fall assessments of Pre-kindergarten students. Students are assessed using the IGDIS (individual growth & development indicators) method which is an Early Literacy Screening Tool.
- **Tours:** A total of 5 tours have been given thus far for the month of October with the potential of many more. However, our *Infant and the toddler classes are full with waiting lists* and very limited space is available in our pre-school department. Rich asked how long the waiting lists were and Debra explained this can be a fluid number depending on the parents time table for needing childcare and how determined they are to have their children only attend here. They currently had 14-15 waiting for infants and some toddler rooms.



October	FTE	Enrollment	Enrollment 2015
Infants	13	29	20
Toddlers	57.8	78	64
Preschool	86.8	97	98
Kindergarten		31	
School Age		93	
TOTAL		322	

b. Randy Lemiere, Principal **High School/Elementary Board Report**

Exploratories - 6th and 7th graders will soon be finishing their first exploratory. Students participated in Fish and Wildlife, Gardening, Hip Hop, and Sewing.

Symphony Concert - Fourth and fifth graders attended the Southwest Washington Symphony concert October 13th. Students experienced the wonderful sounds of a full orchestra.

Campus Towers Buddies - Mrs. Backstrom's class traveled to Campus Towers to meet their buddies. When together, students and residents play games, have snacks, and get to know each other.

High School Electives - After completing their bow and arrow training, Mr. Richards and Mr. Annett have the students trained to begin an archery unit in the Fish and Wildlife class. Three other staff members also took the training; Erin Hart, Johnny Rosado, and Joel Royce.

Ecuador Missions Update - Twenty students and six parents/staff members are signed up for the Ecuador missions trip this coming April. Cost is approximately \$2,000 a person. TRCS will have a few fundraisers to help, but most of the fundraising efforts come from the students' families.

New Orleans Mission Trip - We are trying to organize a missions trip for 8th-10th graders as well.

Key Club - The Key Club will start a year long project with the ELC. Mentoring Buddies, is the name of the project. Each Friday, the Key Club members will work with the after school students. They will help with homework and just being a friend.

Enrollment - We lost a 3rd grader because the family moved to Vancouver. We lost a kindergartner because of behavior. A new 10th grader will be enrolling this week.

Athletics - Cross country has the most athletes ever participating. Runners at the middle school and high school have competed very well. St. Rose and TRCS have combined to make 7th and 8th grade volleyball teams. They are competing very well in the public school league. Our high school volleyball team is in first place in the Columbia Valley League.



Randy was asked to speak at the Lion's club last week.

c. Erin Hart, Administrator

2016-17 K-12 Enrollment Dashboard: currently 217, budget 205

K	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
23	20	23	15	16	16	12	12	12	16	18	15	19

2015-16: 218 total

K	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
29	23	15	19	14	6	10	12	14	20	15	22	19

❖ **Annual Fund**

We're currently at \$20,492.37 towards our goal of \$70,000!

❖ **LED Lighting Upgrade**

Our maintenance crew has already started with changing out the bulbs for the LED project. (You can REALLY tell the difference where they've started in the Fireside Room.) We hope to organize a volunteer crew to help with classroom upgrades, especially during the ACSI conference on November 3rd and 4th.

❖ **Playground**

The \$8,000 request was met in four days – so I'm taking that as a good sign to pull the trigger on the new playground extension. We will be ordering the equipment immediately for a winter install. You can view pictures of the project in the elementary hallway! ☺

❖ **TRCS Foundation**

Foundation balance is currently \$10,725.29. The board elected Virginia Russeff as the new Treasurer and Teal Parham will fill her previous role as Secretary. We are scheduling a planned giving event on Thursday, November 10th at 6 p.m.

❖ **Chenoweth Scholarship Balance**

The donor plea mailing included the Chenoweth fund, and many chose to give to that area, which brings our scholarship fund balance to \$15,001.96. \$11,102.56 is already designated for students this year.

❖ **High School Planning**

Our Health Department air handling visit was postponed again due to the inspector's ill spouse. We're waiting for her contact before resetting the appointment. Construction scheduling for the shower is pending.



❖ **Automatic Enrollment**

We're still working on the best way to accomplish this for our campus. We all agree that we need to move from our paper enrollment process to an online enrollment using RenWeb, so that's our next step along with notifying parents of the possible changes to how we assess enrollment fees. I've been talking to other schools about their processes, and most are in the same boat that we are. I'd also like to vet moving from FAST to FACTS for our financial aid process.

❖ **Accreditation:**

We have the schedule (which we will go over again at the meeting), and all the wheels are in motion for our accreditation visit. After speaking with Ken Townsend, it looks like we will be able to get dual accreditation (ACSI REACH and AdvancEd) with this one visit. REACH is used by Christian schools, and AdvancEd is the standard for public schools – so this is a GREAT thing for us.

❖ **ACSI Conference**

We are once again going to self-host the ACSI Conference on November 3rd/4th. Since ACSI has once again changed the style of the conference, we're still awaiting word on how this will work... but it's a huge relief for our teachers to not have to get up at 4 a.m. to drive to Salem!

❖ **Finances and the Budget:**

Year-to-date we are still in the black and experiencing a brighter year than last year, but we also have given away more aid (specifically staff and pastoral) than budgeted. God's been very good to us – but it's very important that we continue to work on enrollment and building the annual fund for this year. It's going to be a tight one!

❖ **Elementary Remodel**

The barn and boathouse project is done and paint colors are being vetted. The missions group from the high school is working on cleanout of all the detritus in there and we will likely be paying them a stipend towards their trip to accomplish the painting for us.

After accreditation is complete, the Finance Committee will begin working on reviewing the bids for windows and HVAC upgrades and trying to determine the best course for paying for those improvements.

Middle School is working on the flagpole area near the memorial for Harold which should be completed soon.

11. Rich adjourned the meeting.

Next Board Meeting –Thursday Nov. 10th Wayne and Marie will not be able to attend. Erin may have to share her time between the foundation and the school board meeting.