



THREE RIVERS CHRISTIAN SCHOOL

4.13.17 School board Minutes

[x] JoAnne Harford [x] Jan Ferguson [x] Rich Gushman [x] Roxanne Stuart [x] Bob Stanford
[x] Wayne Hayes [] April Van Hamme [] Mark Schmutz [x] Denise Walters [x] Erin Hart
[x] Marie Erickson [x] James Murphy [x] Jeanne Nortness [x] Brice Richards

1. The meeting was called to order by Rich with the scripture Gal :7-10 and a circle of prayer.
2. Denise moved and Roxanne seconded to adopt the agenda as revised. The motion passed.
3. Bob moved and Marie seconded to approve the March 9th minutes as presented. The motion passed.
4. Alex Rushmer was a guest observing a meeting with Roberts Rules of Order.

5. Finance Report –

-Automatic Enrollment update: There are currently 180 enrolled for next year which includes 13 new kindergarteners.

-Financial Review: There are no substantial changes. This is the first full month since the ELC wage increase. The accounts receivable looks good. The over 90 days has some on payment plans and about \$8000 that will probably be turned over to collections.

-OB Highway House closed on the 14th. \$50,000 came out of capital funds, the rest was financed.

-Please see the financial report sent separately.

6. CSIP Review – School Board Mentorship Program discussion was (post-poned)

7. Old Business –

-Board Self Assessment: Erin suggested we use the Flourishing School assessment as a board self- assessment tool.

-Follow up for Board Retreat – Mr. Bilger is to return June 8th. Surveys were given out to review for more discussion next month. Erin would like to see the development of board sub committees perhaps in the areas of development, and facilities. Volunteers in these committees may become candidates for new board members.

8. New Business –

-Review of Missions: Erin and Brice gave reports on the mission trips to New Orleans and Ecuador. There will be a dessert on Tues 4/25 featuring the mission reports.

-Brice discussed the desire and plans to develop a foreign exchange program using the I17 program. In this program the host family receives a monthly stipend and the student receives credit for the schooling. This is not a board decision. It would eventually pay for itself but does have up-front costs in application fees and man hours. The timing depends on financially committing and finding the money.

-New Board Member: Roxanne moved and JoAnne seconded that Chelsea Baldwin be accepted as a new board member starting July 1st. She is from Calvary Community Church. The motion passed.

-Rich led a board policy review for sections 2.5-2.7. Changes include changing the name of Northlake Baptist Church to just Northlake Church. Also in section 2.5.2.2 a change to clarify and say “chairperson has no authority to make decisions about policies created by the board within section 1-Ends and section 3 Executive limitations policy areas.”

-Flourishing School review results were discussed.

-Survey results were handed out and briefly discussed. These will be discussed more next month.

- Administrator evaluation: Rich will be using the one developed by Harold and will email them to us and we will return them by email to Rich.

-Brice reviewed graduation requirements. We will be discontinuing the two tracks now listed in the handbook because the state requirements are changing and 90% of students go on to college regardless of which tract they are on. The new schedule has 24 credits required plus Bible for each year the student attends TRCS.

-A discussion regarding granting PE credit for sports was had. Wayne moved and Bob seconded to award .5 credit for dual sport participation applying towards the physical fitness requirement. The motion passed. There was an amendment made by Wayne and seconded by Roxanne to add “effective as of the 2016-17 school year”. The amendment passed. The vote on the amended motion to award .5 credit for dual sport participation applying towards the physical fitness requirement as of the 2016-2017 school year passed.

-Review emergency admin succession: In the event the administrator was unable to fulfill her duties, the current admin team would continue to carry the load until a replacement was hired.

-Teacher appreciation is the week of April 24th. Rich will coordinate the HS, Roxanne the ELC and Marie and Denise the elementary.

9. Reports by Administration Team, discussion if needed:

a. James Murphy, Early Learning Center

Early Achievers Update

- Completed all training requirements, updated staff information, and finished the facility assessment
- Submitted application for Level II rating
- Level II application was approved and a \$250 grant is being awarded
- 1-year to request an on-site evaluation from University of Washington
- Level 3-5 rating must be all existing licensed child care facilities by December 31st, 2019

Waitlist Updated

- Everyone on the waitlist has been contacted regarding open enrollment for the fall.
- Several families on the waitlist attended the Open House. Staff indicated that this year’s Open House was very successful in regards to the sheer number of families who attended.
- Infant and Toddler rooms continue to remain full.
- We currently have openings in our preschool 3’s and 4’s and everyone on the waitlist has been contacted with this information.

Staffing Update

- New Lead Teacher (Caderon Cutbirth) was hired to fill an opening in a preschool classroom.
- Assistant teacher (Amber Woods) was hired for the infant room.
- Both hiring are not to add staff but to fill vacant positions.

□ Our staffing needs have been met. My goal was to ensure each lead teacher had a dedicated assistant in their classroom.

Upcoming Events

- April 13th Quick Start Sports will begin an 8-week basketball program for Preschool and School Age children. This will take place every Thursday from 3:30-5:15.
- April 14th and 25th, the Longview Early Education Partnership (LEEP) will conduct Pre-Kindergarten assessments on the Preschool 4 year old classrooms.
- April 27th, a mock assessment from Early Achievers trainees will take place to give us an idea of our current quality rating.

Personal Professional Development

The revised WAC's are now in draft form and are expected to go into effect in March 2018. The revised WAC's do not recognize the Child Development Associate (CDA) as meeting the educational requirements of being a director of a licensed childcare facility. The revised code states that current directors will have 3 years from the time the law goes into effect to obtain an Early Childhood Education State Certificate. I have a meeting April 18th with Ann Williamson from LCC to help me map out the best educational path to obtain the state certificate.

Short Term Goals

- Continue to move towards the implementation of an electronic records system. Sandbox program data entry is underway. Administrative staff has been trained and we are working towards starting this summer.
- Work towards meeting Early Achievers Quality Rating standards (implement ASQ-3 screening tool and quarterly child assessments).
- Explore getting the Annex licensed for increased infant care. Meet with licenser concerning this possibility.

Enrollment Dashboard

Enrolled	Licensed Capacity	March Highest Attendance
Infants: 20	Infants: 16	Infants: 14
Toddlers: 79	Toddlers: 63	Toddlers: 56
Preschool: 88	Preschool: 80	Preschool: 55
School Age: 136	School Age: 60	School Age: 59

b. Jeanne Nortness, Elementary Principal

Enrollment

- We now have 141 students (K-7). Two students moved away--one first grader and one seventh grader.

Student Activities

- Students who received excellent or superior in the school speech meet visited Campus Towers in late March to perform their speeches and scripture passages for the residents there. Other students have noticed the ones who worked hard have some perks.
- A definite excitement is in the air this week as individuals and groups are preparing for the talent show tryouts. The talent show will be held here on April 27.
- Terra Nova testing begins next week. We will test the mornings of April 18, 19, 20, 25, and 26.

Shepherding

- One of the young men with bullying issues has shown good improvement in behavior. The other, with academic and behavior issues, is still having difficulties.

Observations

- Two more observations have been completed--Miss Woodman and Mrs. Laurel Moore.

Chapel

- I led two chapels about faithfulness, and we had two "Students of the Month" celebrations during March.
- Ephraim and Jova Tumusiime (from Uganda) will be joining us for chapel this week (Wednesday afternoon). The following week the Uganda mission team from Northlake (Mark, Sue, and Pam) are planning to share about their recent visit to the country. I'm hoping both mission teams will take a week

Personnel

- Mary Norton has given her two-week's notice because her doctor is recommending she not be around students will not be able to work with students next year. She has a lung disease and has a tendency to get sick pretty easily. She is willing to help guide a new person and give oversight to establishing a library at the high school. We are seeking someone to cover library through the end of the year and someone to be our librarian next year.
- Two teacher interviews are set up this week for elementary teachers next year. Erin, Randy, Joshua and I will be involved in the interviews.

Safety/Emergency Preparedness

- Per Erin's request, staff members discussed earthquake safety during a recent staff meeting. An earthquake drill was held just a few days later.
- The elementary campus had a lockdown at the end of the school day on March 28, because of police activity next to our campus. Parents seemed to be okay with not being able to pick up students until we had the all clear word from the police department. I was thankful we're in the works with Prepared Response.

c. Brice Richards, High School Principal

Ecuador Mission Trip-

The Ecuador trip was a great experience, and the kids represented TRCS well. We were able to accomplish way more than they had originally scheduled for us to do. We helped to

- remove and replace a ceiling in a church to create a women's meeting space
- weed the grounds of an elementary school
- set up a church in the jungle (paint walls, bring benches to them, install a walkway, sand paint off decking, seal wood with diesel)
- work at a camp used by YL (sand, paint, seal buildings)
- \$ contributed towards completion of an entire floor of a house which hosts YL. Will be used as a rental to help YL Ecuador financially
- fellowship with local youth groups

Our contact in Ecuador was fantastic, and made frequent invitations to have us return. He would also like the opportunity to come to TRCS to speak to our students, and raise money in our community for his mission.

New Orleans Mission Trip- This trip was also successful, but was a bit more of a cultural/educational experience for the group. The group did get to work with the homeless, and help with a few smaller work projects which they enjoyed. However, the representative for New Orleans left our group wanting a bit more direction regarding work projects so our team leaders successfully transitioned the trip into a learning experience. The students were able to go to a WWII museum, take in a swamp tour, and experience Cajun cuisine. The good news is it was a positive experience for the students with several already telling me they want to go somewhere next year where they will have to do more work.

Missions week- The local missions went well also with a similar theme...our kids did more than expected. The teams were finishing projects by 11 a.m. each day which were predicted to last until 1 p.m. I credit this to the excellent planning of the project activities, materials, and student efforts. The local parks look great! Our students then had a great time researching next year locations. Teachers really feel this was successful and students appear excited about the opportunities. We will soon know if this is true.

Mission week 2017-2018- We will try and offer 3 foreign mission trips and 2 domestic trips with sign ups to occur May/ June of this year for next March Missions week. We will do as many trips as can be filled. We are waiting to hear back on 5 trips. We are following the “impact the world for Christ” mission statement with these offerings.

Scotland- Europe during Holy Week (Easter is during this trip), Nepal- Asia

Costa Rica- South America

Washington D.C. and Molokai, HI as our two domestic trips

We do have some backup trips in mind if these trips aren't available or cost too much.

Enrollment- We had a sophomore male student leave TRCS at the end of March due to recent medical developments. Mom was very happy with how we have tried to support her son throughout this year, but he is currently working on a medical plan which will help him successfully get back to school at some point. It appears this will be at Discovery High School because he has fallen behind academically.

I have expelled a female 8th grade student for the remainder of the school year. This student had been on an academic/ attendance contract for several months. A large amount of grace was given to this student, but efforts towards improvement were not being shown.

We enrolled a new sophomore male 4/10/17 and have toured two other families for 2017-1018 enrollment already this week.

Athletics- Golf intramural has started this week as a fun alternative for our students who just want to learn to play a sport. Tennis is currently underway with 10 girls participating this year. Our 11th player will be a manager now after an ACL tear.

Master Schedule- We have a few successful versions of a schedule created to meet 2019 WAC graduation requirements. I am currently working on filling in the personnel to the required needs. We have a verbal commitment from our newly hired Athletic Director. She comes with a degree in Psychology, and will also be helping in other areas (guidance, transcripts, foreign exchange).

A Chaplain position has been identified as a need for next year. I have discussed this option with a couple teachers who will cover the new role. I have also chosen a teacher who will be the Lead Chaplain and will now teach multiple bible classes, lead our worship team selection, and coordinate chapel themes. He will be helping to guide the spiritual direction of the school

d. Erin Hart, Administrator

2016-17 K-12 Enrollment Dashboard: currently 226, budget 205

K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
21	22	24	13	17	20	12	12	14	17	20	15	19

(April 2016 total K-12 enrollment was 218. 2017-18 Registrations are at 167 paid, 74 paid with enrollment paperwork.) (Now up to 180 as of the board meeting.)

Annual Fund

We're currently at \$73,525.95 towards our goal of \$70,000! (This time last year we were at \$55,822.)

LED Lighting Upgrade

The church is having issues locating a dimmer pack that will work with the new lights, so we're waiting on Coy to finish investigating. If it's not feasible, they just won't do that section of the lighting and we'll adjust the incentive and return unused lights. PUD reimbursement must wait for completion.

Playground

The Octoball court is still waiting for warmer weather. Barn painting is on the spring/summer list.

TRCS Foundation

Foundation balance is currently \$12,871.30.

Chenoweth Scholarship Balance

The Chenoweth scholarship fund balance is \$31,710.26. Currently, \$8,372.06 of that is designated towards the remainder of this school year.

High School Planning

The walls were removed in two classrooms, giving us much needed space increases in two classrooms. We're still awaiting final repair of the roof issue.

Automatic Enrollment & Director of Advancement

We've got most of the RenWeb kinks worked out with enrollment. Our new Director of Advancement, Lauren Brotherton, has a great background in RenWeb. (She also has her Bachelor's in Marketing from WSU and was most recently the Director of Enrollment for Riverside in Yakima – AND she's a TRCS alumni!) She's working 25 hours/week. The addition of our newest staff member will continue to help us streamline this process!

Accreditation:

So, um, I was elected to the Northwest Accreditation Commission and my term starts July 1st. My first meeting won't be until October 31st – November 1st in Portland, but this is a cool opportunity to be part of the group that determines accreditation for the Northwest schools. I will be serving with the following folks:

- Dr. Debi Miller, the new ACSI NW Regional Director
- Kevin Newbry, Lighthouse Christian School in Twin Falls, ID, beginning his first term
- Erin Hart, Three Rivers Christian School in Longview, WA, beginning her first term
- Tim Lugg, Grace Academy in Marysville, WA
- Dr. Erik Konsmo, Renton Christian School in Renton, WA
- Brad Carr, Cole Valley Christian School in Meridian, ID
- Elisa Carlson, Central Christian School in Redmond, OR
- Michelle Antal (EE), Portland Christian School in Portland, OR

Prepared Response/Emergency Planning:

Prepared Response should be complete with the development next week, and I met with the Department of Emergency Management before I left for NOLA. We're working on a new emergency plan by subject, with the aim of being done in a year. DEM is finding more info on plans specific to Early Learning Centers, and they're going to attend our trainings in August because they want to see how ALICE training will work in our organization. Also, they've asked me to present on our Prepared Response process for their monthly meetings with the public schools.

Finances and the Budget:

Overall it was a negative number for the month, but still positive for the year-to-date, and we had A LOT of expenses this month, including purchases of new computers for the ELC, DIBELS testing stipends, substitute wages, and door locks/security upgrades.

Leadership U

My three goals for this year (new style of annual report, achieve accreditation and "strategic financial plan") are underway. I will have to present on these in June in Colorado.

Rentals

Closing should be April 14th for the new brick house. We've updated the agreement for 2588 with more projects to be completed by June. Windows for the white house and backyard tree removal are next, but we're putting a drive gate in the fence to assist the tree removal first.

Barn/Pumpkin Patch, etc...

Neil Agren has volunteered to clear and level the land for the patch. (Bill Hall is also willing to provide backup!) Bless them both! We called 811 and did a site search to ensure all is clear.

Mini-Capital Campaign/Elementary Building Improvements

We put in our first roof-mounted ductless heat pump in the library for testing. All of the heating/cooling systems in this room had failed, so it seemed a natural first choice. The PUD is coming tomorrow to do the final steps for the rebate. If this works well, we'll move forward on adding more to get rid of the baseboards and window-mount units as fundraising allows.

Technology Upgrades

We need to purchase new projectors for the high school campus next. Next year we are also talking about adding Chromebooks to the 6th and 7th grade classes.

ACSI Seaside Conference – April 30 to May 2

Brice, Jeanne and I will be attending the Seaside Leadership Conference.

□ **Board Retreat**

I'm very pleased with the outcome of our board retreat. I love our new vision statement and am making plans for the rollout. I'll also be working attaching financial numbers to the initiatives we've worked on. Thank you all for being generous with your time.

10. Adjournment

Please read reports and review the minutes before the Board Meeting **Next Board Meeting – May 11, 2017**

Board Policy Review Schedule:

February: Section 1 – Denise Walters

March: 2.0 – 2.4 – Marie Erickson

April: 2.5 – 2.7 – Rich Gushman

May: 2.8 – 3.2 – April VanHamme

June: 3.3 – 3.5 – Roxanne Stuart

July: 3.6 – 3.8 – Bob Stanford

August: 4.0 – 4.3 – Joanne Harford

September: 4.4 – Jan Ferguson

October: 4.5 – 4.6 – Wayne Hayes

November: Addendum A & B – Mark Schmutz (will be absent – Erin to cover)