



# THREE RIVERS CHRISTIAN SCHOOL

## \*SCHOOL BOARD MINUTES 5/11/17

JoAnne Harford  Jan Ferguson  Rich Gushman  Roxanne Stuart  Bob Stanford

Wayne Hayes  April Van Hamme  Mark Schmutz  Denise Walters  Erin Hart

Marie Erickson  James Murphy  Jeanne Nortness  Brice Richards

1. The meeting was called to order by Rich with scripture and prayer. Erin shared Roman's 12:9ff.
2. Bob moved to adopt the agenda as amended (flipping #5 and 6 so Steve didn't have to stay as long and moving the administrator's evaluation and contract preparation to next month) and JoAnne seconded. The motion passed.
3. Roxanne moved to accept the minutes of the April 2017 meeting and Bob seconded, the motion passed.
4. Guests –Steve Bilger is here to follow up after the retreat and lead the CSIP review.
5. **CSIP Review** – Steve Bilger lead a discussion on the CSIP.
6. **Finance Report** – Please see the separate document sent with the board report for the finance report. Encouraged that overall we ended up in the black.
7. **Policy Review** Erin led a review of sections 2.8 – 3.2. It is hoped to soon create a development committee that will probably not be totally be a board committee since other members would be involved but would be guided by the policies in 2.8. It was discussed about the possibility to have Steve Bilger come and coach the development committee.  
  
There was a discussion about the term Administrator in referring to Erin's position. At the ACSI conference this month they always use the term Head of School or Superintendent which seems to communicate a better description of her role. Since we are accredited with ACSI it seems good to use similar terminology. Rich will have a discussion with Mark regarding a possible change in title. This would be reflected in the by-laws terminology if adopted.
8. **Old Business** – Steve lead a follow up review of the board retreat
9. **New Business** – Administrator evaluation will be delayed until next month.

- Rich is doing administrator contract preparation.
- Regarding Board Member Intentions for next term Rich has expressed plans to stay on the board. Chelsea will be replacing April starting in July and Denise will be contacted by Rich to determine her plans.
- Review Board Communication: It was determined that this is really not necessary. If there is need for it in the future Roxanne and Marie will make sure communication is presented as needed.
- Bylaw issue with board relatives: After discussion it was decided Erin will present a request from the board to change the by-laws to be presented at the annual meeting.

**10. Reports by Administration Team, discussion if needed:**

**a. James Murphy, Early Learning Center**

**Early Achievers Update**

- Multiple classroom assessments were conducted over the past couple weeks. Early Achievers coach Carmen McClain conducted an onsite assessment on a preschool (room 107) and toddler (room 14) and gave us an action plan to complete before she returns on May 15th.
- Early Achiever trainers also came into to conduct an assessment on preschool room 6. They will make a report to their Child Care Aware supervisor who in turn will get the information back to us.

**Enrollment/Waitlist Updated**

- Everyone on the waitlist has been contacted about open enrollment for fall classes. Letters were sent home to current students who have not enrolled for the new school year. Classes for the fall are filling up very fast especially in the preschool 3's and 4's! Cindy VanZanten is also going to teach a traditional preschool 3's class on Tuesday's and Thursday's.
- One local center stopped receiving children with state subsidy due to Early Achievers requirements. There is the potential for this to happen more often as the August 1st, 2017 deadline approaches for completion of Early Achiever Level II activities. We have been getting multiple requests from parents of toddlers and preschool children seeking immediate care. Fortunately we have been able to service requests in the preschool departments. 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**

- Teresa Ferguson was hired as the Director of Food Services. She is training with our current kitchen manager (Melissa Applebury) and will start full time on May 18th. Teresa will be responsible to create both the ELC and Elementary menus and ensure the ELC is complaint with the new Child and Adult Care Food Program (CACFP) guidelines.
- Melissa Applebury will take a lead teacher role in a preschool classroom.
- A couple of summer staff have been in contact with me and we are currently working on the summer schedule.

### Electronic Records System

- The Department of Early Learning (DEL) has begun planning to implement an Electronic Attendance System for all child care providers who receive children with state subsidy. In order for DEL to continue to get funding from the legislature they will need to prove those dollars are being spent wisely and correctly. With electronic attendance, there will be an accurate tracking of sign-in and sign-out of children receiving this subsidy. The electronic system would be free for providers. DEL did not give a timetable for when this will be mandated as they are reviewing proposals from possible vendors.
- We are currently uploading data into the Sandbox program and plan to go live with this program over the summer.

### Upcoming Events

- May 12th is the Mother's Day celebration with preschool 3's
- May 22nd-26th is Preschool parent conferences week
- June 9th Preschool 4's graduation for room 6 & 8
- June 16th Traditional Preschool 4's graduation for room 7

### Staff Professional Development

- Last month, I met with Ann Williamson from LCC to help me map out the best educational path to obtain the three Early Childhood Education state certificates that will be required for directors. Since that meeting, I have enrolled in classes at LCC and will begin taking classes this summer. My goal is complete all the state certificates within 3 full time quarters.
- Administrative staff, lead teachers and assistant teachers are aware of the educational standards which will be required when the revised WAC's are made effective. The revised WAC's have a tentative date of March 2018.

### Short Term Goals

- Continue to move towards the implementation of an electronic records system.
- Work towards meeting Early Achievers Quality Rating standards.
- Seek bids for covered playground area.
- Explore getting the Annex licensed for increased infant care. Meet with licensor concerning this possibility.

### Enrollment Dashboard April

Enrolled	Licensed Capacity	April Highest Attendance	Daily Average
Infants: 19	Infants: 16	Infants: 14	Infants 11
Toddlers: 81	Toddlers: 63	Toddlers: 63	Toddlers 49
Preschool: 89	Preschool: 80	Preschool: 53	Preschool 42
School Age: 141	School Age: 60	School Age: 58	School Age 47

### b. Jeanne Nortness, Elementary Principal

- Our student population is currently **141**. We gained a 4th grade girl who moved back to the area from Yakima.

## Student Activities

- Our recent talent show was definitely entertaining. The April 27 event was well attended and lively.

## Joyfully Christian it was!

- TerraNova testing is completed! We hope to get results back by the end of the month.

## Observations

- I **must** get time to do the remaining observations. Although I'm in the classrooms often, the formal observation gives me a chance to really communicate with teachers. (They take time, though.)

## Chapel

- We've had kind of a **missions emphasis** here, lately. Ephraim and Jova Tumusiime joined us one week; Pam Hayes, Sue Magenity, and Pastor Mark joined us the following week. The high school worship team will lead worship this week, and Brice will give a short talk about missions at the high school. Since our "Bring-a-Friend-to-School Afternoon" is this week, our visitors will get a glimpse into life at our upper campus. The following week, Jean Pope is visiting and talking about her missionary teaching in Thailand. On May 24 our students will give us a short preview of "The Sound of Music."

## Personnel

- We have presented **Mary Ellen Kiffe** and **Amy Coy** with contracts for next year. Both teachers are highly regarded teachers in public schools. God is bringing us wonderful team members.
- We have a volunteer, **Ann Gerick**, currently teaching library classes. She is able to teach through the end of May. We've notified teachers and staff of the opening for next year's library position, and we're getting some interest.
- Teachers and staff probably gained weight during the last week of April, because we were **flooded** with all sorts of goodies for Teacher and Staff Appreciation Week. **Thank you, board members,** for your part in helping our teachers feel appreciated and loved.

## Safety/Emergency Preparedness

- Teachers discussed lockdown procedures at a recent staff meeting in order to help solidify our lockdown protocol.

## c. **Brice Richards, High School Principal**

**Enrollment-** Enrollment has held steady this month at 86. We have two new 8th grade girls enrolling for next year. We have found homes for 2 confirmed exchange students, have a plan for two others, and are searching for more host homes. Keri is visiting Valor Christian in Beaverton to get some guidance on processing our I17 form for student exchange. She will also get information on their cultural exchange student program T.I.E. These students attend anywhere from a couple weeks to 3 months and the host family receives a stipend. I would love to see a few of these students next year.

**Athletics-** Tennis is doing extremely well despite the weather. The golf intramural is going smoothly and the students love the option. Mandy Richards is our new volleyball coach for next year. Mandy played for LCC and has been a coach at RAL before. She is currently working on putting together some assistant coaches. We have 16 girls who have said they will be playing volleyball next year so it is likely we will need a JV team. We also have 16 middle school girls so TRCS may need to have our own team(s). We are going to have to be very creative with gym space as this program continues to grow.

Naselle has joined our league in all sports beginning in the 2016-2017 school year. We will be bringing on a new basketball coach for our girls' team next year also.

**Master Schedule-** We have our new Athletic Director and Lead Chaplain committed to contracts for next year. I am now working on completing contract commitments with the rest of the staff. One focus of the new master schedule is to move our Science classes to a more hands on model. To help encourage our staff I am sending Josh Wenzek and TerraSue Brittell down to Valor Christian to watch two teachers who do a ton of lab based interactive teaching. Our teachers will also have the opportunity to learn how Valor has earned some grant money for their Science program.

**Missions-** On April 25th we hosted a missions presentation at the high school campus. The event was well attended, and provided our students a chance to share with their donors about their mission trips to New Orleans and Ecuador.

Initial interest sign ups show strong interest in Uganda, Nepal, and Molokai. I believe Washington D.C. will have its number increase once we allow the younger grades to sign up. We are also working on processes to improve financial processing of an increased amount of trips. We are brainstorming ideas to have a parent be on each mission team as a fundraising coordinator. More to come...

**Drama-** The Sound of Music production is nearing performance time. The shows will occur on May 26th and 27th. We have 23 TRCS students involved in the play. Mrs. Moore also has some alumni involved, and is getting wonderful parent support.

**Notable Issue-** 3 students have received OSS and counseling requirements for involvement with marijuana this past week.

**Testing-** Terra Nova testing has been completed for the high school.

**d. Erin Hart, Administrator**

**2016-17 K-12 Enrollment Dashboard: currently 227, budget 205**

<b>K</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	<b>5th</b>	<b>6th</b>	<b>7th</b>	<b>8th</b>	<b>9th</b>	<b>10th</b>	<b>11th</b>	<b>12th</b>
21	22	24	13	18	20	13	11	14	18	20	15	19

**(2017-18 Registrations are at 161 paid, 119 paid with enrollment paperwork.)**

**❖ Annual Fund**

We're currently at \$72,769.70 towards our goal of \$70,000.

### ❖ **LED Lighting Upgrade**

The dimmer pack appears to be prohibitively expensive, so they're looking into a wattage regulator of some kind – and if that doesn't pan out, then we'll do everything BUT the sanctuary. There are still some other rooms to finish, too. Coy and Chad are working on it.

### ❖ **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 \$29,236.24. Currently, \$6,544.09 of that is designated towards the remainder of this school year.

### ❖ **High School Planning**

We're still awaiting final repair of the roof issue. Jim Conrod has been diligently working on getting the utility bills straightened out, and is waiting on more back details from Newlife.

### ❖ **Automatic Enrollment**

We've been working on ensuring nothing is left out of the enrollment process and that complete academic interviews are being done with all new students.

### ❖ **Accreditation:**

We received our official AdvancEd NWAC certificate in the mail this week! I've ordered another one for the HS campus.

### ❖ **Prepared Response/Emergency Planning:**

The DEM is visiting next week to tour our campuses and give us suggestions for the emergency plan, and we have training on the Rapid Responder app on the 15th.

### ❖ **Finances and the Budget:**

We've squeaked into the black, which is still impressive considering the number of expenditures. Hopefully the Jog-a-Thon will continue to help ease us through the end of the school year.

### ❖ **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**

The new brick house (2554 Ocean Beach Hwy) has closed and work is commencing on the bathroom repair and roofing. It should be ready for our renters by mid-June. We're getting ready to order a new cover for the large greenhouse, and the small greenhouse is already being used. 2588 is finishing the roofing project and Jim and I were able to tour the interior progress. The drive gate is completed on the white house (2602) so we can take down the tree in back. They're going to chip it up so we can use it for walkway in the back field.

❖ **Barn/Pumpkin Patch, etc...**

Neil Agren is hoping to do the last round of tilling and levelling tomorrow in the field. I'm ordering pumpkin seeds today!

❖ **Missions Money Meeting**

We've met this week to involve all departments in streamlining how we organize and accept money for the missions program. Now that we've done it one year, we can see areas for improvement and streamline our processes.

❖ **Mini-Capital Campaign/Elementary Building Improvements**

The rebate has arrived for the first heat pump. I'm wondering if it would be helpful to form a board committee to help me with this mini-capital campaign. Perhaps a general Development committee?

❖ **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**

The conference was very affirming of the progress we're making – and it was great to spend time outside of the “norm” with Brice and Jeanne. Here are a few of my takeaway ideas:

- All HS teachers evaluated by every student, every year.
- Having one admin attend the Wheaton Best Practices conference each year.
- Encouraging parents to sign up in prayer for the school each day of the week.
- Developing a culture of “adult expectations” at the high school.
- Implementing FFA (Future Farmers of America) program
- Having inservice in spring instead of August
- Student videography program
- Change in state regulations for Before & After School programs!

❖ **FFA – Santiam Christian Visit**

I'm taking a few staff members (Joshua Wenzek, Teresa Ferguson, Mary Ellen Kiffe) down to Santiam Christian in Corvallis on the 25th to tour their FFA and lunch programs.

❖ **Mini-break**

As I mentioned last month, my spouse is going to a conference during the week of June 12th. As a substitute for my Christmas break that wasn't much a break, I'm going to join him from the 12th to the 15th for a mini-break. ☺

**Next Board Meeting – June 15, 2017**

**Board Policy Review Schedule:**

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)

Submitted by Jan Ferguson, Secretary.