

School board minutes Thursday, February 9, 2017

[X] JoAnne Harford [x] Jan Ferguson [X] Rich Gushman [X] Roxanne Stuart [X] Bob Stanford
[] Wayne Hayes [X] 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 scripture (Matt 5:17-26) and a circle of prayer. Rich shared a thank you card from Shelly Backstrom, a thank you from Debra Zandi for the flowers and a positive Facebook review.
2. James Murphy, the new ELC director was introduced by Rich.
3. A motion to adopt the agenda was made by Bob and seconded by Denise. The motion passed.
4. A motion to accept the minutes of January 2017 meeting was made by JoAnne and seconded by April. The motion passed.
5. **Guests** – There were no guests.
6. **Finance Report** – Please see the financial dashboard sent separately. I cannot get it to copy and paste. \$166,000 was put into CDs today. This makes the checking account balance look larger and the capital fund looks small but that is just because of the process of getting the capital funds into CDs.
Automatic Enrollment is going well.
ELC wage adjustment: Denise moved and Wayne seconded a motion to accept the recommendation of the finance committee to increase the wages of the ELC staff based on the schedule created earlier based on years of service and education.
Budget draft/tuition rates: Erin shared a budget draft based on apx. 226 students but also shows variations with more students. JoAnne moved and Denise seconded to accept a recommendation to raise tuition 5% to \$5950 for the coming year. The motion passed.
OB Highway House discussion. After discussion, a motion to pursue the option of purchasing the house adjacent to our property was made by Roxanne and seconded by Bob. The motion passed.
7. **CSIP Review** – School Board Mentorship Program (post-poned)
8. **Old Business** – Board Self Assessment (post-poned)
9. **New Business** – Denise led a discussion on the policy review. Several sections were marked for review at the board retreat in March.
HS Lease Discussion: There was a lengthy discussion regarding the lease revision. Ultimately it was determined we need more information and no action on the lease revision was taken.
10. **Reports by Administration Team**, discussion if needed:
 - a. **James Murphy, Early Learning Center**
I feel extremely blessed for the opportunity to serve in the Early Learning Center. I am extremely grateful for all the encouraging words from the TRCS community as I begin this new journey. Below is a report of some of the things that happened during my first two weeks and some important information moving forward.

Met Licensor from Department of Early Learning—Irene Higgins

- Irene was concerned that I did not meet the minimum requirements of the WAC to be a director of a licensed child care center. She talked about the fact that I do not have 45 college quarter credits in Early Childhood Education. I told her my plans were to obtain a Child Development Associate (CDA) to meet the educational component of the licensing standards. Also that I would be hiring a program supervisor (20 hours/week) who met the qualifications of a director. This would assure the program stays in compliance with the licensing standards while I work on my education. I am currently working on the 30 hours of basic State Training and Registry System (STARS) that is needed before I start the CDA, a 120 hour course.

Training:

- January 23rd-31st—trained with Debra Zandi. Debra gave me a crash course overview of everything the basic job duties entailed. She left behind well organized and detailed files of important information that I will need going forward to manage the overall program.
- Attended a Department of Early Learning new directors orientation on February 7th.

Upcoming trainings/opportunities:

- February 13th — Directors only meeting conducted by (LEEP) Longview Early Education Partnership. Opportunity to network with other directors and perhaps set up tours of other facilities.
- February 15th—Early Achievers training to learn about their role in credentialing the overall quality of a child care program.
- Continuing to work on completion of the STARS 30 hours basic training course.

Upcoming Events:

- Week of February 7th—LEEP will be conducting assessments of Pre-K students to screen for Kindergarten readiness
- March 1st new registration forms go out
- March 23rd Open House

Staff Hiring:

- Vickie Stagner to oversee the classroom curriculum portion of the infant through school age classrooms. Vickie is qualified educationally (AA in Early Childhood Education) and has well over a decade of experience working in a childcare setting. In addition, she has many other professional qualifications centered around early child development including being a STARS trainer which will help as we develop a professional staff. She is a current preschool teacher at our center and will continue on as a Pre-K teacher for 20 hours per week. The remaining 20 hours will be spent developing and overseeing the implementation of the curriculum and will also help guide the ELC through the Early Achievers rating system.
- Angel Bills was officially hired as an assistant teacher to replace the loss of Ashley Hiatt
- Interviewing is in process to fill positions in the infant room, toddler department and Pre-K classrooms.

Enrichment classes:

- I was contacted by Chris Heath from Quick Start Sport who wants to start an 8-week sports and fitness class beginning on April 13th for Pre-K and School Age age groups. The classes would be divided age appropriately.

Short Term Goals

- Meet with all staff to determine what they like about their jobs and what changes they would like to see going forward.
- Implement an electronic records system by summer of 2017 that will track staff and family information, serve as a time clock for staff, allow parents to register online, increase parent-teacher communication through a parent portal, automate billing, and report on specific outcomes.
- Assure the ELC is compliant with Early Achievers mandate of Level 2 status by August 1st, 2017 Enrollment Dashboard

Enrolled

Infants	23
Toddlers	79
Preschool	86
Kindergarten	
School Age	

b. Jeanne Nortness, Elementary Principal

Enrollment

- We are currently at 138 students in K-7. A new first grade girl joined us within the past couple of weeks.

Student Activities -

- Chess Club - We have 71 (1st-7th grade) students participating.
- National Geographic Bee - (4th-7th) Elijah Wright (grade 5) took 1st place, and Emma Bennett (grade 4) took 2nd place. This competition showed us we need to increase our geographical awareness. Elijah took an online qualifying test to determine if he will go to the state competition.
- ACSI Spelling Bee - Students who represented us at the district bee in Camas were: (1st) Abby Verbrugge and Connor Hanson; (2nd) Samuel Bentson and Jeremiah Montanez ; (3rd) Travis Delapine and Anderson Finnell ; (4th) Amelia Borek and Sara Mittleider ; (5th) Ailie Jimenez and Ruby Hart; (6th) Gabriel Royce and Alex Howerton ; and (7th) Cole Shipman and Braden Wallace. The following placed in their grade levels at the district competition: Samuel Bentson (4th place), Ailie Jimenez (4th place), Travis Delapine (2nd place), Cole Shipman (2nd place), and Amelia Borek (1st place). Three of our teachers accompanied me to the Camas Spelling Bee (sacrificing their own time to work in their classrooms): Shelly Backstrom, Hayley Takko, Zeb Scott. Celeste Woodman was planning to help out, but she ended up quite ill.
- ACSI Speech Meet - Students are working to learn their speeches for our Feb. 23 school speech meet. The district competition is here on March 1for both elementary and junior high students.
- AXIS Live - I heard many good things about this workshop. Our 5th-7th graders participated, and students especially seemed to enjoy attending “school” at our other campus. Here are a few snippets from students’ writings after the event:
 - “I learned how to have a great relationship with God. I think it’s really going to help me for the rest of my life.”
 - “We live in a fallen world where one day technology will rule the world. We need to stay faithful to God.”
 - “Evil is the absence of good, like cold is the absence of heat, and darkness is the absence of light.”
 - “The AXIS Group tells people about how to be a Christian in today’s world.”
 - (Writing of the AXIS Group) “They were very clear, they definitely worked for lots of facts, and they had a Christian view of things.”
- Columbia Theatre - 1st - 7th graders watched a musical play entitled Mistatim. Teachers then used follow-up questions to help students understand the messages in the play. Teacher Observations
- I have made three classroom observations at this point: Randy Lemiere, Heath Annett, and Joel Royce.

Chapel

- Laurel Moore gave a wonderful talk on goal-setting and the importance of having Jesus in your heart. Several students came up to talk with her afterwards, and evidently a few made commitments to Jesus.
- Terry Johnson shared a poignant story from her childhood and challenged our students to be friends with the lonely, forgotten, less popular.
- Joel Royce is scheduled to speak this week. The theme is love.

Classroom Happenings

- Terri Hopkins (from Northlake) suggested each class choose a 10/40 Window country to learn about and pray for. Just about each class has chosen a country. We hope to encourage geographical knowledge, increase global thinking, and especially, gain compassion for the people of the countries. This may expand into an international day later in the year.

c. Brice Richards, High School Principal

AXIS Group- We had the AXIS group visit our school on January 23rd and 24th. They presented for two straight days to our 5th-12th grade students on topics that included sex, drugs, technology, Islam, and Jesus. It was a long two days, but the content was received well by the students. Many good conversations occurred at school, and continued at home. There were many positive Facebook posts regarding home conversations on faith stimulated by this activity.

Ecuador Mission Trip- Has been meeting weekly and doing some team bonding. We are researching culture, politics, food, clothing, and other related items about Ecuador. We are also linking cultural values to our personal values. We are helping kids to understand where success and conflict can arise in other countries.

New Orleans Mission Trip- We are going to begin doing some home calls with this group. We need some of the parents to help with fundraisers and motivating of their children. It is a younger group of kids who need a little more monitoring. Still looking at 11-13 kids and 3 to 4 leaders going on this domestic trip.

Missions week- Carol is spearheading a plan for planned local missions and speakers for the high school students not going abroad. The students will have opportunities to serve the local community with teacher supervision during the last week of March.

Enrollment- We have had 4 new Freshman students start in the past two weeks. (3 female and 1 male). We had 1 homeschool student who took an elective with us in the fall not sign up for an elective in the spring. Our 1 foreign exchange student completed her time with us at the end of first semester. We also had 1 sophomore male withdraw from the school. This was a parental decision based on inappropriate behavior and attitude of the student. This was mainly occurring at home, but they want to remove him for a while from his peer group.

Athletics- Both the boys and girls basketball teams have made the district playoffs this year. The JV teams successfully provided extra developmental games for both programs.

Master Schedule- Small schedule changes have been made to align the elective period for the high school. A good variety of offerings are provided which now meet 2019 graduation requirements. More work in this area will be implemented in the Fall of 2017. The focus of this work is to provide more appealing offerings to students, and create flexibility.

d. Erin Hart, Administrator

2016-17 K-12 Enrollment Dashboard: currently 225, budget 205

K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
21	22	24	13	17	18	12	12	13	18	21	15	19

(February 2016 total K-12 enrollment was 212.)

Annual Fund

We're currently at \$65,723.44 towards our goal of \$70,000! (This time last year we were at \$43,369.)

LED Lighting Upgrade

Still working on the church half of the project. PUD reimbursement must wait for completion.

Playground

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

FRCS Foundation

Foundation balance is currently \$12,019.22. At the annual meeting, we voted to maintain the existing officers. We are moving \$10,000 into a CD, and working on a date for a planned giving event. (Currently we're vetting March 6th or 7th.)

Chenoweth Scholarship Balance

The Chenoweth scholarship fund balance is \$38,275.80. Currently, \$8,521.60 of that is designated towards the remainder of this school year. I look forward to sharing some of the stories of those blessed by this funding at the board meeting.

High School Planning

Still waiting for a rescheduling of this appointment from the Health Department. We are pending on further improvements until we decide on the lease revision.

Automatic Enrollment

New enrollment documents are being worked on. So far, only a few families have opted out of the automatic re-enrollment. RenWeb has sent us draft online forms for testing, so we should be ready for the March 1st rollout.

Accreditation:

Ken Townsend confirmed that our AdvancEd status will start in June, and the NW Commission called me week before last with a couple of questions on our report, but said we should have the final confirmation from them shortly!

Prepared Response:

Due to weather, the implementation meeting has been postponed once again to February 28th. A group of us will be attending a WFIS training on Safety Plans for Private Schools on February 23rd. I'm hoping this will help us get all areas as up-to-date and streamlined as possible.

Finances and the Budget:

Jim Conrod and the business office continue to do amazing work in digging deeper and streamlining our processes.

Leadership U

Leadership U has moved from end of the July to the last week of June, which means I'll have a little less time to do year-end planning before everyone is gone in July! I have to give a presentation on our school and implementation of our goals. Simon Jeynes, one of the Leadership U gurus, will be leaving ISM to start his own program focused on Christian schools – so I think we need to keep him on the radar for future board mentorship and training.

Barn/Pumpkin Patch, etc...

This meeting was postponed to February 15th because of sickness and snow!

Tackling the Tough Stuff

Enrollments are rolling in for another year of TTTS, scheduled for February 25th. Registration is online and \$15 gets you the full-day training with lunch from New Moon. So far, three other Christian schools have committed to sending a large portion of their staff. This is GOOD STUFF that we're able to provide for our own teachers while blessing the community!

ACSI Seaside Conference – April 30 to May 2

Brice, Jeanne and I will be attending the Seaside Leadership Conference. I'm going to check out the Early Ed track for Jim, too.

Board Retreat

Board Retreat is scheduled for March 10th and 11th with a goal of starting a new round of short-term and long-term strategic planning. Steve Bilger will be facilitating

11. Adjournment

Please read reports and review the minutes before the Board Meeting **Next Board Meeting – March 9, 2017**

Board Projects

1. Hold roundtables/focus groups to include the stakeholders and staff in the planning process.

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