



THREE RIVERS CHRISTIAN SCHOOL

School board minutes Thursday, March 9, 2017

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. Rich called the meeting to order at 6:34 with scripture (Ps 25:8-9, Col 3:12, Prov. 25:15) and prayer.
2. A motion to adopt the agenda was made by Denise, seconded by Jan. The motion passed.
3. A motion to approve the minutes of February 2017 meeting was made by Bob and seconded by Denise. The motion passed.
4. There were no guests.
5. Finance Report – Automatic Enrollment is going well. We have 165 signed up for next year already as compared to 28 last year and that is not including any new enrollees.
 - It is encouraging that the ELC was still in the black despite the overtime during transition and the raise for the teachers.
 - The auditors recommended a GAP consolidate report which have been implemented. This will help show more details, moving the equity accounts into line items. This will help reflect real numbers and reduce months like this month where there were a lot of expenses that came all at once but were in the equity accounts.
 - OB Highway House. The offer has been accepted on the 2554 OBH house. We were able to get the lowest rate and didn't have to get an appraisal.
 - Mark made a motion to designate Erin Hart, Rich Gushman and Jim Conrod as signers for transactions for the 2554 OBH house, Marie seconded and the motion passed.
 - (*Minutes were amended and corrected per typographical error in street address of house on 3/22/2017 by Jan Ferguson. Address should read 2554 instead of 2544.)
6. The CSIP Review – School Board Mentorship Program (post-poned.)
7. Old Business – The Board Self Assessment (post-poned)
8. New Business – Marie and Erin led a review of policies 2-2.4. There were no changes. Mark asked to have his review assignment switched from November as he will be in the Philippines. Erin will switch the schedule.
 - Flourishing School Review will be emailed out tomorrow and should be returned next week.
 - Survey will be the same as last year to aid in comparison. These are on Erin's desk and ready to go out soon. These are for Staff, family and students.

9. Reports by Administration Team

a. James Murphy, Early Learning Center

Met with Carmen McClain—Early Achievers

- Early Achievers is the Department of Early Learning quality rating system. Our school has a contract with Early Achievers dated July 6, 2016.
- In order to continue receiving DSHS subsidy for children on state assistance, participation in Early Achievers is required. This part of the Early Start Act which went into effect July 1st, 2016.
- DSHS subsidy for the ELC ranges between \$24,000-\$38,000 per month.
- The ELC usually gets between \$850-\$1,000 monthly from Early Achievers to spend on approved classroom materials.
- August 1st, 2017 is the deadline for the ELC to complete and submit Early Achievers Level 2 application.

Upcoming Events:

- March 1st Pre-registration forms went out to current students
- March 23rd Open House (6:30-8:30 pm)--open enrollment begins

Staff Hiring:

- Filled much needed positions in the infant room, toddler department and Pre-K classrooms with Sally Reinke (15-18 hours/week), Karen Williams (30 hours/week), Emily Arnold (30-40 hours/week), Ty Morrison (30 hours/week), Olivia Cathcart and Aly Carns (5-10 hrs/week)
- Goal is to ensure each lead teacher has a dedicated assistant in their classroom.

Safety and Security

Thursday March 9th, Keys Plus is scheduled to re-key locks for infant, toddler, and preschool classrooms: 6, 7, 8, 10, 11, 12, 13, 14. The purpose of this is to keep unwanted trespassers from entering a room unannounced. The doors will remain locked while children are inside. This option is significantly less costly than other options such as installing RFID locks.

Personal Training:

- Completed 30 hour STARS basic training in Child Care.
- Completed 3 in person trainings (12 hours) for Early Achievers Level 2 requirements
- Attended WFIS Private School Safety Summit

DSHS Billing

Lindsey Pfuhl developed an excel spreadsheet to help gather attendance reports used for billing DSHS. Deanna Sampson spoke with a DSHS billing representative who explained that we can bill for days that children are scheduled for even if they did not attend class that day. I confirmed this to be the case in the DSHS subsidy billing guide. Therefore, we anticipate capitalizing more fully on our billing capacity.

Met with Staff who expressed the following concerns:

- All toddler rooms need 2 teachers to ensure adequate care and supervision
- Reduce the amount of shuffling kids from room to room
- Meeting Early Achievers requirements
- Increasing outside playground time by having a covered area
- Consistent structure with staff (children need to see same staff consistently)
- Addressing behavioral issues with children in a timely manner
- Routine schedule for staff

Short Term Goals

- Continue to move towards the implementation of an electronic records system. Set up administrative staff training and begin data entry of student and family information in the Sandbox program
- Explore getting the Annex licensed for increased infant care
- Assure the ELC is compliant with Early Achievers mandate of Level 2 status by August 1st, 2017
- Review and update various handbooks, staff files, and MERIT
- Begin working towards a Child Development Associate (CDA) 120 hour course

Enrollment Dashboard Enrolled:

Infants: 21

Toddlers: 78

Preschool: 86

Kindergarten: 32
School Age: 109

b. Jeanne Nortness, Elementary Principal

Enrollment

- We now have 142 students (K-7). New students are 6th grader, Nick Zath (Joshua Wenzek's new foster son) and fifth grader, Zander Harmon.

Student Activities

- All I can say is "Whew! What a ride!" We hosted our first ever speech meet. It was a junior high speech meet only and included four of our middle school students and four middle school students from Cornerstone Christian in Olympia. I was blessed with outstanding helpers and judges, including Marie Erickson. Although hectic up front, this was a positive experience, and I'm happy it was a small event for our first time hosting. The speech meet itself went smoothly and students from both schools enjoyed it. Getting to know the larger body of Christian school people is wonderful!
- 47 students participated in our school speech meet on February 23. Of those, 19 first through fifth grade students scored in the excellent and superior categories and are sharing their recitations at Somerset Retirement Home and Campus Towers.
- Chess Club continues to run on Wednesday afternoons through this month. Helpers are Celeste Woodman, Deb Vegh, Butch Harford, and Tim Harford. A couple of fathers sometimes help out in the rooms, as well.
- Mrs. Norton started book clubs for 5th, 6th and 7th grade students, and she is seeing a lot of interest in books and reading.

Shepherding

- I'm working with two students on discipline/academic issues. One has had trouble with bullying issues for a few years now, and the other has learning/behavior issues. Both students are now on a behavior/academic contract signed by the students and parents. Please pray for soft hearts and teachable spirits. I don't want to lose either one of these students.

Observations

- I have been busy with speech meet and such and have not been able to do any more formal observations at this point.

Chapel

- Joel Royce shared his story and his heart with students last week. As children filed out of chapel, they had a chance to hug him and love on him. We heard sobs, but it was a positive time to grieve with Mr. Royce.
- I gave a chapel presentation about the importance of our words.

Personnel

- Teachers and staff members have been asked about their intentions for next year. At this point, most are planning to stay. We will have a few positions to fill, however. I appreciate your prayers for getting the "right people in the right seats on the bus."
- Debbie Turner has been hired to do recesses. Mackenzie Welsh was filling in, but she has a conflict with classes at LCC.
- Ruth Browning has taken a temporary leave of absence (in Title I) in order to better care for her ailing husband. She hopes to be back after spring vacation. Meanwhile we are hiring school district DIBEL examiners to help get the second DIBELs assessment done. I anticipate two people will complete them in one week.
- Gianne Curry is a welcome addition as our STRIVE teacher. She has a master's in gifted education, and she is doing wonderful work!
- Miranda Moore is the new PE teacher and is doing well.

c. Brice Richards, High School Principal

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.

Having a spaghetti fundraiser to help the few students who haven't finished raising their money. AnneMette helped coordinate shots for the group. We are finalizing our itinerary for our trip. Still waiting on finalized itinerary from Ecuador. They are finalizing sleep arrangements, but have solidified some construction work for our group.

New Orleans Mission Trip- Hosting a pancake fundraiser 3/18/17 to help these students and their final money raising push. Still waiting on finalized itinerary from New Orleans personnel.

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. Students will also research potential locations for next year to get some personal investment into the options. We will begin sign-ups for next year in May/June as long as we can get a plan made in time with Young Life.

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 lost two freshman this past month. One was a personal family choice due to some severe health needs. The other was a credit deficient student we had been working with he wasn't working hard at all. He was accepted in Discovery High School at R.A. Long to help him get back on track. This was an option Randy and I had encouraged before he ever came back this year. We have a new 9th grade boy visiting this week. We also just enrolled a new 8th grader Monday. We also enrolled another 8th grader Tuesday. I have a few other meetings set up with prospective 8th and 9th graders for fall enrollment.

Athletics- Girls basketball took 3rd at Districts this year and made it to the Regional round of the basketball state playoffs. This is the farthest our girls' team has ever made it.

Master Schedule- A lot of work is currently going on in this area to create a new master schedule which will better align with 2019+ graduation requirements. We are trying to improve the creativity of our elective offerings, meet new WAC guidelines, and have teachers instructing in their personal strength areas. Our letters of intent our all back and have shown a need at the high school to hire a new Athletic Director and a teacher who is strong in Math and Science. We will begin by addressing the Athletic Director need, increasing some current staff who have proven themselves, and then move to hiring to fill in the holes.

A Chaplain position will be created for next year to better address the "guidance" needs of our students. Our population is needing counseling in the areas of pastoral guidance. This position will be added to a couple different teachers. Their duties will include the duties of Chaplain to provide guidance throughout the day from a variety of personalities and advisors.

-The goal is to move the 7th grade up to the high school. They would need to take out some walls and make some of the small classrooms into two larger ones.

d. Erin Hart, Administrator

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

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

(February 2016 total K-12 enrollment was 216.)

Annual Fund

We're currently at \$68,112.34 towards our goal of \$70,000! (This time last year we were at \$45,077.)

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.

TRCS Foundation

Foundation balance is currently \$12,019.22. Planned giving event is the evening of March 7th.

Chenoweth Scholarship Balance

The Chenoweth scholarship fund balance is \$34,183.98. Currently, \$11,294.88 of that is designated towards the remainder of this school year.

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

165 of our families have been participating in the automatic enrollment payment plans. The online enrollment process launched on Friday (a little delayed), but will be MUCH easier on families. (It only took me five minutes for each of my kids!) We are tracking all of this on our enrollment spreadsheet so we can easily tell who is ready for next year. This is INCREDIBLE to be going into the spring with a good idea of who is coming back.

Accreditation:

We have received our accreditation certificates for ACSI which are now hanging on both campuses! We've also paid our AdvancEd membership fee, so we're scheduled to receive that in June. We'd like to do a press release with an all-student photo to publicize this.

Prepared Response/Emergency Planning:

We had a good tabletop meeting with Longview Police and Fire and the Prepared Response folks. We are still turning in data with a proposed launch date of April 4th for the PR system. The security team met again and we will be planning to revise our ICS system, as well as rewrite our security plans incrementally over the next year so it involves all 3 areas of the school. We have ALICE training booked for the August inservice, and I'm meeting with DEM in the near future to get their advice on our preparedness processes. We also attended the WFIS seminar which was extremely helpful (and a little unsettling). We have work to do to bring us to the next level, but we're doing it!

Finances and the Budget:

Despite the overall negative number, I was very encouraged by this month's financials. It was a pleasant surprise to see the ELC in the black after all of the raises (and overtime necessitated by the staffing transitions). Strong elementary enrollment also helped defray and wild month with extra sub costs. The high school has done a great job of keeping costs down, but with additional athletics costs and special events, this is yet another argument for graduated tuition levels. I can't praise our Business Office Team enough for the great work they're doing!

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 roof is complete on the white house. (Next up we need to decide on windows, and it desperately needs new paint this summer.) 2588 (the brick house) is pending discussion on projects. The new rental (2544) is pending financing.

Barn/Pumpkin Patch, etc...

We met with Van Youngquist, who gave us some great recommendations for the pumpkin patch. Next we need to find some folks with equipment willing to help us prepare the land.

Tackling the Tough Stuff

We had great feedback from the second year of this event. We had over 200 enrolled this year, and it was hugely beneficial for our own teachers, too.

Chamber of Commerce “Building Bridges” Event

We will once again have a booth this week at this business expo event. Last year we had quite a few leads on new students, but it’s also great to have a presence in our business community.

Mini-Capital Campaign

We have a significant number of projects that I’d like to work towards funding with a miniature capital campaign for the elementary campus. This would include a new roof on the gymnasium (shared expense with NBC), new roof-mounted heat pumps on buildings A, B, & D, new vinyl windows on buildings A, B, C, D, E & F, and new seal coats on the roof of building C (and maybe D).

-For now we are going to do a trial run with the heating/ cooling system with room 1 to see if it works well before doing all the areas.

Technology Upgrades

We have just ordered new computers for James and Vicki in the ELC (much needed!), and will be repurposing old Chromebooks for staff use (to check email) in the ELC break room. We are also moving forward on a database for the ELC, and will be looking to purchase some touchscreen Chromebooks for their library. 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 March 10-11

TRCS Board Retreat Draft Outline *March 10th & 11th, 2017*

Objectives:

TRCS School Board and Administration should have clarity on:

- 1. Current Reality**
- 2. Vision for and path for future**
- 3. Initial steps forward**

Friday Night: Current Reality

5:00 p.m.: Dinner in Annex

5:30 p.m.: Overview- Scripture Focus

6:00 p.m.: Review / Celebrate

- Prayer of praise and thanksgiving

6:30 p.m.: Break

6:45 p.m.: Vision Exercise – who are we / where are we/ why we are

8:00 p.m.: Dismiss

Saturday: Clarify, Refine, Apply

9:00 a.m.: Breakfast in Annex

9:15 a.m.: Morning Session Begins

- Review Friday Night outcomes
- We accomplish our mission by:
 - Points of Destination / transformation
 - o Three years
 - o One year

Noon: Lunch Break

12:30 p.m.: Vision into Action

- o Identify Areas of Focus for application (agree on? – large sheets)
- Finances

- Programs
- Facilities
- Staff
- Other?

Review takeaways (individual)

2:30 p.m.: Prayer

3:00 p.m.: Dismiss

10. The meeting was adjourned. The next meeting is April 13th.

Submitted by Jan Ferguson, secretary