



THREE RIVERS CHRISTIAN SCHOOL

SCHOOL BOARD MINUTES 6/22/17

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

1. **Call to Order** - Rich Gushman called the meeting to order at 6:33pm with scripture and prayer. JoAnne Harford read Colossians 3:17 and Colossians 4:2,5 where we are urged to conduct ourselves with wisdom when we are out in the community. She shared how growth and blessings have happened to TRCS because of the school's image and contact with staff, students, parents, and board members.. We don't know who we will influence.

2. **Agenda** - JoAnne Harford moved to adopt the agenda as amended with item #8, Administrator Evaluation, moved to Executive Session. Bob Stafford seconded and the motion passed.

3. **Minutes** - Mark Schmutz moved to approve the Minutes of the May 2017 meeting as written, Marie Erickson seconded and the motion passed.

4. **Guests** – No guests were present.

5. **Finance Report** –

- Denise Walters shared that the budget looks stable and there is good progress on accounts receivable. She also shared that the school Jog-athon grossed \$19,000.
- Tuition Rate - Discussion was held about the High School tuition needing to be higher than the Elementary tuition due to the higher costs occurred in High School. Tuition Policy revision ideas were presented: **Option 1:** Strike policy 1.1.1.1.3 completely. **Option 2:** Tuition rates will be graduated according to school expense in the following categories – Kindergarten, Elementary, Middle School, High School. The grade levels included in these categories may be determined by the administration. Mark Schmutz moved that the wording in **Option 2** be used to change policy 1.1.1.1.3. JoAnne Harford seconded and the motion passed.
- Enrollment Update - Erin Hart shared the enrollment update would be gone over in Lauren Brotherton's report. Lauren is our new Director of Advancement and she will include her report with the Administration Team reports.
- OB Highway House update – repairs are moving on and the family has moved into the house.

6. **CSIP Review**

- Erin Hart verbally reviewed the CSIP document with the Board and noted that there was nothing new to date. The document shows the four areas we're working on right now. (90 day goals)

7. Policy Review - Roxanne

Roxanne Stuart distributed copies of School Board Policies 3.3, 3.4, and 3.5 for the School Board members to review. She suggested that the term School Administrator should be struck and replaced by School Superintendent where ever this term occurs in the document. Discussion followed. Roxanne moved that School Administrator be changed to School Superintendent. Mark Schmutz seconded and the motion passed.

8. Old Business –

Review Board Member Intentions – Board Member terms for April Van Hamme, Denise Walters, Rich Gushman, and JoAnne Harford end in August. Those members wishing to extend their term and those who don't, need to be identified before the August meeting. Denise and Rich indicated they wanted to remain on the Board with another term. New members will replace both April and JoAnne. The Board wishes to thank both of these members for their dedication and commitment to TRCS. Good bless you both.

Proposed Bylaw Verbage for Annual Meeting – revision of the bylaws was discussed. The existing Article IV, Section1, A reads: No employee or immediate family member of any employee shall be eligible to serve on the Board. (i.e. spouse, child or parent, in-law or anyone residing in the same household.) Three options for rewording were proposed. Option1: “No employee shall be eligible to serve on the board.” Option 2: “No employee or immediate family member within the same household shall be eligible to serve on the board except by special vote of the board to accommodate a specific need within the school.” Option 3: “No employee shall be eligible to serve on the board. If an employee is immediately related to a board member, that board member shall abstain from voting on any matter related to employee compensation.” After discussion, Marie Erickson moved that Option 3 be implemented. Roxanne Stuart seconded and the motion was passed. It will be taken to the Northlake Annual Meeting in August.

9. New Business – Vote on Final Budget

The 2017-2018 proposed budget for the upcoming school year was presented. After discussion it was recommended item 41154 NBC Staff Discount of \$5,300 under Tuition Discounts be added back into the budget. Mark Schmutz moved that the 2017-2018 Budget be adopted as amended with the 41154 NBC Staff Discount of \$5,300 included. JoAnne Harford seconded and the motion was passed. It will be taken to the Northlake Annual Meeting in August.

10. Reports by Administration Team

a. Director of Advancement, Lauren Brotherton Thursday, June 22

2017-18 Enrollment Dashboard

	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	Total
High	19	27	18	23	10	18	23	13	15	15	14	22	18	235
Medium	15	24	17	23	10	17	21	13	14	15	14	20	18	221
Low	15	18	12	14	3	11	16	9	9	11	10	14	13	155

High Count: Total number of re-enrolling students that have paid and/or completed enrollment paperwork & new students we anticipate enrolling. (Total 235)

Medium Count: Total number of re-enrolling students that have paid and/or completed enrollment paperwork and new students that have paid and/or completed enrollment paperwork. (Total 221).

Low Count: Total number of re-enrolling & new students who have paid and completed enrollment paperwork. (Total 155)

Re-enrollment: Out of the possible 208 students eligible for re-enrollment, 181 have either paid and/or completed enrollment paperwork. This gives us an 87% retention rate. Industry standard goal for retention is 90%.

New Students: Currently we have a total of 51 (34; K-6 & 17; 7th-12th) new students who have expressed interested in enrolling for next year. Of that total number, 38 have either paid the registration fee and/or completed enrollment paperwork.

Past Events:

Invite-A-Friend-Day- We were very excited to host 16 friends on Wednesday, May 10th to our elementary campus for our 2017 Invite-A-Friend-Day. Current students were encouraged to invite their friends to share the afternoon with us and I am very pleased with the response we received.

Kindergarten Round-Up

Local preschools and our own ELC were invited to our 1st Kindergarten Round-Up. There were about 7 or 8 families in attendance, most of whom had already committed to enrollment for next year.

Enrollment Plan

1. Expand current enrollment tracking practices:
 1. Annual tracking of exit and new student gains by date and reason.
 2. Updating the enrollment history spreadsheet and statistics.
2. Increase social media ad placement:
 1. Increase Facebook ads with blog posts on new programs (Fish and Wildlife, Agriculture, Missions, Food Program, Pumpkin Patch, etc.)
 2. Utilize student media class to develop Instagram and Twitter feeds.
3. Recruitment of area pastor and missionary families:
 1. Notify pastoral families of available discount via KLMA email.
 2. Update church affiliation emails and develop relationships with pastors from large-draw churches.
 3. Distribute school brochures to area churches and church-run preschools.
4. Connect Development Committee of Board to Lauren for coordination of future events.
 1. Work on bringing in more area speakers/authors to promote the school.
5. Develop “Kindergarten Roundup” Event
 1. Find preschool email list to connect them with data on Kindergarten program
6. Map out TDN and Reader ads to highlight coming programs/areas of emphasis

b. James Murphy, Early Learning Center

Fall 2017 Enrollment Update

- 154 children are currently enrolled for the fall: 10 infants, 44 toddlers, 28 preschool 3's, 34 preschool 4's, 29 public school age, 9 TRCS school age.
- 9 children are currently enrolled for Cindy Van Zanten's traditional preschool.
- Enrollment packets and letters have been sent out to children who are currently enrolled but have yet to sign up for the fall. It is very possible that we will have waiting lists for all departments in the fall.

Staffing Update

- The summer schedule is completed and all available staff positions have been filled. Ailee Vegh, Jordan Caddel, and Haley Walker are filling in roles for the summer.
- Lead teacher Katherine Cook along with assistant teacher Kaitlynn Marthaller have resigned. Both teachers are moving out of the area and will be deeply missed.

Electronic Records System

- Data entry into the Sandbox program is complete and we plan to go live in July. Staff will be trained individually on how to navigate the system. Parents will need to sign in and out on the paper form until we get final approval from our licenser.
- We have sent emails to every family to give them access to the parent portal. The parent portal allows parents to track attendance, communicate with teachers, update important information, and give access to who is allowed to pick children up.

Upcoming Events

- June 16th Traditional Preschool 4's graduation for room 7
- June 19th First day of summer program
- June 26-30th Vacation Bible School for school age children
- July 3rd Sandbox testing

WAC's Revised Draft: Staff Professional Development

- In May of 2017, the Department of Early Learning's proposed WAC's underwent another revision. One change revolved around staff qualifications. Current lead teachers will need to complete a 1-year state ECED certificate within 3-years of employment. This is the equivalent of 47 college credits. Assistant teachers will need to complete the 30 hour child care basic training along with an additional 10 STARS training hours per year. This summer is the public comment period for anyone who would like to give feedback to the Department of Early Learning about the proposed changes to the WAC's. In November, the WAC's will be finalized for filing. Spring of 2018 is the anticipated time when the new WAC's will go into effect.
- Some staff members have already begun enrolling for classes in the fall at LCC!

Met with Licenser Irene Higgins

- I was able to get a meeting with Irene Higgins about converting the annex into infant care. As expected she gave an extensive list of things to complete in order to make the house suitable for infant care. Irene thought that we could get the space licensed for 16 or 17 infants by doing some internal renovations including removing a wall between two rooms and installing an exit doorway. The one constant cost of using the annex space is we would have to employ a person to strictly be in charge of diapering, bottles, and feeding. This is because of the supervision issue as the location of the diapering station, sinks, and kitchen are in different areas of the house.

Early Achievers Update

- June 19th Carmen McClain is scheduled to do a follow up assessment on toddler room 14. This summer, Carmen will also be observing our infant room along with some of the smaller Pre-K classrooms.
- July 20-23rd the Early Achievers Institute takes place in Bellevue, WA. I plan to attend the training to gain a better overall understanding of Early Achievers and the rating process.

Short Term Goals

- Continue to move towards the implementation of an electronic records system
- Seek bids for covered play area in the toddler playground
- Explore options for a satellite location to expand services
- Complete the 1-year ECED State Certificate

Enrollment Dashboard May

Enrolled	Licensed Capacity	Highest Attendance	Daily Average
Infants: 19	Infants: 16	Infants: 15	Infants: 11
Toddlers: 81	Toddlers: 63	Toddlers: 66	Toddlers: 55
Preschool: 90	Preschool: 80	Preschool: 56	Preschool: 49
School Age: 109	School Age: 60	School Age: 57	School Age: 48

c. Jeanne Nortness, Elementary Principal Enrollment

- We gained three students in the last few weeks of school. These are students who want to come here so badly, they wanted to start right away. It allowed students to establish some friendships now and be able to look forward to school in the fall. (All three are loving it here, by the way.) Way to go, Brice! We also said goodbye to two beloved students whose family moved to Idaho.
- We've been regularly giving tours. New people are primarily coming to check us out because of the recommendation from others.

Student Activities/Academics

- The TerraNova results, unfortunately, were not received before the end of the year. ACSI has a different assessment organization doing the tabulating this year, and they've had some snags. Sadly, it means our teachers weren't able to have the face-to-face dialoguing with parents regarding the results.
- We did receive the DIBELS results. Most students showed good progress.

Observations

- I was not able to do a formal observation of all teachers. Having been in classrooms for walk-throughs often, I have a good idea of what happens in classes. However, observing for a 45-60 minute period of time is helpful. My goals for next year: Observe all classes in the first two months of school and at least one other time during the year; have teachers copy me on lesson plans; and possibly revamp our teacher evaluation. (I'm anticipating getting some great ideas when I'm at the Best Practices conference at Wheaton Academy.)

Chapel

- I led a recent chapel focusing on gentleness. On June 7, the entire student body watched our kindergarten students practice their parts for Kindergarten Graduation. Last Wednesday we celebrated our students. Classes sang, students shared memory passages, and we enjoyed a few student testimonies. It was a wonderful way to end the year.
- Our awards assembly was held Friday (the last day of school). Although longer than most in recent years, we gave out Bible Scholar awards in the assembly. Then the students recited one of their class memory verses (or passages). I'm holding onto the promise God's word will not return void. The "big" awards (with trophies) went to Mabrie Richards for the Outstanding Student Award and David Woodman for the Principal's Award.

Personnel

- Contracts for next year have been given out, and they are coming back in. Sadly, our fill-in PE teacher will not be back, so we are looking for just the right person to take elementary PE.
- With the revamping of our food program, our lunchroom staffing and responsibilities will change. Erin, Theresa and I will work on those changes this summer. We are also planning to better train our lunchroom/recess people in classroom (lunchroom/recess) control.

Safety/Emergency Preparedness

- We had fire drill at 9:17am on May 31. Jim M. and I will work on a schedule for the 2016-2017 year in order to plan different times for the various drills and not wait until the end of the month.

Other

- Our staff is having a debrief 2016-2017 meeting today (Monday, June 19).
- As I mentioned, I will be attending the Best Practices Conference for the Christian School at Wheaton Academy next Monday, Tuesday, and Wednesday. Dr. Gene Frost is the head of school there, and Erin, Brice, and I were all impressed with the work Wheaton Academy is doing. I look forward to learning a lot. If only I could attend all the break-out sessions!
- Goals for the summer: order necessary texts; read all I can about being the best principal possible; memorize a passage of Scripture; brainstorm biblical themes for next year; work on organization; meet with every new student; help plan our PD week.
- I was touched as I read this in one of the classroom newsletters this past week, and I thought you might want to "feel" what we feel at the end of the year.
"Well, with a tear in my eye and with all the joy in my heart, I write my last note of the year. This year has been a wonderful blessing for me as well as the children. The end of the year is always bittersweet for both the children and me. We are excited about summer, the adventures to come, celebrating growth, and looking forward to the next year. But we also face sorrow, realizing it will soon be time to say goodbye, nervousness over what next year will be like, and anxiety over the coming changes in routine. This is my favorite job in the whole wide world and I enjoyed this year immensely." (A TRCS teacher to parents)

d. Brice Richards, High School Principal

Enrollment- The push for new students continues with quite a few tours being given. We have one confirmed foreign exchange student through our current program ASSE for next year. I have reached out to Valor Christian in Beaverton to see if they have any cultural exchange students through their T.I.E. program. (Transform International Students)

Athletics- Our girls' tennis team did extremely well this year finishing first in league and districts. This is a wonderful achievement considering we play two divisions up in the 1A Trico league. The

Cathcart twins competed at the 1B/2B/1A combined state tournament for the top 16 doubles teams in all these divisions. Bailey Williams-Wallace also won league and districts titles for us in singles. She finished 7th in state overall which is the highest singles tennis finish we've ever had.

We have hired Dave Tungal to be our new Head Boy's Basketball Coach. Dave comes to us with a wealth of experience. Dave has previously coached at Lake Quinault, Winlock, and Napavine. Dave has immediately jumped into coaching our boys for summer league.

Mandy Richards has started the summer program for our girls volleyball team. Her experience as a college volleyball player and high school coach are being utilized as she emphasizes skill development. The excitement in the program is evident as 15-20 girls are attending summer workouts. We will now have a JV and Varsity team next year. She has also helped bring in a middle school coach to teach her system to the interested 16 middle school volleyball players we have for next year.

Kevin Rentner had his interest meeting for cross country for the fall. There was a strong showing of students who arrived to get information. 8-10 high school boys, 2 girls, and 6 middle schoolers were in attendance. Kevin's leadership is clearly growing a competitive program.

Next step will be hiring a cheer coach. :-)

Master Schedule- Our Agriculture program has received a \$5,500 dollar donation to get it started. program, meet with Lower Columbia Gardens, and meet with WSU to see how they can help to get this program started. Teachers are under contract for next year and we have a finalized scheduled. We have a couple remaining classes to fill after one teacher has chosen to return to college full time and finish her child's schooling.

Missions- We have launched mission trip registration for next year. Be praying for sign ups and financial support for Uganda, Nepal, Ecuador, Washington D.C., and Molokai, HI. We also need some parent support for fundraising.

Drama- The Sound of Music production was fantastic. Over 20 TRCS students participated in the performance.

Notable Issue- Need to really work to educate our student body and parents about social media risks. This will be a chaplain focus for talks this fall. We may need to consider hosting a parent event/ training.

e. Erin Hart, Administrator

This month I'm removing the enrollment dashboard from my report because Lauren Brotherton, our Director of Advancement, will now have a much better one on her report. □

❖ **Annual Fund**

We're currently at \$96,770.01 towards our goal of \$70,000.

❖ **LED Lighting Upgrade**

This is high priority on our summer maintenance list to FINISH so we can get our refund back in the capital fund account. We're close.

❖ **TRCS Foundation**

Foundation balance is currently \$13,723.60.

❖ **Chenoweth Scholarship Balance**

The Chenoweth scholarship fund balance is \$25,649.39. Currently, \$3,573.77 of that is designated towards the remainder of this school year.

❖ **High School Planning**

We're still awaiting final repair of the roof issue. The health department would like to come in next week to re-measure air quality, but I haven't heard back from them yet. We've paid some utility bills, but are still waiting to hear back on others.

❖ **Flooding in Room 21 & 22**

We're still waiting on the insurance adjustor, but a broken toilet intake poured water into these rooms. Dryout is complete, but now we need to likely pull out carpet and part of the walls. □ We're investigated the campus to make sure there aren't any more of these plastic valves. Students have shown grace in adapting to the rooms above the gym to finish out the year.

❖ **Automatic Enrollment/Enrollment Plan/Growth Plan**

One kink in the process that we didn't expect with this transition is that we're hitting the 24 mark in a couple of classes. In one class, we may need to go over our 24 number to honor commitments to families that were made in the enrollment process. The finance committee and admin team both need to begin discussing a plan for growth. Lauren and I worked together to form an enrollment plan (which she will share in her report).

❖ **Accreditation:**

We sent the press release about accreditation this week, so hopefully it gets picked up!

❖ **Prepared Response/Emergency Planning:**

I participated in a training at the Safe Schools meeting using our "Easy Alert" app. While the public schools can access the program we use for free (paid for by the state), none are using it yet locally except for Woodland High School. We have a little more testing to do this summer to be ready to implement for next year. However, we did you the cell phone database the other day to find the water shutoff when Rooms 21 & 22 flooded!

❖ **Finances and the Budget:**

Even with a large amount of purchases, we've managed to end up in the black. This year has been a year of investing in new programs, so that next year we can reap some more benefits. However, we did spend a lot of money this month on things that are not "the norm": a battery backup for the new phone system (\$600 – but we got one for free, too, which was an amazing deal that Lars found), a new switch for the elementary campus (\$300), online enrollment submission fees (\$1,000), new lockers to accommodate growth at the high school (\$2,000), classroom chairs for elementary (\$800), the final invoice for my Leadership U training (\$2,300), the cost for my ACSI Washington DC trip (\$600), the new ELC iPads for digital check-in (\$5,000), new staff lanyards (\$150), our AdvancEd accreditation fee (\$900), and the removal of the tree at the 2602 house (\$2,000). Without those, we would have been \$15,650 to more "to the plus," but these are investments in our improvement.

❖ **Leadership U**

I will be gone during the last week of this month to Colorado to present my report on completed goals and hopefully receive my “Head of School” certificate.

❖ **Rentals**

Renters move in this weekend, and Conlan will continue work on the exterior of the 2554 house. The new greenhouse cover is pending some additional wisdom/opinions. 2588 is finishing the roofing project and dormer painting. The tree behind 2602 is down and chipped. The red shack behind the brick house is nearly cleaned out and they’ll begin taking it down this month, hopefully.

❖ **Barn/Pumpkin Patch, etc...**

The tilling is complete, the pumpkin starts are getting huge in the greenhouse, and Mr. Wenzek’s class has been laying out the irrigation tubing with the plan to plant next week. We met with the WSU Extension office and Master Gardener to discuss restoration of the big greenhouse.

❖ **Elementary Building Improvements**

I’m getting a bid revised for the next set of heatpumps for the work room and offices in “A” building. The air conditioner is failing in the main office, so this will be timely.

❖ **Technology Upgrades**

I’m ordering 54 new Chromebooks for 6, 7 & 8th grades. We’re adding the 1:1 program in 6th and 7th grade, but the initial investment will go on this year’s budget. Costs will be defrayed by the \$100 technology fee.

❖ **Kitchen Upgrades**

Jim Conrod and I are working on a bid to replace and upgrade the church kitchen. The stoves are in rough shape, and with the expanding food program, we need to invest in some new equipment.

❖ **FFA – Santiam Christian Visit**

We had a great time talking on the way to and from this trip. We toured two excellent lunch programs, learned about their massive Agriculture program, and came out of it with a clear idea of what we want from our programs. (And what we don’t want.) It was well worth the time.

❖ **Admin Team Evaluations**

Evaluations are complete for Brice, Jeanne and Jim. All staff was anonymously surveyed through this process, and I want to assure the board that these are the right people for the jobs. They are respected, loved, and doing amazing work. There wasn’t a single negative comment in any survey, and an excellent turnout of responses.

11. The meeting was adjourned to Executive Session at 8:40pm.

Next Board Meeting – August 10th, 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 – Erin to cover

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)