

## **TCS Board Meeting Minutes**

**2/15/22 @ 7:00 PM**

Attendees: Fred Alexander, Jerry Georgan, Jonas Byrer, John Herod, Jon V, Virginia Hayward, Julie Paez, Steve Baly, Brian Rasmussen, Ron Naling, David Peyton, Mrs. Danielson, visitor, Christine McBride (via Zoom) Taneeya Bryant, JD Zeeman, Amy McKnight, T. Pickens

**Devotions: JD Zeeman - Success and Sacrifice 1<sup>st</sup> John 3:11 - 18**

**Prayer Requests/Prayer**

**Minutes Approved: January**

**Motion to accept minutes: Taneeya Bryant, second JD Zeeman**

Redacted minutes to school family

**Teacher Representative Report: Christine McBride**

Shared reflections, no written report

**Open Session:** 30 minutes maximum, 3-minute limit

**Curriculum Report: Virginia Hayward**

Parent teacher conferences scheduled for Friday 2/18. This year Mrs. McBride added an Art Show. Student art was judged by staff and students and displayed for Open House and at our Mandatory Parent Meeting. Middle school students are preparing for the math competition on Thursday at Joliet West.

**Admissions report:**

Our January Open House went well. We had approximately 50 families attend. Follow up with these families has been encouraging as many indicated a desire to enroll. We have a 2nd Open House scheduled for March 22nd from 6-8. We have had several tours for next year and family interviews are in progress.

## **Teacher Development**

The next teacher development day is scheduled with parent teacher conferences. Teachers will host conferences and meet with teachers and admin as necessary. No formal pd sessions scheduled for this day. We are beginning Spring teacher observations and evaluations.

## **Accreditation**

We submitted our application for accreditation to ACSI on February 3rd . Collette House (Aurora Christian School) will conduct our candidacy visit. At this visit she will go through the standards and indicator checklist to discuss how we are meeting each one and identify areas for us to work on in the next three years. They will also be reviewing our foundational documents including board policy manual, student handbooks, by laws, crisis plan and curriculum maps. Once all is reviewed, Collette will send a report to ACSI recommending that we be placed into candidacy. We will then have up to three years to prepare for a team visit.

## **Building Maintenance Report: Kerry Kraker**

The buildings are wintering well.

Furnaces have had to have some parts changed but are holding together

Obtaining supplies is becoming more difficult. We have some parts that have been on back order for more than half a year

Lisa Nash is jumping thru hoops to keep needed supplies onsite. Paper products are currently an issue with availability.

Will begin utilizing the hand dryers in the bathrooms to cut back the need to order paper towels for hand drying.

Snow removal is going well.

## **Development Team Report: Deanne Bekermeier**

### **Open House**

January Open House – We worked with Admissions and Marketing on our January, Open House Event. We had over 50 families attend. We followed up with families and received great feedback. Because of our pre-registration process for attending Open House we were also able to follow up with families who registered but could not attend. We are continuing to work with Admissions and Marketing to plan for our March Open House.

### **Annual Fund**

The Annual Fund concept was introduced to TCS families at the parent meeting last Tuesday. We will be continuing to share information and promote giving for this Fund.

### **Benefit Event**

We are working with Mrs. Toya Thomas to prepare for this event. Invites have been sent to top donors and sponsors. We are looking to the board members to invite others who have a heart for Christian education. Please pray fervently about who you can invite. We need your support and partnership to grow the financial position of our school.

## **Preschool Report: Julie Paez**

### **TCS Open House:**

- 28 families attended the Open House
- We received 14 enrollments

### **Upcoming Events:**

- TCS Daddy-Daughter Dance on Feb 26 – Preschool was invited; it's usually a large turnout for our preschool families
- PK3 & PK4 Field Trips in March

**Current Year Enrollment: 121   Last Year's Enrollment: 100**

**Staffing:** 18 Letters of Intent sent out

- 16 plan to return
- 1 not returning
- 1 unsure

**Security Review:** Jon Vugteveen no report

**Parent Teacher Ministry Report:** no report

**Volunteer Coordinator Report:** Lisa Nash

The Remind App is being utilized to text volunteer needs to the families. Take-home projects are being offered to parents through the teachers. I am trying to get regular correspondence to the families regarding upcoming events and needs. When necessary, I will log hours for families that do take-home work or may have not been able to log them in the HelpCounter database.

As we are in the winter months, it is becoming more challenging finding volunteers for the regular middle of the day opportunities. Not as many people are available in the middle of the day and sometimes those that are available have children home with illness and are not available.

**Social Media Efforts:** Jack Hayward

- Recorded parent meeting and posted to social media
- Began working on a virtual tour/enrollment video for preschool
- Updated pamphlet for teacher/staff recruiting, researched dates and times for local college career fairs
- Created a promotional video for Candy Gram fundraiser
- Updated brochure, FAQ, and At-A-Glance forms for Open House, tours, etc. (see blue folder)

**Social Media Stats:**

- 235 YouTube subscribers (+8 in the last month) 1.1k total video views in the last month
- 115 new Facebook page likes since August 1,771 people visited our Facebook page in the last month

- 368 Instagram followers (up from 339 in August) We reached 537 unique accounts in the last month Instagram audience is becoming more level across age groups (engaging more young families)

### **Special Events Report: TT**

**Open House (Jan 30):** Open House was a success! Steady flow of potential families taking tours and positive feedback. Thankful to Development, Administrative staff, teachers and volunteers/tour guides for their contribution to special day.

**Benefit Event (March 18) :** Excited about this year's Benefit Event 2022 and even more thrilled that we are hosting at our school! The theme is "Better Together" (For where two or three are gathered in my name, there am I among them Matthew 18:20) We are thankful and excited about having the opportunity to host this event at our school this year. As of today we have about 90 guests attending and the deadline for responses is March 4. More details to come of the order of events for the evening! Please continue to keep all 2022 events in your prayers!

### **Building Supervisor Report: SB**

#### **Business Services/Financial Report: SB**

Finance committee report

#### **Technology Committee Report: Ron**

Tech support section will go over help desk tickets and outages for TCS.

#### **Analysis:**

Below are key items for the last 30 days

- 0 Outages
- 8 Closed Tasks
- 11 Open Tasks

**Opinion:**

New Help Desk system in place, but we need to tighten up our processes and improve our metrics.

**Next Steps:**

Work with users and techs to submit and process requests more efficiently, and to capture data more accurately.

Import IT inventory into system for tracking and provisioning.

Add maintenance tasks into system for tracking.

**Summary:**

Technology projects are on going and we report on objectives & statuses to track progress and focus our efforts accordingly.

**Analysis:**

- New Student Laptops: We're currently pricing out laptops for 5th thru 8th graders to replace iPads. We are looking at owning and leasing options.
- New Faculty Laptops: Docking station installs in progress. Most docking stations deployed, but we're still working with user schedules to complete.
- Phone System Upgrade: Analysis completed, and currently under vendor review. The old system is past our support capabilities, and a new system will bring more functionality and efficiency.
- Cloud Backups: Analysis completed. Currently under vendor review. Onsite backups are occurring, but an offsite solution is needed to provide broader business continuity.
- Camera Replacements: New IP cameras have been deployed replacing ailing cameras and blind spots.

**Opinion:**

IT will need to meet with IT directory on a more regular basis to keep projects on track.

Next Steps for IT this month:

- New Student Laptops: Review vendor quotes.

- New Faculty Laptops: Complete deployment and provide inventory report.
- Phone System Upgrade: Review vendor quotes.
- Cloud Backups: Review vendor quotes.

## **Administrator Report: JV**

### **Covid-19 Status:**

- Limited to know issues in the past month. We have had only 5 cases in the whole school in the past three weeks. Most kids getting sick have had simple colds and sore throats from the weather and dry/cold atmosphere it seems. We continue to follow protocols with sanitizing, washing hands, and staying home if ill.
  - What should we discuss as far as continuing to communicate cases?
  - Do we still exclude students or throw that out and not go remote if we get an outbreak? With the current TRO?
  - Where do we foresee us next year? Parent Choice completely no matter what is occurring with Covid? Quarantines or no quarantines, moving ahead as normal or following guidelines?

### **Atmosphere of school**

- Navigating through many school activities! School is a busy place and that is great!
- Enrollment is up and going. Seems to be a slow but steady start. Hope to see a quick rise this coming month.
- Open House Jan. 30 went very well—almost 50 families. We are looking to host another one on March 22nd. 6pm-8pm. Board presence would be great!
- Parent night was great with Joe and Tara Buchanan sharing on the blessings of marriage and what we can look for. Shared a few announcements as well including Benefit Event and Annual Fund and more. It was a nice night. Video of the night is on Youtube channel
- Maskless option is going well. Couple instances of comments made by students that we dealt with immediately.

## **Calendar**

- Need At-a-glance calendar approved---days are set and we are in line with state regulations for days of schools and hours in classroom.
- We are looking at development days for our teachers and the school. We are entertaining the idea of late starts on Fridays at 9am. There are a few logistical things to work through but this would give teachers the opportunity to meet on a consistent basis from 7:30-9am each Friday to work on PD and Accreditation.
- Will continue to put the full event detailed calendar together for 2022-23, at a glance will be published to all parents as well as available on the website.