

## TCS Board Meeting Open Session Minutes

7/19/22 @ 7:00 PM

### Devotions: Crystal Little

Have You Found Your Purpose

### Prayer (Crystal Little)

### Minutes Approved: May 2022

- Motioned by John Herod
- Second by Fred Alexander

Written Reports provided for the General Session

### Teacher Representative Report: No report provided

N/A

### Curriculum Report: Virginia Hayward

#### *Admissions*

-Current enrollment for 2022-2023 is 245 completed enrollments with 10 new students pending and 20 pending reenrollments. Projected enrollment 275.

-Inquiries and tours for the 22-23 year are still frequent.

-Some reenrollments are pending due to financial needs.

-We are looking at the possibility of exceeding capacity in second and 5<sup>th</sup> grade (25-26).

#### **To discuss:**

Whether we will keep 2<sup>nd</sup> and 5<sup>th</sup> grade to one class and start wait list or allow additional students with an aide

#### *Remote Learning*

#### **To discuss:**

Will we utilize remote learning this year or revert to our previous schoolwork/absence policy? The goal is to map as we go through the school year.

### ***Education Committee***

- Education Committee completed training for the mapping portion of Curriculum Trak on 7/7.
- Members of this committee will assist in training other teachers at the beginning of the school year.

### ***Accreditation***

- Steering Committee meeting was held on 7/12. Please see attached minutes.

### ***Teacher Development***

- Added professional development for next year. Teachers will be arriving earlier on Thursday am to allow for an hour of development.
- Development Focus: Data informed instruction, differentiation, math and reading intervention, Christian Philosophy of Education, curriculum mapping.

### **Building Maintenance Report – Kerry Kraker**

- The mandatory inspections that happen in summer are moving forward.
- Smoke Detector test passed with no deficiencies found.
- Fire Extinguisher Test plus five-year Hydro test.
- Wet Sprinkler Test- Cost
- Back Flow Prevention Devices. Four passed and one failed.

The device that failed was rebuilt less than three years ago and was a pistol to fix. This device is on the main pipe entering the building and must be operational for us to have water in the building. There is also a weeping leak that will be repaired in the process of replacing the Back flow prevention device. Since the device has given us troubles in the past it was determined that the best course of action would be to replace it with a new unit.

### **Development Report - Deanne Bekermeier**

#### ***Illinois Invest in Kids Act***

- Trinity Christian School currently, funding for 9 students for the 2022-2023 school

year. There are 29 students on the waiting list.

-We currently have six donors who have confirmed that they are in process of completing their donations.

-We are continuing to promote this program on social media, email, personal connections and phone calls.

Deanne Bekermeier appeared on a local podcast called, "Not Your Average Joe" to promote TCS and the Illinois Invest in Kids program. It can be viewed at <https://fb.me/e/246wRp6jP>

### ***Summer Promotion***

-We had a vendor table at Plainfield Fest this past weekend and passed out over 100 bags with TCS information.

-We will also have a vendor table at Shorewood's Crossroads Fest the first weekend in August. As well as participating in the Shorewood Parade

-Deanne Bekermeier has been going to churches that have held VBS to share information about TCS.

-Jonas Byrer asked if Deanne is talking to anyone at VBS and she told him that kids are sent home with the information.

## **Preschool Report: Julie Paez**

### ***2022-2023 Enrollment***

-Enrollment is at 122; PK3 – 48 and PK4 - 74

-Both locations still getting phone calls, emails and giving tours

### ***Staffing***

-Positions open: PK4 lead teacher, PK3 aide at Shorewood location

-Positions are listed on Indeed and posted on Facebook

-Director position: Sheri Busker, Amy Boutte and I met to set up a plan and divide duties

- Sheri will be interim director
- Amy will continue as asst. director and will take on more daily duties
- They both teach so other TCS departments will need to step in and help

### ***Summer Letters***

- Emailed to parents on July 14; gives information regarding start of school, Meet the Teacher, yearly calendar, etc.
- Parents were informed that I was leaving, Sheri would be the interim director and they were given her contact information.

### **Security Report: presented by Jon Vugteveen**

- The camera at the front door has been having issues.

### **PTM Report: not provided**

Jonas Byrer said there is a list of 30 parent names that are interested to some degree.

There appears to be 6 to 8 people that can form the core group for PTM.

### **Volunteer Report: Toya Thomas**

#### ***Summer Volunteer Opportunities***

-Clothing Closet Help: This PTM volunteer opportunity includes organizing uniforms, gym uniforms and spirit wear in the basement. You may set your own hours and come in anytime Monday-Thursday from 8:30 a.m. –noon.  
Summer Teacher Projects: Volunteer opportunities include sorting, cutting, tearing pages, assembling, researching, data entry, covering books, copying, etc.

-Landscape Help: This volunteer opportunity assists Mr. Kraker with landscaping projects around the school. We are seeking 10-15 parents, grandparents or alumni to come in on a Saturday to help distribute mulch, TBD sometime late July or early August.

-Parade Float Decoration: Float decorations on Friday, Aug 5, here at the school from 4:00 -6:00 p.m. (Parade is part of Shorewood's Crossroads

Fest.) Inviting TCS families to walk and hand out treats/TCS literature, cleanup, etc. No volunteer hours offered for walking

-Pre-Jump Night: Volunteer opportunities entails preparation of document packets such as copying materials and sorting into envelopes, etc. and is offered 1-2 weeks prior to Aug, 15, 2022.

-Jumpstart Night Take Down: Volunteers needed to help take down and clean up after the event on, Monday, Aug 15 7:00-8:30 p.m.- The Remind App is being utilized to text volunteer needs to the families. Take-home projects are being offered to parents through the teachers. Regular correspondence is going out 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 the year is winding down, I am in more frequent contact with families regarding volunteer opportunities and where they are in fulfilling their obligations for the school year.

## **Special Events: Toya Thomas (presented by Jon Vugteveen)**

### ***Upcoming Events***

-Shorewood Crossroad Parade: (Aug 7) – TCS will be participating in the Parade. We will be walking in our TCS 30th Anniversary t-shirts and want to celebrate years of excellence, while promoting our school. The parade RSVP link has been shared, via email and facebook to our families. As of today we, have over 57 participants/walkers signed up. The R.S.V.P. deadline for complimentary t-shirts, has passed, however we are still inviting all to attend. We did order some additional t-shirts for families, who sign up late, although sizes are limited. All Board members are welcome to participate. Please R.S.V.P. to me directly, with your t-shirt size if interested.

-Jump-Start Night: (July 15) – Planning with volunteers and administrative staff for this special evening where new and returning TCS families will:

Pick up instructional information

Sign up for volunteer opportunities

Meet their teacher(s)

Move into desks and lockers

Buy spirit gear and more!

School Uniform exchange

Post card invites will be mailed to all families the first week of August.

-Walk-A-Thon: (Sept 17) – Plans are underway for our Walk-a-thon which will be one of the biggest fundraisers for the next school year! Our committee has been meeting monthly and we welcomed one more new member on yesterday, Mrs. Becky Griswold, she is new Kindergarten mom (her son attended preschool here, as well)! This team is excited and very eager about their task ahead! We are praying that they will enjoy their experience and remain on this team for a while. I am confident that this will be a fun and successful event!

-Thank you for honoring the committees request to keep the goal at \$70,000 this year.

## **Social Media/Marketing Report – Jack Hayward**

- Continuing to distribute enrollment flyers to local church VBS camps
- Updating and promoting job openings as needed on the website and Facebook
- We handed out over 100 postcards at Plainfield Fest this weekend. Continuing to improve how we package and present information at community events.
- Preparing social media content for the start of the school year, including a countdown to the first day of school designed to promote interaction from families, JumpStart Night, Curriculum Night, etc.

## **Technology Report: Ron Naling (presented by Brian Rasmussen)**

### ***Status***

- Device Intake
- iPads cleaned, updated and data wiped.
- iPads and classroom devices have been assigned and documented
- iPad inventory under review for license calibration.
- Newer iPads formerly from middle school have been repurposed for Robotics and other classes.

### ***New Student Laptops***

- Base image installed.
- MDM platform deployed.
- Security provision package applied.
- Device and software assignment in progress.

### ***Upgrade Computer Lab 1***

- Elementary computer lab monitors upgraded and uniformed.
- Purchased from E-scrap at below market rate.
- New Faculty Laptops:
- Newer and more powerful laptops purchased from E-scrap this month at below

market value.

- Base image completed.
- Will need to coordinate with staff on deployment schedule.

### ***Phone System Upgrade***

- Scheduled for week of 7/25/2022.
- IT to provide programming data this week.

### ***Cloud Backups***

- Purchase pending.

### ***SmartBoard***

- IT has checked and tested all SmartBoards. Statusreport provided to Business Services.
- 1 new SmartBoard has been ordered.

### ***Laptop Resell***

- Laptops will be wiped reimaged for out of the box configuration.
- RasTech is notifying clients of their availability and will facilitate resells.

### ***Inventory***

- iPad inventory in progress. Unused devices will be unenrolled and license released.
- Laptop 5480s in progress. Inventory report for resell.
- Laptop 5440s in progress. Inventory for resell.
- Laptop 7490s in progress. Deployment process will add to inventory system.
- Inventory reports per classroom will be part of the distribution process.

This will be the first year that 5<sup>th</sup> thru 8<sup>th</sup> grade gets laptops.

There will be a week of testing the new phone system before it goes live.

\*\*This will be the first year that 5<sup>th</sup> thru 8<sup>th</sup> grade receives laptops.

**Principal Report: Jon Vugteveen**

No report for open session.