

Olympic Christian School
Board Meeting Minutes—November 21st, 2016

In attendance:

Board members: Ian Barclay, Mark Patton, Ed Kaetzel, Dan Hendrickson, Randy Gray, Mitch Johnson
Staff: Mrs Rudzinski, Mrs Novak
Parents and others: (Mr Barclay)

Scripture and Opening Prayer: Ed Brady

Ed was not in attendance so Dan gave the devotional. Dan discussed 1 Corinthians 15:1 – 6, which is the primary place in the Bible where the gospel is plainly defined. He then opened with prayer.

Finance Committee: Mark Patton

Mark produced a printout depicting the balance of our current expenses for viewing by board members. He continues to transition OCS's financial tracking to a new system. He will be meeting next week with Chuck and Kim at the IBC office to continue progress with this. He is “pretty stoked” about the new accounting software which makes bookkeeping much simpler. The budget is still going to have some discrepancies until we are off the old, cumbersome system. Once we have transitioned 100% to the new software the difference will be like night and day.

Mitch was concerned about staff having to transition to a new system in the middle of the school year, given the extra time, work and learning curve required of staff until they get accustomed to the system. Mark explained that this was good timing for the transition because it was the end of the quarter, and because under the new system parents will be motivated to keep on top of payments going into the next quarter, since payments must be caught up for them to view their child's grades. Also, the teachers are only learning some basic parts of this system that they need, so the level of training is not as intense as it might be if they had to know everything about it. Finally (as Dan mentioned) it is crucial to make this move quickly to ensure we are on top of our budget. Mrs Rudzinski agreed that it is a lot of work and compensation for the staff may be in order. Dan clarified that the board has already agreed to do this.

Mark announced he was happy to be here. He began describing the issues facing the finance committee, but Dan reminded him those issues ought to be left to finance committee meetings and not the general board meeting. Mark was excited to develop a finance committee. Randy volunteered to serve on the committee.

Principal's Report: Mrs Rudzinski

- This last month has been very very good. Fall has arrived. Enrollment is presently at 79 students.
- Thanksgiving chapel is coming up.
- We are planning to do our second Joy Project in December. Groups of students will be going to two nursing homes.
- The first Joy Project, which was the coin drive for Hurricane Matthew relief in Haiti, raised \$1,002.
- In the same week, the dessert and talent show fundraiser organized by King's Way Foursquare Church raised approximately \$2800 for the OCS general fund. The board extends its gratitude for King's Way on behalf of the school.

- The teacher's aide in primary levels is helping out a lot. Math instruction is still a bit of a challenge; having two math levels being taught in the same room is not that easy for staff.

Ed Kaetzel asked about how these Joy Projects are initiated. Mrs Rudzinski said that they start when the teachers come up with an idea for something to do that gives back to the community. Dan asked Mrs Rudzinski to brief Ed on future Joy Projects, not because they require approval but just so that he may be aware of them. This is so we can promote events that serve the community through IBC and other connections.

Approval of minutes

Dan moved to approve the minutes from the October board meeting. The minutes were approved with no objections.

At this time, Dan introduced our new board member Mitch Johnson, welcoming him to the board, and also introduced Ms Novak although she already knew most of those present.

Staff Report: Ms Novak

- All staff report that parent-teacher conferences went well and they are appreciative of parents attending faithfully.
- Christmas program preparations are in full swing. Staff is planning to produce a full Christmas musical involving all grade levels at OCS, which will present the gospel message. The program will be at IBC on Thursday, December 15th, and no cookies will be provided afterwards.
- We have had three field trips in the past month: 7th and 8th graders went to the Makah Museum, 2nd graders went to the Audubon Society, and Kindergarten visited a dentist's office.
- The middle school teachers greatly appreciate the microscopes that were recently ordered, and they have enjoyed getting to look at microscopic creations.
- We were very pleased with participation in the Haiti coin drive with contributions from staff, parents and students. We suggested to parents that they made students work for the money which was very good for them.
- Ms Novak reported that her class is going well.

Mitch asked Ms Novak about the challenges of teaching two math levels simultaneously. He wondered if it would be helpful for them to have a volunteer to come in once or twice a week. Ms Novak said middle school or even 5th and 6th grades would appreciate the assistance. Mrs Rudzinski agreed and said that could possibly be arranged. Randy offered his thanks to all staff for faithfully teaching at OCS. Mark said his wife was “thoroughly impressed” with the behavior of students during the time she was an OCS substitute teacher.

Curriculum Committee: Betsy Flodstrom

Mrs Rudzinski, filling in for Betsy, had nothing new to report regarding OCS curriculum.

Development Committee: Dan Hendrickson

The Sees Candy Fundraiser is going well, and looks on track to raise more funds than it did last year. The Christmas tree fundraiser is underway; the pre-order deadline is past and sales at the sales lot begin this Friday. Eric Flodstrom is picking up the trees from south of Olympia, and delivering them to Pam Boyd and crew and our new lot in Port Angeles at Washington St. and First

Ave. Ed Kaetzel asked if this was announced in the IBC bulletin. Several people affirmed that it was indeed a line item in the bulletin.

The annual giving letter drafted by Ed Kaetzel is ready to go. The logistics of getting it out are looking good, as Ed and Dan are in contact with someone who can do this efficiently for the price of about \$150. They are close to getting the mailing list finalized, and await Jackie's mailing list in Excel form. Mark said he has all the parents' addresses and can email those to Dan. Mitch said he may be able to very diplomatically obtain a mailing list from King's Way church. All of these lists will be consolidated to one list of letter recipients.

Friends of OCS Committee: Dan Hendrickson

FOCS funds help pay for upgrades to infrastructure and other needed items. Mrs Rudzinski pointed out the kindergarten class needs a new heater. They also need a commercial vacuum cleaner that is superior to a household vacuum, such as those the school purchased past year which are now all expired. Mark has offered to get some recommendations for a vacuum. Dan moved that the board authorize use of up to \$400 from FOCS funds to pay for a new heater and vacuum; all present approved.

The FOCS committee will hold its annual meeting in early December. All are welcome to come to the meeting. Randy asked who the members of the committee are, and Dan gave him a list which includes himself, some previous school board members, and others. Dan mentioned that one does not have to be on the FOCS committee to donate to the FOCS fund; anyone who feels benevolent is welcome to do so.

Infrastructure and building report: Ed Kaetzel

- The materials for the fence are here. Eric Flodstrom leveled off the property line with the backhoe. The fence materials are paid for with FOCS funds.
- The new grass on the grass test site has germinated, but will not be really put to the test until next summer.

Mitch asked what future projects are planned at OCS. Ed listed painting buildings, replacing skirting around the building, replacing the Kindergarten porch, and replacing the electrical panel as high priorities. Dan told Mark that we should go ahead and put all those projects as line items on the budget. Mark reiterated his desire for a sustainable budget with a surplus from which we can prioritize work projects. Mark said he wants to do more to get ahead of the game, and Dan agreed in principle.

Parent Input:

None.

Unfinished Businesses:

None.

New Businesses:

None.

The meeting was adjourned at 8:00 pm. Mitch Johnson enthusiastically closed with prayer.

Submitted on 12/5/16 by Ian Barclay