



TRCS Governing Board Minutes

Three Rivers Charter School, November 13, 2018

The Three Rivers Governing Board will meet in Regular Session at 4:00 pm on Tuesday, October 9, 2018 in the conference room, located at 2565 SW Ek Road, West Linn, Oregon.

Vision:

Academic Excellence and leadership experiences will empower us all to change the world.

Mission:

Build a community with the belief that becoming creative, compassionate, accountable, leaders, we will positively change all of society

Core Values:

- **RESPECT**
- **INTEGRITY**
- **PASSION FOR EXCELLENCE**
- **INNOVATIVE EDUCATION**
- **ENTHUSIASTIC LEARNING**
- **HONOR INDIVIDUAL UNIQUE & DIVERSE CONTRIBUTIONS**

Present: Nic Chapin, Sam Chipperfield, Denise Collins, Karen Gault, Lisa McEldowney, Jill Mohr, Katie Norquist, Kate Ray, Sheila Walker.

Absent: None

Regular Session Agenda

1. Call to order – Lisa McEldowney 4:00pm
2. Reports:
 - a. Teaching and Learning Spotlight- Denise Collins & Mackenzie Staheli
 - Denise Collins and Mackenzie Staheli were introduced as the speakers for teaching and learning spotlight. They presented student CCSS projects, which combined the students' study of the Renaissance in social studies and simple machines in Integrations. Students identified a problem that a fictional person would face during that time period. Then students designed and built an invention using simple machines to solve the problem, as well as created a narrative about the person, problem, and solution.
 - The superintendent & district school board representative visited TRCS while students were doing their CCSS projects. They were impressed.

3. Recognition/ Appreciation –
 - Thanks to the fundraising team, who has been working on an event for later this week.
 - Thanks to Nic for running 17 laps in the Fun Run and bringing up the enthusiasm by dressing up as Flash.
4. Fun Run Collections
 - a. Pledges came in at \$12,200 and \$11,500 has been collected.
 - b. The family that brought in the most, \$1300, got a pizza party. Friday, they went to Pieology. Second and Third place are going to Starbucks and frozen yogurt.
 - c. A portion of the money raised went to emergency supply kits for each classroom and a gaga ball court. Nic is estimating it will cost \$1500 for both of those. The rest will go toward the overall fundraising goal. The emergency kits come in 5-gallon buckets and contain: rations, first aid kits, gloves, toilet paper, emergency supplies, and an emergency radio. These are in every classroom now. They are good for 5 years, at which point you need to replace the rations and first aid kits. The emergency kits cost about \$1000 total. Nic is working with a parent to make the gaga ball court. They are meeting to discuss this on Thursday.
 - d. The board discussed putting an update in the WAVE to announce what was earned, that the emergency kits have been purchased and are in the classrooms, and gaga ball court is being planned.

To Do: Put an announcement in the WAVE about what the Fun Run earned, that the emergency kits are in classroom, and the gaga ball court is being planned.

5. Public Input
 - No visitors attended this meeting.
6. Reports:
 - a. Financials – Katie Norquist reported
 - i. Profit & Loss Statement
 - ii. Balance Sheet
 - Katie has compared the numbers to the budget as well as last year.
 - 41% of the Kids First has been collected. This is a little ahead of last year.
 - The checking account has sufficient money in it.
 - The line of credit has been paid off completely, nothing outstanding.
 - In terms of expenses, it looks like we are right on budget. PERS and employee benefits are calculating a little bit higher.
 - The budget is planning on breaking even, not a lot of wiggle room if something comes up. There may be a good cushion in the mentor training, if we don't use it all.
 - Need to keep an emphasis on fundraising.
 - The bridge loan has already been paid down \$10,000 this school year. Once it is paid off there will be an extra \$37,000 per year.
 - Everything looks right on schedule.
 - iii. Update on Bank Signers
 - All the bank accounts, including the line of credit, have been transferred over.
 - Nic met with First Interstate Bank about the loans. The major part of the loan balloons in 2025. The balance of \$1,500,000 will need to be paid off

or remortgaged. The remortgage process will cost about \$20,000. This expense needs to be planned for. The current loan has a good interest rate from 2 years ago. There is an arm on the loan. If interest rates change, that could change in 2020.

-In 5 years the bridge loan will be paid off. Current payment is \$3,300 per month.

-First Interstate gave TRCS a \$1,000 grant for working with them.

-The reserve on the current budget is 0.05%. First Interstate's expectation is that non-profits have a 5-10% reserve. If we build that reserve, it would help avoid having to use the line of credit in the summer as we wait for ADM and Kids First to pick back up. It costs about \$1000 in fees to run that process over the summer. That is a potential saving by having a reserve.

iv. Audit Report

-Traditionally TRCS has an audit report in November. The auditor is behind. It should be completed in the next week.

b. Administrator Update – Nic Chapin reported

i. Conferences happened right after the last board meeting and went well.

ii. Fun Run happened. It was a tough day because it was wet outside. There was a pretty good turnout of parents. Students ran in two sessions. The group that wasn't running was cheering on the runners. Mr. Connolly did a great job keeping everyone entertained. Overall it was a great event.

iii. Halloween was a staff team building day. The staff went to an escape room and Pine Street Market. The two days after were teacher planning days.

iv. 8th grade leadership put on a harvest party. They did a hunted house in the library, had a movie in the main area, and 4th and 5th graders had parties in the classrooms. The leadership team did a fantastic job.

v. Have been doing community service: Twice at Blanche House and once at Rolling Hills pantry.

vi. Currently wrapping up term one. Term two starts after Thanksgiving. Report cards will go out.

vii. Friendsgiving is coming up on Thursday, followed by a gingerbread night next month.

viii. PE is this week: Thursday bowling at Wilsonville Lane, Friday roller skating at Oaks Park.

ix. After Thanksgiving, there will be a cell phone policy meeting, for parents and students to learn about the cell phone policy. Students can take a test and earn a cell phone license.

x. Information was sent out about Outdoor School, which will be at Bar M Ranch, outside of Pendleton. TRCS is teaming with Trackers, who will provide a lot of the curriculum and activities. Trackers will follow TRCS where ever we go, if we go back to beach or southern Oregon. So, hoping it's a long-standing partnership. We are able to keep the pricing the same as it's been for the past 2 years. Sixth graders will be getting an ODS grant from the state, which will reduce the cost. Teachers will be going. Tori and Denise will do a site visit in December.

xi. Next week, Nic is meeting with a school nurse to discuss implementing some protocols. There is a lot of liability around that. Nic will meet with the nurse to develop protocols teachers and staff can follow if something happens to a student.

xii. Launched the YouTube channel. The third video is going to be coming out. The 8th grade has been having a great time with them.

c. Committee Updates

i. Fundraising and Development / Parent Engagement – Karen Gault reported

1. Friendsgiving is this Thursday.

- There are 123 RSVP's so far, with 37 families planning to attend.
- The event will include a variety of activities planned for the kids, everyone will bring a dish to share for the potluck dinner, and it will have a giving tree and party boards for the fundraising component.
- Giving Tree: Nic provided ideas for activities and items that people can sponsor such as Crossfit PE Week, PE Soccer Center, Recess Equipment, Garden Beds
- Party Boards: There will be 5-7 party boards. Each board will have a set number of slots that can be signed-up for and each slot has a fee associated with participating in the event. Party boards include: Fashion Night at the Difference, Hot Havana Night – Cuban Dinner, 8th Graders/Parents Childcare on Valentines Day, Patio Bricks, Brush Lettering Class
- Texas Holdem' Tournament: 2 families offered to hold a Texas Holdem' Tournament to be offered on a party board at Friendsgiving. This has been done at TRCS in the past and the families asked if it could be hosted at TRCS. The board discussed the matters that would need to be addressed prior:
 - Nic or board member would need to be present at the event.
 - Gambling as a fundraiser requires a Monte Carlo License, which TRCS has.
 - Alcohol at this event would require a liquor license and an OLCC server. Cost of liquor license is around \$50. Alcohol at school presents a liability with people leaving the event after drinking. This would require enhanced insurance. Sheila has gotten this for her school and the cost was between \$500- \$1000. TRCS has insurance through PACE, which insures public schools. They may not offer this type of enhanced insurance. Nic will call to see if it is an option.
 - At this type of event, would it raise enough to cover the costs? In the past this event has raised about \$3000.
 - Group wanting to host the event would need to help with the leg work for these things.
 - While it is generous of these families to offer to host this event, the details will not be sorted out by Thursday to offer this as a party board at Friendsgiving. It will be looked into as a separate fundraising event.

To Do: Contact insurance agent to get estimate for enhanced insurance to cover an evening event with alcohol.

- Board discussed having a policy in our bylaws about alcohol at events hosted at TRCS.
- A Tidings reporter contacted Elizabeth, after reading about Friendsgiving on the TRCS website. The reporter wanted to know more about the

event and the fundraising component. Elizabeth gave the reporter Karen Gault's email for follow-up questions. Karen asked for board input on what the message should be about our fundraising this year, as it could be an opportunity to get our message out. The board discussed Nic should be a part of that conversation. The message should be consistent with what was said at Back-to-School night, which was that we would be doing fundraising this year. We can discuss the giving tree and that we are raising funds for certain components of our curriculum. The fundraising is required because of the difference in state funding for charter schools.

-At Back-to-School Night a need for fundraising was discussed, but the goal wasn't mentioned. The parent fundraising group put a message in the WAVE, to communicate to the community that we have a fundraising goal of \$75,000. A Bullet list of items the funds would go towards was included. This group would like to clarify this message and have board input as we are going to start asking parents to go out and procure items for the auction.

2. Auction update:

- most of the effort this past month has been on Friendsgiving.
- The parent fundraising group looked 5 auction venues: TRCS: options with a sit-down dinner, heavy appetizers, or food trucks, Oregon Golf Course, World of Speed, Abernathy Center, and Oswego Hills.
- The board discussed the parent fundraising group's pros and cons with the various venue options. While most of the group would have preferred to keep the event at TRCS, in the building we are raising funds for, TRCS did not seem like the most practical venue to reach our fundraising goal.
- The group estimated an event at TRCS could host about 120 people. Looking at the fundraising goal, that would mean each couple attending would need to spend \$1000 at the event in order to reach the fundraising goal. With only 120 people able to attend an event at TRCS, it will be the same group of people that we have been asking to fundraise all year. The thought was an outside venue would allow us to open the event to more than just current families.
- We could not find a caterer that could do a sit-down dinner for 120 people at TRCS without access to a full kitchen. We looked at a buffet option, bringing in food trucks, and an event with just heavy hors d'oeuvres.
- There was not a significant cost difference between hosting the event at TRCS verses an outside venue. The cost of rentals for tables, chairs, linens, place settings, tent, etc as well as hiring servers, and caterers was not significantly less than the cost of an outside venue.
- Taking into account the work involved with set-up, clean-up, getting school back to ready for classes on Monday, especially during IP season, an outside venue looked like the better option.
- The parent fundraising group voted to have the event at the Oregon Golf Club. The group felt that a larger venue would allow more people to be invited and we would be more likely to reach the fundraising goal. The Oregon Golf Club will donate the use of their outdoor tent space to non-

profits. TRCS would pay for the catering and drinks. They do all the clean-up. It was the best deal overall.

-One concern of that option, was it may alienate some families and staff in that venue could be perceived as pretentious.

-Kate mentioned that auctions were held at the Oregon Golf Club in the past. The year the auction moved from the Oregon Golf Club to the Abernathy Center, it made significantly less, and ended up moving back the following year.

-The group discussed an every other year cycle of hosting a larger event offsite followed by a smaller event at TRCS, depending on the year's fundraising goal. There was discussion on having this year's event at the Oregon Golf Club, next year having it at TRCS and seeing how they compare.

-Elizabeth came to the last parent fundraising group meeting and voiced some concerns from the school and staff. Their biggest concern is that it's going to be too much work on teachers and staff. The fundraising group doesn't want to ask the teachers or staff to do too much. There won't be class projects. They want to keep teacher/staff involvement minimal. The hope is to build enough of a team that it doesn't come back on the teachers or staff.

-We have a contract for Oregon Golf Club. The board is ok with moving forward with that. The board agreed the Oregon Golf club makes the most sense for this year's event.

-Auction chairs: we have 2 parents considering co-chairing the auction. They are meeting tomorrow to discuss the possibility of co-chairing.

-Next steps include starting to procure items, need to find out what talents parent have that can help with the auction, and get more parents involved with the fundraising group.

-Sara, who does this for a living, has suggested doing raffles, a silent auction, and special appeal, rather than doing a live auction. She has had a lot of success with this. This would save the cost associated with hiring an auctioneer, which can be expensive.

-TRCS has a good database of past alumni that we can reach out to invite.

ii. Strategic Plan – Nic Reported

- Need a date to get everyone together, will probably be in December or January

iii. Charter Renewal – Nic Reported

-Nic met with Dr. Ludwig & Regan, our board liaison.

-They proposed a timeline for the charter renewal. Nic told Kathy if we are going to meet the 180-day mark, we need to send a letter to them in October. Kathy requested that we wait until January to send the letter. If we sent the letter in October, the district is required to have a public hearing within a certain number of days and they are not ready for that process.

-Timeline:

-A letter will be sent in January requesting the charter renewal.

-Then we will have a meeting with 2 board members during a working session, prior to the district board meeting.

- The district wants to hear feedback from teachers and community members on how things are going, what is going well, and what is not.
- At that meeting, there will be a presentation with statistics, TRCS's model of schooling, and what we do at TRCS.
- Does not sound like there will be a formal 20-minute spot at the district board meeting.
- Nic and TRCS board members will be involved with that: Lisa, as board president, Denise as a teacher, Karen as a parent and any other board member that would like to participate.
- The district has been very supportive and great to work with so far. They were very impressed when they visited. They were active with students and asking them questions about what they were doing.
- If the district board vote yes on the charter renewal, that moves us into a 90-day negotiation period. Either side can add any requests or edits to the current charter during this time. The charter can be renewed for 1-5 years.
- If the board voted no, we do not move on to negotiating the contract.
- There are about 5 things that could cause the district to vote no:
 - Financial reasons: if you are underwater or show that you are not managing your finances properly, they can shut it down.
 - Not meeting standards: if we are not performing at district level or above, they would have to put some supports in place and ask us for a school improvement plan. If we continued to not measure up to that standard, they could say no we are not renewing.
 - For TRCS, we are financially stable, and we perform very, very well.

To Do: Send letter with intention to renew the charter in January

- v. Bylaw Changes: Sam Chipperfield reported
 - Sam went through and made a lot of formatting changes.
 - Over the years, the bylaws have been written from lots of different iterations, different people using their own legalize and formatting.
 - Sam cleaned it up and made sure the grammar read like a laymen rather than legal speak.
 - Comments were added by committee members in terms of specific things:
 - the structure of the board itself in terms of who makes it up
 - limiting the size of the board
 - adding a board budget meeting in July, to align with board terms, which go from July 1-June 30.
 - Still more consolidation to be done.
 - The bylaw changes committee will get together in December to agree on what will go in the draft and then talk about it at a future board meeting.

To Do: Bylaw committee get together in December and agree on draft changes.

7. Consent Agenda:

a. **Vote to Approve minutes from October meeting.**

- Sam Chipperfield motioned to approve, Sheila Walker seconded, unanimously approved.

8. Meeting Adjourned at 5:40 pm

Lisa McEldowney motioned, Karen Gault seconded.

9. Executive Session: To directly follow the meeting.

10. Next Meeting: January 15th, 2019