

TRCS Governing Board Minutes

Three Rivers Charter School, September 11, 2018

The Three Rivers Governing Board will meet in Regular Session at 4:00 pm on Tuesday, September 11, 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
2. RECOGNITION/APPRECIATION
 - Board was recognized by Denise Collins for sending the edible arrangement on the first day of school.
 - The staff was recognized by Nic for a great start to the school year.
3. TEACHING AND LEARNING SPOTLIGHT – Meg Elston
 - Meg Elston was introduced as the speaker for teaching and learning. She introduced the soccer unit and went through how it was set up, how teams were chosen, skills that were learned and the results from bracket play.

4. PUBLIC INPUT

- Board welcomed visitor Jean Svadlenka, TRCS parent.
 - Jean came to see how things are going with the board and TRCS. So far, the school year is going well for her son.
 - Jean asked about the end-of-year parent surveys. Nic explained they were used as a guide for our in-service, to look at trends from parents, and to guide changes and conversations about the perception from parents. Lisa explained the board has used them at a high level to discuss themes.
 - Jean asked if TRCS has a PTA. It was explained TRCS does not have a formal PTA and that last year parent involvement was more project based.

5. CONSENT AGENDA

a. **Vote in new board members**

- Denise Collins motions to vote in all three new board members: Sam Chipperfield, Jill Mohr, & Katie Norquist.
- Sheila Walker seconded, unanimously approved.

b. **Vote in new officers**

- Lisa McEldowney proposed adding a Vice Chair. In the past, the board has had a Chair, Treasurer, and Secretary. A Vice Chair might make sense, to be a backup for Chair. Vice Chair would not be an automatic replacement for Chair. A Vice Chair is not required by our bylaws.

Chair: Lisa McEldowney nominated.

Sheila Walker motioned, Kate Ray seconded, unanimously approved.

Vice Chair: Sam Chipperfield nominated.

Denise Collins motioned, Karen Gault seconded, unanimously approved.

Treasurer: Katie Norquist nominated.

Kate Ray motioned, Sam Chipperfield seconded, unanimously approved.

Secretary: Karen Gault nominated.

Denise Collins motioned, Katie Norquist seconded, unanimously approved.

- Officers are voted in for one year.

6. REPORTS

a. Financials - Nic Chapin reported.

i. Profit & Loss Statement

- Reconciled through July 31st, currently working on August.
- Starting to build up income again as ADMW & Kids First comes in. Now, in a good place to move forward.

ii. Balance Sheet

- Once Nic is approved as a signer, he will talk to bank about the building loans.

iii. P&L 2017-18

- Last year's budget came out close. It was a little high on income and a little High on expenses. Overall, a net zero.
- Moving forward statements will be posted on google shared drive one week prior to meeting.

iv. Budget discussion- Adjustments to the budget:

- Adjustments to the Budget:

- Adding Staff Bonuses to the budget: Per the board's discussion at the retreat in August, Nic added staff bonuses as a line item in the budget. The board discussed this adjustment and agreed to add staff bonuses to the budget. Based on an average over the past three years, \$40,000 was added to the budget for staff bonuses.
- Increasing Fundraising Goal: Adding staff bonuses to the budget, created a negative balance of \$6,000. The board discussed increasing the fundraising goal from \$45,000 to \$55,000. The total fundraising goal would be close to \$70,000, with close to \$15,000 in Fun Run and \$55,000 in additional fundraising.
- The board discussed the importance of communicating the need for more fundraising because being in this building is more expensive. Transparency is also important to let the community know what this year is going to look like.
- The board discussed fundraising to pay of the bridge loan early. This would free up +\$30,000 in interest and monthly payments.

To Do: Nic will talk to bank to gain a better understanding of bridge loan and the outstanding principal on that loan.

b. Administrator Update - Nic Chapin reported.

-School year is off to a good start. Teachers and Nic had a week of in-service, got to know each other, and got a lot of work done. There was a great plan in place for the first week, and teachers did a great job. First week, didn't include all of the academics. Second week with students, starting to get into afternoon academics as PE unit slowed down. Overall, positive start.

-Board Goals: Nic made a draft version of 4 different board goals. Nic will put in a live document we can all edit and work on.

To Do: Nic will put draft board goals in shared drive. All can make edits.

-Fun Run:

- The first fundraiser is planned for last week of Oct.
- Nic and Karen meet a couple of time since board retreat to discuss parent engagement. We discussed putting a theme on the Fun Run might drive some motivation. We also discussed drafting some things we are fundraising for, not just the budget. Ideas: Gaga ball court &/or Emergency kits that would support staff and students for 3 days.
- The board discussed supporting the Fun Run by sponsoring staff.

-Parent Engagement:

- Karen and Nic met with Tawny Freidman about taking on the role of volunteer coordinator.
- Parent Tea & New Parent meetings Thursday, Sept 13th. Both are opportunities for parents to get to know Nic and to bring parents together.
- New Parent Conferences on Sept 20th. No school that day.
- Back-to-School Night is on Sept 27th. Board members will attend.

-In regards to being transparent with the budget and fundraising, this would be a good place to start the conversation and set the tone for the year.

-Board considered Back-to-School Night as a time to start reaching out to stakeholders for strategic planning.

- Discussed potential Parent Engagement meeting on Sept 24th, prior to Back-to-School Night, to brainstorm ideas for fundraisers, social events, find an auction/fundraising chair. Then bring ideas to Back-to-School Night. Board discussed and thought this might be better to do after Back-to-School Night.

- Facebook: Looking into creating more of a presence on Facebook. Nic met with a parent that does a lot with Facebook for another non-profit organization, Mission 22. Facebook has some opportunities for non-profits to fundraise through Facebook and Facebook does not take any portion of the funds donated. This could create another opportunity for parent engagement. Also, discussed some of the downsides and how to manage the activity on it.

-District Board Meeting – Nic attended that on Sept 10th.

c. Committee Updates

Need to select committees.

1. Fundraising and Development

- Board discussed some potential fundraising events, such as an auction, a grandparent's day, tapping into relatives at IP night, alumni open house. Last year Friendsgiving was a successful community building event, perhaps we can add a fundraising element to it. Discussed having three fundraising events: Fall Fun Run, Winter Event, and Spring Event. Need to determine what winter and spring events will be. Board discussed if board should determine the fundraising events or open it up to parent input.

To Do: Find a parent to be auction/fundraising chair.

- Board discussed how to present budget and fundraising needs at Back-to-School Night. At Back-to-School Night, we need to communicate that owning a building and being responsible for repairs is more expensive than renting. Also need to explain that AMDW & Kid's First doesn't cover all of the costs. Board discussed how to present this information and set the right tone for this conversation.

-The first 30 minutes of Back-to-School Night will be a State of the Union type conversation to include some of the fundraising needs for this school year.

-It was discussed to hold off on gathering strategic plan data at Back-to-School Night because 40% of parents are new to TRCS and still trying to understand what TRCS is about.

To Do: Nic will work on some charts to show the need for fundraising at Back-to-School Night

2. Charter Renewal
 - Nic is planning on meeting with the Superintendent next Wed, Sept 19th.
 - Nic will update on charter renewal after meeting with the district.

3. Determined Board Committee Roles for 2018-2019
 - Parent Engagement Committee: Nic Chapin & Karen Gault
 - *Jill Mohr offered to help with this
 - Fundraising and Development Committee: Kate Ray & Sheila Walker
 - Strategic Planning: Sam Chipperfield
 - *Denise Collins & Jill Mohr offered to help with this
 - Charter Renewal: Nic Chapin
 - Finance Committee: Nic Chapin & Katie Norquist

To Do: Nic will create a board contact list.

7. CONSENT AGENDA:

- a. **Vote to approve 2018-2019 Budget**
 - Sam Chipperfield motioned to approve the budget with the modification of changing the fundraising line from \$45,000 to \$55,000.
 - Denise Collins seconded, unanimously approved.

- b. **Vote to approve governing board meeting minutes for May 14, 2018**
 - Karen Gault motioned to approve, Kate Ray seconded, unanimously approved.

- c. **Vote to request for official signers to be added for the bank**
 - Sheila Walker motioned to remove Katherine Holtgraves & John Martin as signers on the bank account. Sam Chipperfield seconded, unanimously approved.
 - Denise Collins motioned to add Nic Chapin, Lisa McEldowney and Katie Norquist as signers for the bank. Sheila Walker seconded, unanimously approved.
 - *Note: Nic Chapin, Lisa McEldowney, and Katie Norquist did not vote.

- d. Sign acknowledgment of governance board – now that we have officers. All board members signed.

7. OLD BUSINESS

- e. Mortgage information
 - Fundraising efforts

- f. Bylaw changes – will be back to the board by the November board meeting.
 - Nic Chapin, Denise Collins, Sam Chipperfield, and Lisa McEldowney will work on.

To Do: Bylaw changes for the November board meeting.

8. BOARD MEETING DATES – Agreed upon:

Oct 16th at 4:00pm

Nov 13th at 4:00pm

Jan 15th at 4:00pm

Feb 19th at 4:00pm

Apr 16th at 4:00pm

May 21st at 4:00pm

July 16th at 4:00pm

MEETING ADJOURNED at 6:00pm