

## **TRCS Governing Board Minutes**

**Three Rivers Charter School, January 15, 2019**

**The Three Rivers Governing Board will meet in Regular Session at 4:00 pm on Tuesday, January 15, 2019 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, Katie Norquist, Kate Ray.

**Absent:** Lisa McEldowney, Jill Mohr, Sheila Walker

### **Regular Session Agenda**

1. Call to order 4:03pm Sam Chipperfield
2. Teaching and Learning Spotlight - Jasmine Olson reported.
  - Jasmine Olson was introduced as the speaker for teaching and learning spotlight. Jasmine presented student CCSS projects, which were related to their literature books. There were several different projects based on grade level: 4<sup>th</sup> grade did story maps, 5<sup>th</sup> grade created board games related to their literature book, 7<sup>th</sup> & 8<sup>th</sup> graders did agamographs, which depicted themes from their literature books, or shadow boxes of an important scene. Jasmine shared several examples of each project type.
3. Recognition/ Appreciation
  - Thank you to board with cards & cupcakes for board appreciation.
  - Thank you to Nic for the cupcakes & cards.

#### 4. Public Input

-No visitors attended this meeting.

#### 5. Reports:

##### a. Financials - Katie Norquist reported.

##### i. Profit & Loss Statement

##### ii. Balance Sheet

-The line of credit is paid off, no outstanding balance.

-Cash wise we are in a pretty good spot. There is plenty in the checking account, slightly behind last year.

-Katie discussed that while the current budget is tight and has an aggressive fundraising goal, there is also wiggle room in the budget.

There are some good things that happened in our budget:

-The Fun Run fundraiser was close to the goal

-Friendsgiving fundraising raised about \$2,000

-TRCS received \$6,000 more in tax options

-\$30,000 budgeted for the transition mentoring was not spent

-This takes some of the pressure off the big fundraising goal. Fundraising is still needed to meet the bonus targets and to build the reserve.

-Kudos to Nic and the staff for spending responsibly and keeping spending on target.

-Interest on the building loan is a little higher than estimated. We are just now seeing what the payments are going to look like year after year. The next potential change in loan payments will be after 5 years, when the interest rate can adjust. In 5 years, the bridge loan will be paid off, opening those funds.

-Kids First is on track. TRCS has received about 57% of Kids First pledges. At the end of December, this is ahead of last year at this point.

-PERS is running higher than budgeted. Will know more after December, because TRCS doesn't have as many hours worked in December. Nic will prepare a document for next board meeting with the PERS projection to see if we need to think about moving money from another budget line. PERS rate is at 27%, and costs about \$17,000 per month.

**TO DO: Nic will bring a PERS projection to the next board meeting to discuss.**

##### iii. Audit Report

-Nothing major stood out on the audit report

-The audit letter mentioned a couple things that the school has addressed:

-One employee was underpaid last year. That has been corrected. It was about \$6,000 to correct.

-TRCS will implement a secondary check on all contracts. The contracts will be reviewed by Lisa, Board President, and one other board member before they are signed by staff.

-As far as testing of expenditures, a form was created for secondary documentation for reimbursements.

-A lot of money was spent on the new building. Now the focus needs to be on building the reserve and continuing to pay for the building as it ages.

-The board discussed that the audit letter mentioned TRCS went down from \$800,000 to \$600,000 last year. If spending continues at that rate for next 3 years, we would have nothing left. If ADM doesn't go up or PERS increases, we may need to look at changes in the budget next year. That is why \$50,000 is the minimum goal for fundraising. If fundraising made \$75,000 or \$80,000, that could go towards building the reserve. For most public institutions, a reserve is 5-10% of the operating budget. Currently TRCS has a .05% reserve. If there is not an increase in funding, we may need to look at raising kid's first or look for ways to cut spending. As we look at renewing the charter, if the district is going to keep the ask charter rate of 90% are there other things we could ask the district for? For example, could we ask about getting insurance through the district, might be less expensive. If the short-term loan is paid off, that would open funds in the budget.

b. Administrator Update - Nic Chapin reported.

- i. The student leadership teams created parties prior to the winter break. The 6/7/8 had a dance party, while 4/5 watched movies in the classrooms.
- ii. The student leadership team held a supply drive for Rose Haven. They exceeded their goal of collecting 500 items, by collecting almost 2,000 items. Rose Haven was very appreciative and invited TRCS to come and volunteer if TRCS ever wanted to.
- iii. Spirit Week & Gingerbread night were held in December.
- iv. PE week included visits to the soccer center where student families participated in a variety of games and activities.
- v. CCSS projects were moved to beginning of term 2 instead of the end of term in order to ease the transition into IP in term 3.
- vi. Coming up: MLK day is a day off. The following week is 2 days of school, 3 days off for teacher planning.
- vii. The State of School will be held on Jan 24<sup>th</sup>, at 6:00pm, to explain the need for fundraising, look at some of the specifics related to the building, and give more details about the auction. A common misconception is that we own the building, and not understanding that TRCS has a mortgage.
- viii. January PE week is at the Aquatic Center.
- ix. In January, Denise and Torri are doing a lot of ODS prep work. In December, Denise and Torri went to visit Bar Ranch in Pendleton. The set-up at Bar Ranch is very different. So, there is a need to establish a different culture and redo the ODS structure. For example, instead of everyone eating meals together and singing camp songs, there are three different eating areas. No wifi within 15 miles of the facility.
- x. The first tech licenses for the cell phone policy were started. Those that attended the first cell phone policy meeting were able to take the first tests. These will be held once per month.

c. Committee Updates

- i. Fundraising and Development- Nic Chapin & Stephanie Knapick reported.
  - Stephanie Knapick reported on the auction planning and demonstrated the auction website.
  - The auction theme will be Coming Together: a night to support TRCS.

- The website has information about TRCS and the fundraising goals, how to become an event sponsor or make a donation, and purchasing event tickets. The catalog of live and silent auction items will be posted on the website once they are finalized.
- The website is active and can start receiving payments. Payments from Greater Giving will be sent to TRCS every Friday.
- Current families, alumni families, and adult alumni will be invited. Postcards will be sent out directing them to the website. Approximately 600 postcards will be sent out. Planning for 200 people to attend. The event capacity is 412 people.
- Fundraising will target sponsorships, raffle, dessert dash, silent & live auction, and special appeal.
- Nic is working on a video with students for the special appeal.
- Sponsorship and donation appeal letters will go out to the community and are on the website to begin soliciting sponsorships and donations.
- The fundraising team is going to target TRCS vendors for sponsorships.
- Stephanie asked if board members know any companies that would be a matching donor or would be interested in sponsorships. Kate and Sheila offered to reach out to alumni and past donors. Katie offered to donate a round of golf for 4 with carts.
- Tickets will be \$85 per person and will include beer, wine, dinner, entertainment and dancing.
- Tony Starlight will be performing and acting as the auctioneer. Meg Elston and Ethan Connolly will be emceeing the event.
- Kate is going to help with software on the night of.

#### ii. Parent Engagement

- Friendsgiving was held the week after the last board meeting. It was a great community event, with a lot of positive energy. Over 130 people attended. The fundraising component raised around \$2000.
- After Friendsgiving the focus has been on the auction fundraiser. There is a small team of great people working on that, but don't want to pull people away from that to plan another event.
- Nic and Karen discussed a couple of small events we could try, such as pancake breakfast.

#### iii. Strategic Plan

- Planning for the strategic plan is going to get started. The plan is to have an outline for this by the end of the year.

#### iv. Charter Renewal

- The charter renewal letter has been sent to district school board.
- Nic spoke with Kathy at the district board meeting. Kathy will be meeting with Regan to determine dates for those upcoming charter renewal events. Everything is on track for the renewal.

#### v. Bylaw revisions

- Nic, Lisa, Sam met to go over revisions and edits of the bylaws. They are working to make the bylaws more succinct and build more statues into the bylaws for better business guidelines. The Formatting is different so that every board member would sign the bylaws each year to ensure board members understand it and will operate and function in that manor.
- Lisa going through the latest edits. She will be send them to rest of committee. The bylaws committee will bring the final revisions back to

the next board meeting for initial review and the following board meeting for final approval.

6. A parent of a former student came into school this past week. About a year and a half ago, the student left TRCS to study in Japan. She is an 8<sup>th</sup> grader and would like to return after spring break for the final two months. Prior to the student leaving, the family met with the board to get approval to come back. It is unclear if the original agreement was for the student to return after one year or after a year and a half. The student initially thought she would be gone for one year and ended up staying longer. Denise was on staff at the time and knows the board had given her permission to go. The staff was just told she wasn't going to be coming back when they originally thought she would be returning. The parent would like for the student to return to TRCS, rather than go to another district school, because she knows TRCS and it's only for two months. Nic will look in past board minutes to see what was discussed. The board will discuss at the next board meeting. Currently, there is a waitlist for 5<sup>th</sup> and 6<sup>th</sup> grade. There is no wait list for 8<sup>th</sup> grade. We are still above 110 students. We have had one 8<sup>th</sup> grader leave this school year. This student would come back right as IP starts, which she has done before. Nic will bring as much information as he can to the next board meeting and possibly invite parents to speak with board.

**TO DO: Nic will look at past board meeting minutes to find information on what was discussed and bring to next board meeting.**

7. Consent Agenda:
  - a. **Vote to Approve minutes from November meeting.**  
-Denise Collins motioned to approve, Kate Ray seconded, unanimously approved.
8. Meeting Adjourned at 5:25pm  
Kate Ray motioned, Sam Chipperfield seconded.
9. Next Meeting: February 19th, 2019