

TRCS Governing Board Minutes

Three Rivers Charter School, October 9, 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 4:02
2. Reports:
 - a. Teaching and Learning Spotlight- Jasmine Olson
 - Jasmine Olson was introduced as the speaker for teaching and learning. Jasmine discussed 7th & 8th grade Language Arts. Students are using the 6th grade writing scoring rubric to visually show the difference in detail between scores 1 through 6. Jasmine shared an example of a student's first writing piece, in which students developed interview questions and wrote profiles about each other.
3. Recognition/ Appreciation –
 - Thanks to Ms. Collins for saving tie Tuesday by tying Nic's bow tie.
 - Thanks to Karen for getting the first fundraising meeting going.
 - Thanks to Nic & staff for getting the year off to a positive start.
 - Thanks to Nic & staff for a great Back-to-School Night.

4. Public Input

-No visitors attended this meeting.

5. Reports:

a. Administrator Update – Nic Chapin reported

- i. New Student Conferences – There was no school. Families of new students came in for conferences. There was an almost perfect turn out. Positive feedback was received, and parents appreciated the detailed data they received about their students.
- ii. Back-to-School Night – The Assistant Superintendent from the district attended. Out of 83 families only 17 did not attend. Received two questions from parents. One wanted to know the overall budget since only percentages were shown during the presentation. They were also interested in being a part of the strategic plan. The other inquiry asked what is in the emergency kits that we are raising money for. There were some questions raised in the fundraising committee meeting about what are the fundraising goals we are trying to achieve.
- iii. On Oct 17th, Dr. Ludwig, superintendent, & Regan, board liaison, will come to TRCS to visit.
- iv. Returning Student Conferences start tomorrow, Oct. 10th.
- v. Started the daily mile. Students & staff are running 15 minutes per day leading up to the Fun Run at the end of the month. This counts as PE hours. At the end of the month, will consider continuing it or implementing it in other ways down the line.
- vi. No school 2.5 days this week for returning student conferences. TRCS has teacher work days Oct 31st, Nov 1st, Nov. 2nd, which are no school days

b. Financials – Katie Norquist reported

i. Profit & Loss Statement

ii. Balance Sheet

-As of the end of August, TRCS's CPA hadn't gone in and made any journal entries for this school year. Katie hand wrote in a few journal entries that appear to be missing:

1. Accounts receivable has a balance of -\$27,000, which is not taking into account any Kid's First money that has come in. As of the end of August, TRCS had received \$27,000 in Kid's First pledges.
2. A journal entry for the liability insurance has not been made, should be expensed out once per month

To Do: Nick and Katie to talk to CPA about clearing up the missing journal entries.

-Once the above are added in, we are pretty close to breaking even

-Nic and Katie compared this year to where we were last year at this time. Compared to last year, we are in a tighter spot cash wise. Last year, there was a journal entry in accounts receivable for a lot of Kid's First money that had been pledged, but not collected. Another reason for the difference is at this time last year we were not making payments on the short term loan. That did not start until December.

-As of August, TRCS had \$39,000 out on the line of credit. A payment has been made since August.

-AMD and Kid's First continue to come in, have received about \$120,000 since August.

-There is room for improvement in the process for keeping track of Kid's First pledges. The current process, using Excel, is time consuming for Elizabeth and Nic. We could better utilize the accounting software to make the process more automated, less error prone and more sustainable long term. The process could be streamlined to automatically send parents reminders of their pledges and send receipts once pledges are received.

To Do: Katie and Nic have a goal to improve the process for Kid's First pledges.

-It looks like some of the journal entries we could do rather than having the CPA do. There might be a cost savings if we did some of the journal entries that are the exact same every month, rather than having the CPA do it. Need to investigate if it's required by law for a CPA to make the journal entries.

iii. Update on bank signers

-This should be completed soon. Lisa & Katie need to sign a few more documents. Once the signers are changed, we can update the online payroll system. The online payroll system needs an official letter from bank saying the signers have been updated. Should be able to complete after today.

To Do: Complete the process of changing the bank signers and get a letter from the bank to update the online payroll system.

c. Committee Updates

i. Fundraising and Development – Karen Gault Reported

-Nic and Karen met with a small group to start this year's fundraising efforts. 7 parents from the list of 12 that signed up at back to school night came to the first fundraising meeting.

-Nic started the meeting by sharing this year's fundraising goals, explained the overall goal of raising \$75,000. Explained the state recommends we have a 5-10% reserve.

-A variety of fundraising ideas were brainstormed.

-Narrowed the ideas to focus on two additional fundraising events

1. Friendsgiving on Nov. 15th

-This year it will be a community building event with a fundraising component added to it.

-Fundraising will include a Giving Tree with wish list items for the school and a way to flat donate to the school.

As well as, Party Boards. These will be experience people can pay to participate in. For example, 10 photo sessions with a photographer, dinner hosted for 12, a cupcake party hosted by 8th grade girls for younger

students, or the parking space for a month. This will raise money for the school, but also give people another to get to know each other better & build our community.

2. Spring Auction on April 12th.

-Parents are going to start looking at venues to compare costs associated with hosting at TRCS verses off-site locations, like Oregon Golf Course

To Do: Compare cost of Auction venues

-Working on finding a chair for the auction. There are a couple of parents that would be good and have experience.

-There were a lot of ideas, but timeline wise we focused on some of the bigger ones we can get done this year that would be the most bang for the buck.

-The group discussed a third smaller idea, possibly in the Spring

-The board discussed an alumni night as an option for the spring Fundraising event

-The parent fundraising group will meet again next week to discuss details of Friendsgiving and the Spring Auction

-We did not get to the Fun Run that at parent meeting. Karen asked Nic if they needed parent help/support with Fun Run. Elizabeth is going to send out a sign-up for parent volunteers on Sangha.

-Board will be sponsoring Nic for the Fun Run

ii. Parent Engagement – Nic Reported

-Most of the meeting with parents was spent discussing fundraising.

-Trying to look at ways other than fundraising to get our parents engaged.

-Looking at rebuilding Facebook to make it a more engageable place, without it becoming a gossip center.

-Hopefully the YouTube channel will roll out in the next week

iii. Strategic Plan – Nic Reported

-Nic started to a timeline for the strategic plan

-Goal to have data accumulated by January

-The strategic plan can be another way engage parents by creating some events that bring parents in and collect data at the same time.

-Need to determine questions to ask, as well as what we want to get out of the data we collect

To Do: Sub-committee to meet in next couple weeks to look at questions, and data to be gathered.

iv. Charter Renewal – Nic Reported

-Nic met with Dr. Ludwig & Regan. Overall, the meeting was positive. They like what we are doing and like the partnership going forward.

One concern they have is how we message Kid's First, because we are public education. Kid's First is a borderline area, are we fundraising, or does it cost money to go to TRCS. If it costs money, are we limiting who can join the lottery. They would prefer we offer options for families who

absolutely cannot afford it.

-Even if the district offered TRCS 100% of the charter funds, that would be about \$70,000. That would not cover the gap we receive from Kid's First.

-The state requires we go through the actual renewal process. within 180 days of when you go for the renewal, we are required to submit a letter stating we plan to renew. Then we are required to do a presentation at a board meeting at some point this year. We go and present, they can approve, then we have 60 days to negotiate the contract. The contract negotiations do not need to be done in a public forum.

-Nic will propose a timeline to Regan, looking at either April or May to present to the school board.

To Do: Nic needs to send a letter to the district with our intention to renew & submit a timeline to Regan for presenting in April or May

v. Bylaw Changes:

-Nic posted the bylaws in the google team drive.

-Bylaws team should make comments and suggestions on those,

-The bylaws team includes: Nic, Lisa, Denise, and Sam

To Do: Bylaw changes for the November meeting.

vi. A suggestion was made to put committee meeting dates on the team drive

6. Consent Agenda:

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

-Prior to the vote Sam noted Nic was not listed as a member of all of the committees. According to the bylaws the administrator is required to be on all committees.

- Sheila Walker motioned to approve, Denise Collins seconded, unanimously approved.

7. Meeting Adjourned at 4:55pm

Denise Collins motioned, Sam Chipperfield seconded.

8. Executive Session: To directly follow the meeting.

9. Next Meeting: November 13th, 2018