



**Three Rivers Local School District
Board of Education**

401 N. Miami Avenue

Cleves, OH 45002

**Meeting Minutes
Administrator Retreat**

Tuesday, August 2, 2022

12:00 p.m.

East Miami River Road- Fire Station

- **Five Languages of Appreciation (Dr. Ault)** This book study will be offered to employees during the 22-23 school year. It was noted that staff morale and attendance is an area for focus and that making a connection by implementing this will assist in continuing to build strong authentic employee relationships.
- **Student Fee Collection (Teri)** It is felt that at this point in the school year, it would be more of a disruption than a benefit to transition to a single payer for fees – which would eliminate parents having to use multiple platforms. This will continue to be researched for the future.
- **Snap Shot Procedures (Megan)** The administrative team will continue to observe and “snap shot” different times during the school day. It is important for instructional staff to feel comfortable and for the observations not to be seen in a negative light but as a tool for positive guidance and improvement.
- **SPED Department Overview (Katie & Megan)** The discussion continued on the need for aides and staffing for transportation for which we currently have the need for 3 students on bus. It was also discussed whether an alternate to the transportation staffing issue would be to reimburse the parent for their mileage.
- **Certified Personnel Update (Megan)** The staffing and sub lists were discussed as well as the additional of permanent building subs at each level. The current substitute rates were also discussed and felt to fall out of line with adjoining districts which is creating an issue to hire subs. For the 2022-2023 year, the daily sub rates were increased as follows to create a more competitive rate to attract new substitutes. \$100.00 daily sub; \$115 daily designated/committed sub; and \$145 daily rate for permanent subs.
- **Technology Update (Bryson)** Bryson reported that the district is in good shape for the upcoming start of school. All teacher devices are in and being distributed/updated. The project for the upcoming year is to replace/upgrade the intercom system for the building for which they are applying for a safety grant. Also to pilot chrome books as teaching devices which would provide the district with a 2:1 cost savings. Forward Edge will also be participating in the safety walkthrough to review and assess the districts security cameras.



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- **Athletics (Larry)** The athletic department has implemented 3 goals for the upcoming year:
1) Increase student achievement in classroom to 90% from 83-83%; 2) recognize student leaders and start a book study and 3) build positive relationships in the community. All coaches are participating in the coach tool chest which places all on the same schedule for CPA certification, FA, nutrition, fundamentals and mental wellness. The Take 10 initiative was again discussed and all coaches and students will participate. The athletic department is looking for a fall game manager. It was also discussed the need for Forward Edge to get a data drop out by the soccer stadium for cameras to stream the games. The data drop currently in the concession stand is not working properly. The weight room is being moved to CT Young and should be completed by Labor Day. The wrestling building will remain as originally intended. The Cordray memorial garden is almost completed and the dedication date tentatively scheduled for the first home soccer game pending on the netting for the fence to protect the area.
- **Safety & Security (Steve)** Steve recently completed his 40 hours SRO training and discussed ALICE training vs. SRP. A district safety walkthrough will be held on August 12 with Forward Edge and Dr. Ault to identify areas needing to be addressed. It was noted that the PA system needs to be replaced for which he and Tom Olson are working on the safety grant for funding. Steve discussed having a terminology refresher to review critical terms and differences such as Lockout vs. Lockdown and what is expected during each type of occurrence. He also discussed that no doors shall at any time be propped open or unlocked other than event entrance doors at scheduled times – during events staff will wear vests to identify themselves. He encouraged all staff to update Navigate app and info. He is also looking into tourniquet training.
- **Transportation (Justin & Kim)** Routes are 98% completed with info going out tomorrow 8/3. An all call will be made to parents to check their email for instruction. All route sheets will be going digital with the new Viewfinder software and the new parent app should be up and running by January with message capability. All buses are being updated with tablets for attendance, directions, etc. Trip Finder will be used for all field trips- teacher or advisor will enter, principal will approve which will signal transportation to schedule the bus. The new fuel tank is pending installation of electric and barrier wall.
- **Food Service (Marlinda)** Marlinda reported that all food service positions have been filled and went over the current enrollment in free and reduced program. Students will be able to carry/charge up to 3 times at which they will receive an alternate meal. They do try not to do this by communicating with parents and not singling out students. They are also promoting and educating students on the different food items, fruits, vegetables, etc. and will “cup” foods to have the line move faster. They do anticipate the lines to be slow at first as kids have to revert back to entering their pin numbers as they go through the line.



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- **Cleaning/Maintenance (Mike)** Mike reported on the transition from TDG to Alpha & Omega and the delay in summer cleaning in which they lost 7-8 work days. Mike also asked administration to remind their employees of the process for work orders to ensure everyone is taken care of and to track requests. The 2 new assistants from Alpha & Omega, David and Ted are doing well and will split shifts 6-2:30 and 9-5:30 for full coverage. The district has started a global set point for the district buildings which will cool at 70 and heat at 68. The regulation of temperatures will improve efficiency and life of the system. The need for painting and additional handicap parking in the athletic area was discussed and they will work on completed this as soon as possible.

**Special Meeting Minutes
Administrator/Board Retreat
Tuesday, August 2, 2022
3:00 p.m.
East Miami River Road- Fire Station**

The meeting was called to order by the President, Mr. McDonald at 3:00 p.m.

ROLL CALL

Roll Call: Present Five: Mr. McDonald, Mr. Evans, Mrs. Miller, Mrs. Snider, Mrs. Hughes

Absent: None

DISCUSSION

Step Up Data (Dr. Ault) Dr. Ault reviewed the data and indicator metrics and our student performance index is improved – students met 10/20 indicators which is improved from pre-COVID. Get kids involved and engaged = improved school culture. Talented Teachers – Teacher valued added pending. Dr. Ault reported results of the student survey and the feedback to the students receiving individual attention from their teachers. Efficiency/Fiscal Acct – Increased the longevity of the salary schedules and through attrition, hire younger teachers in replacement.

Curriculum Updates (Megan) Update on the ELA adoption and status of materials. Reviewed the Ohio Assessment Scores. As the school year starts, focus will be on training and for teachers to fully engage in new curriculum shadowing 5th grade best practices with everything done by the book. Update information on the report card for which all gaps were closed in English and Math. 5 star graduation rate and 4 star achievement. Early Learning Literacy 2 Star. For the 3rd grade reading guarantee track from K-3 by student – what assessments should we be using? MAP Dibels? 8/16 will be a full PD day CKELA training and Take 10 initiative for HS/MS aides.

Communication (Lisa) Lisa reviewed analytics for usage and goal is to increase posts and district/student highlight videos. Quality profile in September to align with the school year. On Instagram add a student admin user and post more feel good stories to achieve 10% increase in



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number of followers of message on platforms, You-Tube, etc. Adding social media handle stickers to all entrance doors.

Financials (Teri) – An overview of FY22 end revenue and expenses as well as a refresher/tutorial on state funding and open enrollment funding. An update on the cash balance after FYE closing also reviewed.

Facilities and Finance (Mr. Evans) Committee report that the group intends to meet every other month and suggested making the agenda public for those who may be more interested in one topic over the other. The committee is also working on a capital expenditure plan for large purchases including maintenance and repairs, buses and transportation, technology, and curriculum adoptions. Alpha Omega is in and doing well to date with summer cleaning, despite the delay. We will also continue to work on energy efficiency and report in the future on the global set points for climate control. The discussion was had on unpopular moving of the weight room to CT Young. It is felt that private funds would be required to update the concession area to build/modify the current structure to house the at the athletic complex but was felt to have originally cost 40-50K.

ADJOURNMENT – The meeting was adjourned at 6:15 p.m.



President, Three Rivers Board of Education



Attest: Treasurer, Board of Education