

30 Day Item = Red
90 Day Item = Yellow

Three Rivers Christian School
Continuous School Improvement Plan - 2017

Area of Improvement #1: Finances				
1.a Goal: Strategic Financial Plan Established				
Projects	Who is Responsible?	Resources Needed	Project Completion	Evidence of Progress
Enrollment growth goals/plan	Lauren/Erin	Meeting time	7/1/2017	Document
Develop plan for operating in black in all departments	Admin Team	Result of Enrollment Growth Plan	Perpetual	Increased Enrollment - Positive \$
Evaluate graduated tuition levels	Finance Committee	Meeting time	11/1/2017	Proposal to board
Implement/design self-funding programs (missions, food service)	Finance Committee	Meeting time, data on programs	related to 2a/5b	

1.b Goal: Clarity of communication across departments				
Projects	Who is Responsible?	Resources Needed	Project Completion	Evidence of Progress
Addition of ELC emails and avenue for usage	Erin/Jim	Chromebooks, addresses	COMPLETED	COMPLETED

1.c Goal: Strengthen development funding				
Projects	Who is Responsible?	Resources Needed	Project Completion	Evidence of Progress
Form a Development Committee of the Board	School Board	Meeting Time - volunteers	Winter 2017	committee existence - regular meetings
Update development strategies	Development Committee	Meeting Time	Spring 2018	completed strategy
Increase Chenoweth fund to assist more families	DC/Admin Team	Plea "document," event?	ongoing	increase in funds
Increase Annual Fund goal to \$80,000	DC/Admin Team	Change to budget document, implementation of annual fundraiser	COMPLETED	budget document

Area of Improvement #2: Programs				
2.a Goal: Revise Foreign Exchange Program				
Projects	Who is Responsible?	Resources Needed	Project Completion	Evidence of Progress
Identify faculty to champion/direct	Brice	Additional staff funding	COMPLETED	COMPLETED
Achieve I-17 status	Keri/Brice	Time, funding for permit	1/1/2018	Submission of application
Development of policies for foreign exchange program	Brice/Keri/Admin Team	Meeting Time	1/1/2018	Policy document

2.b Goal: Food program revision				
Projects	Who is Responsible?	Resources Needed	Project Completion	Evidence of Progress
Hire Director of Food Services	Erin/Jim		COMPLETED	COMPLETED
Redesign ELC food program	Teresa/Erin/Jim	Meeting Time/Food program data	7/1/2017	New menus/implementation in program
Redesign Elementary food program	Teresa/Erin/Jim	Meeting Time/Food program data	8/31/2017	New menus/implementation in program
Redesign High School food program	Teresa/Erin/Jim/Carol	Meeting Time/Food program data	?	New menus/implementation in program

Area of Improvement #3: Facilities & Campuses				
3.a Goal: Improving Current ELC/Elementary				
Projects	Who is Responsible?	Resources Needed	Project Completion	Evidence of Progress
Completion of Ductless Heat Pumps, Building A - (\$3,400 x 5 - \$17,000)	Admin Team/DC	Minimum \$3,400	10/1/2017	
Completion of Ductless Heat Pumps, Building D - (\$3,400 x 4 - \$13,600)	Admin Team/DC	Minimum \$3,400		
Completion of Ductless Heat Pumps, Building B - (\$3,400 x 4 - \$13,600)	Admin Team/DC	Minimum \$3,400		
Replacement of Windows, Building A, B, C, D, E, F (\$50,000)	Admin Team/DC	\$50,000		

3.b Goal: Covered play area				
Projects	Who is Responsible?	Resources Needed	Project Completion	Evidence of Progress
Determine style, size and locations of covered areas	Admin Team	Meeting Time	6/1/2017	TBD
Obtain bids for areas and include in budget	Admin Team			

3.c Goal: Increase Infant/Toddler care capacity				
Projects	Who is Responsible?	Resources Needed	Project Completion	Evidence of Progress
Return Room 5 to ELC usage	Jim/ELC Staff/Maintenance	Classroom Furniture/Time	8/1/2017	Additional ELC classroom
Evaluate annex for infant facility	Jim	Time with Licensor	waiting on Irene	Information from Licensor

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Meeting with local area church for expanded facility options	Jim/Erin	Meeting Time	9/1/2017	Information to present with board
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Area of Improvement #4: Staff

4.a Goal: Increase Professional Development Fund

Projects	Who is Responsible?	Resources Needed	Project Completion	Evidence of Progress
Allocate additional budget funds	Admin Team	Funds - Enrollment over 340	9/1/2017	proof in budget
Define and communicate opportunities to staff	Admin Team	Meeting Time	10/1/2017	communication document

4.b Goal: Develop an All-Staff Retreat

Projects	Who is Responsible?	Resources Needed	Project Completion	Evidence of Progress
Discuss and vet options for retreat	Admin Team	Meeting Time	10/1/2017	
Determine funding for option		Funding - enrollment dependent		

Area of Improvement #5: Spiritual Growth

5.a Goal: Expand Missions Programs

Projects	Who is Responsible?	Resources Needed	Project Completion	Evidence of Progress
Supply "honor cords" for mission trips - incentive	Carol/Brice		6/1/2017	graduation ceremony
Develop involvement of ELC and Elementary	Missions Coordinator/ELC/Elem	Identify champion, meeting time	10/1/2017	
Define and develop financial policies related to program	Missions Meeting Team	Meeting Time	COMPLETED	WEBSITE PAGE

5.b Goal: Develop Chaplaincy for TRCS

Projects	Who is Responsible?	Resources Needed	Project Completion	Evidence of Progress
Define position for parents and staff - Job Description	Brice		COMPLETED	insertion in student handbook
Define and train for referral processes	Admin Team	Inservice Time	9/1/2017	scheduled for inservice
Develop office hours	Brice		COMPLETED	advertisement in office