



Three Rivers Charter School

Regular Board Meeting

Date and Time

Tuesday January 16, 2018 at 5:30 PM PST

Location

TRCS High School Classroom, 101C Boatyard Dr, Fort Bragg, CA 95437

Board meetings are held in public. The agenda provides any citizen an opportunity to directly address the Board under the section entitled "Community Comment" on any item under the subject matter jurisdiction of the Board that is not on the agenda. The Public will be provided an opportunity to address the Board on agenda items before or during the Board's deliberation. To request a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting, please submit your request in writing to the School Director or Board President at least 10 days before the scheduled meeting date. Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the school: 1211 Del Mar Drive, Suite 301, Fort Bragg, CA 95437. In compliance with Government Code section 54954.2(a) Three Rivers Charter School will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the school at (707) 964-1128 at least 72 hours prior to the meeting.

Agenda

	Purpose	Presenter	Duration
I. Opening Items			
A. Call the Meeting to Order		Jody Stickels	1 m
B. Record Attendance and Guests		Isabel Saldana	5 m
C. Changes to the Agenda?	Discuss	Jody Stickels	5 m
II. Community Comment			
A. Community Comment	Discuss	Jody Stickels	20 m

Each person wanting to speak may have 3 minutes to make their statements. The Board will not comment unless it is to quickly clarify a procedure, process or policy.

III. Reports

A. Student Rep Report	Discuss	Jody Stickels	10 m
------------------------------	---------	------------------	------

B. Teacher Reports	Discuss	Jody Stickels	15 m
---------------------------	---------	------------------	------

Please review prior to meeting.

C. Director's Report	Discuss	Roger Coy	20 m
-----------------------------	---------	--------------	------

Director to report on audit, petition renewal status, staffing and staff training and financial status, and any other outstanding issues.

D. Financial Report	Discuss	Jennifer Tyler	15 m
----------------------------	---------	-------------------	------

Treasurer will verify Cash on Hand and bring up any financial concerns.

IV. Discussion and Action Items

A. Meet Our Consultant	Discuss	Roger Coy	20 m
-------------------------------	---------	--------------	------

Kiumars Arzani from CSMC will meet the Board and discuss his approach to working with our school and School Director.

B. Discuss TRCS Program Improvement	Discuss	Roger Coy	15 m
--	---------	--------------	------

Update Board on proposed changes from staff, parents, and the School Director will make a recommendation. Board should consider input and direct the School Director on next steps.

C. MOU Review	Discuss	Roger Coy	15 m
----------------------	---------	--------------	------

Discuss the changes required by FBUSD for the MOU and petition renewal approval.

Changes to be made to the MOU:

- 1) TRCS adopts a Common Core aligned ELA and Math curriculum for grades 1-8 to be implemented at the start of the 2018-19 school year.
- 2) TRCS works with an outside consultant for two years commencing July 1, 2018 concluding June 30, 2020.
- 3) TRCS's demographics are within 15% of FBUSD's demographics by June 30, 2020 and should the automatic extension be granted, TRCS agrees to be within 10% of FBUSD's demographics by June 30, 2021.
- 4) TRCS will increase by three percentage points the number of students meeting or exceeding standards as measured by the CAASPP as compared to 2016-17 CAASP scores.
- 5) TRCS will provide three reports to the FBUSD board of trustees annually at regularly scheduled board meetings to report on progress towards meeting these terms so that the extension can be determined by June 30, 2020.

We have also removed the requirement that FBUSD have a non-voting Board member as that is now illegal.

Changes to be Made to the Petition:

We have learned that it is now illegal for a non-voting Board Member to exist for non-profits. Either we must sit a FBUSD Board Member on our Board or FBUSD must attend as a public member. Please review strike out

sentence in Bylaws removing the requirement for 2 ex-officio non-voting members as that is now illegal.

D. Approval of MOU and Petition Changes Vote Jody Stickels 5 m

Approve Changes Made to the MOU and Petition

E. Approval of Payment of Legal Fees Vote Scott Schneider 5 m

Proposal to make payment for legal fees for MOU rewrite.

F. CCSA - What actions should we take? Discuss Jennifer Tyler 20 m

CCSA was slanderous in their approach and not helpful in anyway. What actions if any should we take?

G. Proposed Policy Change to Curriculum Adoption Discuss Roger Coy 20 m

Recommended policy for adopting new textbooks and curriculum. Policy has been reviewed and approved by teachers.

H. Approve New Policy for Textbook and Curriculum Adoption Vote Jody Stickels 5 m

Adopt new policy.

I. Lawyer Feedback Regarding Minutes FYI Roger Coy 15 m

In order to review the quality of our minutes and agendas and to ensure we are meeting our obligation in informing the public I had our lawyer (Y,M, & C Kimberly Rodrigues) look at our 9/19/17 minutes. Attached is her comment.

V. Closed Session

A. Discuss Facilities Update Discuss Roger Coy 20 m

-As per Ed Code 89307 - Real Estate

B. Action Items Related to Facilities Vote Jody Stickels 5 m

C. Evaluation on Approach of Director in Petition Renewal Process Discuss Jade Tippet 20 m

Public Employee Performance Evaluation (§ 54957): Principal. To review overall process used and debrief issues and how matters were handled.

VI. Reporting Out

A. Items to Report Out FYI Jody Stickels 5 m

Action Items taken regarding Facilities.

VII. Additional Action Items

A. Adopt Board Meeting Minutes Approve Minutes Jody Stickels 5 m

Please review prior to meeting.

Approve minutes for Regular Board Meeting on December 12, 2017

B. Adopt Board Meeting Minutes Approve Minutes Jody Stickels 5 m

Meeting held to approve FBUSD MOU changes.

Approve minutes for Emergency Board Meeting on December 14, 2017

VIII. Closing Items

A. Adjourn Meeting

FYI

Jody
Stickels

5 m

Cover Sheet

Teacher Reports

Section: III. Reports
Item: B. Teacher Reports
Purpose: Discuss
Submitted by:
Related Material: Teacher Write-Ups 1-16-18.pdf

Teacher Write-Ups 1/16/18

1-2 Class

Ms. Morgan's Board Write-up

These first two months of the year are filled with science and social projects that tie in language arts, art and literature. My class is learning about the human body which is our theme for the upcoming TRCS Science Fair. Students will make a book diagramming several systems of the body that we are studying. They will also make life size body cutouts and paste on organs to show for the fair. After the human body theme we'll move to learning about marine life with the Noyo Center for Marine Science. The class will also be learning about Chinese culture and history in our area as we lead up to the Children's Chinese New Year Parade in Mendocino Village before February Break. Also coming up is the 100th Day of school will bring in fun math activities based on 100 and also President's Week when we learn about past presidents, American Symbols and the president's role. All these themes include literature that the students read and that is read to them as well as art and math projects. The students are working hard at learning to write paragraphs and continue to free write in the daily journals. The math program is progressing on schedule. This is my fourth year of using "My Math", the common core aligned math curriculum used in 1-4th grade that I have become quite comfortable with. Discussion and exploration will continue in the coming months with the 1-8th teachers to find a singular curriculum that works for all of us. We are also about to dive into agreeing on an ELA curriculum to adopt together.

Please get in touch with any questions and thanks for your hard work.

Kim

3-4 Class

For the Board from the 3/4 class:

Our new novel, Mr. Popper's Penguins, has arrived, and we dove into it yesterday. We will be working on many aspects of reading and ELA using this novel, including reading fluency, comprehension, strategies, and more.

In science we are looking at cell biology basics, with an emphasis on plant cells (so that in the near future we segue into plant anatomy and processes). We have several cool, short videos supplementing direct instruction. I am setting up microscopes for close viewing of plant leaf structures.

We completed NWEA winter testing (with the exception of absent students). Testing is hard on the students, so we are all glad to have this concluded. Next week students will have the task of completing a practice test on the CAASPP website added to their online assignments schedule. Once they complete that task, we will do Interim CAASPP testing.

Students are in different stages of completing or not completing book 1 in the My Math series. I anticipate most of the class to be in to Book 2 by second semester.

Next week we have a field trip to Santa Rosa Junior College and planetarium for a planetarium show. We will stop at the fish hatchery by Lake Sonoma as well.

5-6 Class

Hello board members. The holidays are over and your kids are still awesome. Due to health issues in my family, I missed the first five days of the new year, and the class came back to substitutes. I could not be more proud of how the students responded. They handled the shift without complaint, did all of their work, and maintained positive attitudes throughout the changes. Impressive!

This week we are taking the winter NWEA tests and establishing individual and partner Science Fair Project choices. This will be followed by a Noyo Center project for their science fair. We are also finishing studying the American colonies and preparing to move on to the Revolutionary War. In math, both grades are studying Algebraic Expressions this week, and are on target for the end of the first semester.

Thanks for giving me such great kids.

Jr. High

Ms. Walz's Junior High Class:

Hello Everyone!

I hope you all had a great weekend! Students will be receiving the last progress reports of the first semester this week. Students are encouraged to work on any missing assignments to improve their grades before report cards come out at the end of the semester (January 26th). Students will also be taking the second round of NWEA testing to assess growth in English and Math. In English this week students will read Chapter 2-3 in their first classroom novel *The Island of Dr. Moreau* by H.G. Wells. Students will also continue learning how to diagram sentences in Grammar and finish Lesson 8 in Vocab with a test on Thursday. In Life Science, students will complete Chapter 9 "The History of Life on Earth" with a fun cast and mold fossil lab and test on Thursday. In PE students will begin the new unit on hockey.

Important Announcements

1) T-Shirt/Sweatshirt Orders - Orders have arrived and will be passed out Monday!

2) Parent & Staff School Planning Workshop - Tues, Jan. 9th @ 6:00 pm in Ms. Tulley's

This Tuesday we will have a workshop/meeting regarding the way our school will look in the future. Due to the new requirements from our authorizer, FBUSD, we are going to have to make some changes for the 2018 school year. Mr. Coy would like all of you to have an opportunity to provide input for consideration. Next Tuesday Mr. Coy will be presenting a new plan to the TRCS Board. There is a lot of work to do, and not much time, so please plan on attending. Translation services and child care will also be provided.

3) Round Table Pizza Night Fundraiser - Tuesday, January 23rd 5pm-9pm

TRCS will be hosting a Round Table Pizza Night to help fundraise for the junior high trip to Washington D.C.. Any purchases dine in, pick up, or delivery from 5pm-9pm will help support our school!

Please let me know if you have any questions or concerns!

High School

The students and I in the high school classroom are focusing on finishing up online classes on pace for the end of the semester. About half or more of the class have finished one or more classes early but I do have 4 students I am trying to make sure pass one class that they are currently failing due to bad study habits. I notice this trend for any student who refuses to take notes in class and/or do any outside studying of their course material in order to prepare for exams. Miss Huerta and I are working to fill this gap by giving them as much one-on-one support time as we can every day to try and help them build better habits and pass their class.

We also began NWEA winter testing today in mathematics so that we can track progress and so far, all but 2 students have made growth of 3-9 points over their August testing.

Finally, we are making plans for a career exploration field trip to San Francisco to visit businesses that are in line with some of the career interests of the students. I hope to make this trip in February or March.

If you have any questions, please don't hesitate to contact me.

Sincerely,

Kathleen Kasperson

Cover Sheet

Director's Report

Section: III. Reports
Item: C. Director's Report
Purpose: Discuss
Submitted by:
Related Material: Director's Report Jan 16, 2018.pdf

Director's Report Jan 16, 2018

- MOU Changes Approved in Concept by FBUSD
- Budget from Scott Warner
 - Fully funds LCFF two years early. In other words, we'd be at LCFF targets in 2018-19
 - One time grant of about \$296 / ADA
 - General funding COLA of 2.51%, higher than in past years
 - Major ongoing increase to SB740 funding, to try to get us up to the new cap of \$1117 per ADA
 - Fully funds the state's rainy day fund at a total of \$13.5B
- DTS
 - LCAP
 - Singular School District Plan
 - School Safety Plan
 - SARC
- Resignation - From SW
- Next PTN Meeting on Feb 6
- LCAP Meeting in Jan sometime. Probably Jan 23. Board mtg on 16th.
- New school model to be presented tonight and meet the consultant
- CAASPP Improvement:
 - Caaspp Interim Assessment
 - Curriculum Review and Adoption
 - NWEA
 - Resources:
 - Khan Academy, Schoology, MaxScholar, Saddleback Ed, Edgenuity, Aleks, Esparklearning, RalleyEducation, Edhesive, StudyDog, Cengage, Score Reading, Blue Streak Math, Middlebury Interactive, StandardsPlus, Silicon Valley High School, Career Training, Kadaceus, K-12, Illuminate Education, Grammar.com, <http://ccsmathactivities.com>, Acellus,
- Demographic Improvement:
 - Currently there are 16 Hispanic/Latinos and our goal is 35. We should increase this "16" number by 5 each year.
 - Community Outreach

- Post Notices
- Presentations
- Locations
 - Churches
 - Stores
 - Community Events
- Translation Services
- Increase word of mouth
- Cinco De Mayo (or some event) - La Familia Dia de Escuela

Cover Sheet

Financial Report

Section: III. Reports
Item: D. Financial Report
Purpose: Discuss
Submitted by:
Related Material: Financial Rprt.pdf

Three Rivers Charter School

Financial Report

January 16, 2018

*Current Book Balance:

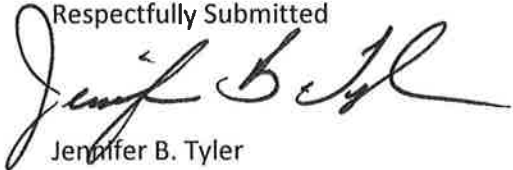
Charter Vision reports the current book balance at *\$914,959 with open payables of \$0.00. This figure also includes Parent Network Funds of approximately \$28,192. Net operating funds are estimated at \$886,767.

Typical monthly operating expenses average approximately \$85,000.00. The current book balance affords (approximately) a 10 month cushion for operating expenses, net of Parent Network Funds.

*Source – CharterVision – I have not personally inspected bank statements to confirm this balance.

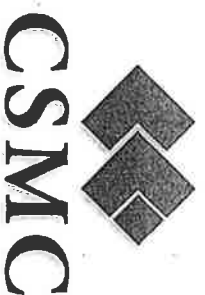
Review attached CSMC financial reporting list for January with Director Coy to confirm compliance.

Respectfully Submitted



Jennifer B. Tyler

JANUARY 2018



1/1 - 1/31 - FINANCE

SUBMIT REPORT FOR FEDERAL CASH MANAGEMENT DATA COLLECTION – QUARTER 2

Direct funded charter schools receiving allocations under the Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III LEP; and Title III Immigrant programs under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001 (NCLB), must report the cash balance for each of these programs on a quarterly basis to the California Department of Education (CDE) in order to receive their apportionments for those programs. The apportionment released will be equal to 25 percent of the LEA's annual program entitlement, minus the cash balance it reported for that period.

1/15 - FINANCE

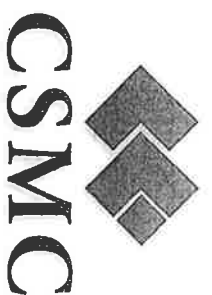
SUBMIT REPORT FOR PUBLIC CHARTER SCHOOL GRANT PROGRAM AND DISSEMINATION GRANT PROGRAM - QTR 2

The California Public Charter Schools Grant Program (PCSGP) Quarterly Expenditure Report (QER) is due to the California Department of Education's Charter Schools Division within 30 days of each respective quarter. Each Public Charter School Grant Program grantee is required to submit the Quarterly Expenditure Report (QER). The grantee is responsible for ensuring the report's completion, accuracy and timely submittal. The latest release of the QER can be found at <http://www.cde.ca.gov/sp/cs/re/pcsgp.asp>. On this form, there are three tabs. Instructions, Quarterly Expenditure and Fiscal Year Reports. The school information is input to the QER tab, while actual expenditures are input to the Fiscal Year Report by Quarter tab. Please contact CSMC for assistance in filling out the form. The QER's are due the last day of the month following the close of the fiscal quarter. The charter school must submit a QER every quarter it spends PCSGP Grant funds.

Additionally, each grantee is required to submit an Annual Progress Report (APR), which includes the Annual Progress Report Questionnaire and the Work Plan Status report. The APR should include a narrative section identifying percent complete of each of the Work Plan Objectives and any changes that may have occurred to the program plan.

Please review specific deadlines with school business managers, and to your supervisor to set one month before each deadline. Due dates can be changed by authorities without notice.

JANUARY 2018



1/31 - FINANCE AFTER SCHOOL EDUCATION AND SAFETY (ASES) GRANT REPORT - QTR 2 - ASSIST REPORTING

ASES awardees need to submit quarterly expenditure reports through CDE's ASSIST online report and may revise the submitted grant budget as necessary.

1/31 - FINANCE SUBMIT 4TH QUARTER 941, DE9 & DE9c REPORT FILING DISTRIBUTION

CSMC will oversee the payroll service provider to file quarterly reports to the appropriate government agencies.

1/31 - FINANCE REPORT W-2s - W-2 REPORT FILING DISTRIBUTION

CSMC will oversee the payroll service provider to file the employees and government agencies W-2 year end reports.

TBA* - COMPLIANCE COMPLETE CONSOLIDATED APPLICATION REPORTING - WINTER

The Con App reporting process helps monitor participation in federal programs by reporting funding expenditures and to ensure compliance with program requirements. CSMC School Business Manager prepares the report and may require input from the charter school's financial staff. Certain elements of the reporting process may require the school's financial staff and governing board awareness and approval. Best practices include ensuring charter school leadership and governing boards review both fiscal and programmatic compliance requirements.

1/31 - FINANCE REPORT 1099 AND 1096

Form 1099 must be given to every independent contractor that provided services and was paid at least \$600 in the calendar year. All Forms 1096 and 1099 must also be filed with the IRS. The due date for Forms 1099 and 1096 is January 31. Best practice is that the school obtain a W-9 for each vendor who is providing services for the school at the time they are hired. The reporting period is January 1-December 31. Corporate contractors are generally exempt from 1099 requirements, except for legal corporations. Certain types of rent must also be reported on Form 1099.

* Please review specific due dates with school business managers and account managers at least one month before each deadline. Due dates can be changed by authorities without notice.

Cover Sheet

Discuss TRCS Program Improvement

Section: IV. Discussion and Action Items
Item: B. Discuss TRCS Program Improvement
Purpose: Discuss
Submitted by:
Related Material: Raising Smarter Balanced Scores Models.pdf

Raising Smarter Balanced Scores

1. School-wide assessment for English and Math 2-3 times per year (already implemented)
2. Math and English computer support programs (partially implemented, to be fully implemented by April 2018)
3. Cohesive Common Core Curriculum Program for Grades 1-8 (Curriculum selected and ordered by July 2018)
4. Ensure teachers are teaching Common Core standards (Pacing guide developed by teachers and turned in to me by August 15, 2018. Ongoing reviews by Director Oct and April)
5. Utilizing Smarter Balanced Practice and Interim Tests (Teachers to start implementing now)
6. Programs in place to instruct students on Common Core Vocabulary (August 15, 2018)
7. Increase grade teaching intensity by developing and implementing new school model (August 15, 2018)

Model 1

1. The parents would like for us to focus on raising the test scores before we change any models. All teachers have reviewed this model and are in agreement with it. Teachers have agreed not to eliminate the 1st grade at this time.
2. **First Year:** The suggested model is to slowly transition away from the High School without losing any teachers. Next year, we would keep all of the classes the same, with the 7-8th grade and the 5-6th grade switching classrooms. This would allow Ms. Kasperson to reduce the High School to an Independent Program held in the side room of the current 5-6th grade class. Ms. K would team teach with another teacher and would also have an aide in the class. The High School students could work from home. We would find a complete Independent Study program that we would be able to use. Students would have the option to use the side room or work from home. We would keep the HS small, 5-8 students.
3. We would transition students away from the HS program and not add any new, outside students.
4. **New Facilities:** Once we have a 5th classroom we would split the 7th and 8th classroom and each year we would discuss the option to eliminate the 1st grade. If the 1st grade was eliminated, then the structure would be $\frac{2}{3}$, $\frac{4}{5}$, and 6, 7, 8.

Cover Sheet

MOU Review

Section: IV. Discussion and Action Items
Item: C. MOU Review
Purpose: Discuss
Submitted by:
Related Material: TRCS MOU FINAL 011018.doc
TRCS_Board_Bylaws Rev. 1-4-18.docx

BYLAWS OF THREE RIVERS CHARTER SCHOOL
(A California Nonprofit Public Benefit Corporation)

ARTICLE I

NAME

Section 1. NAME. The name of the corporation is "Three Rivers Charter School" (the "Corporation").

ARTICLE II

PRINCIPAL OFFICE OF THE CORPORATION

Section 1. PRINCIPAL OFFICE OF THE CORPORATION. The principal office for the transaction of the activities and affairs of the Corporation is located at 1211 Del Mar Drive, Suite 301, Fort Bragg, CA 95437. The Board of Directors of the Corporation (the "Board") may change the location of the principal office. Any such change of location must be noted by the Secretary on these Bylaws, opposite this Section: alternatively, this Section may be amended to state the new location.

Section 2. OTHER OFFICES OF THE CORPORATION. The Board may at any time establish branch or subordinate offices at any place or places where the Corporation is qualified to conduct its activities.

ARTICLE III

GENERAL AND SPECIFIC PURPOSES; LIMITATIONS

Section 1. GENERAL AND SPECIFIC PURPOSES. The purpose of this Corporation is to manage, operate, guide, direct and promote the Three Rivers Charter School (the "Charter School"), a California public charter school, in accordance with the Charter of the Charter School. The Corporation shall not, except to an insubstantial degree, engage in any other activities or exercise of power that do not further the purposes of the Corporation.

The Corporation shall not carry on any other activities not permitted to be carried on by:

(a) a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal Tax Code; or

(b) a corporation, contributions to which are deductible under section 170(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

No substantial part of the activities of the Corporation shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distributing of

statements) any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE IV CONSTRUCTION AND DEFINITIONS

Section 1. CONSTRUCTION AND DEFINITIONS. Unless the context indicates otherwise, the general provisions, rules of construction, and definitions set forth in the California Nonprofit Corporation Law shall govern the construction of the Bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, the plural includes the singular, and the term "person" includes both a legal entity and a natural person.

ARTICLE V DEDICATION OF ASSETS

Section 1. DEDICATION OF ASSETS. The Corporation's assets are irrevocably dedicated to public benefit purposes, as such purposes are set forth in the Charter (the "Charter") of the Charter School, as amended from time to time. No part of the net earnings, properties, or assets of the Corporation, on dissolution or otherwise, shall inure to the benefit of any private person or individual, or to any Director or Officer of the Corporation. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the Corporation shall be distributed to a nonprofit, fund, foundation, or corporation that is organized and operated exclusively for charitable purposes and that has established its exempt status under Internal Revenue Code section 501(c)(3).

ARTICLE VI CORPORATION WITHOUT MEMBERS

Section 1. CORPORATION WITHOUT MEMBERS. This Corporation shall have no members. Any action that would otherwise require approval by a majority of all members shall only require approval of the Board of Directors ("Board"). All rights that would otherwise vest in the members shall vest in the Board.

ARTICLE VII BOARD OF DIRECTORS

Section 1. GENERAL POWERS. Subject to the provisions and limitations of the California Nonprofit Public Benefit Corporation Law and any other applicable laws, and subject to any limitations set forth in the Articles of Incorporation of the Corporation (the "Articles"), the Charter of TRCS, or the Bylaws, the Corporation's activities and affairs shall be managed, and all corporate powers shall be exercised, by

or under the direction of the Board of Directors. The Board may delegate the management of the Corporation's activities to any person(s), management company or committees, however composed, provided that the activities and affairs of the Corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board.

Section 2. SPECIFIC POWERS. Without prejudice to the general powers set forth in Article VII, Section 1 of these Bylaws, but subject to the same limitations set forth therein, the Board shall have the power to do the following:

- (a) Elect and remove members of the Board;
- (b) Appoint and remove, at the pleasure of the Board, all corporate officers, agents, and employee's subject to the provisions of any employment agreement; prescribe powers and duties for them as are consistent with the law, the Articles of Incorporation and these Bylaws;
- (c) Change the principal office, the principal business office, or any branch office in California from one location to another; cause the Corporation to be qualified to conducts its activities in any other state, territory, dependency, or country; conduct its activities in or outside California; and designate a place in or outside California for holding any meeting described in these Bylaws; and
- (d) Borrow money and incur indebtedness on the Corporation's behalf and cause to be executed and delivered for the Corporation's purposes, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations, and other evidences of debit and securities.
- (e) Adopt and use a corporate seal; and alter the form of the seal.

Section 3. DESIGNATED DIRECTORS AND TERMS. The Board will be composed of 5-7 voting directors, ~~and up to two ex-officio non-voting directors,~~ except for the initial term of the Board in which there will be 3 voting directors. The Board shall be composed of parents and community members. Subsequent voting Directors shall be elected by a major vote of the Board of Directors.

Except for the initial Board of Directors, each director shall be a member of the Board for a maximum of (3) 2 year terms or (6) consecutive years, unless otherwise removed from office in accordance with these Bylaws, and until a successor director has been designated and qualified. Terms for the initial Board of Directors shall be staggered as determined by the Board with one (1) seat serving a one (1) year term, one (1) seat serving a two (2) year term and one (1) seat serving a three (3) year term. The initial Board of Directors shall be determined once the charter has been approved.

Section 4. AUTHORIZED NUMBER OF DIRECTORS. The number of Directors shall be no less than 5 and no more than 7 unless changed by amendments to these Bylaws. All Directors shall be designated by the existing Board of Directors. All Directors are to be designated at the Corporation's annual meeting of the Board of

Directors. The Board of Directors shall consist of at least 5 Directors unless changed by amendment to these Bylaws.

Section 5. DIRECTORS TERM

Except for the initial Board of Directors, each Director shall hold office, unless otherwise removed from office, in accordance with these Bylaws for 2 years and until a successor director has been designated as qualified. Terms for the initial Board of Directors shall be 3 seats one of which will serve for a term of one year, one of which will serve for a term of 2 years, and one of which will serve for a term of 3 years, thus providing for staggered terms of its voting Directors. Each Director may hold office for a maximum of 2 consecutive terms.

Section 6. BOARD NOMINATIONS. The School Director will prepare a list of individuals interested in a Board vacancy(ies), whether it is for a director vacancy or an officer position and present the list to the Board Secretary at least thirty (30) days before the date of any election. These are considered to be Board Nominations. The Secretary shall forward to each Board member, with the notice of the meeting required by these Bylaws, a list of all the candidates being nominated

Section 7. USE OF CORPORATE FUNDS TO SUPPORT NOMINEE. If more people have been nominated for Director than can be elected, no funds of the Corporation may be expended to support a nominee without the Board's authorization by way of resolution.

Section 8. EVENTS CAUSING VACANCIES ON BOARD. A vacancy or vacancies on the Board shall occur in the event of:

- (a) the death, resignation, or removal of any Director;
- (b) the declaration by resolution of the Board of a vacancy in a seat on the Board resulting from a Director having been convicted of a felony, declared of unsound mind by a court order, or found by final order or judgment of any court to have breached a duty under the California Nonprofit Public Benefit Corporation Law, Division 2, Part 2, Chapter 2, Article 3; or
- (c) the increase in the authorized number of Directors, or
- (d) the failure of the members, at any meeting of members at which any Director or Directors are to be elected, to elect the number of Directors required to be elected at such meeting, and
- (e) termination of employment with the Charter School.

Section 9. RESIGNATION OF DIRECTORS. Except as provided below, any Director may resign at any time by giving written notice to the President or to the Secretary of the Board, or to the Board of Directors. The resignation shall be effective when the notice is given unless the notice specifies a later date for the resignation to

become effective. If a Director's resignation is effective at a later date, the Board may elect a successor to take office as of the date when the resignation becomes effective.

Section 10. DIRECTOR MAY NOT RESIGN IF NO DIRECTOR REMAINS.

Except on notice to the California Attorney General, no Director may resign if the Corporation would be left with no duly elected Director or Directors.

Section 11. REMOVAL OF DIRECTORS. Any Director may be removed with or without cause by the vote of the majority of the members of the entire Board of Directors at a special meeting called for that purpose, or at a regular meeting, provided that notice of that meeting and of the removal questions are given in compliance with the provisions of the Ralph M. Brown Act. (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code). Any vacancy caused by the removal of a Director shall be filled as provided in Section 13.

Section 12. VACANCIES FILLED BY BOARD. Vacancies on the Board may be filled by approval of the Board or, if the number of Directors then in office is less than a quorum, by:

- (a) the unanimous consent of the Directors then in office
- (b) the affirmative vote of a majority of the Directors then in office at a meeting held according to notice or waivers of notice complying with Corporations Code section 5211 as said chapter may be modified by subsequent legislation; or
- (c) a sole remaining Director

Section 13. NO VACANCY UPON REDUCTION OF AUTHORIZED NUMBER OF DIRECTORS. Any reduction of the authorized number of directors shall not result in any Director being removed before his or her term of office expires.

Section 14. PLACE OF BOARD OF DIRECTORS MEETINGS. Meetings shall be held at the principal office of the Corporation. The Board may designate that a meeting be held at any place within California that has been designated by resolution of the Board or in the notice of the meeting. All meetings of the Board of Directors shall be called, held and conducted in accordance with the terms and provisions of the Ralph M. Brown Act, California Government Code Section 54950, et seq., as said chapter may be modified by subsequent legislation.

Section 15. TELECONFERENCE MEETINGS. Members of the Board of Directors may participate in teleconference meetings so long as all of the following requirements in the Brown Act are complied with:

- (a) At a minimum, a quorum of the member of the Board of Directors shall participate in the teleconference meeting from locations within the boundaries of the school district in which the Charter School operates;
- (b) All votes taken during a teleconference meeting shall be by roll call:

(c) If the Board of Directors elects to use teleconferencing, it shall post agendas at all teleconference locations with each teleconference location being identified in the notice and agenda of the meeting;

(d) All locations where a member of the Board of Directors participates in a meeting via teleconference must be fully accessible to members of the public and shall be listed on the agenda (this means that members of the Board of Directors who choose to utilize their homes or offices as teleconference locations must open these locations to the public and accommodate any members of the public who wish to attend the meeting at that location.);

(e) Members of the public must be able to hear what is said during the meeting and shall be provided with an opportunity to address the Board of Directors directly at each teleconference location; and

(f) The agenda shall indicate that members of the public attending a meeting conducted via teleconference need not give their name when entering the conference call. (The Brown Act prohibits requiring members of the public to provide their names as a condition of attendance at the meeting).

Section 16. MEETINGS; ANNUAL MEETINGS. All meetings of the Board of Directors and its committees shall be called, noticed, and held in compliance with the provisions of the Ralph M. Brown Act (“Brown Act”). (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code).

The Board of Directors shall meet annually for the purpose of organization, appointment of officers, and the transaction of such other business as may properly be brought before the meeting. This meeting shall be held at a time, date, and place as may be specified and noticed by resolution of the Board of Directors.

The Board may hold regular, special and emergency meetings.

Section 17. REGULAR MEETINGS. Regular meetings of the Board of Directors, including annual meetings, shall be held at such time and places as the Board shall from time to time designate by resolution. At least 72 hours before a regular meeting, the Board of Directors or its designee shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting.

Section 18. AUTHORITY TO CALL SPECIAL MEETINGS. Special meetings of the Board of Directors may be called for any purpose at any time by the President, or the Secretary, or a majority of the Directors then in office. The party calling a special meeting shall determine the place, date, and time thereof.

Section 19. NOTICE OF SPECIAL MEETINGS. In accordance with the Brown Act, special meetings of the Board of Directors may be held only after twenty-four (24) hours’ notice is given to each Director and to the public through the posting of an agenda. Pursuant to the Brown Act, the Board of Directors shall adhere to the following notice requirements for special meetings:

a. Any such notice shall be addressed or delivered to each Director at the Director's address as it is shown on the records of the Corporation, or as may have been given to the Corporation by the Director for purposes of notice, or, if an address is not shown on the Corporation's records or is not readily ascertainable, at the place at which the meetings of the Board of Directors are regularly held.

b. Notice by mail shall be deemed received at the time a properly addressed written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed received at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or is actually transmitted by the person giving the notice by electronic means to the recipient. Oral notice shall be deemed received at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient whom the person giving the notice has reason to believe will promptly communicate it to the receiver.

c. The notice of special meeting shall state the time of the meeting, and the place if the place is other than the principal office of the Corporation, and the general nature of the business proposed to be transacted at the meeting. No business, other than the business the general nature of which was set forth in the notice of the meeting, may be transacted at a special meeting.

Section 20. QUORUM. A majority of the number of Directors then in office shall constitute a quorum. All acts or decisions of the Board of Directors will be by majority vote based up on the presence of a quorum. Should there be fewer than a majority of the Directors present at any meeting, the meeting shall be adjourned. Voting Directors may not vote by proxy.

Section 21. ADJOURNMENT. A majority of the Directors present at a meeting, whether or not a quorum is present, may adjourn such meeting to another time and place. If a meeting is adjourned for more than twenty-four (24) hours, notice of such adjournment to another time or place shall be given, prior to the time schedule for the continuation of the meeting, to the Directors who were not present at the time of the adjournment, and to the public in the manner prescribed by any applicable public open meeting law.

Section 22. COMPENSATION AND REIMBURSEMENT. Directors and officers will receive no compensation for their services as Directors or officers. Directors and officers may receive such reimbursement of expenses, as the Board may establish by resolution to be just and reasonable as to the Corporation at the time that the resolution is adopted.

Section 23. BOARD COMMITTEES. The Board, by resolution adopted by a majority of the Directors then in office, may create one or more committee, each consisting of two or more Directors and no one who is not a Director, to service at the pleasure of the Board. Appointments to committees of the Board of Directors shall be

by majority vote of the authorized number of Directors. The Board of Directors may appoint one or more Directors as alternate members of any such committee, who may replace any absent member at any meeting. Any such committee shall have all the authority of the Board, to the extent provided in the Board of Directors' resolution, except that no committee may:

- a. Take any final action on any matter that, under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members of approval of a majority of all members;
- b. Fill vacancies on the Board of Directors or any committee of the Board;
- c. Fix compensation of the Directors for serving on the Board of Directors or on any committee;
- d. Amend or repeal Bylaws or adopt new Bylaws;
- e. Amend or repeal any resolution of the Board of Directors that by it's express terms is not so amendable or subject to repeal;
- f. Create any other committees of the Board of Directors or appoint the members of committees of the Board;
- g. Expend corporate funds to support a nominee for Director if more people have been nominated for Director than can be elected; or
- h. Approve any contract or transaction to which the Corporation is a party and in which one or more of its Directors has a material financial interest.

Section 24. MEETINGS AND ACTION OF COMMITTEES. Meetings and actions of committees of the Board shall be governed by, held, and taken under the provisions of these Bylaws concerning meetings, other Board actions, and the Brown Act, if applicable, except that the time for general meetings of such committees and the calling of special meetings of such committees may be set either by Board resolution or, if none, by resolution of the committee. Minutes of each meeting shall be kept and shall be filed with the corporate records. The Board may adopt rules for the governance of any committee as long as the rules are consistent with the Bylaws.

Section 25. NON-LIABILITY OF DIRECTORS. No Director or officer shall be personally liable for the debts, liabilities, or other obligations of the Corporation.

Section 26. COMPLIANCE WITH LAWS GOVERNING STUDENT RECORDS. Three Rivers Charter School and the Board shall comply with all applicable provisions of the Family Education Rights Privacy Act ("FERPA") as set forth in Title 20 of the United States Code Section 1232g and attendant regulations, as amended from time to time.

ARTICLE VIII OFFICERS OF THE CORPORATION

Section 1. OFFICERS. The officers of this Corporation shall be at a minimum President, a Treasurer and a Secretary.

Section 2. DUPLICATION OF OFFICE HOLDERS. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as the President.

Section 3. APPOINTMENT and TERMS OF OFFICERS. The officers of the Corporation shall be chosen by the majority of the Board of Directors then in office, and shall serve at the pleasure of the Board, subject to the rights of any officer under any employment contract, if applicable. Each office (President, Secretary, and Treasurer and others if created by Board) is held for 1 term or (2) years. A Director may hold the same office or different offices for a total of 2 terms or 4 years. However, the Director must be approved by the majority of the Board for each term, whether to hold office or be a member of the Board. But a director may only sit on the Board for a total of 6 consecutive years, whether holding office or not.

Section 4. APPOINTMENT OF OTHER OFFICERS. The Board may appoint, by majority resolution, such additional officers of the Board that the Corporation may require, at the Board's discretion. Each appointed officer shall have the title and authority, hold office for the period, and perform the duties specified in the Bylaws or established by the Board.

Section 5. REMOVAL OF OFFICERS. Without prejudice to the rights of any officer under an employment contract, if applicable, the Board may remove any officer with or without cause by the vote of the majority of the members of the entire Board of Directors at a special meeting called for that purpose, or at a regular meeting, provided that notice of that meeting and of the removal questions are given in compliance with the provisions of the Ralph M. Brown Act. (Chapter 9 (commencing with Section 54950) of Division 2 of Title 5 of the Government Code).

Section 6. RESIGNATION OF OFFICERS. Any officer may resign at any time by giving written notice to the Board. The resignation shall take effect on the date the notice is received or at any later date specified in the notice. Unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to any rights of the Corporation under any contract to which the officer is a party.

Section 7. VACANCIES IN OFFICE. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for normal appointment to that office provided, however, that vacancies need not be filled on an annual basis.

Section 8. PRESIDENT. The President shall preside at Board meetings and shall exercise and perform such other powers and duties as the Board may assign from time to time. The President shall also supervise, direct, and control the Corporation's activities, affairs, and officers. In the absence of the President, the Vice President shall have the powers and duties of the President as set forth in these Bylaws.

Section 9. VICE PRESIDENT. If the President is absent or disabled, the Vice President shall perform all duties of the President. When so acting, a Vice President shall have all powers of and be subject to all restrictions on the President. The Vice

President shall have such other powers and perform such other duties as the Board may assign from time to time or that these Bylaws may require.

Section 10. SECRETARY. The Secretary shall keep or cause to be kept, at the Corporation's principal office or such other place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board and of committees of the Board. The minutes of meetings shall include the time and place that the meeting was held; whether the meeting was annual, regular, special, or emergency, and, if special or emergency how authorized; the notice given; and the names of persons present at Board and committee meetings.

The Secretary shall keep or cause to be kept, at the principal office of the Corporation, a copy of the Articles and Bylaws, as amended to date.

The Secretary shall give, or cause to be given, notice of all meetings of the Board, and of committees of the Board that these Bylaws require to be given. The Secretary shall keep the corporate seal, if any, in safe custody. The Secretary shall have such other powers and perform such other duties as the Board may assign from time to time.

Section 11. TREASURER. The Treasurer shall oversee the keeping and maintenance of adequate and correct books and accounts of the Corporation's properties and transactions. The Treasurer shall send or cause to be given to the members and directors such financial statements and reports as are required to be given by law, by these Bylaws or by the Board. The books of account shall be open to inspection by any Director at all reasonable times.

The Treasurer shall:

(a) deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board of Directors may designate; (b) disburse the Corporation's funds as the Board of Directors may order; (c) render to the President, and the Board, when requested, an account of all transactions as Treasurer and of the financial condition of the Corporation; and (d) have such other powers and perform such other duties as the Board, contract, job specification, or the Bylaws may require.

If required by the Board, the Treasurer shall give the Corporation a bond in the amount and with the surety or sureties specified by the Board of Directors for faithful performance of the duties of the office and for restoration to the Corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Treasurer on his or her death, resignation, retirement, or removal from office. Such bond may be authorized by majority vote of the Board to be purchased by the Corporation.

ARTICLE IX

CONTRACTS WITH DIRECTORS AND OFFICERS

Section 1. CONTRACTS WITH MEMBERS. The Corporation shall comply with applicable federal and state self-dealing and conflict of interest laws.

ARTICLE X

CONTRACTS WITH NON-DIRECTOR DESIGNATED EMPLOYEES

Section 1. CONTRACTS WITH NON-DIRECTORS DESIGNATED EMPLOYEES

The Corporation shall not enter into a contract or transaction in which a non-director designated employee (e.g., officers, and other key decision-making employees) directly or indirectly has a material financial interest unless all of the requirements in the Three Rivers Charter School conflict of Interest Policy have been fulfilled.

ARTICLE XI

LOANS TO DIRECTORS AND OFFICERS

Section 1. LOANS TO DIRECTORS AND OFFICERS. The Corporation shall not lend any money or property to or guarantee the obligation of any director or officer without the approval of the Attorney General of the State of California; provided, however, that the Corporation may advance money to a director or officer of the Corporation for expenses reasonably anticipated to be incurred in the performance of his or her duties if that director or officer would be entitled to reimbursement for such expenses by the Corporation.

ARTICLE XII

INDEMNIFICATION

Section 1. INDEMNIFICATION. To the fullest extent permitted by law, the Corporation shall indemnify its directors, officers, employees, and other persons described in Corporation Code §5238(a), including persons formerly occupying any such positions, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any “proceeding,” as that term is used in that section, and including an action by or in the right of the Corporation, by reason of the fact that the person is or was a person described in that section. “Expenses,” as used in this bylaw, shall have the same meaning as in that section of the Corporations Code.

On written request to the Board by any person seeking indemnification under Corporations Code section 5238 (b) or section 5238 (c), the Board shall promptly decide under Corporations Code Section 5238 (e) whether the applicable standard of

conduct set forth in Corporations Code Section 5238 (b) or Section 5238 (c) has been met and, if so, the Board shall authorize indemnification.

ARTICLE XIII INSURANCE

Section 1. INSURANCE. The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, directors, employees, and other agents, to cover any liability asserted against or incurred by any officer, director, employee, or agent in such capacity or arising from the officer's, director's, employee's or agent's status as such.

ARTICLE XIV MAINTENANCE OF CORPORATE RECORDS

Section 1. MAINTENANCE OF CORPORATE RECORDS. The Corporation shall keep:

- (a) Adequate and correct books and records of account;
- (b) Written minutes of the proceedings of its members, Board of Directors and committees of the Board; and
- (c) Such reports and records as required by law

ARTICLE XV INSPECTION RIGHTS

Section 1. DIRECTORS' RIGHT TO INSPECT. Every director shall have the right at any reasonable time to inspect the Corporation's books, records, documents of every kind, physical properties, and the records of each subsidiary, as permitted by California and federal law. The inspection may be made in person or by the director's agent or attorney. The right of inspection includes the right to copy and make extracts of documents as permitted by California and federal law.

This right to inspect may be circumscribed in instances where the right to inspect conflicts with California and federal law (e.g., restrictions on the release of educational records under FERPA) pertaining to access to books, records, and documents.

Section 2. ACCOUNTING RECORDS AND MINUTES. On written demand on the Corporation, any director may inspect, copy, and make extracts of the accounting books and records and the minutes of the proceedings of the Board of Directors and committees of the Board of Directors at any reasonable time for a purpose reasonably related to the director's interest as a director. Any such inspection and copying may be made in person or by the director's agent or attorney. This right of inspection extends to the records of any subsidiary of the Corporation.

Section 3. MAINTENANCE AND INSPECTION OF ARTICLES AND BYLAWS. The Corporation shall keep at its principal office the original or a copy of the Articles of Incorporation and Bylaws as amended to the current date, which shall be open to inspection by any director at all reasonable times during office hours.

**ARTICLE XVI
REQUIRED REPORTS**

Section 1. ANNUAL REPORTS. The Board shall cause an annual report to be sent to the Board within 120 days after the end of the Corporation's fiscal year. That report shall contain the following information, in appropriate detail:

- (a) the assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year;
- (b) the principal changes in assets and liabilities, including trust funds;
- (c) the Corporation's revenue or receipts, both unrestricted and restricted to particular purposes;
- (d) the Corporation's expenses or disbursements for both general and restricted purposes;
- (e) any information required under these Bylaws; and
- (f) an independent accountant's report or if none, the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the Corporation's books and records.

Section 2. ANNUAL STATEMENT OF CERTAIN TRANSACTIONS AND INDEMNIFICATIONS. As part of the annual report to all directors, or as a separate document if no annual report is issued, the Corporation shall, within 120 days after the end of the Corporation's fiscal year, annually prepare and mail or deliver to each director a statement of any transaction or indemnification of the following kind:

- a. Any transaction
 - (i) in which the Corporation, or its parent or subsidiary, was a party
 - (ii) in which an "interested person" had a direct or indirect material financial interest, and
 - (iii) which involved more than \$50,000 or was one of several transactions with the same interested person involving, in the aggregate, more than \$50,000. For this purpose, an "interested person" is either:
 - (1) any director or officer of the Corporation, its parent, or subsidiary (but mere common directorship shall not be considered such an interest, or
 - (2) any holder of more than 10 percent of the voting power of the Corporation, its parent, or its subsidiary. The statement shall include a brief description of the transaction, the names of interested persons

involved, their relationship to the Corporation, the nature of their interest, provided that if the transaction was with a partnership in which the interested person is a partner, only the interest of the partnership need be stated.

**ARTICLE XVII
BYLAW AMENDMENTS**

Section 1. BYLAW AMENDMENTS. The Board of Directors may adopt, amend or repeal any of these Bylaws by a majority of the Directors present at a meeting duly held at which a quorum is present, except that no amendment shall materially change any provisions of the Charter that created the Three Rivers Charter School or make any provisions of these Bylaws inconsistent with that Charter, the Corporation’s Articles of Incorporation, or any laws, without mutual consent of the Charter Authorizer.

**ARTILCE XVIII
FISCAL YEAR**

Section1. FISCAL YEAR OF THE CORPORATION. The fiscal year of the Corporation shall begin on July 1st and end on June 30th of each year.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of the Three Rivers Charter School, a California nonprofit public benefit Corporation; that these Bylaws, consisting of 14 pages, are the Bylaws of the Corporation as adopted by the Board on _____; and that these Bylaws have not been amended or modified since that date.

Executed on _____ at _____, California.

_____, Secretary

*Changed address

*Corrected number of pages in CERTIFICATE OF SECRETARY to 14

_____, Secretary (Isabel Saldana)

Approved by the Board _____

Cover Sheet

Approve New Policy for Textbook and Curriculum Adoption

Section: IV. Discussion and Action Items
Item: H. Approve New Policy for Textbook and Curriculum Adoption
Purpose: Vote
Submitted by:
Related Material: Textbook Adoption Policy.docx



Three Rivers Charter School

WWW.TRCSCHOOL.ORG

PHONE: (707) 964-1128 FAX: (707) 734-5050

1211 DEL MAR DRIVE , SUITE 301
FORT BRAGG CA 95437



TEXTBOOK and CURRICULUM ADOPTION POLICY

Instructional Policy – TRCS P.6.9

It is the intent of this policy to outline the method used for TRCS to adopt the textbooks and curriculum proposed by the teachers for the core subjects; Math, English, Science, and Social Studies. Whenever possible, it's important that the teachers work together in creating a cohesive curriculum that covers all of the state standards and all of the grades.

Textbook Adoption:

1. For the core subjects, state adopted materials will be identified and selected by each of the teachers. These materials will be reviewed for alignment and coverage of state standards, ease of use, and appropriateness for TRCS.
2. Teachers will work together to agree upon a selected set of materials that will cohesively cover the standards for all of the grades without allowing for gaps between the grades as well as within a particular grade.
3. Once the materials are selected, the materials will be presented to the School Director for approval and the Director will present the selection to the Board of Directors for final adoption.

Curriculum Adoption:

Each year, before the September Board Meeting, the teachers will prepare and present to the School Director a pacing guide for each of the core subjects with a list of the resource materials, including adopted textbooks, that will be used.

The Director will present the pacing guide and materials list to the Board at the September meeting for their approval.

Cover Sheet

Lawyer Feedback Regarding Minutes

Section: IV. Discussion and Action Items
Item: I. Lawyer Feedback Regarding Minutes
Purpose: FYI
Submitted by:
Related Material: Lawyer Review of Minutes.pdf

To ensure transparency I recommend that enough detail be added to the minutes to allow the public to determine what action was taken. It is unclear what action was taken for many of the agenda items. However, this may be due in part to the limited agenda item descriptions. The agenda should contain a brief (20 words or less) general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. (§54954.2) The purpose of the brief general description is to inform interested members of the public about the subject matter under consideration so that they can determine whether to monitor, attend or participate in the meeting of the body. For instance, III. B. states “CCSA Conference.” This agenda description does not explain what the Board will be discussing or taking action on. If conference attendance was going to be discussed, the agenda description could have stated, “Consideration and approval of participation in 2018 CCSA Conference.” Also, for III.C. the agenda description states, “Petition and Revised bylaws.” This item might have instead stated, “Consideration and approval of renewal petition and revisions to Bylaws.” Please note that the minutes do not include any information for items III.C. and D. For item III.E. “Discuss Calendar” I recommend clarifying which calendar is being considered. This agenda description might have instead stated, “Consideration of 2017-2018 Instructional Calendar.” Also, for section IV “Reporting Out” is the information being reported out coming from a committee? If this is a report from the facilities committee, then this agenda item might have stated, “Update from the Facilities Committee.” The minutes should explain what is being considered for Mendocino College, is this a purchase, sale, lease transaction? The minutes mention the considerations of other options, but do not explain what the options pertain to. These are just some examples as I recommend more detail be provided in most of the agenda items. If more detail is included in the agenda descriptors then this would likely add more clarity to the minutes. Please let me know if you have any questions.

Kimberly Rodrigues
Young, Minney, & Corr
12/14/17

Cover Sheet

Adopt Board Meeting Minutes

Section: VII. Additional Action Items
Item: A. Adopt Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on December 12, 2017



Three Rivers Charter School

Minutes

Regular Board Meeting

Date and Time

Tuesday December 12, 2017 at 5:30 PM

Location

High School Classroom, 101C Boatyard Dr, Fort Bragg, CA 95437

Board meetings are held in public. The agenda provides any citizen an opportunity to directly address the Board under the section entitled "Community Comment" on any item under the subject matter jurisdiction of the Board that is not on the agenda. The Public will be provided an opportunity to address the Board on agenda items before or during the Board's deliberation. To request a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting, please submit your request in writing to the School Director or Board President at least 10 days before the scheduled meeting date. Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the school: 1211 Del Mar Drive, Suite 301, Fort Bragg, CA 95437. In compliance with Government Code section 54954.2(a) Three Rivers Charter School will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the school at (707) 964-1128 at least 72 hours prior to the meeting.

Directors Present

I. Saldana, J. Parsons, J. Stickels, J. Tippet, J. Tyler, N. Chaves, S. Schneider

Directors Absent

None

Directors Arrived Late

S. Schneider

Guests Present

Addie Leonhardt, Akili Munavu, Chelsi McFadden, Eric Hontou, Jaime Ries, Jerry Matson, Jessica Ehlers, Juliana Sanchez, Kim Morgan, Linda Tulley, Lisa Norman, Marcel Guarachi, Marcia Mollett, Michael Wasco, Natalie Shoptaw, Phillip Loomis, R. Coy, Rebecca Walker, Samantha Walz, Zoleta Lee

I. Opening Items

A. Call the Meeting to Order

J. Stickels called a meeting of the board of directors of Three Rivers Charter School to order on Tuesday Dec 12, 2017 @ 5:31 PM at High School Classroom, 101C Boatyard Dr, Fort Bragg, CA 95437.

B. Record Attendance and Guests

C. Changes to the Agenda?

II. Reports

A. Student Rep Report

Student Rep. gives the board insight to some colleges the students are interested in joining in the future.

B. Teacher Reports

Comments read and reviewed by the Board.

C. Director's Report

Our Charter school is coming up for renewal and the decision from the FBUSD will take place Thursday December 14.
Fall Music Concert will be cancelled this year.

D. Financial Report

Charter Vision Report presented by Jennifer Tyler, current book balance \$857,229.
S. Schneider arrived late.

III. Discussion

A. Discuss Last Minute Approvals for Petition Renewal

Becky Walker kindly answered some questions made by TRC parents.

B. Discuss TRCS Program Improvement

Item Tabled Until Next Board Meeting

C. Emergency Preparedness

Table for next months meeting.

D. Approval of Changes for Charter Renewal

No changes made.

E. Discuss Final Audit

No findings, two adjustments made.

F. Approval and acceptance of Audit for 16-17 School Year.

S. Schneider made a motion to approve the audit.

J. Tippett seconded the motion.

The board **VOTED** to approve the motion.

IV. Closed Session - As per Ed Code 89307 - Real Estate

A. Discuss Facilities Update

No updates at this time.

B. Action Items Related to Facilities

No vote taken

V. Reporting Out

A. Items to Report Out

No update on facilities at this moment.

Mendocino College offered to extend our lease for one more year.

VI. Action Items

A. Adopt Board Meeting Minutes

J. Parsons made a motion to approve minutes from the Regular Board Meeting on 10-24-17.

N. Chaves seconded the motion.

The board **VOTED** to approve the motion.

B. Adopt Board Meeting Minutes

J. Tippett made a motion to approve minutes from the Regular Board Meeting on 11-28-17.

S. Schneider seconded the motion.

The board **VOTED** to approve the motion.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:57 PM.

Respectfully Submitted,

I. Saldana

B. Adjourn Meeting

J. Tyler made a motion to Adjourn Meeting.

N. Chaves seconded the motion.

The board **VOTED** to approve the motion.

Cover Sheet

Adopt Board Meeting Minutes

Section: VII. Additional Action Items
Item: B. Adopt Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Emergency Board Meeting on December 14, 2017



Three Rivers Charter School

Minutes

Emergency Board Meeting

Date and Time

Thursday December 14, 2017 at 4:00 PM

Location

1211 Del Mar Dr, Suite 301, Fort Bragg, CA

Board meetings are held in public. The agenda provides any citizen an opportunity to directly address the Board under the section entitled "Community Comment" on any item under the subject matter jurisdiction of the Board that is not on the agenda. The Public will be provided an opportunity to address the Board on agenda items before or during the Board's deliberation. To request a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting, please submit your request in writing to the School Director or Board President at least 10 days before the scheduled meeting date. Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the school: 1211 Del Mar Drive, Suite 301, Fort Bragg, CA 95437. In compliance with Government Code section 54954.2(a) Three Rivers Charter School will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the school at (707) 964-1128 at least 72 hours prior to the meeting.

Directors Present

I. Saldana, J. Parsons, J. Stickels, J. Tippet, J. Tyler, N. Chaves

Directors Absent

S. Schneider

Guests Present

R. Coy

I. Opening Items

A. Call the Meeting to Order

J. Stickels called a meeting of the board of directors of Three Rivers Charter School to order on Thursday Dec 14, 2017 @ 4:07 PM at 1211 Del Mar Dr, Suite 301, Fort Bragg, CA.

B. Record Attendance and Guests

C. Changes to the Agenda?

No changes

II. Discussion

A. Discuss Proposed Changes to the MOU

Explained by Jody and Roger -

1. Changed to be reviewed in 2 years rather than 3 year.
2. TRCS will agree to use consultant for two years.
3. Three reports to FBUSD each year on progress.
- 4 Common Core aligned curriculum throughout school.

All other prior changes remain.

B. Vote on Acceptance of MOU Changes

J. Stickels made a motion to Approve and accept the changes to the MOU.

J. Tyler seconded the motion.

The board **VOTED** to approve the motion.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:30 PM.

Respectfully Submitted,

I. Saldana

Attachments

The following files are attached to this PDF: You will need to open this document in an application that supports attachments (i.e. [Adobe Reader](#)) in order to access these files.

TRCS MOU FINAL 011018.doc