



Three Rivers Charter School

Regular Board Meeting

Date and Time

Tuesday March 20, 2018 at 5:30 PM PDT

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
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B. Teacher Reports	Discuss	Jody Stickels	15 m
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Please review prior to meeting.

C. Director's Report	Discuss	Roger Coy	20 m
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Director to report on school testing improvement process, demographics programs, LCAP process progress, PTN report, and any other outstanding issues,

D. Financial Report	Discuss	Jennifer Tyler	15 m
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Treasurer will verify Cash on Hand and bring up any financial concerns.

IV. Discussion and Action Items

A. Discuss TRCS Program Improvement	Discuss	Roger Coy	30 m
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Review model presentation and 2 year transition plan.

B. TRCS 2 Year Improvement Plan	Vote	Jody Stickels	5 m
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Approve transition and 2 year school improvement plan.

C. 2nd Interim Budget Report	Discuss	Roger Coy	15 m
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2nd Interim Budget Report to be reviewed.

D. Approval of 2nd Interim Budget Report	Vote	Jody Stickels	7 m
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Accept 2nd Interim Budget Report

V. Additional Action Items

A. Adopt Board Meeting Minutes	Approve Minutes	Jody Stickels	5 m
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Please review prior to meeting.

Approve minutes for Regular Board Meeting on February 27, 2018

VI. Closing Items

A. Adjourn Meeting	FYI	Jody Stickels	5 m
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Cover Sheet

Director's Report

Section: III. Reports
Item: C. Director's Report
Purpose: Discuss
Submitted by:
Related Material: Director's Report Mar 20, 2018-4.pdf

Director's Report Mar 20, 2018

- Update on TRCS Foundation
 - Board Seated - Andrea Hadik-Barkoczy (President), Leslie Kashiwada, Ronda Wasco (Secretary), Chelsi McFadden
 - Articles of Inc, Bylaws, etc Approved
 - Next Meeting: Sept 4 (will meet quarterly after that)
 - Next Step: Non-exempt Status to be filed with IRS
- Homework Club Started - Average attendance below 10 students, 0 adults.
- Facilities Update
 - Meeting set with Mendo College - April 19
- Events coming up:
 - Penny Wars - Wash DC - Through March
 - La Familia - April 20
 - Earth Day - April 21
 - Enrollment/lottery - April 26
 - Spelling Bee - April 27
 - Testing Breakfast/Achievement Kits - May
 - Color Run - May 5
 - Day In the Park - May 14
 - Spring Concert- May 24
 - Jr High Dance - June 8
 - Graduation/Awards Dinner - June 15

- Final PTN Meeting on May 22

- Curriculum Approval - Teachers have gone to MCOE 3 times and have reviewed a lot of material. We will prepare a presentation for the board for the April Board Meeting.

- Demographic Improvement:
 - Community festival - La Familia Three Rivers y Ustedes (April 20)
 - Bounce Houses
 - Games
 - Tickets
 - Food
 - Fundraiser
 - Parents and Board must help
 - 5-7 pm
 - Brochures/Fliers on School/Wait List Forms

LCAP (*New)

- 1) EL support and students being English proficient within 3 years of attending our school
- 2) Low Income and EL families being more involved with the activities at our school including better support (translation, buddy system, translation services)
- 3) Developing an extensive elective and extra-curricular activities program for students
- 4) Assisting parents with technology issues by providing services, equipment, and training.
- 5) Develop a more robust after-school program including a place for students who parents work and a homework club.
- 6) Develop an effective remedial program
- 7) Providing a connection between foster and homeless families and resources.
- *8) Parents would like more assistance for them to help their children with their homework.
- *9) We need to upgrade our technology in the classroom (smartboards, online tutorials for students and parents)
- *10) Basic services to be improved including lunch program, and cleanliness of school.
- *11) New cohesive curriculum programs
- *12) New Facilities located, secured, and moved into.
- *13) Significant improvement in SBAC scores
- *14) Demographics more closely aligned to Fort Bragg

Cover Sheet

Financial Report

Section: III. Reports
Item: D. Financial Report
Purpose: Discuss
Submitted by:
Related Material: Financial Report 3-20-18.pdf

Three Rivers Charter School
Financial Report
March 19, 2018

***Current Book Balance:**

Charter Vision reports the current book balance at *\$896,704 with open payables of \$0.00. This figure also includes Parent Network Funds of approximately \$28,942. Net operating funds are estimated at \$867,762.

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.

Respectfully Submitted,



Jennifer B. Tyler
TRCS Board Treasurer

Cover Sheet

Discuss TRCS Program Improvement

Section: IV. Discussion and Action Items
Item: A. Discuss TRCS Program Improvement
Purpose: Discuss
Submitted by:
Related Material: Two Year Transition and Improvement Plan -2.pdf

March 20, 2018

To: Board of Directors
From: Roger Coy, School Director
Subject: 2 Year Transition and Improvement Plan

Requirements from the FBUSD MOU:

X. (c) SED (socio-economically disadvantaged) Students and our Hispanic population.

The MOU states that by the year 19-20 we would be within 15% points of FBUSD and by 20-21 we would be within 10% points of FBUSD. Current numbers:

FBUSD:	TRCS:
Hispanic: 41%	Hispanic: 14% (16 students)
SED: 67%	SED: 61%

In order to meet these requirements I recommend extensive public outreach. I plan on doing this by creating flyers, creating a Latino Outreach Committee, promotion, providing weight for EL students in our lottery, working with parents to properly identify themselves on enrollment forms, speaking and promoting at Latino Venues, providing better translation services for both written and verbal access, and providing on-site events to improve public relations with the Latino communities. There may be services that we can provide that will also serve those communities. Two major obstacles to contemplate are transportation and food service. The goal would be to add 6 new Latino students per year.

X. (f) Caaspp Scores. Starting in the 17-18 school year we must show a 3% improvement in both our ELA and Math scores as compared to the 16-17 school year.

English: 16-17 Mean Scale Score Average 2507	3% Growth Goal: 2582
Math: 16-17 Mean Scale Score Average 2477	3% Growth Goal: 2551

In order to meet these requirements we are using a multi-step approach:

- 1) Consultant - We reviewed our areas of difficulty with a consultant and he did a cursory walk-thru of our school. He noted several areas that were in need of improvement. Those areas that I agreed with a) a system to close the gaps within each of the students b) ensuring that all of the standards are being taught by the teachers and a system to

make sure that is occurring c) pacing guides being created and used by the teachers d) regular practice on tests similar to the Caaspp as well as Caaspp practice tests e) reduction of our grade span so we can get a better focus on the grades we teach all need to be addressed.

- 2) Changing the Attitude Towards the Smarter Balanced Test - There has always been a cultural attitude within our school that basically ignored the Smarter Balanced Test. In order for us to raise our scores on that test we have to develop strategies in taking the test. Although there is no desire to change our school culture, as a matter of fact we feel we must protect it even more, we have to also begin to focus on the importance of our Smarter Balanced Test results within that culture. This has began to be addresses by speaking several times to our parents and bringing an understanding to them of the importance of that testing.
- 3) In order to better identify the gaps within learning that each of the students may have, we have implemented the Aleks System in all of the classes except the 1-2 Grade class, which we have implemented the use of Redbird. Both of these programs are for math. We are working on finding similar systems for ELA.
- 4) One of the areas of help the parents have asked for is in regards to homework. We have implemented a Homework Club where the parents may come in for assistance as well. We also have strengthen our pull-out programs so both EL students and students needing extra support can get assistance with that.
- 5) In order to reduce our grade span we decided to eliminate our high school This should be accomplished in 1 year. All of the High School families have been spoken to either privately or in group meetings and most have agreed to enroll next year in the FBHS. There are a few that want to continue here so our plan is as follows:
 - a) Move Ms. Kasperson into the Jr High Class
 - b) Try to move as many HS students as possible to enroll at FBHS
 - c) Create a space and Independent Study program for remaining High Schoolers so those remaining can continue on at TRCS.
 - d) Do not enroll any families from outside of TRCS into the HS program.
 - e) Discontinue enrolling any promoting 8th graders into the HS program after this year, unless special circumstances agreed to by Ms. K.
 - f) Ms. K will continue to administer the HS Independent Study program and will be given a stipend to do so.
 - g) After the 18-19 school year the High School Independent Study program will cease to exist, so there will no longer be a TRCS High School.
 - h) The goal for the 19-20 school year would be to have a separate classroom for both the 7th and 8th grade.

X. (g) Common Core Aligned ELA and Math Programs Prior to the 18-19 school year we are required to adopt a Common Core aligned ELA and Math program. Actually, our programs are already Common Core aligned. FBUSD felt that because the teachers were using ad hoc ELA programs that they decided upon without review from our Board, that there may be gaps in our curriculum. I decided that it was prudent to develop a Textbook Adoption Policy which was

done, and for the teachers as a team to review their Math programs and ELA programs to not only make sure what they were using was appropriate, but that there were no gaps throughout our school between the grades. They are in the middle of that process now, and once that is completed, we will bring our decision to the Board for the Board's approval.

X. (h) FBUSD has asked that we have a consultant on-board for at least two years. That is in place. We will continue to consult with our consultant as needed. The next step with our consultant is to do a more thorough review of our teaching practices and review technologies that may be available to us. We will be attending the CUE Conference and the CSDC Conference, visiting schools and having the teachers observing other teachers and programs.

XXI. The Board is to have 10 hours of training annually. As part of this plan I will be identifying what kinds of training you would be interested in and we'll arrange for that to occur.

Continuing to assess our progress and analyzing, adjusting and reassessing will be an ongoing process.

Cover Sheet

2nd Interim Budget Report

Section: IV. Discussion and Action Items
Item: C. 2nd Interim Budget Report
Purpose: Discuss
Submitted by:
Related Material: TRCS - 2nd Interim 17-18.xlsx
TRCS - BS - Jan 18.xlsx
TRCS - PL - Jan 18.xlsx

Cover Sheet

Adopt Board Meeting Minutes

Section: V. Additional Action Items
Item: A. Adopt Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on February 27, 2018

DRAFT

Three Rivers Charter School

Minutes

Regular Board Meeting

Date and Time

Tuesday February 27, 2018 at 5:30 PM

Location

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

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Directors Present

I. Saldana, J. Parsons, J. Stickels, J. Tippet

Directors Absent

J. Tyler, N. Chaves, S. Schneider

Guests Present

Addie Leonhardt, Chelsi McFadden, Emily Forster, Kathy Kasperson, Katie Leonhardt, Kim Morgan, Krystal Brink, Marcia Mollet, R. Coy, Ronda Wasco

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 Feb 27, 2018 @ 5:32 PM at TRCS High School Classroom, 101C Boatyard Dr, Fort Bragg, CA 95437.

B. Record Attendance and Guests

C. Changes to the Agenda?

No changes made to agenda.

II. Community Comment

A. Community Comment

no comment made by the community present.

III. Reports

A. Student Rep Report

Student Rep. Katie Leonhardt presented us with some input from the students.
* students want more playground equipment.
* students "love" their teachers.
* Ms. Walz students want some consequences to be put in place for disrupting students in the class.

B. Teacher Reports

No questions or comments made on attached teachers reports.

C. Director's Report

Next PTN meeting will be March 6.
To Improve Demographic Improvement:
Community festival to be planned for April 6.
La Familia Three Rivers y Ustedes.

D. Financial Report

No Financial report given due to our treasurers absence.

IV. Discussion and Action Items

A. Discuss TRCS Program Improvement

B. SPED Liaison Update

Chelsi McFadden presented us with some SELPA information and her work as a liaison.

C. Emergency Procedure Overview

Jade Tippett presented us with ideas to consider for TRCS' emergency procedures. (Packet attached for more information). Roger to work with Jade and Scott to put program in place.

Mr. Coy to put together emergency plan and present it to board.

D. One Time Mandate Funds

J. Tippett made a motion to approve board resolution.

I. Saldana seconded the motion.

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

E. Recommended School Model Adjustments

Discussed.

F. TRCS Foundation Formation and First Meeting

Discussed.

G. TRCS Action on Gun Violence in Schools

TBD

H. TRCS on Gun Violence in Schools

J. Stickels made a motion to leave the decision to Roger Coy.

J. Tippett seconded the motion.

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

V. Closed Session

A. Replacement Teacher Position Review

Start Hiring Process

B. Replacement of Jr High Teacher

J. Tippett made a motion to put together hire committee for replacement of Jr High teacher.

J. Parsons seconded the motion.

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

C. Discuss Facilities Update

D. Action Items Related to Facilities

J. Tippett made a motion to approve to go back to Mendocino college with the three phase work plans, and to use up to ten thousand for building plans.

J. Parsons seconded the motion.

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

VI. Reporting Out

A. Items to Report Out

Mr. Coy will put together a hiring committee for Jr High teacher. Committee members will be announced next meeting.

No longer looking at the Sports Club building as a new facility for TRC.

Approved going back to Mendocino College for the potential property.

VII. Additional Action Items

A. Adopt Board Meeting Minutes

J. Tippet made a motion to approve minutes from the Regular Board Meeting on 01-16-18.

J. Parsons seconded the motion.

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

B. Approval of Recommended Model

Mr. Coy will return with written model in next months meeting.

Tabled voting for next months meeting.

VIII. 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 9:04 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 - 2nd Interim 17-18.xlsx

TRCS - BS - Jan 18.xlsx

TRCS - PL - Jan 18.xlsx