



# Three Rivers Charter School

## Regular Board Meeting

**Date and Time**

Tuesday September 18, 2018 at 5:30 PM PDT

**Location**

1211 Del Mar Drive, 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      | Time           |
|--|---------|----------------|----------------|
| <b>I. Opening Items</b>  |         |                | <b>5:30 PM</b> |
| <b>A.</b> Call the Meeting to Order  |         | Jody Stickels  | 1 m            |
| <b>B.</b> Record Attendance and Guests   |         | Isabel Saldana | 5 m            |
| <b>C.</b> Changes to the Agenda?   | Discuss | Jody Stickels  | 5 m            |
| <b>II. Community Comment</b>   |         |                | <b>5:41 PM</b> |
| <b>A.</b> 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. |         |                |                |
| <b>III. Reports</b>  |         |                | <b>6:01 PM</b> |
| <b>A.</b> Financial Report   | Discuss | Jennifer Tyler | 10 m           |

Present overview of financial status of school. Note any financial irregularities or items to be investigated.

- |  |         |               |      |
|--|---------|---------------|------|
| <b>B. Director's Report</b>  | Discuss | Roger Coy     | 20 m |
| Director to report on school testing improvement process, demographics programs, MTSS update, school readiness for new school year and any other outstanding issues, |         |               |      |
| <b>C. Teacher Write-Ups</b>  | Discuss | Jody Stickels | 10 m |
| <b>D. Academic Excellence Committee Report</b>   | FYI     | Jade Tippett  | 10 m |

**IV. Discussion and Action Items 6:51 PM**

- |   |         |               |      |
|---|---------|---------------|------|
| <b>A. Discuss Progress of New Committees</b>  | Discuss | Jody Stickels | 15 m |
| Discussion of newly formed committees, descriptions, meetings and procedures.       |         |               |      |
| <b>B. Approve Stipend for Teachers Serving on the Academic Excellence Committee</b> | Vote    | Jody Stickels | 5 m  |
| Determine and approve stipend for teachers serving on the committee.                |         |               |      |

**V. Closed Session 7:11 PM**

- |  |         |           |      |
|--|---------|-----------|------|
| <b>A. Discuss Direction of Terms for Facilities Proposal</b>     | Discuss | Roger Coy | 15 m |
| Cal. Code 54956.8. Current status of proposals and action items. |         |           |      |

**VI. Reporting Out 7:26 PM**

- |  |     |               |     |
|--|-----|---------------|-----|
| <b>A. Items to Report Out</b>            | FYI | Jody Stickels | 5 m |
| Action Items taken regarding Facilities. |     |               |     |

**VII. Additional Action Items 7:31 PM**

- |   |                 |               |     |
|---|-----------------|---------------|-----|
| <b>A. Adopt Board Meeting Minutes</b>                       | Approve Minutes | Jody Stickels | 5 m |
| Please review prior to meeting.                             |                 |               |     |
| Approve minutes for Regular Board Meeting on August 7, 2018 |                 |               |     |

**VIII. Closing Items 7:36 PM**

- |                           |     |               |     |
|---------------------------|-----|---------------|-----|
| <b>A. Adjourn Meeting</b> | FYI | Jody Stickels | 5 m |
|---------------------------|-----|---------------|-----|

# Cover Sheet

## Director's Report

**Section:** III. Reports  
**Item:** B. Director's Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Director's Report 9-18-18-2.pdf

### Director's Report 9-18-18

- MTSS (Multi-Tiered System of support) - Leadership Team has been expanded to include teachers. 1/4 training completed by Ms. Bart and Mr. Coy.
- CDS - Cooperative Discipline System being developed by teachers and Director. Books being read and discussions occurring.
- Interactive Whiteboards installed and working. Great response from the teachers. Weekly training occurring.
- PTN- 1st meeting this week, Thursday, 5:30-6:30
- Both Ms. Krebs and Ms. Shoptaw working on Teacher Inductee Program (BTSA). Ms. Tulley and Ms. Kasperson mentor teachers.
- New classroom locations working fine.
- MECCA Meeting Yesterday -
- School Spirit Week - Oct 1-5. Teachers planning now
- Surveys
- Calendar

# Cover Sheet

## Teacher Write-Ups

**Section:** III. Reports  
**Item:** C. Teacher Write-Ups  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Teacher Write-Ups 9\_18\_18.pdf

## Teacher Write-Ups 9/18/18

### 1-2 Class

We are off and rolling in the Grades 1&2 class with new students, curriculum and routines. I have twenty students, three are Independent Study. It is very nice to have such a manageable number of seats each day and to have my amazing aide, Ms. Becca back this year. We are a great team.

I am very happy with our new Wit & Wisdom language Arts curriculum. It is challenging, engaging and encourages deep thinking with the students. I am learning more each day how to teach it effectively. I have also implemented a new phonics program, Wilson Reading's Fundamentals which has great promise to be effective with my students learning to read. The new interactive white board is an exciting addition to the classroom.

We had some behavior struggles in first few weeks with specific students. I am happy to report that I feel more supported than ever in dealing with these issues having Ms. Bart and Mr. Coy's involvement. We are working with the parents to meet the needs of these students while not sacrificing the learning experience of the rest of the class.

All in all it's off to a great start. Thanks for your service as we start this new school year!

Thank You,  
Kim

### 3-4 Class

The new Wit and Wisdom curriculum is in full swing. The depth and complexity is very challenging for the students. We are currently working in a text entitled, The Circulatory Story, a very science based text with comical colorful illustrations. In speaking with the rest of our teachers, we feel that as the students get used to the demands, routines, language, and pass through each grade, we will (teachers and students) be able to manage these demands of the curriculum more efficiently. After all, students will expect the language, the rigor, and the systems contained within it as each year passes.

In math, I'm introducing the concepts of multiplication for the third graders in Chapter 4 of the My Math books. The fourth graders are in different places in the curriculum and I'm teaching mini lessons on various topics including place value, rounding, addition strategies, subtraction strategies, and skills review from last year.

Students wrote amazing Paul Bunyan sequels which are now on display in the classroom. The fourth graders outdid themselves with several submissions between 10-20 pages of hand written story-telling. They also really look forward to our local community history time, which is a time when we choral read, and discuss local history events in a book which they then illustrate.

The new wood folding tables in the room are working out well, and I would love to expand on that theme. The Smart Board is ASTONISHING and I use it every day in multiple ways. I don't know how we ever lived without it, and what an enormous difference from my old, tired projector with the laptop and limited sound projection. WOW!

### 5-6 Class

Good afternoon, Board Members,

This is going to be a great year. The kids are cheerful, enthusiastic, and ready to learn. Right now, we are researching Fort Bragg history in preparation for Spirit Week in October. Our class is focusing on the railways so the students are exploring types of trains, lines, and bridges, as well as mill towns and maps of railway lines. Next Wednesday we will be taking a field trip to the Fort Bragg Rail Museum and a ride on the Skunk Train. In other news, we are getting into the new Language Arts curriculum, and so far I'm thrilled. The kids are learning how to find evidence in the text in order to support their arguments. This single skill can significantly improve their writing over time. I think we're off to a great start.

Cheers,  
Linda Tulley

### 7-8 (High School) Class

#### Junior High Class Write Up

The school year has started off well. Both of us are working out the bugs in team teaching throughout the day. Our biggest issue is managing noise levels as we work to teach both the 7th and 8th graders their English and Math standards separately, but within the same periods of the day. So far our system involves one of us giving direct instruction to one of these groups while the other students are working independently on silent work with the other teacher moving around the room quietly helping. This still leaves room for distraction for the students who are working independently. We are working on ways to solve that problem of background noise that distracts students.

We are enjoying sharing instruction for Science and History and P.E. For these subjects all the 7th and 8th graders are working together. We are excited to have successfully got our electives up and running. The two most popular are newspaper and gardening. We are going to be bringing back a printed school newspaper to share with all of the classes - we haven't had that since we were at our original Virgin Creek campus!

We successfully completed NWEA testing and will be looking at those results to see how we can personalize education plans for each of the students.

We love!!!! the new smart board as it has completely solved all of our projection issues from the past few years. It is easily visible from anywhere in the classroom and its aps are making our instruction more energetic. The convenience of getting to move easily back and forth between Google, the white board, and downloaded documents is making everything faster and more interesting for the kids.

The high school students are moving along fine, successfully staying on pace. We are even working in ways for them to do some live classes: work experience, and p.e.

Let us know if you have any questions. We would love to have you stop by and visit our classroom any time.

Sincerely,  
Kathleen Kasperson  
& Dani Krebs

# Cover Sheet

## Academic Excellence Committee Report

**Section:** III. Reports  
**Item:** D. Academic Excellence Committee Report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Academic Excellence Committee Meeting Minutes 8-16-18.pdf



Academic Excellence Committee Meeting Minutes  
August 16, 2018

Teachers present: Tulley, Morgan, Kasperson.

Teachers are excited about new smart boards!

Tulley would like to be part of Academic Excellence Committee full time while other teachers would like to rotate meeting visits.

Side note: Teachers would like board members to visit classrooms or be more present. (I, Isabel Saldaña attended teacher meeting and have times I will be going in, just giving them time to get settled but look forward to visiting classrooms this week)

Teachers and committee members would like to have some parents on board as well.

Therefore committee chair will bring it up on next PTN meeting.

# Cover Sheet

## Discuss Progress of New Committees

**Section:** IV. Discussion and Action Items  
**Item:** A. Discuss Progress of New Committees  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** TRCS Governance Committee.docx

# Three Rivers Charter School Governance Committee

## General Purpose

The Governance Committee's primary responsibility is recruitment, nominations, orientation, and training of Board Directors. The committee is commissioned by and responsible to the Board of Directors in accordance with Board bylaws, policies and practices approved by the Board of Directors.

## Composition

- The committee chair will be a Board Director
- Appointments of the chair and members of this committee will be made annually by the Board Chair with the advice and consent of the Board in accordance with the Bylaws.
- Additional committee members need not be members of the Board.

## Responsibilities

- Analyze the skills and experience needed on the Board.
- Create a board recruitment strategy.
- Work with Board Chair and School Director on a succession plan for Board Directors.
- Recruit potential new Board members.
- Develop and review the procedures for Board recruitment.
- Develop and review orientation and training plans for new Directors.
- Develop and review a Board member handbook.
- Assist in the planning of Board retreats and training sessions as needed.
- Create measurable goals for the year as part of the full board planning process.
- Regularly evaluate the effectiveness of board meetings, make recommendations for improvement to the chair and the full board as needed.
- Annually coordinate an evaluation of the full board as well as the individual Directors through the BOT Spring Board Assessment.

8-10-18

# 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 August 7, 2018

**DRAFT**

## Three Rivers Charter School

### **Minutes**

#### Regular Board Meeting

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**Date and Time**

Tuesday August 7, 2018 at 5:30 PM

**Location**

1211 Del Mar Drive, Fort Bragg, CA, 95437

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**Directors Present**

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

**Directors Absent**

*None*

**Guests Present**

R. Coy, Rebecca Walker

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## 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 Aug 7, 2018 @ 5:36 PM at 1211 Del Mar Drive, Fort Bragg, CA, 95437.

### B. Record Attendance and Guests

### C. Changes to the Agenda?

No Changes made.

## II. Community Comment

### A. Community Comment

No community present.

## III. Reports

### A. Financial Report

### B. Director's Report

FBUSD Presentation August 9, 2018 at 6:00pm.

Consult legal wording for the contract for our students staying in our high school program.

Smart Boards to arrive late August.

All materials ordered and waiting for delivery.

Waiting on a couple materials for our 7-8 classroom.

1-2 and 5-6 classrooms ready to go.

## IV. Discussion and Action Items

### A. Board Retreat Discussion

### B. Approval of New Committees

J. Tyler made a motion to form Board Governance Committee with Jaimi Parson as the chair.

I. Saldana seconded the motion.

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

#### Roll Call

J. Parsons Aye

J. Tippet Aye

J. Stickels Aye

J. Tyler Aye

I. Saldana Aye

S. Schneider Abstain

J. Tyler made a motion to Form Finance Committee with Jennifer Tyler as the chair.

N. Chaves seconded the motion.

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

#### Roll Call

J. Tyler Aye

S. Schneider Abstain

J. Tippett Aye  
J. Stickels Aye  
I. Saldana Aye  
J. Parsons Aye

J. Parsons made a motion to to form and approve the CEO Support and Evaluation Committee with board president Jody Stickels as chair.

J. Tippett seconded the motion.

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

J. Stickels made a motion to to form and approve Academic Excellence Committee with chair board member Jade Tippett.

J. Tyler seconded the motion.

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

Committee jobs and needs will be presented in next months meeting.

\* Calendar plan

\* Committee description

\* If members will be needed

## **V. Reporting Out**

### **A. Items to Report Out**

Facilities Committee to begin facility negotiations with available properties.

## **VI. Additional Action Items**

### **A. Adopt Board Meeting Minutes**

J. Tyler made a motion to approve minutes from the Special Board Meeting on 06-21-18.

J. Parsons seconded the motion.

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

### **B. Adopt Board Retreat Minutes**

J. Parsons made a motion to approve minutes from the Board Retreat on 07-22-18.

J. Tyler 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 7:23 PM.

Respectfully Submitted,  
J. Stickels