



Three Rivers Charter School

Board Retreat

Annual Retreat

Date and Time

Tuesday July 14, 2020 at 5:30 PM PDT

Location

Via Zoom

This Board meeting is being held virtually. 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. Each public member will have 3 minutes for comment. Members who wish to comment may use the "raise hand" option. 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.. 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. The Board reserves the right to mute or remove a member of the public for inappropriate behavior which is disruptive.

[Join Zoom Meeting](#)

[https://us04web.zoom.us/j/73813300372?](https://us04web.zoom.us/j/73813300372?pwd=dU40eJJKYXBYRmNmc2JZUTVxdGZGdz09)
 pwd=dU40eJJKYXBYRmNmc2JZUTVxdGZGdz09

Meeting ID: 738 1330 0372
 Passcode: tyN5Tn

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
Opening items			
A. Call the Meeting to Order		Jody Stickels	1 m
B. Record Attendance and Guests		Jaime Ries	5 m
C. Changes to the Agenda?	Discuss	Jody Stickels	5 m
II. Community Comment			5:41 PM
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			6:01 PM
A. Director's Report	Discuss	Roger Coy	10 m
Discuss current school status and proposed plan for next year.			
B. Financial Report	Discuss	Jade Tippett	15 m
Treasurer presents an overview of the financial status of the school. Note any financial irregularities to be investigated.			
IV. Discussion and Action Items			6:26 PM
Topics for discussion and possible actions.			
A. Revised Opening Plan for 20-21 School Year	Discuss	Roger Coy	20 m

Review proposed plan for 20-21 school year incorporating latest requirements and guidelines.

B. Approve Proposed School Plan for 20-21 Approve Plan	Vote	Jody Stickels	5 m
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V. Board Retreat 6:51 PM

A. CEO Evaluation Report Review Evaluation and set next years CEO Goals.	Discuss	Jaime Ries	20 m
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B. Board Revisions for Bylaws and Procedures Review and needed revisions to Bylaws and any changes needed for board procedures.	Discuss	Jody Stickels	20 m
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C. Take Actions for Proposed Board Bylaw or Procedural Changes	Vote	Jody Stickels	5 m
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D. Set Goals for Board for 20-21 School Year Set goals and objectives. Topics to review: * Board Performance *Board Oversight *Board Professional Development *Financial Actions *Committees to form or continue *Facilities - Plan with action items *Director Transition Plan	Discuss	Jody Stickels	20 m
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VI. Closed Session 7:56 PM

A. Review Board Application Review and discuss Board App	Discuss	Jody Stickels	10 m
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B. Facilities Proposal	Discuss	Jody Stickels	20 m
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VII. Reporting Out of Closed Session 8:26 PM

A. Action Items Taken During Closed Session Report Out Closed Session Action Items	Discuss	Jody Stickels	5 m
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VIII. Additional Action Items 8:31 PM

A. Approve Board Meetings Review minutes and approve.	Approve Minutes	Jody Stickels	5 m
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Approve minutes for Regular Board Meeting on June 16, 2020

IX. Closing Items

**8:36
PM**

A. Adjourn Meeting

FYI

Jody Stickels

5 m

Cover Sheet

Director's Report

Section: III. Reports
Item: A. Director's Report
Purpose: Discuss
Submitted by:
Related Material: Directors Report 7-14-20.pdf

Directors Report 7-14-20

- Enrollment Update
 - Signing families up for Plan A (M-T), Plan B (Th-Fri), Plan C is distance learning if the family has safety concerns.
 - 94 families originally enrolled, 30 currently signed up

- Food Program
 - Transitioning lunch to breakfast
 - Costs
 - Labor and ease benefit

- Covid 19 Updates
 - 7-12-20 132 Cases in county
 - State seeing surges, beginning shut downs.

- School Opening Status
 - Lots of confusion from our government
 - Proceeding as if we will open, ready with contingency plans if needed

Cover Sheet

Financial Report

Section: III. Reports
Item: B. Financial Report
Purpose: Discuss
Submitted by:
Related Material: 2020-06-30BalanceSheetDetail.pdf
TreasurersReport2020-07-14.pdf

Three Rivers Charter

June 2020

Segment Name	Filter Applied
Object	All
Restriction	All
Location	All

Group Description	Account	Account Description	
Liquidity Ratio			20.2
Assets			
Current Assets			
Cash	9120-010	Cash in Bank(s) xxx7725	\$199,097
Cash	9125-020	Cash in County Treasury Account	\$784,097
Cash	9126-020	Cash in Booster Club Account xxx6247	\$21,872
Accounts Receivables	9290-020	Due from Grantor Governments	\$13,428
Prepaid Expenses	9330-020	Prepaid Expenses	\$24,216
Total Current Assets			\$1,042,710
Fixed Assets			
Buildings and Improvements	9420-020	Building/Leasehold Improvements	\$11,297
Furniture and Fixtures	9440-020	Furniture Fixtures and Equipment	\$12,853
Accumulated Depreciation	9425-020	Accumulated Depreciation - Building/Leasehold Improvements	(\$11,297)
Accumulated Depreciation	9445-020	Accumulated Depreciation - Furniture, Fixtures & Equipment	(\$12,113)
Total Fixed Assets			\$740
Other Assets			
Total Other Assets			-
Total Assets			\$1,043,450
Liabilities And Net Assets			

Three Rivers Charter

June 2020

Current Liabilities			
Accounts Payable	9500-010	Accounts Payable-System	\$13,358
Accounts Payable	9590-020	Due to Grantor Government	\$29,225
Accrued Salaries, Payroll Taxes, Postemployment Benefits	9501-020	Accrued Salaries	\$894
Accrued Salaries, Payroll Taxes, Postemployment Benefits	9503-020	Accrued STRS	\$8,142
Total Current Liabilities			\$51,619
Long Term Liabilities			
Total Long Term Liabilities			-
Total Liabilities			\$51,619
Net Assets			
Unrestricted Net Assets	9790-020	Undesignated Fund Balance	\$1,115,112
Profit/Loss YTD			(\$123,281)
Total Net Assets			\$991,831
Total Liabilities And Net Assets			\$1,043,450

Three Rivers Charter School

Treasurer's Report

July 14, 2020

Operations and Financial Status

Summary:

According to the Balance Sheet Detail as of June 30, 2020 (attached):

- Cash in Bank: \$199,097
- Cash in County Treasury Account: \$784,097
- Cash in Booster Club Account: \$21,872
- Net Assets: \$991,831
- Year to Date Net Gain (*Loss*): (*\$123,281*)

Notes:

- These numbers and the attached Balance Sheet Detail are as of June 31, 2020
- Rather than spend a lot of time going over last year, I want to wait for the Unaudited Actuals Report for the 2019-2020 School Year.

Presented by J. Tippet, Treasurer

Cover Sheet

Revised Opening Plan for 20-21 School Year

Section: IV. Discussion and Action Items
Item: A. Revised Opening Plan for 20-21 School Year
Purpose: Discuss
Submitted by:
Related Material: 20-21 Reopening Plan - Three Rivers Charter School (2).pdf

July 3, 2020

20-21 Reopening and Operation Plan - Three Rivers Charter School (Draft)

Schedule:

1. Overall Plan - Split Schedule
 - a. Split school into 2 groups (A and B)
 - b. Group A attends school on Mondays and Tuesdays and Group B attends school on Thursdays and Fridays. Full day schedule.
 - c. The school is disinfected on Wednesdays.
 - d. When groups are not at school all students attend classes from home via the internet and do packets and work as assigned.
 - e. Teachers teach both groups.
 - f. Independent Study possible according to teacher's discretion.
 - i. Independent Study uses contract, paperwork, and parents are the teacher. Distance Learning is "teacher is the teacher"
 - g. Teachers and students do not change classrooms.

Shutdown Plan: If the school must shut down due to a government order or because of 2+ classrooms require quarantine then all students doing in-seat programs go to distance-learning programs for a determined quarantine period. Policy to be set by Board.

Student's arrival on campus and daily procedures:

2. Student Arrival Daily Procedure
 - a. Parents pull in to do drop off. Path is coned off (parent waits for child's temperature to be taken)
 - b. Designated Aide takes temperature.
 - i. Students showing a temperature above 100 degrees/ with an additional symptom or 100.4 F or flu symptoms must go home immediately with parent
 - ii. Students are given a slip of paper with a date showing their temperature was taken, to give to the teacher and student goes to the classroom. (No playground)
 - iii. Aide also does a visual and health check.
 - c. Teachers have doors open. Student arrives in class (temperatures have been taken)
 - d. Any students arriving late (along with their parents or guardian) must go to the office to get their temperature taken and get paper.

July 3, 2020

- e. Upon arrival students use hand-sanitizer
 - f. Teachers do a visual inspection and a health screen if needed.
3. Protective Equipment
- a. Teachers and aides wear facial shields if desired.
 - b. All staff wear face masks.
 - c. Gloves optional
 - d. Students wear face masks (shields if preferred) while inside the classroom. Students refusing to wear masks or shields must do learning from home.
4. Classroom Safety Procedures
- a. Students stay at their desks and maintain social distancing to the extent possible.
 - b. Plexiglass at each desk may be installed at a later time, so teacher or aide can assist more closely
 - c. No touching other students or any items not belonging to students.
 - d. All items used or touched are either wiped down or isolated until safe.
 - e. Students are taught procedures including for coughing and sneezing and not sharing any personal items.
 - f. Books will not be shared between students
 - g. Lockers in the classroom may be used but teachers must develop a process for students to use lockers without violating safe-distance.
5. Support Services
- a. Support will be provided in the classroom by the aide and the teacher.
 - b. Additional support (counseling, EL Support, Reading, SPED, tutoring) will be provided via ZOOM even for students at school unless the student is part of the support adults class bubble.
6. Recess
- a. Each class is alone on the playground without other classes. If more than one class on the playground area at a time each group must be contained within a defined area.
 - b. Each class has its own small playground equipment including balls, jump ropes, etc as determined.
 - c. Bars and swings wiped down after each recess is over by the playground supervisor.
 - d. When entering class after recess hands must be hand sanitized or washed. If equipment is going to be used, students should sanitize or wash hands before going to recess or PE.
7. Lunch
- a. School lunches will be delivered to to each classroom
 - b. Outside picnic tables are spread for social distancing. 2 students per table when seated outside. If the students are eating inside because of weather or directed by the teacher they will eat at their own desk.
 - c. Students should wash hands before lunch.

July 3, 2020

8. TIDES
 - a. Students should wash or sanitize their hands before attending TIDES.
 - b. Groups of 11 students per group
 - c. Each group has its own adult
 - d. Each group has its own section of playground up to 3 sections.
 - e. During inclement weather each TIDE group will be assigned a separate classroom. The teacher or adults not part of the TIDES group will have to vacate the classroom.
 - f. Rotation of groups on the playground on a regular basis.
9. Restrooms
 - a. Students use restrooms 1 at a time. (Occupied sign is used for girls restroom)
 - b. When a student leaves the restroom the student wipes down faucet handles, and door handles and throws wipes/or hand-towels away. Students can opt to wear gloves while in Restrooms. Than gloves must be discarded.
10. If student becomes sick
 - a. Students showing a temperature above 100 degrees/ with an additional symptom or 100.4 F or flu symptoms must go home immediately. Parents monitor and if symptoms continue for 3 days or become worse then parents must take their child to the doctor and cannot return to school without medical clearance and a doctor's note.
 - b. Until a parent picks their child up, the child must be isolated with gloves and masks. (would probably use lunch tables to isolate with supervision unless rainy or too cold, then a side room would be used)
11. If child or adult tests positive for COVID-19
 - a. The group bubble that the child or adult is part of is sent home for quarantine for 2 weeks.
 - b. This would include "Class Bubble" and "TIDES Bubble."
 - c. Siblings would have to quarantine as well but not sibling's bubbles.
 - d. If two classes are quarantined then the school will be shut down and disinfected. Once students have completed their quarantine they may return. While students are on quarantine they would continue with their studies at home as part of the distance-learning program.
 - e. Students identified as positive must be cleared by medical staff.
12. Guiding Policies
 - a. Follow state, county, and MCOE guidelines.
 - b. Parents will be communicated with on a regular basis
 - c. All students on the Distance-Learning program must attend all classes and are expected to complete their work.
 - d. Grades will be given reflecting the accurate progress of the students
 - e. Parents will provide masks for students, if unable to then the school will provide the masks.

July 3, 2020

- f. If space opens up in the classroom then students can be added if the new student is not showing any symptoms.
 - g. Maintain equitable policies for all students (home and school whenever possible.)
13. Cleaning
- a. School will be cleaned nightly. All touch points will be disinfected nightly.
 - b. Wednesdays will be used to disinfect school.
 - c. Additional cleaning will be performed as needed.
14. Music - The music program will be opened when feasible. A program will be developed at a later time.

Cover Sheet

Approve Board Meetings

Section: VIII. Additional Action Items
Item: A. Approve Board Meetings
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on June 16, 2020



Three Rivers Charter School

Minutes

Regular Board Meeting

Date and Time

Tuesday June 16, 2020 at 5:30 PM

Location

1211 Del Mar Dr, Fort Bragg, CA 95437

This Board meeting is being held virtually. 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. Each public member will have 3 minutes for comment. Members who wish to comment may use the "raise hand" option. 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.. 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. The Board reserves the right to mute or remove a member of the public for inappropriate behavior which is disruptive.

Join Zoom Meeting

<https://us04web.zoom.us/j/76881411921?pwd=SHB1c3pDTXRZUE52dVI0RTArWFdqUT09>

Meeting ID: 768 8141 1921

Password: 2HZJZE

Directors Present

J. Ries (remote), J. Stickels (remote), J. Tippet (remote), M. Montalvo (remote), M. Wasco (remote)

Directors Absent

A. Friscia, I. Saldana

Guests Present

Becky Walker, K. Morgan (remote), Mary Makela, R. Coy (remote), Scott Warner

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 Jun 16, 2020 @ 5:45 PM at 1211 Del Mar Dr, Fort Bragg, CA 95437

B. Record Attendance and Guests

C. Changes to the Agenda?

None

II. Community Comment

A. Community Comment

None

III. Reports

A. Teacher Write-Ups

See attached Teachers' Write-ups- big thank you to teachers for all their hard work under difficult circumstances.

B. Director's Report

Covid Update for Mendocino County- R. Coy

Entering Phase 3 of re-opening

Plan for next year is evolving. Enrollment process is complete. R. Coy reviewed plan for compliance with county order for next school year. Social bubbles; playground; after-school program.

Classrooms are all full for next year. School will attempt to provide masks for students. There will be plastic shields for individual desks. Teachers will wear face shields, rather than masks. Roger will need to provide a written plan to MCOE.

Board member terms- Isabel will come off Board at the end of June. We will have a board position to fill.

C. Financial Report

J. Tippet reviewed Financial Report. See attached report.

S. Warner made clarifications regarding losses for 2019-2020 school year. Expected loss has significantly decreased.

IV. Discussion and Action Items

A. Review Changes to Approved Budget

R. Coy addressed changes to budget approved at last board meeting. Looked closer at budgeted amount for Covid materials--an increase of \$15,000. Budget increased by approximately \$25,000 total. S. Warner addressed budgetary considerations and challenges in the age of Covid. We will have a better idea of our actual operating budget closer to September, due to all the current unknowns associated with Covid.

B. Approve Budget Changes - 20-21 Budget

J. Tippett made a motion to Approve the Budget Changes to the 2020-2021 Budget. M. Montalvo seconded the motion. The board **VOTED** to approve the motion.

C. Business Insurance Package for 20-21 School Year

Board needs to approve business insurance package- liability insurance and other non-employee-benefits insurance. Premium has increased a little since last year. School's liability with respect to Covid is not settled at this point.

D. Approve Business Insurance for 20-21 School Year

J. Tippett made a motion to Approve Renewal of Business Insurance for 2020-2021 School Year. M. Wasco seconded the motion. The board **VOTED** to approve the motion.

V. Reporting Out of Closed Session

A. Action Items Taken During Closed Session

Nothing to report

VI. Additional Action Items

A. Approve Board Meetings

J. Ries made a motion to approve the minutes from Regular Board Meeting on 05-19-20. M. Montalvo 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 6:44 PM.

Respectfully Submitted,
J. Ries