



Three Rivers Charter School

Regular Board Meeting

Date and Time

Tuesday September 20, 2022 at 5:30 PM PDT

Location

Three Rivers Charter School - Jr. High Classroom
1211 Del Mar Dr.
Fort Bragg, CA 95437

Join Zoom Meeting

<https://us05web.zoom.us/j/86282301134?pwd=T3MrREtjbGFsRFFOZkw3R2UrRzJxUT09>

Meeting ID: 862 8230 1134

Passcode: trcs

This Board Meeting is being held in person at Three Rivers Charter School in the Jr. High Classroom. Meeting attendees may also join virtually using the Zoom link provided.

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 attending virtually 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://us02web.zoom.us/j/86282301134?
 pwd=T3MrREtjbGFsRFFOZkw3R2UrRzJxUT09
 Meeting ID: 862 8230 1134
 Passcode: trcs

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
Opening items			
A. Call the Meeting to Order		Jade Tippett	1 m
B. Record Attendance and Guests		Jaime Ries	2 m
C. Changes to the Agenda?	Discuss	Jade Tippett	2 m
II. Community Comment			5:35 PM
A. Community Comment	Discuss	Jade Tippett	10 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			5:45 PM
A. Teachers Write-Ups	Discuss	Kim Morgan	10 m
B. Director's Report	Discuss	Kim Morgan	20 m
C. Financial Reports	Discuss	Jade Tippett	10 m
IV. Discussion and Action Items			6:25 PM
Topics for discussion and possible actions.			
A. Approve Minutes of Regular Meeting 8.16.22	Approve Minutes	Jade Tippett	2 m
B. Determination of Live or Remote Meeting	Vote	Kim Morgan	5 m
As per AB 361 the board shall determine, by unanimous vote every 30 days, whether meeting in person is puts the health of attendees at risk during the declared state of emergency.			
State of Emergency Proclamation- Order N-12-21 Continuation of Emergency Proclamation until March 31, 2022- Order N-21-21 CDPH Social Distancing Requirement Mendocino County Recommendation Regarding Continued Remote Public Meetings of Governmental Bodies			

	Purpose	Presenter	Time
C. New Board Members	Vote	Jade Tippett	20 m
Consider accepting new members to the Board of Directors.			
D. Approve Unaudited Actuals	Discuss	Kim Morgan	10 m
E. Approve Resolution for Sale of Surplus Furniture	Vote	Kim Morgan	10 m
Consider Board Resolution for sale of 20 open top desks to San Jose Sanchez del Rio Catholic School.			
F. Education Protection Account 22-23	Vote	Kim Morgan	5 m
Pass and adopt Board Resolution regarding EPA funds that will be used solely for instructional, nonadministrative expenses.			
G. Approve Revised Independent Study Policy	Vote	Kim Morgan	10 m
Discuss and approve revised Independent Study Policy that complies with AB 181.			
V. Closed Session			7:27 PM
A. Facilities Proposal Negotiations (54954.5)	Discuss	Kim Morgan	20 m
Discuss development of proposal for facility improvements.			
VI. Disclosure of Actions Taken During Closed Session			7:47 PM
A. Closed Session Action Items	FYI	Jade Tippett	5 m
VII. Closing Items			7:52 PM
A. Adjourn Meeting	FYI	Jade Tippett	1 m

Coversheet

Teachers Write-Ups

Section:	III. Reports
Item:	A. Teachers Write-Ups
Purpose:	Discuss
Submitted by:	
Related Material:	Teacher Board Reports 9.20.22.pdf

Teacher Reports for the Board

September 20, 2022

Grades 1 & 2 - Maria Gibson

Good afternoon Board Members,

Our morning meetings are looking at thoughtfulness, behavior expectations and skip counting in 2s and 5s.

The ELA centers are choral reading from the reading A-Z program with Ms. B. Group 3 (Level M) are reading Animal Defenses, Group 2 and Group 1 are reading the Animal Horns. In the writing center with Ms. Brinks, Group 3 and 2 are writing two paragraphs of creative writing from a prompt. Group 1 is writing in sight word mini books and sentence frames. This week how, my, can and me. Mrs. Gibson is teaching the vocabulary lessons from Vocabulary A-Z this year as all students know their phonemic awareness skills.

In the Math Bridges Curriculum first grade students are working on Unit 1, Module 1, Sessions 1-5. Skip counting in 2s and 5s and counting from 20 - 40 forwards and backwards on the numberline. Second Grade students are working in a workplace called 'what's the difference!' It is a subtraction challenge game.

In the Mystery Science curriculum we are looking at the first unit called Animal Traits and Survival. The beginning anchor phenomena lesson was about squirrels. We watched squirrel behavior and as a whole group made observations from the videos we watched.

In Art we created our school T-Shirt designs and submitted them. Social Emotional Learning with Ms. Bart. Ms. Bart is teaching breathing exercises to help students cope with anxiety.

Mrs. Gibson

Grades 3 & 4 -Natalie Shoptaw

Grades 3-4 students are finishing the NWEA testing; about 1/2 the class is complete and the others are at varying stages of completion.

4th graders are mentoring 3rd graders in the ways of the classroom, technology access and fluency, and math support.

We've started our Bridges math program, as well as Wit and Wisdom. Our first WW module is The Sea (3rd Grade) and students have already explored poetry, The Sea Wind, and the block print Great Wave by Katsushika Hokusai. Our next read is the children's story, "Amos and Boris."

Ms. Adams is offering a great PE experience for the kiddos which allows me to go into the 5-6 and 7-8 rooms to deliver art instruction once weekly per class.

The students all love the new Typesy program. We've begun our first science lab exploring plant systems.

I've created some "rudiments of music" lessons in slide format. Students give positive feedback on the lessons, and I hope to create a context and provide musical vocabulary to support hands-on lessons using the flutophones, led by Mr. K in the coming weeks. My vision is that students are working on music comprehension while learning fingering of the flutophone. In the 2nd semester, perhaps we will work on piano keyboards.

Grades 5 & 6 -Dani Krebs

Hello everyone,

I am so excited for my class this year! I can tell that they are all really smart and ready to learn. We have started our math, English, science, and vocabulary curriculums last week. NWEA is almost finished so hopefully by the end of this week we can fully embrace what our schedule really looks like.

The 5th/6th grade class has tables instead of desks so the students have more room and it looks really professional. The students love them!

Last week we all put our names on a sea creature and put them in our "ocean" which is on our wall. The idea behind this is no matter how calm or turbulent the waves, we are all together in the ocean. It also adds decor to the room.

I am going to start bringing our class pet, Rio the guinea pig, to class this week. So I am sure that I am going to get a lot of requests for students to hold him. He is really friendly.

Until next time.

Grades 7 & 8 - Mike Lang

I have thoroughly enjoyed the start our class is having this school year. We are working at a positive pace and using our resources well. This next month of learning will build a crucial foundation to the larger projects at the end of this semester and into the spring.

We are off to a great start with our space unit and are learning some amazing facts, integrated with other critical skills. Our Astronomy elective and Dimensions Science textbook continue to align and will take us on a journey to learn about gravity and tides, then into each major component of our solar system and how these systems are created. During this, we are reading out of the Starry Home unit of our MyPerspectives textbooks to enhance our universal learning. This has added a fun element to our adventures in ELA and we are honing our argumentation skills by using this evidence to debate the benefits and burdens of the space program.

We've done some great work in math and many students are taking on the challenge of pushing themselves to the next level, whatever that is for them. We are finishing up our work with the number system and are shifting focus into graphing concepts. We will continue what has been an exhilarating Hockey unit in PE. We are practicing our puck (tennis ball) handling skills and our passing and shooting. We have had some fun games and our students have done well to exhibit safety and Citizenship with each other in a sport that has its occasional bumps.

Our Life Skills continue to go well with a mix of investing, typing, current events, and weekly circles. We're starting each day with a 15 minute movement or mindfulness activity, which has become our pleasant way to get going. We also have begun researching our world cultures in the Discovering Our Past virtual textbooks. We began our year learning about the purpose of studying history and geography and will now work our way through 5,000 years of history spanning this entire globe. Our online curriculum has provided us with many useful resources, such as interactive reviews and additional videos.

We're also very excited for our Friday schoolwide electives and it has been an honor to help rebuild a student council for Three Rivers. I'm so thankful for this community and the opportunity to support the growth of all of our students. Thank you for the ongoing support!

Coversheet

Director's Report

Section:	III. Reports
Item:	B. Director's Report
Purpose:	Discuss
Submitted by:	
Related Material:	Director's Report 9.20.22.pdf

Director's Report September 20, 2022

- School Programs, Events, Highlights
 - Lunch Program Progress
 - Tides Afterschool Program- 25+ students including Fridays
 - After School Sports Program begins this week with Volleyball
 - Music Program began last week- piano, band instruments, 3-4 class
 - Friday Rotating Electives including Student Council
 - Back to School Night and PTN

- Administrative, etc.
 - CSDC Conference in November
 - Brown Act Training attended by Board Member Pena
 - Purchase of Picnic Tables this month (approved in ESSER III plan)
 - Comprehensive School Safety Plan under revision to approve in October

Coversheet

Financial Reports

Section:	III. Reports
Item:	C. Financial Reports
Purpose:	Discuss
Submitted by:	
Related Material:	TreasurersReport2022-09-20 (1).pdf Balance Sheet Detail 8-31-22 (1).pdf

Three Rivers Charter School Treasurer's Report September 20, 2022

Operations and Financial Status

Summary:

According to the Balance Sheet Detail as of August 31, 2022 (attached):

- Cash in Bank: \$319,595
- Cash in County Treasury Account: \$1,107,050
- Cash in Booster Club Account: \$15,244
- Total Liabilities and Net Assets: \$1,479,127
- Accounts Receivables: \$74,681 (Deferred Revenue)
- Accounts Payable: \$192,147 (Due to Grantor Government - \$172,850)
- Year to Date Net Gain (*Loss*): (73,862)

Notes:

- These numbers and the attached Balance Sheet Detail are as of August 31, 2022
- Again, reviewing the Actual to Budget Detail will give us no real insights as the school year is just beginning.
- We have received the Unaudited Actuals from FY 2021-2022 and will be discussing them later in the meeting. No real surprises there.
- In Closed session, we will be discussing the reply we received from Mendocino College to our facilities rehabilitation proposal. We are well positioned to take this on.

Presented by J. Tippett, Treasurer

Three Rivers Charter

August 2022

Segment Name	Filter Applied
Object	All
Restriction	All
Location	All
Lcp	All
Goal	All
Function	All
Fund	All

Group Description	Account	Account Description	
Liquidity Ratio			5.5
Assets			
Current Assets			
Cash	62-0000-0000-0000-9120-010-000	Cash in Bank(s) xxx7725	\$319,595
Cash	62-0000-0000-0000-9125-020-000	Cash in County Treasury Account	\$1,107,050
Cash	62-0000-0000-0000-9126-020-000	Cash in Booster Club Account xxx6247	\$15,244
Accounts Receivables	62-0000-0000-0000-9200-020-000	Accounts Receivables	\$284
Accounts Receivables	62-0000-0000-0000-9290-020-000	Due from Grantor Governments	\$29,859
Prepaid Expenses	62-0000-0000-0000-9330-020-000	Prepaid Expenses	\$697
Total Current Assets			\$1,472,727
Fixed Assets			
Buildings and Improvements	62-0000-0000-0000-9420-020-000	Building/Leasehold Improvements	\$11,297
Furniture and Fixtures	62-0000-0000-0000-9440-020-000	Furniture Fixtures and Equipment	\$12,853

Three Rivers Charter

August 2022

Construction in Progress	62-0000-0000-0000-9450-020-301	Construction in Progress	\$1,000
Construction in Progress	62-0000-0000-0000-9450-020-303	Construction in Progress	\$5,400
Accumulated Depreciation	62-0000-0000-0000-9425-020-000	Accumulated Depreciation - Building/Leasehold Improvements	(\$11,297)
Accumulated Depreciation	62-0000-0000-0000-9445-020-000	Accumulated Depreciation - Furniture, Fixtures & Equipment	(\$12,853)
Total Fixed Assets			\$6,400
Other Assets			
Total Other Assets			-
Total Assets			\$1,479,127
Liabilities And Net Assets			
Current Liabilities			
Accounts Payable	62-0000-0000-0000-9500-010-000	Accounts Payable-System	\$2,508
Accounts Payable	62-0000-0000-0000-9506-020-000	Credit Card Payables	(\$5,978)
Accounts Payable	62-0000-0000-0000-9590-020-000	Due to Grantor Government	\$172,850
Accrued Salaries, Payroll Taxes, Postemployment Benefits	62-0000-0000-0000-9501-020-000	Accrued Salaries	\$15,646
Accrued Salaries, Payroll Taxes, Postemployment Benefits	62-0000-0000-0000-9503-020-000	Accrued STRS	\$7,121
Deferred Revenue	62-2600-0000-0000-9650-020-000	Deferred Revenue	\$27,500
Deferred Revenue	62-3212-0000-0000-9650-020-000	Deferred Revenue	\$6,278
Deferred Revenue	62-3213-0000-0000-9650-020-000	Deferred Revenue	\$5,666
Deferred Revenue	62-3214-0000-0000-9650-020-000	Deferred Revenue	\$7,425

Three Rivers Charter

August 2022

Deferred Revenue	62-3216-0000-0000-9650-020-000	Deferred Revenue	\$2,290
Deferred Revenue	62-3219-0000-0000-9650-020-000	Deferred Revenue	\$2,574
Deferred Revenue	62-4035-0000-0000-9650-020-000	Deferred Revenue	\$2,227
Deferred Revenue	62-6266-0000-0000-9650-020-000	Deferred Revenue	\$10,668
Deferred Revenue	62-7422-0000-0000-9650-020-000	Deferred Revenue	\$10,053
Total Current Liabilities			\$266,828
Long Term Liabilities			
Total Long Term Liabilities			-
Total Liabilities			\$266,828
Net Assets			
Restricted Net Assets	62-0000-0000-0000-9770-020-000	Reserve for Economic Uncertainty	\$58,183
Restricted Net Assets	62-0000-0000-0000-9772-020-000	Designated Reserve for Capital Fund	\$800,000
Restricted Net Assets	62-0091-0000-0000-9780-020-000	Board Designated - Student Body	\$17,066
Restricted Net Assets	62-6300-0000-0000-9780-020-000	Temporarily Restricted Net Assets - Prop 20	\$4,567
Unrestricted Net Assets	62-0000-0000-0000-9790-020-000	Undesignated Fund Balance	\$493,000
Profit/Loss YTD			(\$160,517)
Total Net Assets			\$1,212,299
Total Liabilities And Net Assets			\$1,479,127

Coversheet

Approve Minutes of Regular Meeting 8.16.22

Section: IV. Discussion and Action Items
Item: A. Approve Minutes of Regular Meeting 8.16.22
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on August 16, 2022

APPROVED



Three Rivers Charter School

Minutes

Regular Board Meeting

Date and Time

Tuesday August 16, 2022 at 5:30 PM

Location

Three Rivers Charter School
1211 Del Mar Dr. Fort Bragg, CA 95437
Jr. Highschool Classroom

This Board Meeting is being held in person at Three Rivers Charter School in the Jr. High Classroom. Meeting attendees may also join virtually using the Zoom link provided.

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 attending virtually 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://us02web.zoom.us/j/86282301134?](https://us02web.zoom.us/j/86282301134?pwd=T3MrREtjbGFsRFFOZkw3R2UrRzJxUT09)
pwd=T3MrREtjbGFsRFFOZkw3R2UrRzJxUT09
Meeting ID: 862 8230 1134

Passcode: trcs

Directors Present

A. Dominguez, C. Peña, J. Tippet, L. Norman

Directors Absent

J. Ries

Guests Present

Joe Matson, Dana Vogele, Jenna Hoyt, Mike Lang, K. Morgan

I. Opening Items

A. Call the Meeting to Order

J. Tippet called a meeting of the board of directors of Three Rivers Charter School to order on Tuesday Aug 16, 2022 at 5:33 PM.

B. Record Attendance and Guests

C. Changes to the Agenda?

No changes to the agenda.

II. Community Comment

A. Community Comment

No community comment.

B. Introduce Potential New Board Members

Jenna Hoyt and Dana Vogele are considering joining the board.

III. Approve Minutes

A. Approve Minutes of Regular Meeting 6.21.22

C. Peña made a motion to approve the minutes from Regular Board Meeting on 06-21-22.

L. Norman seconded the motion.

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

B. Approve Minutes of Board Retreat 8.9.22

A. Dominguez made a motion to approve the minutes from Board Retreat on 08-09-22.

C. Peña seconded the motion.

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

IV. Reports

A. Teacher Reports

Mr. Lang reported on exciting additions and plans for the school year and gave an update from the teachers.

B. Director's Report

Kim Morgan reported on the Board Retreat, School Programs, Events and Highlights and other administrative topics.

C. Financial Reports

Jade Tippett reported on financial status.

V. Discussion and Action Items- Board Organization

A. Accept Board Member Resignation

A. Dominguez made a motion to Accept Emily Forster's resignation from the board.

C. Peña seconded the motion.

The board expressed gratitude for Emily's service on the board and for her continued involvement as Nutrition Services Coordinator.

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

B. Renew Board Member Terms

L. Norman made a motion to Renew Jaime Ries for an addition two year term as Board Member and Secretary.

A. Dominguez seconded the motion.

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

L. Norman made a motion to Renew Angela Domiguez for an addition two year term as Board Member.

C. Peña seconded the motion.

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

C. Board Member Expectations

Discussed the expectation that all board members will attend in person, not virtually, unless extenuating circumstances or sickness.

D. Determination of Live or Remote Meeting

C. Peña made a motion to Continue the option of meeting virtually for an additional 30 days if meeting in person puts the health and safety of meeting attendees at risk during the declared state of emergency.

L. Norman seconded the motion.

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

VI. Discussion and Action Items

A. TRCS Covid Safety Plan

K. Morgan presented proposed plan that staff agrees with and feels comfortable with.

L. Norman made a motion to Approve TRCS Covid Safety Plan and Covid Protocols.

C. Peña seconded the motion.

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

B.

CSMC Contract

L. Norman made a motion to Approve the contract rate increase with CSMC for the three year period.

A. Dominguez seconded the motion.

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

C. 2022-23 Consolidated Application

A. Dominguez made a motion to Approve the submission of the ConApp.

L. Norman seconded the motion.

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

D. Vendor Agreement with Harvest Market

K. Morgan described plans for new School Lunch Program with meals vended by Harvest Market. Board members expressed excitement and praise for the new program.

L. Norman made a motion to Approve contract with Harvest Market to vend our school meals.

C. Peña seconded the motion.

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

E. TRCS Wellness Policy

A. Dominguez made a motion to Approve TRCS Wellness Policy.

C. Peña seconded the motion.

J. Tippet discussed pieces of the policy that he appreciates. Discussed possibility of First Aide Training for students.

The board **VOTED** unanimously 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 6:38 PM.

Respectfully Submitted,
K. Morgan

Coversheet

Approve Unaudited Actuals

Section:	IV. Discussion and Action Items
Item:	D. Approve Unaudited Actuals
Purpose:	Discuss
Submitted by:	
Related Material:	TRCS Unaudited Actuals 21-22.xlsm

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

TRCS Unaudited Actuals 21-22.xlsm

Coversheet

Approve Resolution for Sale of Surplus Furniture

Section:	IV. Discussion and Action Items
Item:	E. Approve Resolution for Sale of Surplus Furniture
Purpose:	Vote
Submitted by:	
Related Material:	Surplus Furniture Resolution.pdf

RESOLUTION OF THE GOVERNING BOARD OF THREE RIVERS CHARTER

BE IT RESOLVED that Three Rivers Charter School has determined the value of twenty (20) surplus open top desks is under \$2500. The governing board unanimously agrees to sell the desks to the new local Catholic School, San Jose Sanchez del Rio for the price of _____ per desk,

PASSED AND ADOPTED at a meeting of the Board of Directors of Three Rivers Charter.

Date:

Board Chair Three Rivers Charter

Coversheet

Education Protection Account 22-23

Section: IV. Discussion and Action Items
Item: F. Education Protection Account 22-23
Purpose: Vote
Submitted by:
Related Material: TRCS FY2223 EPA Resolution.pdf

2022-23 Education Protection Account (EPA)

Three Rivers Charter
1211 Del Mar Dr. #301
Fort Bragg, CA 95437
(707) 964-1128

RESOLUTION OF THE GOVERNING BOARD OF THREE RIVERS CHARTER

BE IT RESOLVED that the Education Protection Account funds to be received by Three Rivers Charter for FY 2022-23 in the amount of approximately \$217,261 will be used solely for instructional, non-administrative expenses.

PASSED AND ADOPTED at a meeting of the Board of Directors of Three Rivers Charter.

Date:


Board Chair
Three Rivers Charter

In 2021-22, the school received approximately \$168,781 in Education Protection Account (EPA) Funding. These funds were spent exclusively on teacher salaries.

Coversheet

Approve Revised Independent Study Policy

Section: IV. Discussion and Action Items
Item: G. Approve Revised Independent Study Policy
Purpose: Vote
Submitted by:
Related Material: Independent Study Board Policy (4).pdf

	<p>Three Rivers Charter School WWW.TRCSCHOOL.ORG PHONE: (707) 964-1128 FAX: (707) 734-5050</p> <hr/> <p><u>MENDOCINO COLLEGE CAMPUS</u> 1211 DEL MAR DRIVE SUITE 301 FORT BRAGG CA 95437</p>
---	---

**Three Rivers Charter School
Independent Policy #TRCS-P-6.5**

These policies apply to all pupils participating in independent study at Three Rivers Charter School (the “School”).

Each student’s independent study shall be coordinated, evaluated, and carried out under the general supervision of an assigned certificated employee or employees.

No individual with exceptional needs as defined in EC section 56026 may participate in independent study unless their individualized education program (IEP) specifically provides for that participation.

For students in all programs of independent study, the maximum length of time that may elapse between the time an assignment is made and the date by which the student must complete the assigned work shall be (20) days.

When special or extenuating circumstances justify a longer time for individual students, the director or their designee may approve a period not to exceed (5) school days.

Missed Assignments and Level of Satisfactory Progress: When any student fails to complete (3) missed assignments during any period of (20) school days or fails to make satisfactory progress (as defined below) the school will conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study or to return to the regular school program. A written record of the findings of any evaluation made pursuant to this subdivision shall be maintained in the pupil's permanent record and treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

Satisfactory educational progress shall be based on all of the following indicators, as applicable:

Pupil achievement and engagement, as measured by all of the following, as applicable:

- Statewide assessments that are part of the California Assessment of Student Performance and Progress (a.k.a., “CAASPP”, or any other subsequent assessment as certified by the state board of education),
- The percentage of English learner pupils who make progress toward English proficiency as measured by the English Language Proficiency Assessments for California (“ELPAC” or subsequent assessments of English proficiency certified by the state board),
- The English learner reclassification rate,

Pupil engagement, as measured by all of the following, as applicable:

- School attendance rates,
- Chronic absenteeism rates,
- Middle school dropout rates,
- The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
- Learning requirement concepts, as determined by the supervising teacher.
- Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

Academic Content: Independent study shall include the provision of content aligned to grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.

Tiered Reengagement: For all pupils participating in Independent Study for 15 or more school days in a year and who are not generating attendance for more than 10 percent of the required minimum instructional time over four continuous weeks of the School’s approved instructional calendar, found not participatory in required synchronous instructional offerings for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable to the student’s grade span, or who are in violation of their written agreement, the School shall have local programs intended to address chronic absenteeism, as applicable, including at least the following reengagement strategies:

- Verifying current contact information for the pupil,
- Notifying parents or guardians of lack of participation within one school day of the absence or lack of participation,
- A plan for outreach from the school to determine pupil needs, including a connection with health and social services, as necessary,
- A clear standard requiring a pupil-parent-educator conference, as defined below, to review the pupil's written agreement, reconsider the independent study program's impact on the pupil's achievement and well-being, consistent with the school's policies regarding the maximum amount of time allowed between the assignment and completion of pupil's assigned work, satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether the student should be allowed to continue in independent study,

For the purposes of this policy, "pupil-parent-educator conference" means a meeting involving, at a minimum, all parties who signed the pupil's written independent study agreement.

Opportunities for Live Interaction and Synchronous Instruction: The School shall plan to provide opportunities for live interaction and synchronous instruction as follows for all pupils participating in independent study for 15 or more school days in a school year:

- For pupils in grades 1 to 3 inclusive, the School shall plan to provide opportunities for daily synchronous instruction for all pupils throughout the year,
- For pupils in grades 4 to 8 inclusive, the School shall plan to provide opportunities for both daily live interaction and at least weekly synchronous instruction for all pupils throughout the year,

For the purposes of this policy, "live interaction" means interaction between the pupil and certificated or non-certificated staff, and may include peers, provided for the purpose of maintaining school connectedness, including but not limited to wellness checks, progress monitoring, provision of services, and instruction. This live interaction may take place in-person, or in the form of internet or telephonic communication.

For the purposes of this policy, "synchronous instruction" means classroom-style instruction or designated small group or one-on-one instruction delivered in person, or in the form of internet or telephonic communications, and involving live two-way communication between the teacher of record and the pupil.

Return to In-Person Instruction: For pupils who participate in independent study for 15 or more school days in a school year and whose families wish to return to in-person instruction from independent study, the School shall allow the student to return expeditiously, and in no case later than five instructional days.

Exceptions for Pupils Under Professional Care: Pupils enrolled in a comprehensive school for classroom-based instruction who, under the care of appropriately licensed professionals, participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse, are not subject to the tiered reengagement, live interaction, synchronous instruction, nor return to in-person instruction provisions described above. The School shall obtain evidence from appropriately licensed professionals of the need for pupils to participate in independent study pursuant to this subdivision.

Written Agreements: (5 C.C.R. § 11702) A current written agreement for each independent study pupil shall be maintained on file for each participating student.

For a pupil participating in an independent study program that is scheduled for more than 14 school days, each written agreement shall be signed, before the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable.

For a pupil participating in an independent study program that is scheduled for less than 15 school days, each written agreement shall be signed within 10 school days of the commencement of the first day of the pupil's enrollment in independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable.

The independent study agreement for a student will require and cover a study plan that represents the same amount of study that would be required of a student in the classroom and be consistent with the School curriculum and course of study of students participating in the regular classroom setting.

Agreement Content: Each independent study written agreement shall contain at least all of the following provisions:

- The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding academic progress.
- The objectives and methods of study for the pupil's work, and the methods used to evaluate that work.
- The specific resources, including materials and personnel that will be made available to the pupil. These resources shall include confirming or providing access for all pupils to the connectivity and devices adequate to participate in the academic program and complete assigned work.
- A statement of the policies adopted regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed prior to an evaluation of whether or not the pupil should be allowed to continue in independent study. The level of satisfactory educational progress and missed assignments shall conform to the requirements specified above in this policy.
- The duration of the independent study agreement, including the beginning and ending dates for participating in independent study, recognizing that no independent study agreement shall be valid for any period longer than one school year.
- A statement of the number of course credits, or for elementary grades pupils, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
- A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas such as English learners, individuals with exceptional needs as needed to be consistent with the student's individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care, pupils experiencing homelessness, and pupils requiring mental health supports.
- The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate.

Written agreements may be maintained electronically along with and may include subsidiary agreements, such as course contracts and assignment and work records. Written agreements may be signed using electronic signatures that comply with applicable state and federal standards and are intended by the signatory to have the same effect as a handwritten signature.

Before signing a written agreement pursuant to this policy, a parent or guardian may request that the School shall conduct a phone, videoconference, or in-person pupil-parent-educator conference or other school meeting during which the pupil, parent or guardian, and, if requested by the pupil or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the pupil in independent study, before making the decision about enrollment or disenrollment in the various options for learning.

Adopted: 8.17.21

Revised: 8.20.22