



# Three Rivers Charter School

## Regular Board Meeting

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### **Date and Time**

Tuesday February 28, 2023 at 5:30 PM PST

### **Location**

This Board Meeting is being held in person at Three Rivers Charter School 1211 Del Mar Dr., Fort Bragg, CA, in the Jr. High Classroom.

Meeting attendees may also join virtually using the Google Meet link provided.

Google Meet joining info:

Video call link: <https://meet.google.com/soy-aovd-dog>

Or dial: (US) +1 361-384-6834 PIN: 508 832 702#

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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.

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
Opening items			
<b>A.</b> Call the Meeting to Order		Jade Tippett	1 m
<b>B.</b> Record Attendance and Guests		Jaime Ries	2 m
<b>C.</b> Changes to the Agenda?	Discuss	Jade Tippett	2 m
<b>II. Community Comment</b>			<b>5:35 PM</b>
<b>A.</b> 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.			
<b>III. Reports</b>			<b>5:45 PM</b>
<b>A.</b> Student Representative Report	Discuss	Kim Morgan	10 m
School President Abigail Ries to give report.			
<b>B.</b> Teacher Reports	FYI	Kim Morgan	5 m
A monthly write up with updates and information from each classroom are submitted by the teachers.			
<b>C.</b> Director's Report	Discuss	Kim Morgan	15 m
<b>D.</b> Financial Reports	Discuss	Jenna Hoyt	15 m

Purpose      Presenter      Time

**IV. Discussion and Action Items** **6:30 PM**

Topics for discussion and possible actions.

- |   |                    |                 |     |
|---|--------------------|-----------------|-----|
| <b>A.</b> Approve Minutes of Regular Meeting<br>1.17.23   | Approve<br>Minutes | Jade<br>Tippett | 2 m |
| <b>B.</b> Approve Minutes from Special Meeting<br>1.30.23 | Approve<br>Minutes | Jade<br>Tippett | 2 m |
| <b>C.</b> Determination of Live or Remote Meeting         | Vote               | Kim<br>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.

- |  |      |               |      |
|--|------|---------------|------|
| <b>D.</b> Discuss and Approve 2nd Interim Budget<br>Report | Vote | Kim<br>Morgan | 15 m |
|--|------|---------------|------|

Review 2nd Interim Budget Narrative and Alternate Form. Approve submittal of the 2nd Interim Budget Report.

- |   |      |               |      |
|---|------|---------------|------|
| <b>E.</b> Approve 2023-24 Academic Calendar                                 | Vote | Kim<br>Morgan | 10 m |
| <b>F.</b> Discuss and Approve Updated Covid 19<br>Safety Plan and Protocols | Vote | Kim<br>Morgan | 15 m |
| <b>G.</b> Approve ELO-P Budget  | Vote | Kim<br>Morgan | 10 m |

Discuss and approve internal budget for Expanded Learning Opportunities Program.

**V. Closing Items** **7:29 PM**

- |                           |     |                 |     |
|---------------------------|-----|-----------------|-----|
| <b>A.</b> Adjourn Meeting | FYI | Jade<br>Tippett | 1 m |
|---------------------------|-----|-----------------|-----|

# Coversheet

## Teacher Reports

**Section:** III. Reports  
**Item:** B. Teacher Reports  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Teacher Reports 2.28.23.pdf

## Teacher Reports - February 28, 2023 (and Highlights from family newsletters)

### Maria Gibson, Grades 1 & 2

A graphic titled "Mrs. Gibson's Classroom News" with the date "W/C 02/27/23". It features a decorative header with stars and a plant icon. The main content is on an orange background with white text, titled "This week at a glance:".

**Morning Circle:** Character Traits: Gratitude, math concept review looks at the open number line and splitting strategy to add numbers upto 100. Vocabulary review has Grade 1 reading, speaking and writing sight words and sentences and Grade 2 reading, speaking and writing vocabulary words from Reading A-Z.

**ELA Centers:** We are choral reading books At the Rodeo (Level E), Bake Sale (Level F), The Grand Canyon (Level K) and Color Blindness (Level T). Students are working through the meaning of words in their vocabulary lesson. At the writing center Group 1 is writing sight word sentences and Group 2,3 and 4 are writing two paragraphs.

**Math:** Second Grade students direct instruction this week is Unit 3, Module 1 looking at the open numberline and splitting strategies to add and subtract two digit numbers upto 100. First grade students will be working with a partner on workplaces 3D Tower Race and 3E Cats and Mice

**Social Studies:** This week we will be finishing the unit on History, communication over time and we will begin Cultural Literacy and the many diverse cultures there are.

**Art:** A 3D Bee Hive Craft

### Natalie Shoptaw, Grades 3 & 4

Double shout-out thank yous to all of the grown ups who helped us with our recent class party, and our field trip to Mendocino for the Chinese New Year Parade and book shop experience! We could not have done any of it without them!

Our upcoming Field Trip to Luther Burbank Center (LBC), Santa Rosa is fast approaching because February is a short month! Monday, March 6, (a week from tomorrow) we are scheduled to attend a live performance of Lightning Thief at LBC in Santa Rosa. This week in class, we will be closely examining professional audience behaviors for attending live performances.

After this week off, we will be reviewing paragraph formation using TEE strategy; we will also be crafting paragraphs including a "show what you know" paragraph regarding Clara Barton. I hope this week all students will finalize the construction of their balloon powered cars so they can be brought home. We will also be shipping off for publishing our local history book. More on that to come.

Our annual Science Fair is at the end of March. For grades 3-4 this is a homework assignment. I'll be sending the display boards home this week. Students pose a question that is testable, test their question, track the data, and share results using the display board. On Science Fair Night, all classrooms have the display boards available for viewing. All classrooms' displays are accessible to all visitors.

## Dani Krebs, Grades 5 & 6



The poster is titled "Mrs. Krebs 5th/6th Grade Classroom News" and is decorated with colorful stars and swirls. It is divided into several sections:

- In the classroom:** A text box stating, "It was so great to see everyone back after break! This week the 6th graders are taking a math test, and the 5th graders are starting to learn about decimals through manipulatives. I also sent home the science fair boards." This section is accompanied by an illustration of a girl with red hair and glasses looking at a globe.
- Upcoming Events:** A list of events: "Science Fair March 29", "board meeting Feb. 28th", and "Field Trip Thursday March 2nd." This section is accompanied by an illustration of a girl with glasses reading a book.
- Extracurricular:** A single bullet point: "Basketball starts 3/1". This section is accompanied by an illustration of a red flower.
- We're going on a field trip!** A text box stating, "I sent home permission slips for our field trip for this Thursday. The people in charge of the field trip require the liability waiver signed and the permission slip itself. If you are able to chaperone I also need you to fill out my permission slip as well." This section includes a circular photo of students on a field trip and an illustration of a girl with glasses waving.

## Mike Lang, Grades 7 & 8

Our core curriculum is finding its path, once again. We are reading an excerpt from some various novels in our MyPerspectives curriculum. Our Perspectives Unit is allowing us to see the adversity that some people go through, looking at physical disabilities and other impairments, such as blindness. We are able to study Helen Keller, which is a great opportunity to see what she had to go through with all the adversity in her life.

In our other core subjects, we continue to attack new learning. In Mathematics, we are studying the Pythagorean Theorem, which is our first major venture in Geometry. In Algebra I, we continue to challenge ourselves to break down complex concepts into more relatable, foundational skills. Our McGraw-Hill curriculum is taking us to Early Rome, as we learn about the early beginnings of their republic. Lastly, we are continuing our study of genetics in our Dimensions curriculum, in addition to choosing our Science Fair projects.

Our electives continue to bring us fun opportunities to learn new skills. We are finalizing the first episodes of our class YouTube Channel. We are very excited to take on this new adventure as a class and the product should be awesome! We are also continuing to learn CPR and First Aid in Health, which is a great skill to have. Our life skills course has included some quality class discussions around how to stop bullying and harassment and we're also learning some new group communication skills.

Lastly, we have some exciting activities coming up. Our school president will tell you about some fun activities that our Student Council has planned. In addition, our field trip with Ms. Natalie's class to Cal Poly Humboldt is coming up in one month. This will be an exciting trip to tour a college campus and get to see the Marine Biology center and do some hands-on learning.

As always, I'm very appreciative of this community and encourage anyone to reach out with any questions. This is a great group of students we have and I look forward to each day that I get to work with them.

Mr. Lang

# Coversheet

## Director's Report

<b>Section:</b>	III. Reports
<b>Item:</b>	C. Director's Report
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	Director's Report 2.28.23.pdf



## **Director's Report**

### **February 28, 2023**

#### **Programs and Highlights**

- Meals Program
  - Administrative Review underway
  - Lunch Menu revised
- Children's Chinese New Year Parade attended by all classes
- After School Sports: Basketball in March, Wrestling to follow

#### **Facility Project**

- As Built Drawings needed
- Request for Proposals for Architect

# Coversheet

## Financial Reports

**Section:** III. Reports  
**Item:** D. Financial Reports  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Treasurer's Report2023-02-24 .pdf  
Balance Sheet 2023-01-31.pdf

## **Three Rivers Charter School Treasurer's Report February 24, 2023**

### **Operations and Financial Status**

#### **Summary:**

According to the Balance Sheet Detail as of January 31, 2023 (attached):

- Cash in Bank: \$188,433
- Cash in County Treasury Account: \$1,455,485
- Cash in Booster Club Account: \$ 17,967
- Total Liabilities and Net Assets: \$1,676,012
- Accounts Receivables: \$0
- Deferred Revenue: \$166,075
- Accounts Payable: \$2,106.80 (Due to Grantor Government - \$31,433)
- Year to Date Net Gain (*Loss*): \$79,746

#### **Notes:**

- These numbers and the attached Balance Sheet Detail are as of January 31, 2022
- Last month CSCM, our back office manager, began using a new accounting system called Sage Intacct. We are the first school that CSCM has changed over to the new system. The new, modern system is web and cloud based with abundant capabilities. While I have browsed through the new system, it is already proven to show more detailed information and easier paths to navigate the finances. It seems CSCM is still implementing the new system and continually adding more data . We still have access to Charter Vision, our old accounting system.

Presented by J. Hoyt, Treasurer



## Three Rivers Charter School Balance Sheet

	Year To Date 01/31/2023 <small>Current Year Balance</small>	Prior Year To Date 01/31/2022 <small>Prior Year</small>	Year To Date 01/31/2023 <small>Difference</small>
<b>Assets without interfund due from</b>			
Cash and Cash Equivalents			
911000-TRC-020 - Cash in County Treasury	1,455,485.52	0.00	1,455,485.52
912000-TRC-020 - Cash in General Account	188,433.71	0.00	188,433.71
912600-TRC-020 - Cash in ASB account	17,967.99	0.00	17,967.99
Total Cash and Cash Equivalents	<u>1,661,887.22</u>	<u>0.00</u>	<u>1,661,887.22</u>
Accounts Receivable			
920000 - Accounts Receivables	0.00	0.00	0.00
929000 - Due from Grantor Governments	7,028.59	0.00	7,028.59
Total Accounts Receivable	<u>7,028.59</u>	<u>0.00</u>	<u>7,028.59</u>
Prepaid Expenses CSMC			
933000 - Prepaid Expenses	696.55	0.00	696.55
Total Prepaid Expenses CSMC	<u>696.55</u>	<u>0.00</u>	<u>696.55</u>
Fixed Assets			
942000 - Building/Leasehold Improvements	11,296.75	0.00	11,296.75
944000 - Furniture Fixtures and Equipment	12,853.36	0.00	12,853.36
945000 - Construction in Progress	6,400.00	0.00	6,400.00
Total Fixed Assets	<u>30,550.11</u>	<u>0.00</u>	<u>30,550.11</u>
Accumulated Depreciation			
942500 - Accumulated Depreciation - Building Improve- ments	(11,296.75)	0.00	(11,296.75)
944500 - Accumulated Depreciation - Furniture & Fixtures	(12,853.36)	0.00	(12,853.36)
Total Accumulated Depreciation	<u>(24,150.11)</u>	<u>0.00</u>	<u>(24,150.11)</u>
<b>Total Assets without interfund due from</b>	<b><u>1,676,012.36</u></b>	<b><u>0.00</u></b>	<b><u>1,676,012.36</u></b>
<b>Total Liabilities and Net Assets</b>			
Liabilities without interfund due to			
Accounts Payable			
950000 - Accounts Payable-System	2,106.80	0.00	2,106.80
Total Accounts Payable	<u>2,106.80</u>	<u>0.00</u>	<u>2,106.80</u>
Other Short Term Liability			
965000 - Deferred Revenue	166,075.09	0.00	166,075.09
Total Other Short Term Liability	<u>166,075.09</u>	<u>0.00</u>	<u>166,075.09</u>
Accrued Liabilities			
950100 - Accrued Salaries	16,983.70	0.00	16,983.70
950300 - Accrued STRS	7,120.71	0.00	7,120.71
950600 - Credit Card Payable	0.00	0.00	0.00
959000 - Due to Grantor Governments	31,433.14	0.00	31,433.14
Total Accrued Liabilities	<u>55,537.55</u>	<u>0.00</u>	<u>55,537.55</u>
Total Liabilities without interfund due to	<u>223,719.44</u>	<u>0.00</u>	<u>223,719.44</u>
Net Increase/(Decrease) in Net Assets			
Total Revenue			
LCFF Revenue	570,443.00	0.00	570,443.00
Federal Revenue	65,049.67	0.00	65,049.67
State Revenue	43,563.62	0.00	43,563.62
Local Revenue	27,625.82	0.00	27,625.82
Total Revenue	<u>706,682.11</u>	<u>0.00</u>	<u>706,682.11</u>
Total Expenses			
Salaries and Benefits			
Certificated Salaries	162,154.13	0.00	162,154.13
Classified Salaries	136,578.14	0.00	136,578.14
Benefits	91,808.93	0.00	91,808.93
Total Salaries and Benefits	<u>390,541.20</u>	<u>0.00</u>	<u>390,541.20</u>
Operational Expenses			
Books and Supplies	78,659.46	0.00	78,659.46
Services	158,004.55	0.00	158,004.55
Total Operational Expenses	<u>236,664.01</u>	<u>0.00</u>	<u>236,664.01</u>
Total Expenses	<u>627,205.21</u>	<u>0.00</u>	<u>627,205.21</u>



## Three Rivers Charter School Balance Sheet

	Year To Date 01/31/2023 <small>Current Year Balance</small>	Prior Year To Date 01/31/2022 <small>Prior Year</small>	Year To Date 01/31/2023 <small>Difference</small>
Total Net Increase/(Decrease) in Net Assets	79,476.90	0.00	79,476.90
Ending Net Assets			
979000 - Net Assets	492,999.66	0.00	492,999.66
979700 - Temporarily restricted Net Assets	879,816.36	0.00	879,816.36
Total Net Assets	1,372,816.02	0.00	1,372,816.02
<b>Total Total Liabilities and Net Assets</b>	<b>1,676,012.36</b>	<b>0.00</b>	<b>1,676,012.36</b>

# Coversheet

## Approve Minutes of Regular Meeting 1.17.23

**Section:** IV. Discussion and Action Items  
**Item:** A. Approve Minutes of Regular Meeting 1.17.23  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Board Meeting on January 17, 2023

APPROVED



## Three Rivers Charter School

### Minutes

#### Regular Board Meeting

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#### **Date and Time**

Tuesday January 17, 2023 at 5:30 PM

#### **Location**

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#### **Directors Present**

A. Dominguez, C. Peña, J. Hoyt, J. Ries, J. Tippet

#### **Directors Absent**

D. Vogele, L. Norman

#### **Guests Present**

K. Morgan, Mary Makela, Scott Snyder

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### **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 Jan 17, 2023 at 5:37 PM.

#### **B. Record Attendance and Guests**

#### **C. Changes to the Agenda?**

No Changes to agenda.

### **II. Community Comment**

#### **A. Community Comment**

No Community Comment

### **III. Reports**

#### **A. Student Representative Report**

Abby Ries, Student Council President, gave an update about student activities.  
Ms. Adams just began a new after school sport program, Acro Dance. It is very popular.  
The school just began a new elective cycle.  
Mock Trial team is traveling to San Luis Obispo for a county competition in February.



Math team is traveling to Santa Rosa for a local competition on February 4th.

#### **B. Teachers Write-Ups**

The board had no questions regarding the Teacher Reports. Mr. Lang reported on the his two competitive academic teams: Mendocino Coast Mock Trial club and Math Counts with their upcoming competitions.

#### **C. Director's Report**

K. Morgan gave an update about school activities.

Change challenge is beginning at the end of January to support the school in Uganda.

Field trip to Humboldt is planned for April to visit the university campus.

The school improvement project is moving forward.

School was closed on Friday, January 13th because of a broken pipe/water main.

Teacher evaluations are in progress.

#### **D. Financial Reports**

J. Hoyt presented financial report. See attached financial report.

### **IV. Discussion and Action Items**

#### **A. Approve Minutes of Regular Meeting 12.13.22**

C. Peña made a motion to approve the minutes from Regular Board Meeting on 12-13-22.

A. Dominguez seconded the motion.

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

#### **B. Approve Minutes from Special Meeting 1.3.23**

J. Ries made a motion to approve the minutes from Special Board Meeting on 01-03-23.

A. Dominguez seconded the motion.

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

#### **C. Determination of Live or Remote Meeting**

C. Peña made a motion to continue the availability of remote meeting if it puts the health of the attendees at risk in light of the ongoing COVID pandemic.

A. Dominguez seconded the motion.

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

#### **D. Approve 2021-22 Audit Report**

J. Hoyt made a motion to approve the 2021-22 audit report.

A. Dominguez seconded the motion.

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

**Roll Call**

J. Ries           Aye  
C. Peña           Aye  
J. Hoyt           Aye  
L. Norman       Absent  
D. Vogeles       Absent  
J. Tippett       Aye  
A. Dominguez   Aye

**E. Approve School Accountability Report Card (SARC)**

A. Dominguez made a motion to approve the School Accountability Report Card (SARC).  
J. Ries seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

L. Norman       Absent  
J. Hoyt           Aye  
A. Dominguez   Aye  
C. Peña           Aye  
D. Vogeles       Absent  
J. Ries           Aye  
J. Tippett       Aye

**F. Approve Extended Learning Opportunity Program (ELO-P) Plan**

J. Ries made a motion to approve the expanded learning opportunity program (ELO-P).  
C. Peña seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

D. Vogeles       Absent  
C. Peña           Aye  
J. Hoyt           Aye  
J. Ries           Aye  
A. Dominguez   Aye  
J. Tippett       Aye  
L. Norman       Absent

**G. Discuss 2023-24 Academic Calendar**

Discussion regarding 2023-24 school calendar. K. Morgan will prepare a draft calendar for next board meeting.

**V. 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 6:34 PM.

Respectfully Submitted,  
J. Ries

# Coversheet

## Approve Minutes from Special Meeting 1.30.23

**Section:** IV. Discussion and Action Items  
**Item:** B. Approve Minutes from Special Meeting 1.30.23  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Special Board Meeting on January 30, 2023

APPROVED



## Three Rivers Charter School

### Minutes

#### Special Board Meeting

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**Date and Time**

Monday January 30, 2023 at 5:30 PM

**Location**

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**Directors Present**

A. Dominguez, C. Peña, D. Vogele, J. Ries, J. Tippet

**Directors Absent**

J. Hoyt, L. Norman

**Guests Present**

K. Morgan

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**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 Monday Jan 30, 2023 at 5:32 PM.

**B. Record Attendance and Guests**

**C. Changes to the Agenda?**

None.

**II. Community Comment**

**A. Community Comment**

None at this time.

**III. Discussion and Action Items**

**A. Consider Approval of Proposal from Build Analysis**

K. Morgan discussed the Proposed Scope of Work for the building improvement project. C. Peña made a motion to approve the Proposed Scope of Work and to engage Hadi Julian Joudi of Build Analysis to perform the proposed scope of work for \$30,900.

D. Vogele seconded the motion.

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

**Roll Call**

J. Ries	Aye
L. Norman	Absent
J. Hoyt	Absent
J. Tippet	Aye
D. Vogele	Aye
A. Dominguez	Aye
C. Peña	Aye

**IV. 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 5:45 PM.

Respectfully Submitted,  
J. Ries

# Coversheet

## Discuss and Approve 2nd Interim Budget Report

**Section:** IV. Discussion and Action Items  
**Item:** D. Discuss and Approve 2nd Interim Budget Report  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Three Rivers Charter Alt Form - 2nd Int 2022-23.xls  
2nd Interim Narrative - Three Rivers.pdf



## 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](#):

Three Rivers Charter Alt Form - 2nd Int 2022-23.xls

# Three Rivers Budget Narrative – 2nd Interim

Interim reports are submitted at least twice during each fiscal year to provide an update on the district’s financial condition. The first report, First Interim, covers the period ending October 31<sup>st</sup>. The second report, Second Interim, covers the period ending January 31<sup>st</sup>. The governing board must approve each interim report no later than 45 days after the close of each reporting period. For each interim report, schools must certify their ability to meet their obligations for the current and subsequent two fiscal years.

The 2022/23 Second Interim budget certification is POSITIVE. Projections indicate that the school will be able to meet its financial obligations for the current and subsequent two fiscal years.

The interim budget includes projected revenues and expenditures for the remainder of the school year which are based upon the budget assumptions as indicated below along with the use of School Services Dartboard for revenue and expense projections. Actual revenues and expenditures have been reviewed and any budget revisions made as a result are detailed below.

## Enrollment/ADA

Enrollment: 85

ADA: 80.11

## Revenue

Description of Changes from Budget Development	Increase (Decrease)
<b>LCFF Revenue</b>	<b>No Change</b>
<b>Federal Revenue</b>	<b>\$12,000</b>
Federal Revenue increase based on actuals for Federal Child Nutrition.	
<b>State Revenue</b>	<b>\$61,031</b>
State Revenues increased due to State Nutrition \$5,366, Prior Year State \$5,666 and the recognition of the ELOP \$50,000.	
<b>Other Local Revenue</b>	<b>\$14,400</b>
Local revenue increased based on current actuals.	

## Expenditures:

Description of Changes from 1 <sup>st</sup> Interim	Increase (Decrease)
<b>Salaries/Benefits</b>	<b>No Change</b>
<b>Books and Supplies</b>	<b>\$12,300</b>
This increase is based on projections from actuals. It is a net result of an increase of \$8,000 in Materials and Supplies and \$4,300 in Non Capitalized Equipment.	
<b>Services and Other Operating Expenditures</b>	<b>\$40,661</b>
This increase is based on an increase to Travel & Conferences \$3,300, Operations and Housekeeping \$2,000, Rentals \$25,000 and Professional Consulting \$10,360.	
<b>Other Outgo</b>	<b>No Change</b>

## FUND BALANCE/RESERVES

<b>Beginning Fund Balance</b>	<b>\$1,372,816</b>
<b>Excess/(Deficit)</b>	<b>\$237,794</b>
<b>Ending Fund Balance</b>	<b>\$1,610,609</b>

## Special Notes:

It should be noted that the Excess and EFB include revenues that are expected to be spent this year. If they are not spent, the revenue will be deferred to next year and the excess amount may decrease based on this deferral. Revenues will be recognized as they are spent.

# Coversheet

## Approve 2023-24 Academic Calendar

**Section:** IV. Discussion and Action Items  
**Item:** E. Approve 2023-24 Academic Calendar  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Calendar 2023-24\_DRAFT.pdf

# DRAFT Three Rivers Charter School 2023-2024 Academic Calendar

## July 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## September 2023

S	M	T	W	T	F	S
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Length of School Year:**  
177 Student Days

**First Day of Instruction:**  
August 18

**Last Day of Instruction:**  
June 7

## October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	SH	SH	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## November 2023

S	M	T	W	T	F	S
			SD	2	3	4
5	6	7	8	9	H	11
12	13	14	15	16	17	18
19	SH	SH	SH	H	SH	25
26	27	28	29	30		

## December 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	SH	SH	SH	SH	SH	23
24	SH	SH	SH	SH	SH	30
31						

**Marking Periods:**  
**Semester 1:**  
January 29 (89 days)  
**Semester 2:**  
June 7 (88 days)

**School Holiday Schedule**  
School Closed on these days

## January 2024

S	M	T	W	T	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## February 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	SH	SH	SH	SH	24
25	26	27	28	29		

## March 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	EM	19	20	21	22	23
24	25	26	27	28	29	30
31						

H= Public Holiday,  
SH=School Holiday  
SD= Staff Development  
MU= Emergency Make-up Day

Sep 4 - Labor Day  
Oct 12-13 - Fall Break  
Nov 1 Staff Development  
Nov 10 - Veterans Day  
Observed  
Nov 20-24 -Thanksgiving Break  
Dec 18 - Jan 1 -Winter Break  
Jan 15 - Dr. Martin Luther  
King Jr. Day  
Feb 20-24 - Mid Winter Break  
Apr 8-12 - Spring Break  
May 27 - Memorial Day

## April 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	SH	SH	SH	SH	SH	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## May 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	H	28	29	30	31

## June 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Independent Study Learning Periods (LP):**

- LP 1 - Aug 18 - Sept 15 / 20 Days
- LP 2 - Sept 18 - Oct. 11 / 18 Days
- LP 3 - Oct 16 - Nov. 9 / 18 Days
- LP 4 - Nov. 13 - Dec. 15 / 20 Days
- LP 5 - Jan. 2 - Jan. 19/ 13 Days

- LP 6 - Jan. 22 - Feb. 16 / 20 Days
- LP 7 -Feb. 26 - Mar. 22/ 19 Days
- LP 8 - Mar. 25 - Apr. 19/ 15 Days
- LP 9 - Apr. 22 - May 17/ 20 Days
- LP 10 - May 20 - June 7 / 14 Day

## Coversheet

### Discuss and Approve Updated Covid 19 Safety Plan and Protocols

**Section:** IV. Discussion and Action Items  
**Item:** F. Discuss and Approve Updated Covid 19 Safety Plan and Protocols  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Feb. 2023 Covid Protocol Considerations .pdf  
TRCS Covid-19 Safety Plan.Feb. 23 DRAFT (2).pdf  
TRCS Covid Protocols.Feb. 23 DRAFT (1).pdf

## TRCS Covid Protocols Discussion

[TRCS Covid Safety Plan- Aug. 2022](#)

[TRCS Covid Protocols - Aug. 2022](#)

The Three Rivers Charter School community is considering revision of our Covid-19 Protocols as the virus has entered a new, endemic phase. There are 3 pieces under consideration:

1. Isolation Protocol (exclusion from school)
2. Approach to testing for Covid at school
3. Masking requirements at school

Below is some information to consider about how our current protocols align with latest guidance from Centers for Disease Control (CDC) and California Department of Public Health (CDPH). Mendocino County Public Health is currently following [CDPH guidelines for schools](#).

**Mendocino County is currently considered in the “LOW” Covid-19 Community Level by the CDC.**

### Recommended actions from CDC and CDPH based on current level: LOW

- [Stay up to date](#) with COVID-19 vaccines, including recommended booster doses.
- Maintain [ventilation improvements](#).
- Avoid contact with people who have suspected or confirmed COVID-19.
- Follow recommendations for [isolation](#) if you have suspected or confirmed COVID-19.
- Follow the recommendations for [what to do if you are exposed](#) to someone with COVID-19.
- If you are at [high risk of getting very sick](#), talk with a healthcare provider about additional prevention actions.
- People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a high-quality [mask or respirator](#) when indoors in public.

### CDCPH Mask Guidance for LOW:

Everyone: People can wear a mask based on personal preference, informed by their own personal level of risk.

Vulnerable people\*: Consider wearing a mask in crowded indoor public places. Ensure your mask provides the best [fit and filtration](#) (respirators like N95s, KN95s and KN94s are best). If you are a vulnerable person\* or live with a vulnerable person\*, consider taking additional precautions.

**1. Isolation Protocol: Are the current TRCS Protocols for people testing positive for Covid-19 (isolation, when to return, masking) in line with the CDC, CDPH and FBUSD?**

After testing positive:

- Symptomatic and asymptomatic infected persons must isolate until at least Day 5.
- Those who test negative on or after Day 5 can end isolation and are no longer considered to be within their infectious period.
- Such persons should continue to follow CDPH isolation recommendations, including wearing a well-fitting face mask through Day 10.

**YES, our protocols for response to testing positive reflect recommendations from the State, County and are in line with FBUSD.**

**2. Masking: Current TRCS Plan requires that if there are 2 or more cases in one classroom within a 5 day period, that class is required to wear a mask indoors for 5 days from the last exposure. Should this policy continue?**

- No other local schools have been identified who practice this requirement (FBUSD, Mendocino Unified, several other charter schools in the county).
- Per CDPH masking guidance, close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease.
- The TRCS Parent Teacher Network was polled at the February meeting and the majority voted to keep this policy on place (15 yes, 1 No) after a respectful discussion.

**Based on response from staff and PTN attendees it is recommended that this policy stay in place for now.**

**3. Testing: TRCS has continued our weekly surveillance testing program and also sends at home test kits with families before vacations. Should this practice continue?**

- Latest guidance from CDPH for schools does NOT include regular surveillance testing. Most schools in the county do not perform regular weekly surveillance testing (one charter identified so far, FB and Mendo do not).
- This practice of testing everyone weekly is very time consuming for staff and has not resulted in catching cases of asymptomatic people.
- Testing groups or individuals who have been exposed has led to identification of symptomatic and asymptomatic cases at TRCS and many cases have been identified with home test kits.
- Dialogue with staff families at the Feb. PTN Meeting resulted in a recommendation that:

**Weekly surveillance testing should continue and rotate testing two classes each week (for students with consent). Everyone will be tested on return from breaks and home test kits to be sent home before breaks to test before returning.**



Latest Guidance from CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Latest Covid Guidance for Everyone from CDPH:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Guidance-on-Isolation-and-Quarantine-for-COVID-19-Contact-Tracing.aspx>

Latest Guidance for **Schools** from CDPH :

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2022-23-School-Year.aspx#>

Fort Bragg Unified School District's latest guidelines:

<https://drive.google.com/file/d/1ayh3G2XQ4FDIC5KxaLGDhtRasXftGvK4/view>



## Three Rivers Charter School Covid-19 Safety Plan February 2023 DRAFT

### 1. Protective Equipment

- a. ~~Masks are strongly recommended and not required indoors on campus.~~
- b. If there are 2 or more cases in one classroom within a 5 day period, that class will be required to wear a mask indoors for 5 days from the last exposure.
- c. Students receiving support or instruction in small side room spaces may be required to mask while in the space if requested by the instructor.
- d. TRCS will follow all county and state guidelines for masking.

### 2. Covid Testing

- a. Surveillance testing using BinaxNow Rapid Antigen Covid-19 tests will occur every two weeks and upon return from school vacations for those with consent and it is recommended that all students participate.
- b. Parent/Guardian consent must be signed before a student can be tested.
- c. Testing for symptomatic students/staff and response testing in the event of positive cases on campus will be performed in accordance with the TRCS Protocols for Covid-19 information sheet.
- d. Home test kits will be sent home before school vacations for everyone to test before returning.
- e. TRCS will follow state requirements for testing employees.

### 3. Cleaning

- a. School will be cleaned nightly. All touch points will be disinfected nightly.
- b. Should a positive case be identified the classroom will be disinfected that night.
- c. Additional cleaning will be performed as needed.

### 4. Ventilation

- a. Windows and doors will be used for ventilation indoors.
- b. Air purifiers will be used in each classroom.

### 5. Hand Hygiene

- a. Students will wash or sanitize their hands before and after eating.
- b. Students will wash their hands after recess and PE class.



## TRCS Protocols for COVID-19 in School/Classroom

**February 2022 -DRAFT**

	Scenario	Action	Communication
1	A student/staff member exhibits COVID-19 symptoms	<ul style="list-style-type: none"> <li>BinaxNow test provided to student/staff, <del>recommend PCR test</del></li> <li>Student/staff is sent home</li> <li>Student/staff may return after being fever free for 24 hours, symptoms improve and negative BinaxNow antigen test upon return to school.</li> </ul>	<ul style="list-style-type: none"> <li>No action needed</li> </ul>
2	Student/staff tests positive for COVID-19 at school or at home.	<ul style="list-style-type: none"> <li>Student/staff must isolate for up to 10 days.</li> <li>Isolation may end after Day 5 with a negative test at school or documented results from a health care provider, symptoms are improving and fever free for 24 hours without fever reducing medication.</li> <li>Student/staff ending isolation early before Day 10 must wear a <u>well fitting mask</u> for the remainder of the 10 day period.</li> <li>Day 0 is the date symptoms started with return on Day 10.</li> <li><del>Recommend PCR test</del></li> </ul>	<ul style="list-style-type: none"> <li>Exposure notice sent to classes/groups exposed to positive case</li> </ul>
3	Student/staff close contact with COVID-19 positive person at school or at home. <ul style="list-style-type: none"> <li>No ongoing contact at home (positive person at home is able to isolate).</li> </ul>	<ul style="list-style-type: none"> <li>Student/staff may continue to attend school and all activities.</li> <li>BinaxNow test provided.</li> <li>If student/staff <u>has symptoms</u>, they must stay home, isolate and test. May return after being fever free for 24 hours, symptoms improve and negative BinaxNow antigen test.</li> </ul>	<ul style="list-style-type: none"> <li>Exposure notice sent to classes/groups exposed to positive case at school.</li> </ul>
5	Student/staff close contact with COVID-19 positive case at home and <u>isolation is not possible</u> (ongoing contact).	<ul style="list-style-type: none"> <li>Student/staff must wear a mask at school until person at home reaches Day 10. BinaxNow test provided.</li> </ul>	<ul style="list-style-type: none"> <li>No action needed</li> </ul>

# Coversheet

## Approve ELO-P Budget

**Section:** IV. Discussion and Action Items  
**Item:** G. Approve ELO-P Budget  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** ELO-P Budget - Sheet1 (1).pdf

<b>Expanded Learning Opportunity Program Grant Internal Budget</b>		
<b>Total Funds</b>	<b>50,000</b>	
<b>ELO Environment Improvements: \$25,000</b>		
Playground (equipment, chips, border)	14000	
In Ground Basketball Hoops	4000	
Fencing	7000	
<b>ELO Program Materials &amp; Supplies: \$10,000</b>		
Storage Cabinets	2000	
Wrestling	4000	
Other After School Sports	1000	
Tides (materials, supplies, snacks)	3000	
<b>Community Program Scholarships: \$7,000</b>		
Summer Programs	5000	
Other Intersession & Afterschool Programs	2000	
<b>Employees: \$8,000</b>		
Extra Tides Person (Feb - June)	3000	
HW Club & Sports	2000	
M-R Tides	3000	
<b>TOTAL</b>	<b>50000</b>	