



Three Rivers Charter School

Regular Board Meeting

Date and Time

Tuesday May 16, 2023 at 5:30 PM PDT

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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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.

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. Student Representative Report | Discuss | Kim Morgan | 10 m |
| School President Abigail Ries to give report. | | | |
| B. Teacher Reports | FYI | Kim Morgan | 10 m |
| A monthly write up with updates and information from each classroom are submitted by the teachers. | | | |
| C. Director's Report | Discuss | Kim Morgan | 20 m |
| K. Morgan to give Director's Report including Spring Update slide presentation. | | | |
| D. Financial Reports | Discuss | Jenna Hoyt | 15 m |

| | Purpose | Presenter | Time |
|--|-----------------|--------------|----------------|
| IV. Discussion and Action Items | | | 6:40 PM |
| Topics for discussion and possible actions. | | | |
| A. Approve Minutes of April Regular Meeting | Approve Minutes | Jade Tippett | 2 m |
| B. Approve Minutes of May 2 Special Meeting | Approve Minutes | Jade Tippett | 2 m |
| C. 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. | | | |
| D. Adopt Science Curriculum | Vote | Kim Morgan | 10 m |
| Grades 5-8 have piloted the Science Dimensions curriculum from Houghton Mifflin Harcourt that is aligned with Next Generation Science standards. After using review and using the curriculum in the 5-6 and 7-8 classes for three years, it is recommended for adoption. | | | |
| https://www.hmhco.com/programs/hmh-science-dimensions | | | |
| E. Review LCAP Survey Data | Discuss | Kim Morgan | 15 m |
| F. Approve Copier Purchase | Vote | Kim Morgan | 10 m |
| V. Closed Session - Employee Compensation (54957.6) | | | 7:24 PM |
| A. Consider Approval of Salary Increases for 2023-24 | | | 5 m |
| B. Consider Approval of Summer Session Compensation | | | 5 m |
| C. Consider Approval of Stipends for Extra Duties | | | 5 m |
| VI. Closing Items | | | 7:39 PM |
| A. Adjourn Meeting | FYI | Jade Tippett | 1 m |

Coversheet

Teacher Reports

Section: III. Reports
Item: B. Teacher Reports
Purpose: FYI
Submitted by:
Related Material: Teacher Reports 5.16.23.pdf

Teacher Reports - May 15, 2023

Maria Gibson, Grades 1 & 2

Good afternoon Board Members,

Our morning circle is looking at the character trait of forgiveness. Daily math practices look at the open skip jumping on the number line by tens, fives and ones... Daily vocabulary practices include writing sentences using first grade sight words and second grade vocabulary words.

The ELA centers:

Choral reading from the reading A-Z program with Ms. Skiver: Group 1 is reading Battery Power (Level F). Group 2 are reading Brother Messy, Brother Neat (Level H). Group 3 are reading Ancient Egypt (Level L). Group 4 are reading Influenza (Level T). Group 3 have moved up a level from level K to level L based on assessments.

In the vocabulary center students work through six words corresponding to their reading a-z books. What these six words mean, synonyms and antonyms and how to apply their meaning in sentences.

In the writing center the first grade students are looking at capitalization and rewriting sentences. Second Grade students are looking at prefixes and suffixes as well as writing paragraphs based on prompts that include opinion writing.

In the Wit & Wisdom curriculum we are continuing the Module called Good Eating. We are reading and analyzing the book Stone Soup..

We are on Unit 4 in the Math Bridges Curriculum . First Grade students are looking at skip jumping by tens, fives and ones on the number line.. Second Grade students are looking at measuring in inches and yards working through workplace 4A and 4B.

In the Mystery Science Curriculum we are looking at the unit on Animal Biodiversity, listening to the different frog calls and watching how different types of birds eat and then designing a bird feeder.

In the Studies Weekly Curriculum for social studies we are looking at the unit on Inquiry, how to research a topic. We are looking at goats. Art occurs every Thursday. The next few weeks eighth graders will be planning and driving this lesson.

Natalie Shoptaw, Grades 3 & 4

This past week 3-4 class has been reviewing various skills such as measurements, long multiplication, graphs and charts. The practice hopefully will support our students as they take the CAASPP state test next week.

We've enjoyed many art and science projects recently, and finished the first read-through of our book, "Love That Dog" by Sharon Creech. We will circle back through parts of the novel in order to deepen our understanding as well as looking at the craft of writing and poetry.

Students DEFINITELY have "spring fever" and we are experiencing a higher-than-average rate of peer-to-peer interpersonal stress, keeping Ms. Huerta, Ms. Bart, Ms. Morgan, and myself quite busy.

The Teacher Appreciation Lunch prepared by parents, spearheaded by Jessica Scribner, was SO amazing! Many many thanks!

Dani Krebs, Grades 5 & 6

Hello everyone,

We are gearing up for the end of the year. Next week we start CAASPP testing, with yummy breakfast in the morning. Fly ups have been a huge success, and I can tell that the fourth graders are ready for fifth grade.

We are almost finished with our book for ELA, with only two chapters left to read. It is about negro league baseball, and the students are learning about how the players were treated.

Ms. Ballentine has a really fun project planned with air dry clay planned, so stay tuned for what the students create.

Until next time.

Mike Lang, Grades 7 & 8

Our class showed great effort and resiliency this past week during CAASPP testing! I am very proud of how hard they worked to put forth their best efforts.

In Final Project news, we have a fleet of opportunities for our students to demonstrate the knowledge they've gained over the last school year. For Humanities, we are writing and illustrating a children's book, as well as creating an ancient civilization diorama and slide show. These projects will culminate our year of English and History. In Mathematics, we are going to continue to spend time honing in on some final skills before the year ends, especially in Geometry and Statistics. These skills will be vital for our success next year. For Science, we will be wrapping up the year with a fun rocket project later this month. We also will be continuing our YouTube channel, completing a few art pieces, and practicing for our class variety show dance performance in PE, as well as physical fitness testing for 7th graders.

In our extracurricular activities, we have some awesome plans to finish the school year with excitement and joy. Wrestling has been going well and we are continuing to learn takedowns and beginning to learn escapes this week. Our Student Council continues to host many fun events and activities for our school community and will do so through the end of the year. We also have enjoyed our opportunity to begin "fly-ups", where students get to mesh with next year's class and our eighth graders get to teach our first graders some art, as they move on to high school.

As always, I'm very appreciative of this community and encourage anyone to reach out with any questions or concerns. 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

| | |
|--------------------------|-------------------------------|
| Section: | III. Reports |
| Item: | C. Director's Report |
| Purpose: | Discuss |
| Submitted by: | |
| Related Material: | Director's Report 5.16.23.pdf |

Director's Report

May 16, 2023

- Facility Project Update
- LCAP Update
- Math Curriculum pilot- Big Ideas
- Summer Session & Camp Scholarships
- Events
 - May 5 Spelling Bee
 - Family Dance May 11
 - Upcoming:
 - May 24th Variety Show and Music Concert
 - June 1st Awards BBQ
 - June 8th Fun Fair

Coversheet

Financial Reports

| | |
|--------------------------|---|
| Section: | III. Reports |
| Item: | D. Financial Reports |
| Purpose: | Discuss |
| Submitted by: | |
| Related Material: | Treasurer's Report 05-11-2023.pdf Balance Sheet 2023-04-30.pdf |

Three Rivers Charter School Treasurer's Report May 11, 2023

Operations and Financial Status

Summary:

According to the Balance Sheet Detail as of April 30, 2023 (attached):

- Cash in Bank: \$160,722
- Cash in County Treasury Account: \$1,631,631
- Cash in Booster Club Account: \$17,488
- Total Liabilities and Net Assets: \$1,832,502
- Accounts Receivables: \$7,613
- Deferred Revenue: \$209,829
- Accounts Payable: \$5,890 (Due to Grantor Governments - \$31,433)
- Year to Date Net Gain (*Loss*) : \$195,060

Notes:

- These numbers and the attached Balance Sheet Detail are as of April 30, 2023.
- On May 2, 2023 the board reviewed two budget scenarios, provided by Build Analysis for the future facilities project. Funds are currently set aside for the facilities project and are sufficient in the case of either budget scenario.
- On May 2, 2023 the board approved a Summer Session Plan. The plan outlined costs up to \$8200, which will be funded from ELO-P money. Teachers leading the session will be receiving stipends. Free breakfast and lunch will be provided.

Presented by J. Hoyt, Treasurer



Three Rivers Charter School-TRC

Balance Sheet

| | Year To Date 04/30/2023 <small>Current Year Balance</small> | Year To Date 04/30/2023 <small>Difference</small> |
|---|---|---|
| Assets without interfund due from | | |
| Cash and Cash Equivalents | | |
| 911000-TRC-020 - Cash in County Treasury | 1,631,631.74 | 1,631,631.74 |
| 912000-TRC-020 - Cash in General Account | 160,722.21 | 160,722.21 |
| 912600-TRC-020 - Cash in ASB account | 17,488.23 | 17,488.23 |
| Total Cash and Cash Equivalents | <u>1,809,842.18</u> | <u>1,809,842.18</u> |
| Accounts Receivable | | |
| 929000 - Due from Grantor Governments | 7,613.59 | 7,613.59 |
| Total Accounts Receivable | <u>7,613.59</u> | <u>7,613.59</u> |
| Prepaid Expenses | | |
| 933000 - Prepaid Expenses | 696.55 | 696.55 |
| Total Prepaid Expenses | <u>696.55</u> | <u>696.55</u> |
| Fixed Assets | | |
| 942000 - Building/Leasehold Improvements | 11,296.75 | 11,296.75 |
| 944000 - Furniture Fixtures and Equipment | 12,853.36 | 12,853.36 |
| 945000 - Construction in Progress | 14,350.00 | 14,350.00 |
| Total Fixed Assets | <u>38,500.11</u> | <u>38,500.11</u> |
| Accumulated Depreciation | | |
| 942500 - Accumulated Depreciation - Building Improvements | (11,296.75) | (11,296.75) |
| 944500 - Accumulated Depreciation - Furniture & Fixtures | (12,853.36) | (12,853.36) |
| Total Accumulated Depreciation | <u>(24,150.11)</u> | <u>(24,150.11)</u> |
| Total Assets without interfund due from | <u>1,832,502.32</u> | <u>1,832,502.32</u> |
| Total Liabilities and Net Assets | | |
| Liabilities without interfund due to | | |
| Accounts Payable | | |
| 950000 - Accounts Payable-System | 5,890.24 | 5,890.24 |
| Total Accounts Payable | <u>5,890.24</u> | <u>5,890.24</u> |
| Other Short Term Liability | | |
| 965000 - Deferred Revenue | 209,829.40 | 209,829.40 |
| Total Other Short Term Liability | <u>209,829.40</u> | <u>209,829.40</u> |
| Accrued Liabilities | | |
| 950100 - Accrued Salaries | 14,256.51 | 14,256.51 |
| 950300 - Accrued STRS | 7,120.71 | 7,120.71 |
| 950600 - Credit Card Payable | (3,904.07) | (3,904.07) |
| 959000 - Due to Grantor Governments | 31,433.14 | 31,433.14 |
| Total Accrued Liabilities | <u>48,906.29</u> | <u>48,906.29</u> |
| Total Liabilities without interfund due to | <u>264,625.93</u> | <u>264,625.93</u> |
| Net Increase/(Decrease) in Net Assets | | |
| Total Revenue | | |
| LCFF Revenue | 773,387.00 | 773,387.00 |
| Federal Revenue | 174,258.74 | 174,258.74 |
| State Revenue | 92,309.42 | 92,309.42 |
| Local Revenue | 39,245.78 | 39,245.78 |
| Total Revenue | <u>1,079,200.94</u> | <u>1,079,200.94</u> |
| Total Expenses | | |
| Salaries and Benefits | | |
| Certificated Salaries | 241,055.94 | 241,055.94 |
| Classified Salaries | 202,215.38 | 202,215.38 |
| Benefits | 129,795.30 | 129,795.30 |
| Total Salaries and Benefits | <u>573,066.62</u> | <u>573,066.62</u> |
| Operational Expenses | | |
| Books and Supplies | 110,883.26 | 110,883.26 |
| Services | 200,190.69 | 200,190.69 |
| Total Operational Expenses | <u>311,073.95</u> | <u>311,073.95</u> |
| Total Expenses | <u>884,140.57</u> | <u>884,140.57</u> |
| Total Net Increase/(Decrease) in Net Assets | <u>195,060.37</u> | <u>195,060.37</u> |
| Ending Net Assets | | |



Three Rivers Charter School-TRC Balance Sheet

| | Year To Date 04/30/2023 | Year To Date 04/30/2023 |
|---|----------------------------|----------------------------|
| | Current Year Balance | Difference |
| 979000 - Net Assets | 492,999.66 | 492,999.66 |
| 979700 - Temporarily restricted Net Assets | 879,816.36 | 879,816.36 |
| Total Net Assets | 1,372,816.02 | 1,372,816.02 |
| Total Total Liabilities and Net Assets | 1,832,502.32 | 1,832,502.32 |

Coversheet

Approve Minutes of April Regular Meeting

Section: IV. Discussion and Action Items
Item: A. Approve Minutes of April Regular Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on April 18, 2023

APPROVED



Three Rivers Charter School

Minutes

Regular Board Meeting

Date and Time

Tuesday April 18, 2023 at 5:30 PM

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Directors Present

A. Dominguez, D. Vogele, J. Hoyt, J. Ries, J. Tippet

Directors Absent

C. Peña, L. Norman

Guests Present

Joseph Aldridge, K. Morgan, Maria Gibson, Mary Makala (remote)

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 Apr 18, 2023 at 5:34 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 at this time.

III. Reports

A. Student Representative Report

Student Council President, Abby Ries, reported regarding Student Council sponsored and organized activities. Activities have been planned through the end of the school year.

B. Teacher Reports

See attached Teacher Reports. M. Gibson, 1st-2nd grade teacher, reported regarding ongoing studies in her classroom.

C. Director's Report

See attached Director's Report. K. Morgan orally updated the board regarding enrollment lottery, precautionary lockdown event, LCAP, and spring school events.

K. Morgan will be presenting to FBUSD to provide an update regarding our programs and progress.

D. Financial Reports

J. Hoyt orally presented Financial Report. See attached Financial Report.

IV. Discussion and Action Items

A. Approve Minutes of March Regular Meeting

J. Ries made a motion to approve the minutes from Regular Board Meeting on 03-21-23.

J. Hoyt seconded the motion.

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

Roll Call

| | |
|--------------|--------|
| L. Norman | Absent |
| J. Tippett | Aye |
| C. Peña | Absent |
| D. Vogele | Aye |
| A. Dominguez | Aye |
| J. Hoyt | Aye |
| J. Ries | Aye |

B. Determination of Live or Remote Meeting

A. Dominguez made a motion to extend the option for board members to attend meetings remotely pursuant to AB 361.

D. Vogele seconded the motion.

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

Roll Call

| | |
|--------------|--------|
| J. Tippett | Aye |
| J. Hoyt | Aye |
| L. Norman | Absent |
| D. Vogele | Aye |
| J. Ries | Aye |
| C. Peña | Absent |
| A. Dominguez | Aye |

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 6:10 PM.

Respectfully Submitted,

J. Ries

J. Hoyt moved to adjourn the meeting. Motion seconded by J. Tippett. Motion passed.

Coversheet

Approve Minutes of May 2 Special Meeting

Section: IV. Discussion and Action Items
Item: B. Approve Minutes of May 2 Special Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Board Meeting on May 2, 2023

APPROVED



Three Rivers Charter School

Minutes

Special Board Meeting

Date and Time

Tuesday May 2, 2023 at 5:30 PM

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.

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Directors Present

A. Dominguez, D. Vogeles, J. Hoyt, J. Tippet

Directors Absent

C. Peña, J. Ries, L. Norman

Guests Present

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 May 2, 2023 at 5:30 PM.

B. Record Attendance and Guests

C. Changes to the Agenda?

No changes requested.

II. Community Comment

A. Community Comment

No comments from community.

III. Discussion and Action Items

A. Discuss Budget Scenarios for Facilities Improvement Project

Reviewed two budget scenarios provided by Build Analysis and considered structural repairs that may be needed to the buildings. Discussed overall facilities improvement project, costs, alternatives and plan moving forward.

B. Consider Approval of Contract for Architecture Services

J. Hoyt made a motion to Approve Phase 2 contract with Debra Lennox, AIA.

D. Vogele seconded the motion.

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

Roll Call

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

C. Consider Approval of 2023 Summer Session

A. Dominguez made a motion to Approve Summer Session plan presented by K. Morgan.

J. Hoyt seconded the motion.

Plan outlines cost of up to \$8200 from Expanded Learning Opportunity Program (ELO-P) money to fund a four week program. Session to be lead by certificated and classified staff receiving stipends. Will serve breakfast and lunch and be free for families.

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

Roll Call

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

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 6:05 PM.

Respectfully Submitted,

K. Morgan