



Three Rivers Charter School

Special Board Meeting - Board Retreat

Date and Time

Tuesday July 11, 2023 at 10:00 AM PDT

Location

Noyo Harbor Inn Conference Room
Main Building, 500 Casa Del Noyo, Fort Bragg, CA 95437

This Board Meeting is being held in person at the Noyo Harbor Inn Conference Room, Main Building, 500 Casa Del Noyo, Fort Bragg, CA 95437

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.

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.

Agenda

	Purpose	Presenter	Time
I. Opening Items			10:00 AM
A. Record Attendance		Jaime Ries	1 m
B. Call the Meeting to Order		Jade Tippett	1 m
C. Approve June 27, 2023 Meeting Minutes	Approve Minutes	Jade Tippett	3 m
D. Amend Minutes of June 20, 2023 Regular Meeting	Vote	Kim Morgan	3 m
<p>Approved Minutes from June 20, 2023 Regular Board Meeting contain a clerical error: Vote information regarding Item F. Dress Code are accurate but appear under the next item G. Approve CharterSafe Proposal and need to be moved.</p> <p>Additionally, Kiana Norman Guarachi, student, was present as a community member.</p>			
E. Community Comment	Discuss	Jade Tippett	3 m
<p>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.</p>			
II. Reports			10:11 AM
A. Director's Report	Discuss	Kim Morgan	10 m
III. Discussion and Action Items			10:21 AM
A. Approve Upcoming Expenditures over \$5000	Vote	Kim Morgan	10 m
<ul style="list-style-type: none"> • 30 new Chromebooks and licenses • Playground equipment installation • Big Idea Math Books 			
IV. Closed Session			10:31 AM

	Purpose	Presenter	Time
A. Public Employee Discipline/Dismissal Release (54957)	Discuss	Kim Morgan	20 m
V. Board Retreat			10:51 AM
A. Reflection and Goal Setting	Discuss	Kim Morgan	30 m
Reflect on successes and challenges of the 22-23 year and the board's performance. Review goals set at last retreat and reflect on goals met/not met. Set new goals for 23-24.			
B. Board Member Terms, Officer Positions & Recruitment Needs	Discuss	Kim Morgan	15 m
Review current board member and officer terms and discuss plan of action to replace members leaving in the coming months.			
C. Committees	Discuss	Kim Morgan	15 m
Review current committees and needs for committees.			
D. Board Meeting Schedule for 23-24	Vote	Kim Morgan	15 m
Discuss and approve dates for Regular Board Meetings for the 23-24 school year.			
E. CEO (Director) Evaluation Report	Vote	Jaime Ries	15 m
Discuss and accept CEO Evaluation Report.			
F. Approve Director's Contract	Vote	Jade Tippett	15 m
VI. Closing Items			12:36 PM
A. Adjourn Meeting	Vote		

Coversheet

Approve June 27, 2023 Meeting Minutes

Section: I. Opening Items
Item: C. Approve June 27, 2023 Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on June 27, 2023

APPROVED



Three Rivers Charter School

Minutes

Regular Board Meeting

LCAP & Budget Adoption

Date and Time

Tuesday June 27, 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.

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

Google Meet joining info:

Video call link: 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#

Directors Present

C. Peña, D. Vogele, J. Ries, J. Tippet, L. Norman

Directors Absent

A. Dominguez, J. Hoyt

Directors who arrived after the meeting opened

L. Norman

Guests Present

K. Morgan, Michael Lang

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Tippett called a meeting of the board of directors of Three Rivers Charter School to order on Tuesday Jun 27, 2023 at 5:45 PM.

C. Approve Minutes

C. Peña made a motion to approve the minutes from Regular Board Meeting on 06-20-23.

D. Vogele seconded the motion.

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

Roll Call

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

II. Reports

A. Director's Report

- Nothing additional to report at this time.

III. Discussion and Action Items

A. Approve 2023-24 LCAP

LCAP has been presented to the board and reviewed and is ready to be approved.

D. Vogele made a motion to approve the 2023-24 LCAP.

C. Peña seconded the motion.

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

Roll Call

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

B. Approve 2023-24 Budget

C. Peña made a motion to approve the 2023-24 Budget.

D. Vogele seconded the motion.

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

Roll Call

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

C. Approve CharterSafe Renewal

D. Vogele made a motion to approve the CharterSafe contract renewal.

C. Peña seconded the motion.

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

Roll Call

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

IV. Closed Session

A. Employee Compensation (54957.6)

L. Norman arrived at 5:55 PM.

Discussion regarding employee compensation.

L. Norman made a motion to increase the salary of all teachers by \$5,000 to help create parity with FBUSD.

J. Ries seconded the motion.

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

Roll Call

J. Hoyt	Absent
J. Ries	Aye
J. Tippet	Aye
D. Voge	Aye
A. Dominguez	Absent
L. Norman	Aye
C. Peña	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 6:31 PM.

Respectfully Submitted,
J. Ries

Coversheet

Director's Report

Section:	II. Reports
Item:	A. Director's Report
Purpose:	Discuss
Submitted by:	
Related Material:	Director's Report 7.11.23.pdf

Director's Report

June 20, 2023

- Summer Session Wrap up
- Hiring Progress- 3 positions
- ELO-P Program
- Scheduled Staff Trainings
 - MTSS Conference- Mr. Lang
 - CPR/First Aid & AVERT
 - De-Escalation Training in Sept.
- Facility Project Update

Coversheet

Approve Upcoming Expenditures over \$5000

Section: III. Discussion and Action Items
Item: A. Approve Upcoming Expenditures over \$5000
Purpose: Vote
Submitted by:
Related Material: Chromebook quote 7.9.23.pdf
Cengage Learning - Quote.pdf



Quote

Q77233

P.O. Box 734939
Chicago, IL 60673-4939

Bill To
Three Rivers Charter School 1211 Del Mar Drive Fort Bragg, CA 95437

Ship To
Three Rivers Charter School Attn: Kimberly Morgan 1211 Del Mar Drive Fort Bragg, CA 95437

Date	Terms	Rep
------	-------	-----

7/10/2023 Pre-pay HEAP

Qty	Item	Description	Per	Total
30	3V2Y2UT#ABA	HP Chromebook 11 G9 EE 11.6" Chromebook - HD - 1366 x 768 - Intel Celeron N4500 Dual-core (2 Core) - 4 GB Total RAM - 32 GB Flash Memory - Black Intel Chip - ChromeOS - Intel UHD Graphics - English Keyboard - Front Camera/Webcam - 12.50 Hours Battery Run Time - IEEE 802.11ax Wireless LAN Standard	239.00	7,170.00
30	CROSSWDISED...	Google Chrome EDU Perpetual license (Non-refundable)	38.00	1,140.00
30	eWaste4.1	California eWaste Fee that is remitted to the Board of Equalization 4-15 Inch screen	4.00	120.00
		Total sales tax calculated by AvaTax	636.34	636.34
		Kimberly Morgan director@trcschool.org (707)964-1128		

ScholarBuys LLC extends terms to approved K12 and Higher Education institutions. Payment is due to be received no later than thirty (30) days from the date set forth in each respective ScholarBuys LLC invoice. In the event that any debt is not paid in accordance with the above terms, customer shall pay to ScholarBuys LLC interest on the entire outstanding balance due at a rate of one point five percent (1.5%) per month (18% per annum) or at the highest interest rate allowable by law. By submitting a purchase order to ScholarBuys LLC you agree to these terms.

ScholarBuys LLC reserves all remedies available to it in the event the debt is not paid in accordance with the above terms, including all Illinois state contractual remedies available under Illinois law. To that end, ScholarBuys LLC reserves the right to bring any breach of contract claim or related action in Kane County or Cook County, in order to enforce the payment terms.

All quoted prices include a 3.5% cash discount unless stated otherwise.

Buyer responsible for shipping charges on all refused shipments. If there are specific shipping insurance minimums buyer must express this in writing prior to order.

Subtotal	\$9,066.34
Sales Tax (0.0%)	\$0.00
Total	\$9,066.34



Case Number - 08399837

Confidential Price Quote (6458401)

7/10/2023

Pricing on this Proposal Guaranteed: **10/5/2023**

Presented To: Michael Lang, mlang@trcschool.org

Prepared By: Ashlei Sobrero, (925)353-0923, ashlei.sobrero@cengage.com

SHIP TO: Three Rivers Charter School
Michael Lang
1211 DEL MAR DR
FORT BRAGG, CA 95437
USA

BILL TO: Three Rivers Charter School
Michael Lang
1211 DEL MAR DR
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USA

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Quoted Products: BIL 6-Geo

Qty	Update Qty	Product	Price	Quoted Price	Total
1		Big Ideas Math MS Course 1: A Common Core Curriculum, Teacher's Edition - CA Larson 1st Edition [K12, 2015] 9781608406760 / 1608406768	\$146.41	\$146.41	\$146.41
25		Big Ideas Math MS Course 1: A Common Core Curriculum, Student Edition - CA Larson 1st Edition [K12, 2015] 9781608406692 / 1608406695	\$79.75	\$79.75	\$1,993.75
3		Big Ideas Math MS Advanced 1: A Common Core Curriculum, Student Edition - CA Larson 1st Edition [K12, 2015] 9781608406739 / 1608406733	\$85.25	\$85.25	\$255.75
1		Big Ideas Math MS Advanced 1: A Common Core Curriculum, Teacher's Edition - CA Larson 1st Edition [K12, 2015] 9781608406807 / 1608406806	\$228.74	\$228.74	\$228.74
1		Big Ideas Math MS Advanced 2: A Common Core Curriculum, Teacher's Edition - CA Larson 1st Edition [K12, 2015] 9781608406814 / 1608406814	\$228.74	\$228.74	\$228.74
25		Big Ideas Math MS Advanced 2: A Common Core Curriculum, Student Edition - CA Larson 1st Edition [K12, 2015] 9781608406746 / 1608406741	\$85.25	\$85.25	\$2,131.25
1		Big Ideas Math MS Algebra 1: A Common Core Curriculum, Teacher's Edition - CA Larson 1st Edition [K12, 2015] 9781608406821 / 1608406822	\$158.02	\$158.02	\$158.02
5		Big Ideas Math MS Algebra 1: A Common Core Curriculum, Student Edition - CA Larson 1st Edition [K12, 2015] 9781608406753 / 160840675X	\$85.25	\$85.25	\$426.25
1		Big Ideas Math MS Course 1: A Common Core Curriculum, Dynamic Teaching Resources Online (1-year access) - CA Larson 1st Edition [K12, 2015] 9781608409754 / 1608409759	\$116.00	\$0.00	FREE

1		Big Ideas Math Geometry: A Common Core Curriculum, Teaching Edition Larson 1st Edition [K12, 2015] 9781608408429 / 1608408426	\$178.00	\$178.00	\$178.00
1		Big Ideas Math Geometry: A Common Core Curriculum, Dynamic Teaching Resources Online (1-year access) Larson 1st Edition [K12, 2015] 9781608409150 / 1608409155	\$506.00	\$0.00	FREE
1		Big Ideas Math HS Geometry: A Common Core Curriculum, Student Edition Larson 1st Edition [K12, 2015] 9781608408399 / 1608408396	\$90.00	\$90.00	\$90.00

Sub-Total: \$5,836.91
 + Estimated Shipping and/or
 Process Fee: \$583.69

TOTAL: \$6,420.60
Total Savings: \$622.00

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Coversheet

Reflection and Goal Setting

Section: V. Board Retreat
Item: A. Reflection and Goal Setting
Purpose: Discuss
Submitted by:
Related Material: Aug. 2022 Retreat Goals.pdf

Board Retreat

Previous Goals from August 2022

Goals set for the Board:

- 1) Continue to support CEO and teachers;
- 2) Continue moving forward with facilities improvement project and long term lease with the college;
- 3) Fill open board positions and form and activate standing committees.

Goals set for the Director:

- 1) Reaching full enrollment (up to 95);
- 2) Securing a long term lease and moving forward with the facilities improvement project;
- 3) Focus on academic acceleration by expanding academic and enrichment programs, and promoting social and emotional well-being.

Coversheet

Board Member Terms, Officer Positions & Recruitment Needs

Section: V. Board Retreat
Item: B. Board Member Terms, Officer Positions & Recruitment Needs
Purpose: Discuss
Submitted by:
Related Material: TRCS Board June 2023 .pdf



**Three Rivers Charter School
Board of Directors**

Name	Position	Term-Start	Term-End	Officer Term Start	Officer Term End
Jade Tippett	President	9/28/17	9/28/23	11/15/22	9/29/23
Jaime Ries	Secretary	9/18/18	9/18/24	5/21/19	9/18/24
Angela Domiguez	Board Member	9/15/20	9/15/24		
Corrina Peña	Board Member	10/19/21	10/19/23		
Lisa Norman	Board Member	12/2/21	12/2/23		
Jenna Hoyt	Treasurer	9/20/22	9/20/24	11/15/22	11/15/24
Dana Vogele	Board Member	9/20/22	9/20/24		

Coversheet

Board Meeting Schedule for 23-24

Section: V. Board Retreat
Item: D. Board Meeting Schedule for 23-24
Purpose: Vote
Submitted by:
Related Material: TRCS Calendar 2023-24 (3).pdf
Regular Board Meeting Schedule 2023-24 DRAFT.docx.pdf

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	MU	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



Three Rivers Charter School

Phone: (707) 964-1128 Fax: (707) 734-5050

www.TRCSchool.org

1211 Del Mar Dr. Suite 301
Fort Bragg, CA 95437

2022 - 2023 Regular Board Meeting Schedule (DRAFT)

Regular Meetings of the Three Rivers Charter School Board of Directors take place on the third Tuesday of each month at 5:30.

August 15, 2023

September 19, 2023

October 17, 2023

*November 14, 2023

*December 12, 2023

January 16, 2024

*February 27, 2024

March 19, 2024

April 16, 2024

May 21, 2024

June 18, 2024

*June 25, 2024

*Not on the 3rd Tuesday due to school vacations.

KIMBERLY MORGAN SCHOOL DIRECTOR

Coversheet

CEO (Director) Evaluation Report

Section:	V. Board Retreat
Item:	E. CEO (Director) Evaluation Report
Purpose:	Vote
Submitted by:	
Related Material:	TRCS_CEO_Eval_2022-23.pdf



**Three Rivers Charter School
CEO Evaluation 2022-23
Kim Morgan**

Prepared By: Jaime Ries
Date: July 11, 2023

Purpose of Evaluation

It is the Board's responsibility to hire, manage and support the CEO/Director of Three Rivers Charter School. This annual evaluation serves as an important tool in meeting that responsibility. The main purposes of the evaluation are:

1. To provide the CEO with the opportunity to reflect on her performance over the past year, and to share those reflections in a structured way with the Board;
2. To provide explicit feedback from staff and the Board to the CEO on her performance and to help her recognize both strengths and areas for improvement.

Methodology

The CEO completed a self-evaluation survey regarding her performance over the past calendar year. This information was shared with the full Board. Then the full Board and the CEO's direct reports (staff) were asked to complete an online, anonymous survey.

Executive Summary

I am happy to report that both the Board and the Three Rivers' staff have found CEO/Director, Kim Morgan's performance to be outstanding once again. Her overall leadership and integrity, engagement with parents and families, commitment to improving Three Rivers and making it the best learning environment for its students have been recognized by all and greatly appreciated. As we move into a time of facilities improvement, the Board has confidence that Kim, with the assistance of the facilities committee, will move the project forward competently and continue to lead Three Rivers to new heights.

This evaluation will highlight both identified areas of strength and areas for improvement as reported by the Board and the Three Rivers' staff. It will also summarize the potential goals for Kim for the upcoming school year and key challenges that may lie ahead.

Evaluation

The structure of this evaluation is through an examination of the important pieces of the CEO/Director's job at Three Rivers Charter School. As the CEO, Kim Morgan is the chief executive of the organization and bears ultimate responsibility for staff contributions to academic performance, mission-aligned school culture, and organizational viability. With the Board, the CEO sets short and long term goals for the organization and assesses the organization's adherence to its mission and charter promises.

This portion of the evaluation will focus on specific areas that were identified as strengths as well as areas that could use improvement based on the responses provided by individual board members and by Three Rivers' staff members. All responses were anonymous.

Board Evaluation

Areas of Strength

It is important to point out that the feedback provided by the Board of Directors was unanimously positive. Without exception, the Board agrees that Kim's performance as CEO/Director has been outstanding. Two areas, however, top the list as areas of particular strength for Kim. Those areas are (1) **Demonstrating Integrity**, and (2) **Overall Leadership and Performance**.

In the area of demonstrating integrity, one board member commented: "Kimberly Morgan is a shining example of ethics. She works incredibly hard to support Three Rivers' mission and values. Kimberly is very respectful." And all board members strongly agree that Kim behaves in a way that supports the organization's mission, vision, and values. Kim reported in her self-evaluation that she too, believes that demonstrating integrity is one of her strengths. This is certainly an area of strength for Kim.

The area of overall leadership and performance was also identified as an area of strength for Kim. Regarding this issue, a board member responded, "Kim is a competent, compassionate, wonderful leader." Another board member listed "overall leadership" as Kim's greatest accomplishment over the past school year. This is a strong indication that Kim is the right person for the Director position.

Other areas of strength identified by the Board's responses were **Developing and Leading Staff** and **Building and Maintaining Family Satisfaction**. The Board was particularly impressed with Kim's ability to successfully retain top-performing staff members. They also strongly agreed that Kim had done a fantastic job ensuring that Three Rivers had frequent, meaningful, and well-attended ways for families to be involved in their child's learning and the school community.

Areas for Improvement

Due to the overwhelmingly positive Board responses, it was difficult to identify any weaknesses exhibited by Kim over the past year. Relatively speaking, however, a few areas could be viewed as areas for improvement. Those areas are (1) **Engaging the Community**, and (2) **Leading the Educational Program**.

In the area of engaging the community, the Board's responses to the survey were positive, but not as positive as the responses in all other areas. Nothing specific was noted.

In the area of leading the educational program, some board members were unsure whether Kim was ensuring all teachers regularly used assessment data to plan curriculum, lesson plans, meet individual student needs, and make daily instructional decisions. Kim also stated in her self-evaluation that she could put more focus on looking at student data with her team to drive curricular and program-related decision making. One board member pointed out, however, that "curriculum and instruction, to be truly effective, must go beyond data to acknowledge the value of intuition and relationships. Kim gives the teachers the freedom to follow their hearts and minds, as well as the "data" in planning curriculum and activities."

Kim also indicated in her self-evaluation that she views **Ensuring Adequate Facilities** and **Managing Financial Performance** as areas for improvement. The Board does not appear to share this view. With regard to adequate facilities, the Board seems to agree that the facilities project that is currently underway demonstrates a high level of competency on Kim's part and that the school is moving toward attaining adequate facilities in the best possible way (having exhausted other avenues).

And as far as the financial management of the school, the Board appears to be of the opinion that Kim is equipped with the necessary tools (via CharterVision, etc.) to provide adequate financial leadership. One board member stated, "Kimberly Morgan provides leadership in the realm of the school's financials. There are strong systems in place and outside management systems to ensure all financials are maintained. She meets weekly with the back office financial manager to keep up to date and ask any questions she may have."

Staff Evaluation

The Three Rivers' staff was provided with an opportunity to respond to an end-of-the-year survey. The first section of the survey asked about their overall satisfaction with the school. The second section asked them to evaluate the performance of CEO/Director, Kim Morgan. The questions under the second section of the staff survey sought to ascertain how well Kim interacted with, supported, communicated with, and met the needs of her staff. Nine staff members responded to the survey. This portion of the evaluation is based on those staff responses.

Areas of Strength

The responses provided by Three Rivers' staff members were by and large positive. According to her staff, Kim's greatest strengths as CEO/Director were the following:

- (1) **Communication,**
- (2) **Treating Staff and Students with Dignity and Respect,**
- (3) **Collaborative Problem Solving,** and
- (4) **Providing for the Overall Safety and Well Being of Students and Staff.**

Without exception, all staff members agreed that Kim was outstanding in these areas. One staff member described Kim as an "approachable, compassionate, clear communicator." Another staff member noted that she is "able to address the emotional ups and downs of the children in a positive and caring way." She is described as someone who "always seeks collaboration when appropriate to solve issues" and who "works with staff collaboratively to create a climate of inclusion." Her entire staff also agreed that Kim is a person who admits mistakes and takes timely corrective action. Based on the survey responses, staff satisfaction appears to be quite high.

Areas for Improvement

Among the staff responses to section one of the survey were some suggested areas of improvement for the school as a whole, not specifically for Kim as Director.

- Two of the nine staff members who responded to the survey said that they did not feel like their opinions mattered at Three Rivers.
- Two staff members indicated that they were dissatisfied with their pay.
- One staff member responded with a 1 (out of a possible 4) to the question- "Rules and responsibilities are clear among staff at this school."
- One staff member responded with a 1 (out of a possible 4) to the question- "The professional development I have received is effective in helping me get better at my role."

Although these opinions are not shared by the majority of the staff, it is valuable to know that one or two staff members feel this way. Kim may want to consider these responses as she thinks about staff development in the coming year.

As far as the survey questions evaluating Kim's performance as CEO/Director, the responses did not demonstrate a consensus that there were areas for improvement. There did appear to be one staff member who answered negatively to 3 of the 13 questions regarding Kim's performance. Because there was no consensus in this regard, I will not highlight those individual responses here, but I have attached the entirety of the staff survey responses to this evaluation for your review.

Significant Accomplishments

As previously stated, the Board believes that Kim has done an outstanding job as CEO/Director of Three Rivers this year. Some significant accomplishments include the following:

- The successful launch of the new lunch program in partnership with Harvest Market;
- Securing a long-term lease with Mendocino College;

- The forward progress of the facilities improvement project;
- Playground improvement project;
- Increased family participation in school activities.

Possible Goals for 2023-24 School Year

On July 11, 2023, the Board will meet for their annual retreat. As part of the agenda, they will discuss goals for the CEO/Director for the upcoming 2023-24 school year.

Some possible goals may include the following:

- Continuing the forward movement of the facilities improvement project--scheduling and execution;
- Increasing student enrollment;
- Filling staff vacancies;
- Continuing school-wide activities that bring the Three Rivers' community together;
- Maintaining a high level of parent participation;
- Re-evaluating math and language arts curricula;
- Addressing the teachers' salary schedule;
- Establishing community outreach committee;
- Enhancing curriculum to include foreign languages.

Key Challenges in 2023-24

As we look to the upcoming 2023-24 school year, the Board has identified the following key challenges for Kim and for Three Rivers:

- Scheduling and executing the facilities improvement phases;
- Balance for Kim between facilities project and other responsibilities;
- Filling vacant positions on staff;
- Increasing student enrollment;
- Developing and diversifying the Board, and maintaining 7 members;
- Leadership transition on the Board- new President;
- Addressing student behaviors post pandemic;
- Enrollment and marketing outreach.


Conclusion

CEO/Director Kim Morgan has exceeded expectations this school year and continues to lead Three Rivers with competence and professionalism, modeling REACH values for staff and students alike. The Board would like to thank Kim for her leadership and dedication to Three Rivers and we look forward to many new and exciting developments in the year to come.

Coversheet

Approve Director's Contract

Section: V. Board Retreat
Item: F. Approve Director's Contract
Purpose: Vote
Submitted by:
Related Material: KM Contract 23-24.pdf

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At-Will Employment Agreement
Between
Three Rivers Charter School & Kimberly Morgan


This Employment Agreement (“Agreement”) is entered into by and between the above-named employee (“Employee”) and the Governing Board (“Board”) of Three Rivers Charter School (“TRCS”), a California public charter school approved by the Fort Bragg Unified School District (the “District”). The Board desires to hire employees who will assist TRCS in achieving the goals and meeting the requirements of TRCS’s charter. The parties recognize that TRCS is not governed by the provisions of the California Education Code, except as expressly set forth in the Charter Schools Act of 1992. The Board desires to engage the services of the Employee for purposes of assisting TRCS in implementing its purposes, policies, and procedures.

Whereas, TRCS and Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

Statutory Provisions Relating to Charter School Employment

- TRCS has been established and operates pursuant to the Charter Schools Act of 1992, Education Code section 47600, et seq. TRCS has been duly approved by the District, according to the laws of the State of California.
- Pursuant to Education Code section 47604, TRCS has elected to be formed and to operate as a non-profit public benefit corporation pursuant to the Non-Profit Public Benefit Corporation Law of California (Part 2, commencing with section 5110 et seq. of the Corporations Code). As such, TRCS is considered a separate legal entity from the District, which granted the Charter. The District shall not be liable for any debts and obligations of TRCS, and the employee signing below expressly recognizes that s/he is being employed by TRCS and not the District.
- Pursuant to Education Code section 47610, TRCS must comply with all of the provisions set forth in its charter, but is otherwise exempt from the laws governing school districts excepts as specified in Education Code section 47610.
- TRCS shall be deemed the exclusive public school employer of the employees at TRCS for purposes of Government Code section 3540.1.

Employment Terms and Conditions


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- The term of this contract is from 7/1/23– 6/30/24
- The School Director will perform such duties as TRCS may reasonably assign and School Director will abide by all TRCS policies and procedures as adopted and amended from time to time. The School Director further agrees to abide by the provisions of TRCS’s charter.
- A copy of the job description for the above position is attached hereto and incorporated by reference herein. These duties may be amended from time to time in the sole discretion of TRCS.
- The daily work schedule for this full-time position shall generally be Monday through Friday, 8:00 a.m. to 4:30 p.m. While the School Director shall generally be available at TRCS during this time period, the duties of this exempt position may require work outside of the regular hours of the work day. During summer months employee will work as needed and maintain a visible presence at the school. Employee will attend all school wide functions.
- Workdays for the School Director shall be consistent with the applicable calendar of workdays for this position.
- The School Director will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with TRCS.
- The annual compensation for this position shall be **\$77,281** per year, to be paid monthly, subject to all regular withholdings. The School Director’s compensation may be prorated depending on whether the School Director remains employed, or in active work status, for the entire year. As an exempt employee, the School Director shall not be eligible to earn overtime.
- The employee benefits are outlined below.

Employment Rights and Benefits

Employment Rights and Benefits for employment at TRCS shall only be as specified in this Employment Agreement, TRCS’s charter, the Charter Schools Act and TRCS’s Employee Handbook, which from time to time may be amended and modified by TRCS. Employment rights and benefits may be affected by other applicable agreements or directives or advisories from the California Department of Education or the State Board of Education.

During the term of this Agreement, Employee shall not acquire or accrue tenure, or any employment rights with TRCS.


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- At TRCS’s expense, the School Director shall be afforded such health and other benefits of employment as shall be granted to TRCS’s employees, including entitlement to participation in PERS or STRS as applicable, subject to program and eligibility requirements.
- The School Director is entitled to fifteen (15) vacation days annually, which shall accrue monthly. During the first six (6) months of employment, vacation time will accrue but may not be utilized unless otherwise approved. Thereafter, vacation days may be used by the School Director subject to the prior approval of the Board. The School Director is expected to take vacation during periods when teaching is not in session (e.g. holiday breaks) and during the summer break. The annual accrual and carryover of vacation will be capped at thirty (30) days. Once that “cap” is reached, no more vacation will accrue until such time as the School Director has used enough time to fall below the cap. Vacation will begin accruing again at that point and no retroactive accrual will be made. All unused vacation shall be paid out upon termination of employment.
- The School Director will receive 10 days of paid sick leave at the beginning of each school year. Sick leave may be used to deal with personal illness or preventive treatments, a family member’s illness or preventive treatment, or certain other personal emergencies. Sick days do not carry over from year-to-year and will not be paid out upon termination of employment.
- The School Director shall take holiday days according to the calendar of holidays observed by TRCS annually.

Evaluation

The Board shall evaluate the performance of the School Director at least once annually. This evaluation shall be based on the job description and annual goals determined by the Board and the School Director.

If applicable, the evaluation shall include recommendations as to areas of improvement in all instances where the Board deems such to be necessary or appropriate. A copy of the written evaluation shall be delivered to the School Director and he shall have the right to make an oral or written response to the evaluation. Within thirty (30) days of the delivery of the written evaluation to the School Director, the Board shall meet with the School Director to discuss the evaluation. Failure to evaluate the School Director shall not prevent TRCS

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from disciplining or dismissing the School Director at-will in accordance with this Agreement.

Licensure & Credentials

Employee understands that employment is contingent upon verification and maintenance of any applicable licensure and/or credentials.

Child Abuse and Neglect Reporting

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom s/he knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Agreement, the Employee acknowledges s/he is a child care custodian and is certifying that s/he has knowledge of California Penal Code section 11166 and will comply with its provisions.

Fingerprint Clearance


Fingerprint clearance for employee will be acquired through submitting the Employee’s fingerprints to the California Department of Justice. Employee will be required to assume the cost of all fees related to the fingerprinting process. Employee will be required to submit evidence from a licensed physician and/or licensed entity that s/he was found to be free from active tuberculosis. Both clearances need to be in place prior to the first day of service.

Conflicts of Interest

Employee understands that, while employed at the School, s/he will have access to confidential and proprietary information. Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with her/his employment with TRCS.

Outside Professional Activities

Upon obtaining prior written approval of the School Board, the Employee may undertake for consideration outside professional activities, including consulting, speaking and writing.

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The outside activities shall not occur during regular work hours. TRCS shall in no way be responsible for any expenses attendant to the performance of such outside activities.

Expenses

TRCS shall reimburse the School Director for all documented actual and necessary expenses personally incurred within the scope of employment in accordance with applicable TRCS policy and authorization.

The following provisions are required to be included in this Agreement by the California Government Code:

- a. In no case upon termination of this Agreement shall the maximum cash settlement exceed an amount equal to the monthly salary of the School Director multiplied by eighteen (18).
- b. The School Director shall be required to reimburse TRCS for any salary or fees she receives from TRCS in relation to her placement on paid administrative leave pending criminal charges if she is convicted of a crime involving the abuse of his office/position. Regardless of any term of this Agreement, if the Agreement is terminated, the School Director must reimburse TRCS for any cash settlement he receives in relation to her termination if she is convicted of a crime involving the abuse of her office/position.


Employment At-Will

TRCS may terminate this Agreement and Employee’s employment at any time with or without cause, with or without advance notice, at TRCS’s sole and unreviewable discretion. Either party may immediately terminate this Agreement and Employee’s employment upon written notice to the other party. Employee also may be demoted or disciplined and the terms of his or her employment may be altered at any time, with or without cause, at the discretion of TRCS. No one other than the Board of TRCS has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contract to the term of this Agreement, and any such agreement must be in writing and must be signed by the Board of TRCS and by the affected employee and must specifically state the intention to alter this “at-will” relationship.

In the event of charter revocation or non-renewal, all contractual obligations under this agreement cease immediately upon the effective date of revocation or non-renewal.

General Provisions

- 1. The waiver by either party, or the failure of either party to claim a breach of any

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provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

2. The rights and obligations of the respective parties under the Agreement will inure to the benefit of and will be binding upon the heirs, legal representatives, successors and assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party without prior written consent of the other party

3. This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of California.

4. If any provision of this Agreement is found to be invalid or unenforceable by any court, the remaining provisions hereof will remain in effect unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.

Acceptance of Employment

By Signing below, the Employee declares the following:

1. I have read this Agreement and accept employment with TRCS on the terms specified herein.
2. All information I have provided to TRCS related to my employment is true and accurate.
3. A copy of the job description is attached hereto.
4. This is the entire agreement between TRCS and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Employee Signature: _____ Dated: _____
Kimberly Morgan

Board President Signature: _____ Dated: _____
Jade Tippett, Board President

This Employment Agreement is subject to ratification and approval by the Governing Board of TRCS.