



Three Rivers Charter School

Regular Board Meeting

Date and Time

Tuesday August 15, 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#

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			5:30 PM
A. Call the Meeting to Order		Jade Tippett	1 m
B. Record Attendance		Jaime Ries	1 m
C. 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.			
II. Reports			5:42 PM
A. Director's Report	Discuss	Kim Morgan	10 m
B. Teacher Reports	Discuss	Kim Morgan	5 m
C. Financial Report	Discuss	Jenna Hoyt	10 m
III. Discussion and Action Items			6:07 PM
A. Approve Minutes	Approve Minutes	Jade Tippett	3 m
Approve minutes for Special Board Meeting - Board Retreat on July 11, 2023			
B. Approve 2023-24 Consolidated Application	Vote	Kim Morgan	5 m
The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California.			
C. Board Member Terms and Officer Positions	Discuss	Kim Morgan	15 m
Discussion tabled from July Board Retreat.			
IV. Closing Items			6:30 PM

	Purpose	Presenter	Time
A. Adjourn Meeting	Vote		

Coversheet

Director's Report

Section:	II. Reports
Item:	A. Director's Report
Purpose:	Discuss
Submitted by:	
Related Material:	Director's Report 8.15.23.pdf

Director's Report August 15, 2023

- **Back to School!**
 - Potluck BBQ Friday 12-1:30

- **New Developments & Improvements**
 - New Copier
 - Playground
 - New Hires
 - TIDES 2.0

- **Pacific Environmental Education Center (PEEC) opportunity**
 - Grades 5-8
 - End of September

- **Annual Charter School Development Center (CSDC) Conference**
 - November 8-11th

- **Facility Improvement Project Update**

Coversheet

Teacher Reports

Section: II. Reports
Item: B. Teacher Reports
Purpose: Discuss
Submitted by:
Related Material: Teacher Reports 8.15.23.pdf

August 15, 2023

Teacher Updates for the Board

Ms. Gibson is looking forward to meeting all her new students and families and introducing them to her returning second graders. She's ready to build routines, skills, and strategies to support her students' learning and retention. After two years, she's excited to have plans to reference from her first TRCS class in the 21-22 school year to support her teaching growth moving forward. Lastly, Ms. Gibson is excited to support and watch the growth of all the TRCS students, including watching her former students in Ms. Natalie's class and helping to implement new strategies and resources to build our school wide community.

Ms. Natalie is excited for our new year of learning opportunities, including art and hands-on projects, such as science labs, field trips, and environmental learning. She's launching a new pen pal opportunity for our school with a teacher she met this summer from Germany. She is also excited to begin working with her new aide, Ms. Alex, this school year and for all the changes, from scheduling math class earlier in the day and our science fair earlier in the year, to the amazing new playground equipment.

Ms. Krebs is also ready for the exciting field trips we have planned, including an awesome science camp opportunity with PEEC for 5th through 8th grades. In addition, she's working hard to pilot some new 6th through 8th math curriculum, create a daily working period for her students, and restart the Big Life Journal each morning. She's very excited to meet her new students, greet her former students, and build relationships with all her families.

Mr. Lang is ready for his new year of supporting every student, every day. New decompression spaces and an expanded Morning Mindfulness and Movement will create emotional and mental support for all students. As with his colleagues, he's ready for the new field trips, curriculums, and schedules. Lastly, Mr. Lang is excited for all the new projects and skills he has lined up for his class.

Mrs. Adams is excited to bring more enrichment opportunities to our students and our entire community and all our families. She's proud of the new organized container, preparing to support the teachers as they retake PE, while she takes on the many old and new roles. Her skills continue to support her positions managing the TRCS website, curriculum and testing rosters, tech inventory and updating, and the many other things she does.

Coversheet

Financial Report

Section:	II. Reports
Item:	C. Financial Report
Purpose:	Discuss
Submitted by:	
Related Material:	Treasurer's Report 2023-08-10.pdf Balance Sheet 2023-07-31.pdf

Three Rivers Charter School Treasurer's Report August 10, 2023

Operations and Financial Status

Summary:

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

- Cash in Bank: \$290,436
- Cash in County Treasury Account: \$1,586,576
- Cash in Booster Club Account: \$16,657
- Total Liabilities and Net Assets: \$1,949,046
- Accounts Receivables: \$444
- Deferred Revenue: \$308,714
- Accounts Payable: \$15,822 (Due to Grantor Governments - \$31,433)
- Year to Date Net Gain (*Loss*) : (\$66,762)

Notes:

- These numbers and the attached Balance Sheet Detail are as of July 31, 2023.
- Reviewing the Actual to Budget Detail will give us no real insights as the school year is just beginning.
- Total Liabilities and Net Assets for July 31, 2023 was \$1,949,046 compared to July 31, 2022 was \$1,597,839. This is an increase of \$351,207 from last year.

Presented by J. Hoyt, Treasurer



Three Rivers Charter School-TRC

Balance Sheet

	Year To Date 07/31/2023 <small>Current Year Balance</small>	Prior Year To Date 07/31/2022 <small>Prior Year</small>	Year To Date 07/31/2023 <small>Difference</small>
Assets without interfund due from			
Cash and Cash Equivalents			
911000-TRC-020 - Cash in County Treasury	1,586,576.77	1,362,643.79	223,932.98
912000-TRC-020 - Cash in General Account	290,436.77	193,231.31	97,205.46
912600-TRC-020 - Cash in ASB account	16,657.83	15,243.87	1,413.96
Total Cash and Cash Equivalents	<u>1,893,671.37</u>	<u>1,571,118.97</u>	<u>322,552.40</u>
Accounts Receivable			
920000 - Accounts Receivables	444.27	283.69	160.58
929000 - Due from Grantor Governments	7,356.59	20,453.58	(13,096.99)
Total Accounts Receivable	<u>7,800.86</u>	<u>20,737.27</u>	<u>(12,936.41)</u>
Prepaid Expenses			
933000 - Prepaid Expenses	17,681.94	583.00	17,098.94
Total Prepaid Expenses	<u>17,681.94</u>	<u>583.00</u>	<u>17,098.94</u>
Fixed Assets			
942000 - Building/Leasehold Improvements	11,296.75	11,296.75	0.00
944000 - Furniture Fixtures and Equipment	12,853.36	12,853.36	0.00
945000 - Construction in Progress	29,892.82	5,400.00	24,492.82
Total Fixed Assets	<u>54,042.93</u>	<u>29,550.11</u>	<u>24,492.82</u>
Accumulated Depreciation			
942500 - Accumulated Depreciation - Building Improve- ments	(11,296.75)	(11,296.75)	0.00
944500 - Accumulated Depreciation - Furniture & Fixtures	(12,853.36)	(12,853.36)	0.00
Total Accumulated Depreciation	<u>(24,150.11)</u>	<u>(24,150.11)</u>	<u>0.00</u>
Total Assets without interfund due from	<u>1,949,046.99</u>	<u>1,597,839.24</u>	<u>351,207.75</u>
Total Liabilities and Net Assets			
Liabilities without interfund due to			
Accounts Payable			
950000 - Accounts Payable-System	15,822.56	4,371.91	11,450.65
Total Accounts Payable	<u>15,822.56</u>	<u>4,371.91</u>	<u>11,450.65</u>
Other Short Term Liability			
965000 - Deferred Revenue	308,014.40	97,180.82	210,833.58
Total Other Short Term Liability	<u>308,014.40</u>	<u>97,180.82</u>	<u>210,833.58</u>
Accrued Liabilities			
950300 - Accrued STRS	2,746.08	1,678.10	1,067.98
950600 - Credit Card Payable	(9,482.65)	0.00	(9,482.65)
959000 - Due to Grantor Governments	31,433.14	150,349.62	(118,916.48)
Total Accrued Liabilities	<u>24,696.57</u>	<u>152,027.72</u>	<u>(127,331.15)</u>
Other Liabilities			
965500 - ROU liability	(5,000.00)	0.00	(5,000.00)
Total Other Liabilities	<u>(5,000.00)</u>	<u>0.00</u>	<u>(5,000.00)</u>
Total Liabilities without interfund due to	<u>343,533.53</u>	<u>253,580.45</u>	<u>89,953.08</u>
Net Increase/(Decrease) in Net Assets			
Total Revenue			
LCFF Revenue	0.00	46,189.00	(46,189.00)
Local Revenue	0.00	302.71	(302.71)
Total Revenue	<u>0.00</u>	<u>46,491.71</u>	<u>(46,491.71)</u>
Total Expenses			
Salaries and Benefits			
Certificated Salaries	9,268.75	5,624.99	3,643.76
Classified Salaries	1,297.56	1,488.43	(190.87)
Benefits	10,739.90	14,831.71	(4,091.81)
Total Salaries and Benefits	<u>21,306.21</u>	<u>21,945.13</u>	<u>(638.92)</u>
Operational Expenses			
Books and Supplies	6,143.07	199.84	5,943.23
Services	39,313.48	52,903.97	(13,590.49)
Total Operational Expenses	<u>45,456.55</u>	<u>53,103.81</u>	<u>(7,647.26)</u>
Total Expenses	<u>66,762.76</u>	<u>75,048.94</u>	<u>(8,286.18)</u>



Three Rivers Charter School-TRC

Balance Sheet

	Year To Date 07/31/2023	Prior Year To Date 07/31/2022	Year To Date 07/31/2023
	Current Year Balance	Prior Year	Difference
Total Net Increase/(Decrease) in Net Assets	<u>(66,762.76)</u>	<u>(28,557.23)</u>	<u>(38,205.53)</u>
Ending Net Assets			
979000 - Net Assets	792,459.86	492,999.66	299,460.20
979700 - Temporarily restricted Net Assets	879,816.36	879,816.36	0.00
Total Net Assets	<u>1,672,276.22</u>	<u>1,372,816.02</u>	<u>299,460.20</u>
Total Total Liabilities and Net Assets	<u>1,949,046.99</u>	<u>1,597,839.24</u>	<u>351,207.75</u>

Coversheet

Approve Minutes

Section: III. Discussion and Action Items
Item: A. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Special Board Meeting - Board Retreat on July 11, 2023

APPROVED



Three Rivers Charter School

Minutes

Special Board Meeting - Board Retreat

Date and Time

Tuesday July 11, 2023 at 10:00 AM

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

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Directors Present

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

Directors Absent

None

Guests Present

K. Morgan

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Tippet called a meeting of the board of directors of Three Rivers Charter School to order on Tuesday Jul 11, 2023 at 10:14 AM.

C. Approve June 27, 2023 Meeting Minutes

J. Ries made a motion to approve the minutes from Regular Board Meeting on 06-27-23.

J. Hoyt seconded the motion.

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

Roll Call

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

D. Amend Minutes of June 20, 2023 Regular Meeting

L. Norman made a motion to make amendments to June 20, 2023 meeting minutes to add Kiana Norman-Guarachi as attendee and adjust the notes under item G and move them to item F.

D. Vogele seconded the motion.

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

Roll Call

J. Hoyt	Aye
J. Ries	Aye

Roll Call

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

E. Community Comment

No community comments at this time.

II. Reports

A. Director's Report

K. Morgan reported regarding ongoing summer session and openings in staff positions.
K. Morgan reported regarding upcoming staff trainings. K. Morgan gave an update regarding facilities project.

III. Discussion and Action Items

A. Approve Upcoming Expenditures over \$5000

C. Peña made a motion to authorize K. Morgan to spend up to \$10,000 for installation of playground equipment.

L. Norman seconded the motion.

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

Roll Call

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

L. Norman made a motion to approve the purchase of 30 new Chromebooks for \$9,066.34.

J. Hoyt seconded the motion.

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

Roll Call

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

Roll Call

J. Hoyt Aye

J. Ries made a motion to purchase Big Ideas math curriculum for \$6,420.60 to use as a pilot math program with the understanding that a math adoption will be upcoming in the 2023-24 school year.

L. Norman seconded the motion.

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

Roll Call

A. Dominguez Aye

L. Norman Aye

J. Hoyt Aye

C. Peña Aye

J. Ries Aye

D. Vogele Aye

J. Tippett Aye

K. Morgan reported regarding purchase of 30 new Chromebooks and Big Ideas math curriculum. K. Morgan reported regarding cost to install playground equipment.

IV. Closed Session

A. Public Employee Discipline/Dismissal Release (54957)

B. Report out of closed session

The board discussed disciplinary action and unanimously approved a support plan for the employee for the 23-24 school year.

V. Board Retreat

A. Reflection and Goal Setting

Board sets 3 goals:

- (1) Continuing to support the staff and director including re-structuring salary schedule;
- (2) Board involvement in community outreach;
- (3) Forming active board committees who report to the board.

Goals set for Director:

- (1) Developing ELOP program
- (2) Using data in decision-making process
- (3) Continuing forward movement on facilities improvement project, including playground improvement

B. Board Member Terms, Officer Positions & Recruitment Needs

J. Tippett made a motion to table discussion of agenda items V-B & V-C until a later meeting.

C. Peña seconded the motion.

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

Roll Call

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

C. Committees

D. Board Meeting Schedule for 23-24

J. Hoyt made a motion to approve the board meeting schedule for the 2023-24 school year.

D. Vogele seconded the motion.

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

Roll Call

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

E. CEO (Director) Evaluation Report

Board reviewed CEO evaluation report. Discussed report and feedback from board members and staff.

C. Peña made a motion to accept the CEO evaluation of K. Morgan.

A. Dominguez seconded the motion.

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

Roll Call

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

F. Approve Director's Contract

Board discussed K. Morgan's employee contract.

J. Ries made a motion to approve the At-Will Employment Agreement with the adjustment of the salary to \$81,000.

J. Tippett seconded the motion.

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

Roll Call

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

VI. 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 1:05 PM.

Respectfully Submitted,
J. Ries

Coversheet

Approve 2023-24 Consolidated Application

Section: III. Discussion and Action Items
Item: B. Approve 2023-24 Consolidated Application
Purpose: Vote
Submitted by:
Related Material: FY2324 Con App for Board Approval.pdf

**Three Rivers Charter
BOARD OF DIRECTORS AGENDA ITEM
Action Item**

RECOMMENDATION: Approve the 2023-24 Consolidated Application.

BACKGROUND INFORMATION:

The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. Annually, in August, each local educational agency (LEA) submits Part I of the application to document participation in these programs and provide assurances that the school will comply with the legal requirements of each program. Program entitlements are determined by formulas contained in the laws that created the programs.

Part II of the application is submitted in the fall of each year and contains the school's entitlements for each funded program. Out of each state and federal program entitlement, schools can allocate funds for indirect costs of administration and for programs operated at schools.

CURRENT INFORMATION:

Title I, Part A Basic Grant- ESSA

Funds are used to support effective, evidence-based educational strategies that close the achievement gap and enable the students to meet the state's challenging academic standards.

Title II, Part A, Teacher Quality

Funds are designated to ensure compliance with professional development activities and to support teachers meeting state and ESSA credentialing requirements.

Title IV. Part A, Student Support

This program provides funding to improve students' academic achievement by increasing school district capacity to:

1. Provide all students with access to a well-rounded education;
2. Improve school conditions for student learning; and
3. Improve the use of technology in order to improve the academic achievement and digital literacy of all students.

Coversheet

Board Member Terms and Officer Positions

Section: III. Discussion and Action Items
Item: C. Board Member Terms and Officer Positions
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		