



Three Rivers Charter School

Regular Board Meeting

Date and Time

Tuesday October 17, 2023 at 5:30 PM PDT

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	Jaime Ries	1 m
B.	Record Attendance	Dana Vogele	1 m

	Purpose	Presenter	Time
C. Community Comment	Discuss	Jaime Ries	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. Student Representative Report	Discuss	Jaime Ries	10 m
B. Teacher Reports	Discuss	Kim Morgan	10 m
TRCS teachers have submitted updates for the board's information. Teacher representative present for any further information or clarifications.			
C. Director's Report	Discuss	Kim Morgan	15 m
TRCS Director Kim Morgan to present school update for the board.			
D. Financial Report	Discuss	Jenna Hoyt	10 m
Treasurer Jenna Hoyt to present on the current financial status of the school.			

III. Discussion and Action Items 6:27 PM

A. Approve Minutes	Approve Minutes	Jaime Ries	3 m
Approve minutes for Regular Board Meeting on September 19, 2023			
B. Appoint New Board Member	Vote	Jaime Ries	5 m
Consider appointment of new board member Roger Coy, TRCS founder and retired Director.			
C. Approve Contract with Debra Lennox, Architect	Vote	Kim Morgan	10 m
Consider increasing "not to exceed" cost for architectural serves beyond prior amount of \$20,000.			
D. Approve Resolution for 403(b) Retirement Accounts	Vote	Kim Morgan	10 m
Consider approval to offer 403(b) Retirement Account option for employees to be in compliance with state requirement to offer retirement to all employees. This vote was tabled from precious meeting.			
E. Consider Formation of Community Outreach Committee	Vote	Kim Morgan	10 m

	Purpose	Presenter	Time
F. Consider Formation of Employee Compensation Committee	Vote	Kim Morgan	10 m

As discussed at Annual Board Retreat, the board intends to form a committee to revise TRCS Salary Schedules and develop procedure for certificated staff to utilize professional learning credits.

IV. Closing Items 7:15 PM

A. Adjourn Meeting	Vote		
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Coversheet

Teacher Reports

Section: II. Reports
Item: B. Teacher Reports
Purpose: Discuss
Submitted by:
Related Material: Teacher Reports 10.17.23.pdf

October 17, 2023

Teacher Updates for the Board

Grades 1-2, Mrs. Gibson

Our morning meetings are looking at the character trait of resilience as well as working on our spelling sight words and word families and looking at math concepts. Writing addition equations using dominoes for first grade.

The ELA centers are:

1. Choral reading from the reading A-Z program with Ms. Heather reading (Level K) Earth's Water (Level K), All About Orcas (Level E) and The Egg Hunt (Level C).
2. The writing center with myself. We are reading, copying and creating sentences using sight words and word families.
3. Students are on chromebooks doing vocabulary a-z activities related to their reading book and six words from that book.

In the Wit & Wisdom curriculum we are looking at the module called Powerful Forces about the wind. We have read Owl At Home. We are looking at a story map and root words and endings.

We are on Unit 2 in the Math Bridges Curriculum . First Grade students are working on writing addition equations using dominoes. Second Grade students are working on place values.

In science we are looking at Unit 2 Plant Traits and Survival.

Art occurs every Thursday. We will be making an autumn wreath with acorns and maple leaves.

Mrs. Gibson

Grades 3-4, Ms. Natalie

In spite of the very hard work by our students during School Spirit Week, grades 3-4 did not win the annual Spirit competition. But students learned a whole lot of really valuable information about Earth's fresh water systems. Each student wrote a unique paragraph about either: rivers, streams, ponds, lakes, ground water, or aquifers. We learned about the water cycle, illustrated our fresh water paragraphs, explored the intricate interdependence of humans and rivers, and built an "optimal" river usage model on paper that student teams designed after discussion about the impact of human activity "downstream." As always, the kids loved the afternoon activities, dress up days, and Field Day. Congrats to grades 5-6, who won!

Grades 5-6, Mrs. Krebs

Hello everyone!

We are back from fall break this week. Congratulations to the 5/6 class for winning TRCS Spirit Week! I am really proud of my whole class for showing great citizenship and participation last week and all the hard work they put into the door decorating.

This week we have started our Studies Weekly packets. I allow the students to decide if they want to access on the online application or if they prefer a paper based curriculum.

In ELA we are reading "Thunder Rolling in the Mountains" which tells the story of a young Nez Perce girl when the European settlers take her land. The unit is called Cultures in Conflict. We are also reading a book called "I am Malala" which is about a young girl who lived in Palestine who fought for the right to go to school.

In math we are learning about divisibility rules and factors, and how to know if a number is divisible by other numbers

Grades 7-8, Mr. Lang

Our class had a very fun spirit week and showed some great work in our field events and door decorating competitions. I'm very excited for the upcoming few weeks. As always, I love this school community and every opportunity it brings.

We are continuing to read our class novel, Chains, while we learn about the causes of the American Revolution from our Holt Social Studies curriculum. We also continue to begin our mornings with a choice board and develop our Community Solution Action Plans during Electives, which are group projects to solve a problem that our community faces. Lastly, we continue practicing our skills in searching for a job, filling out an application, writing a resume, acquiring a work permit, and learning how to communicate effectively with superiors, customers, colleagues, plus how to advocate for yourself, respectfully.

In our Big Ideas Maths textbooks, we are learning about operations with Integers and Rational Numbers, specifically with fractions, decimals, and negatives. Beyond this, we'll be learning about ecosystems and biodiversity for our Science class, leading into our PEEC field trip ,which is next week. Finally, we're learning about the philosophy of justice and law in our Life Skills class on Wednesdays and Thursdays with Ms. Brink. We are using the book Junior Law, which provides great insight into justice and allows us to have some awesome conversations.

On a final note, as I mentioned above, we have our PEEC Science Camp next week, beginning on October 23rd. Our class is very excited to join Mrs. Krebs' class on a 3 day, 2 night learning adventure. This is going to be a great hands on opportunity that exemplifies what our school is about.

- Mr. Lang

Coversheet

Director's Report

Section:	II. Reports
Item:	C. Director's Report
Purpose:	Discuss
Submitted by:	
Related Material:	Fall Update 2023.pdf

Three Rivers Charter School

Fall 2023

Kimberly Morgan, Director





FALL HIGHLIGHTS & PROGRAMS

MEAL PROGRAM

We continue to offer
FREE breakfast and
lunch daily to ALL
students.



Teriyaki Chicken with Brown Rice and Veggies





TIDES 2.0 AFTER SCHOOL PROGRAM



Three Rivers Interactive Daily Educational Supplement

- Academic Support
- Outdoor Games
- STEAM Activities
- Friday Sports
- Free Play
- Snacks



PLAYGROUND IMPROVEMENTS







THANK YOU!!

American Legion Riders Chapter 96



**PACIFIC
ENVIRONMENTAL
EDUCATION
CENTER**



TRCS 5-8th graders will be attending outdoor overnight science camp with PEEC October 23-25th!

BIG THANKS to the



**COMMUNITY
FOUNDATION**
— OF MENDOCINO COUNTY —

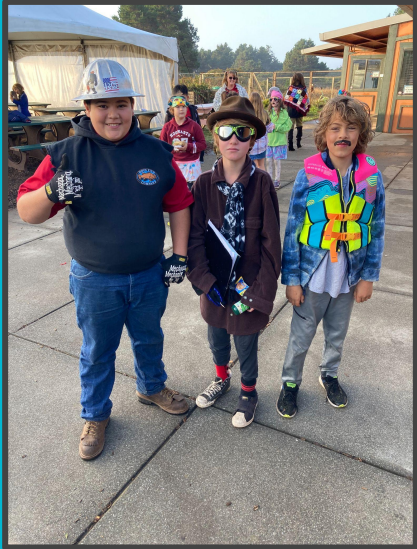


Wacky Fashion Show

SCHOOL SPIRIT WEEK 2023!



Class Competitions





5-6 Class takes the Trophy!



Class Door Decoration *Ecosystems*

Field Day



Friday Electives

Student Council

Music Program

Field Trips

Mock Trial



Reading Intervention

PBIS : Osprey Bucks

REACH Assemblies

Winter Dances

Student Support Counselor



ParentSquare

This fall we launched ParentSquare as a main tool to communicate with families.

Grade Level	# Students
1	11
2	6
3	14
4	9
5	7
6	13
7	13
8	8

2023-24 Total Student Enrollment

81

Demographics

Transfers	
FBUSD to TRCS	11
TRCS to FBUSD	16

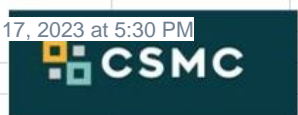
Students with Disabilities	
IEP Students (14%)	11
504 Plan Students	1

Socio-economically Disadvantaged (SED)	65%
English Learners	1

Living in FBUSD	76
Living in MUSD	5

Ethnicity & Race	
Hispanic/Latino	28%
White	62%
Multiple: including American Indian or Alaskan Native & Black or African American, Asian	10%

Budget Summary
Five Year Budget, 2023-24 to 2025-26

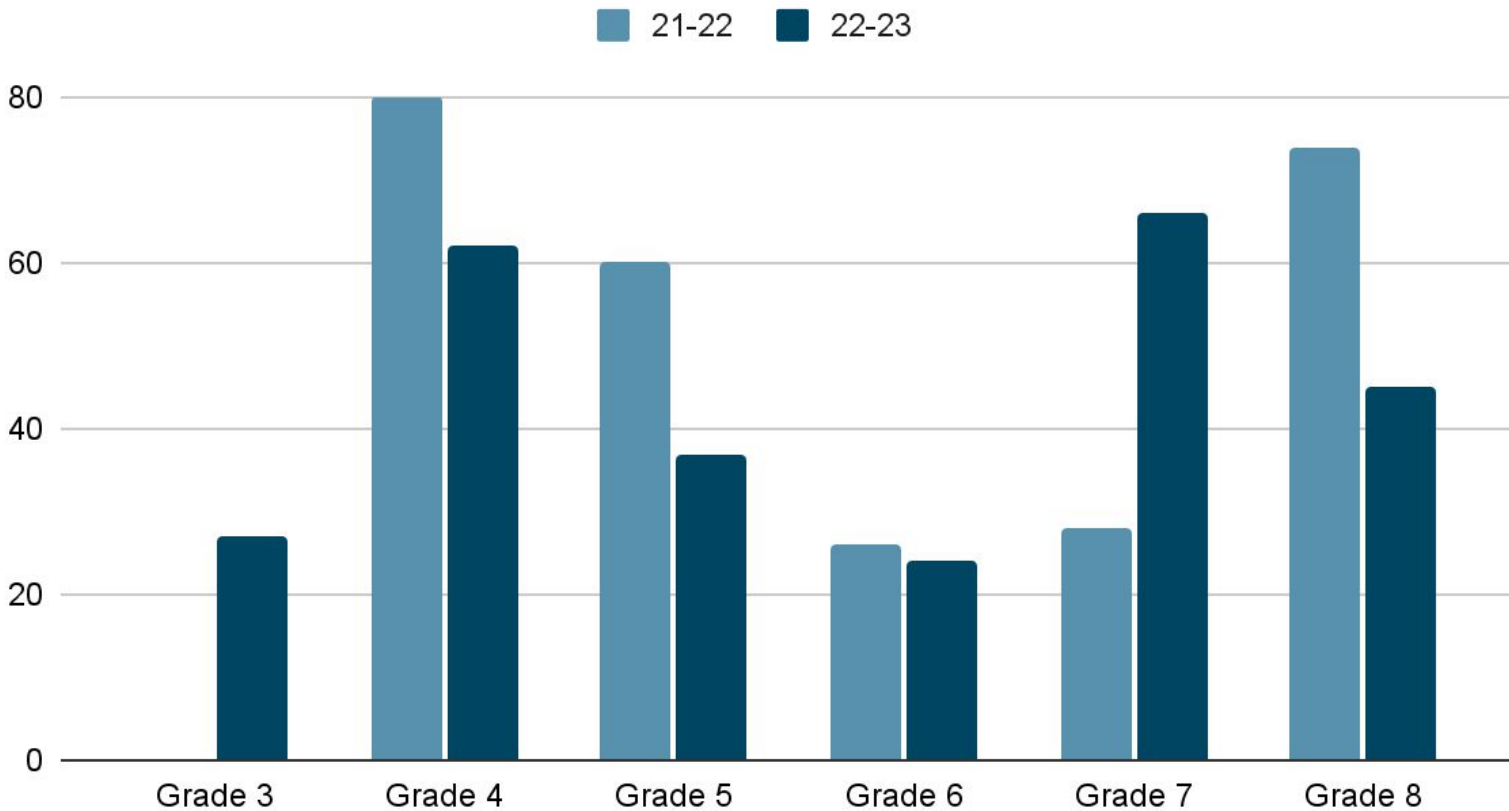


SACS Code Description		2023-24	2024-25	2025-26
Revenue				
	State LCFE Revenue	1,013,834	1,149,885	1,198,347
	Federal Revenue	227,762	44,226	44,226
	Other State Revenue	240,714	204,283	204,284
	Local Revenue	12,000	12,000	12,000
	Total Revenue	\$ 1,494,310	\$ 1,410,394	\$ 1,458,857
Expenses				
1000	Certificated Salaries	361,325 28.1%	370,775 28.2%	380,508 28.51%
2000	Classified Salaries	279,354 21.7%	280,905 21.3%	282,502 21.17%
3000	Benefits	161,396 12.6%	163,056 12.4%	164,379 12.32%
	Total Personnel Expense	802,076 62.4%	814,736 61.9%	827,389 61.99%
4000	Books and Supplies	109,116 8.5%	117,284 8.9%	117,459 8.80%
5000	Services and Other Operating Expenses	370,264 28.8%	381,021 29.0%	386,837 28.98%
6000	Capital Outlay	3,000	3,000	3,001
7000	Other Outgoing			
	Total Expenses	\$ 1,284,456	\$ 1,316,041	\$ 1,334,685
Surplus / (Deficit)		\$ 209,854	\$ 94,353	\$ 124,172
	As a % of LCFE Revenue	21%	8%	10%
Beginning Fund Balance		1,614,796	1,824,649	1,919,002
Ending Balance		\$ 1,824,649	\$ 1,919,002	\$ 2,043,174
	As a % of LCFE Revenue	142%	167%	170%

Overall ELA CAASPP 2022-23

Assessment Grade	Students Tested	Achievement Comparison	Average Scale Score ± Error Band	Standard Not Met Level 1	Standard Nearly Met Level 2	Standard Met Level 3	Standard Exceeded Level 4
3	11		2410 ± 25	9%	63%	9%	18%
4	8		2489 ± 24	12%	25%	37%	25%
5	13		2430 ± 35	53%	7%	30%	7%
6	12		2505 ± 16	25%	50%	16%	8%
7	9		2597 ± 36	11%	22%	22%	44%
8	11		2566 ± 19	18%	36%	45%	0%


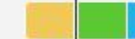




Percentage Met or Exceeding Standards



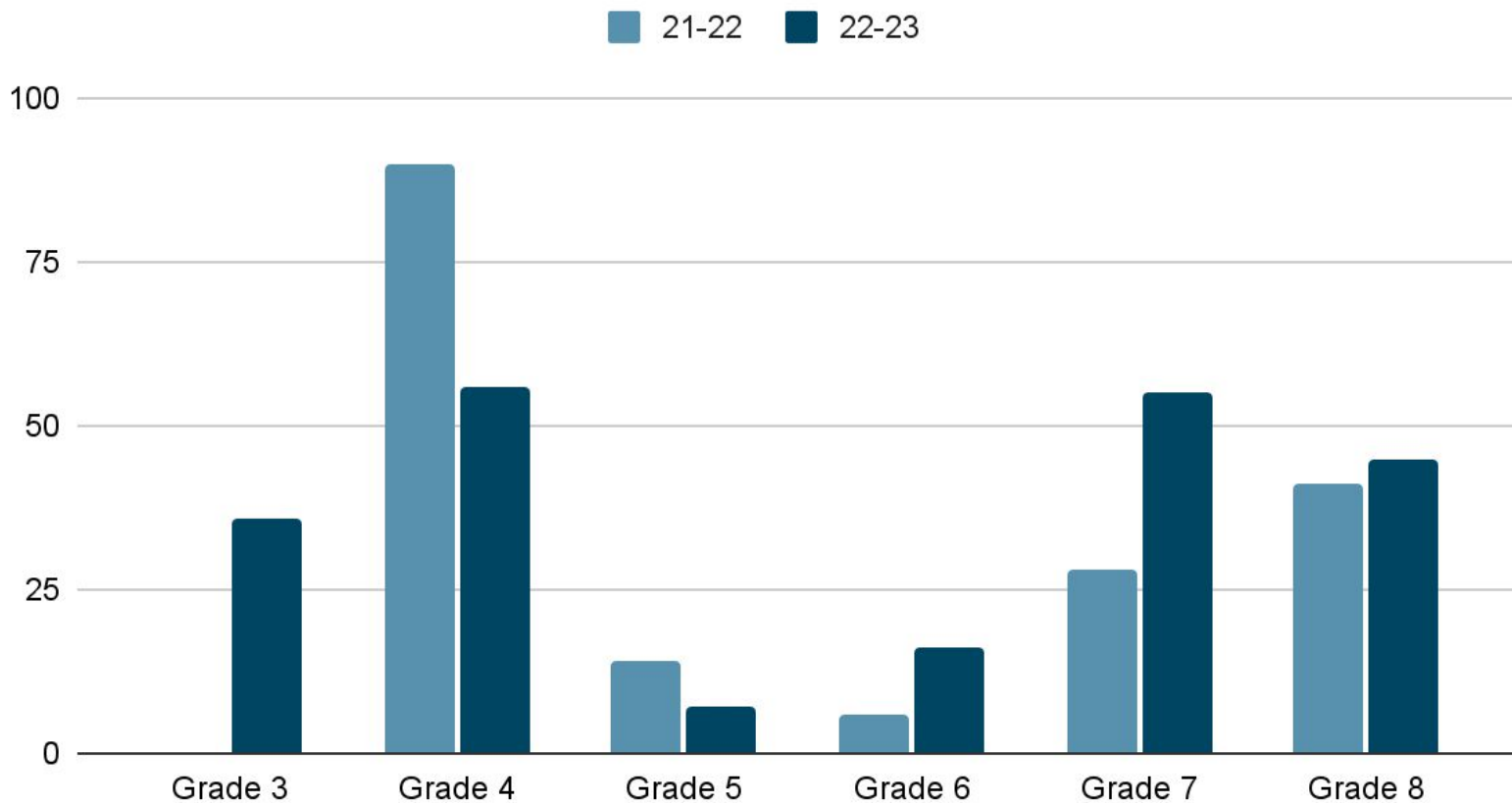
ELA CAASPP

Overall MATH CAASPP

2022-23

Assessment Grade	Students Tested	Achievement Comparison	Average Scale Score ± Error Band	Standard Not Met Level 1	Standard Nearly Met Level 2	Standard Met Level 3	Standard Exceeded Level 4
3	11		2435 ± 32	18%	45%	9%	27%
4	7		2517 ± 35	0%	42%	42%	14%
5	13		2441 ± 27	53%	38%	0%	7%
6	12		2484 ± 18	33%	50%	16%	0%
7	9		2555 ± 33	22%	22%	22%	33%
8	11		2557 ± 32	27%	27%	18%	27%

Percentage Met or Exceeding Standards



MATH CAASPP

Additional Info

- **Outstanding Legal Issues:** None. No lawsuits or filed complaints
- **Insurance Coverage:** Fully bound until July 2024
- **Suspensions/Expulsions:** 0 in 22-23 year
- **5 Year Lease** is signed and expires June 30, 2028.
- **Facilities** Improvement Project continues forward and construction slated for Spring 2024.

Questions?



Thank You!

Coversheet

Financial Report

Section:	II. Reports
Item:	D. Financial Report
Purpose:	Discuss
Submitted by:	
Related Material:	Treasurer's Report 2023-10-13.pdf Balance Sheet 2023-09-30.pdf

Three Rivers Charter School Treasurer's Report October 13, 2023

Operations and Financial Status

Summary:

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

- Cash in Bank: \$297,960
- Cash in County Treasury Account: \$1,537,805
- Cash in Booster Club Account: \$17,551
- Total Liabilities and Net Assets: \$1,932,093
- Accounts Receivables: (\$231)
- Deferred Revenue: \$389,339
- Accounts Payable: \$19,021
- Year to Date Net Gain (*Loss*) : (\$120,457)

Notes:

- These numbers and the attached Balance Sheet Detail are as of September 30, 2023.
- Reviewing the Actual to Budget Detail will give us no real insights as the school year is just beginning.
- YTD Net Loss is typical in the beginning of the school year. Purchases made for the current school year include curriculum, school supplies, text books, software, software licensing, 30 new chromebooks with licensing, etc.

Presented by J. Hoyt, Treasurer



Three Rivers Charter School-TRC Balance Sheet

Statement of Financial Position

	Year To Date 09/30/2023	Prior Year To Date 09/30/2022
911000-TRC-020 - Cash in County Treasury	1,537,805.98	1,265,551.84
912000-TRC-020 - Cash in General Account	297,960.40	223,647.49
912600-TRC-020 - Cash in ASB account	17,551.01	16,112.09
<i>Total Cash and Cash Equivalents</i>	1,853,317.39	1,505,311.42
920000 - Accounts Receivables	(231.13)	138.37
929000 - Due from Grantor Governments	40,020.40	15,991.53
<i>Total Accounts Receivable</i>	39,789.27	16,129.90
933000 - Prepaid Expenses	583.00	696.55
<i>Total Prepaid Expenses</i>	583.00	696.55
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	38,403.63	6,400.00
<i>Total Fixed Assets</i>	62,553.74	30,550.11
942500 - Accumulated Depreciation - Building Improvements	(11,296.75)	(11,296.75)
944500 - Accumulated Depreciation - Furniture & Fixtures	(12,853.36)	(12,853.36)
<i>Total Accumulated Depreciation</i>	(24,150.11)	(24,150.11)
Total Assets	1,932,093.29	1,528,537.87



Three Rivers Charter School-TRC Balance Sheet

Statement of Financial Position

	Year To Date 09/30/2023	Prior Year To Date 09/30/2022
950000 - Accounts Payable-System	19,021.12	123,373.12
Total Accounts Payable	19,021.12	123,373.12
965000 - Deferred Revenue	389,229.75	79,185.13
Total Other Short Term Liability	389,229.75	79,185.13
950100 - Accrued Salaries	15,650.54	18,671.34
950300 - Accrued STRS	8,241.82	7,120.71
959000 - Due to Grantor Governments	26,185.55	31,228.00
Total Accrued Liabilities	50,077.91	57,020.05
965500 - ROU liability	(20,573.93)	0.00
Total Other Liabilities	(20,573.93)	0.00
Total Liabilities without interfund due to	437,754.85	259,578.30
Net Increase/(Decrease) in Net Assets	(120,457.36)	(103,856.45)
978000 - Unrestricted Net Assets – Other Designations	816,657.83	0.00
979000 - Net Assets	727,691.70	492,999.66
Total Unrest Net Assets with Inc/(Dec) to date	1,423,892.17	389,143.21
979700 - Temporarily restricted Net Assets	12,263.27	879,816.36
978900 - Designated for Economic Uncertainty	58,183.00	0.00
Total Restricted Net Assets	70,446.27	879,816.36
Total Net Assets	1,494,338.44	1,268,959.57
Total Liabilities and Net Assets	1,932,093.29	1,528,537.87

Coversheet

Approve Minutes

Section: III. Discussion and Action Items
Item: A. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Regular Board Meeting on September 19, 2023

APPROVED



Three Rivers Charter School

Minutes

Regular Board Meeting

Date and Time

Tuesday September 19, 2023 at 5:30 PM

Location

This Board Meeting is being held in person at Three Rivers Charter School in the Jr. High Classroom.

Three Rivers Charter School

1211 Del Mar Dr.

Fort Bragg, CA

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

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

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

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Directors Present

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

Directors Absent

None

Guests Present

Abigail Ries, Anabel Hoyt, Joseph Aldridge, K. Morgan, Kathy Babcock (remote), Michael Lang, Rita Pena, Roger Coy

I. Opening Items

A. Call the Meeting to Order

J. Tippett called a meeting of the board of directors of Three Rivers Charter School to order on Tuesday Sep 19, 2023 at 5:42 PM.

B. Record Attendance

C. Community Comment

No community comment at this time.

II. Reports

A. Student Representative Report

Abigail Ries reported regarding Student Council elections and first Student Council meeting. Activities for the school year are underway already.

B. Teacher Reports

See Teacher Report attached to agenda.

M. Lang reported regarding tentative STEAM night plans and date.

C. Director's Report

K.Morgan reported regarding Back to School Night- very good attendance.

First PTN meeting was also well attended. Discussed fundraising ideas for the year.

Cross-age electives have begun-- Spanish, Relaxation, Student Council, Flag Tag, and School Newspaper. Seven-week cycles.

Parent Square has been successfully launched as primary communication method for the school.

Enrollment is down from beginning of the year. Hoping to increase enrollment.

Community Foundation grant (\$12,500) will fund PEEC camp for 5-8th grade classes at McKerricher.

Charter School Development Center conference in November- K. Morgan will attend.

Noyo Center will continue to partner with the school to evaluate trash and microplastics.

Facility Improvement project is moving forward--will begin this summer.

TIDES 2.0 has been running successfully.

D. Financial Report

J. Hoyt reported orally regarding Financial Report attached to agenda.

III. Discussion and Action Items

A. Approve Minutes

D. Vogele made a motion to approve the minutes from Regular Board Meeting on 08-15-23.

C. Peña seconded the motion.

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

Roll Call

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

B. Accept 2022-23 Unaudited Actuals

K. Morgan reported regarding Unaudited Actuals and reviewed the narrative attached to agenda as Unaudited Actuals.

C. Peña made a motion to approve the Unaudited Actuals for 2022-23.

L. Norman seconded the motion.

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

Roll Call

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

C. Approve Resolution for 403(b) Retirement Accounts

K. Morgan reported regarding requirements of the State of CA for retirement benefits and proposed changes. Proposing to offer 403(a) retirement accounts. It will bring school into compliance with State requirements. Table discussion until next meeting.

J. Ries made a motion to table decision regarding 403(b) retirement benefits to next board meeting.

C. Peña seconded the motion.

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

D. Education Protection Account (EPA) Resolution

See Education Protection Account Resolution attached to agenda.

J. Ries made a motion to approve the Education Protection Account Resolution.

L. Norman seconded the motion.

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

Roll Call

D. Vogele Aye

A. Dominguez Aye

J. Hoyt Aye

C. Peña Aye

J. Ries Aye

J. Tippet Aye

L. Norman Aye

E. Officer Election: President

C. Peña made a motion to elect Jaime Ries as new Board President.

L. Norman seconded the motion.

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

F. Officer Election: Secretary

J. Ries made a motion to elect Dana Vogele as Board Secretary.

J. Hoyt seconded the motion.

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

G. Discuss Potential New Board Member

R. Coy was presented as a potential new board member. Discussed his background and qualifications.

IV. Closing Items

A. Adjourn Meeting

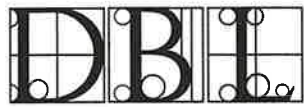
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:27 PM.

Respectfully Submitted,
J. Ries

Coversheet

Approve Contract with Debra Lennox, Architect

Section: III. Discussion and Action Items
Item: C. Approve Contract with Debra Lennox, Architect
Purpose: Vote
Submitted by:
Related Material: D Lennox Letter.pdf



Debra B. Lennox, AIA
Art & Architecture

PO Box 798
Mendocino, CA 95460
dblennox@mcn.org
www.dblennox.com

707-937-0770 phone
707- 813-7886 cell

Three Rivers Charter School
1211 Del Mar Dr. Suite 301
Fort Bragg, CA 95437
Contact: Kimberly Morgan
director@trcschool.org

9/19/23

Dear Kimberly-

Please be advised that our Not To Exceed amount (\$20,000) has been reached with this invoice. Per our verbal discussion, I added the canopy with engineering that was an additional service. (\$1650 engineering + \$800 architectural=\$ 2350) plus working with Greenwood Construction on the crawlspace investigation (\$650±) which should be a total of \$3000 extra for the canopy design.

Further additional services will be billed at the agreed-upon hourly rate, subject to authorization from Kimberly.

Thank you.
Sincerely,

A handwritten signature in blue ink, appearing to read 'Debra Lennox'.

Debra Lennox

Coversheet

Approve Resolution for 403(b) Retirement Accounts

Section: III. Discussion and Action Items
Item: D. Approve Resolution for 403(b) Retirement Accounts
Purpose: Vote
Submitted by:
Related Material:
Board_430b_Resolution_.pdf
Board_Presentation_403b_Plan.pdf
Three_Rivers_Charter_School_403_b__Administration_Proposal_and_Fee_Quote.pdf

**THREE RIVERS CHARTER SCHOOL
403(b) TAX DEFERRED COMPENSATION PLAN
ADOPTION RESOLUTION**

BE IT RESOLVED THAT: Effective September 19, 2023 the Board of Three Rivers Charter School, (the “Board”), shall establish a tax deferred compensation plan intended to meet the requirements of Section 403(b) of the Internal Revenue Code, as amended, and the requirements of applicable state and/or local law, and the plan, as adopted by the Board, shall be known as the Three Rivers Charter School’s 403(b) Plan.

THEREFORE BE IT RESOLOVED THAT:

The Board adopts a 403(b) program under which each participating employee retains all rights to the individual 403(b) account (or accounts), and under which each employee exercises the right of selection of any of the products or investments options made available by the Employer.

The Board makes no investment recommendations and bears no responsibilities for the employees’ selection of any product or custodial account, and makes no representations to employees about the advisability, appropriateness or tax consequences of any 403(b) account to which contributions are made.

It is the intention of the Board that the 403(b) Plan will conform to applicable federal and state statutory requirements, and that employee salary reduction contributions to the program will be within eligible limits as set out in IRS regulations.

The Board authorizes Kimberly Morgan, Director, and her successors to act on its behalf with respect to the Plan, and formulation of rules and procedures for the enrollment of employees 403(b) accounts, and development of procedures for the administration of the Plan.

Secretary’s Signature: _____ Date: _____

PREPARED BY: KIMBERLY MORGAN, DIRECTOR

SUBJECT: 403(b) VOLUNTARY RETIREMENT PLAN

RECOMMENDED ACTION: It is recommended that the Governing Board accept staff's recommendation to add a 403(b) Voluntary Retirement Plan to its employee benefit program.

BACKGROUND: A 403(b) plan is an employer sponsored employee benefit available to public schools and tax-exempt organizations. This plan, will allow employees to contribute voluntarily into a personal retirement account with either pre-tax or after tax (ROTH) salary withdrawals.

Employees may elect to contribute a portion of their monthly salary into an annuity or custodial account. The maximum contribution amount is \$22,500 for 2023. The contribution amount may be adjusted annually per Section 403 of the Internal Revenue Service provisions for deferred compensation plans. The benefit to employees is that these contributions are not taxable until the money is received by the employee or is tax free depending on the type of account used.

This plan also allows Employer contributions to be made to an employee's account, either by discretionary or matching contribution. No Employer contributions have been budgeted or approved by the Board at this time.

This plan has no impact on an employee's eligibility nor contribution rate to existing retirement plans: State Teachers' Retirement System (STRS). Participation in the pre-tax option of the plan reduces the amount of federal and state taxable gross income, as the amount contributed is tax-exempt; thus, the employee is not only saving for retirement, but also realizing a reduction in taxable gross earnings. The after tax ROTH option will be available.

Plan adoption, administration assistance and 403b education is being provided by Glen Guglielmina of 403b For Charters, in conjunction with National Benefit Services, "NBS". Copies of the Adoption Agreement, IRS compliant Plan Document, Provisions, Vendor agreements and administrative documents are attached for your review. Mr. Guglielmina will provide administrative assistance to TRCS and will conduct the required educational meetings and training. In addition, he will provide complimentary retirement planning to all staff.

Offering the 403b Plan to employees will allow Three Rivers Charter School to be in compliance with state requirements to offer a retirement plan to all employees and be exempt from enrolling in the state's Cal Savers program.

FISCAL IMPACT: This program costs to sponsor the 403b Plan are Service Fees paid to NBS:

- \$450 Plan Document (renewed approximately every 5 years as IRS regulations change)
- \$150 Annual Document Maintenance Fee
- Attached Quote list additional other possible fees that currently do not apply.

This plan will be offered and managed within our own administration resources, which requirements are minimal. The handling of payroll contributions and contribution audits will be handed by Charter School Management Corporation (CSMC) under the existing terms of that agreement.

Mr. Guglielmina will be compensated through the individual accounts opened, under disclosed fees, which are customary with 403b accounts opened with the vendor(s) selected. Employees will have the option to invest with a mutual fund company that does not charge sales or advisor fees.

This will be a multi-vendor plan. Participation is voluntary. The Board makes no investment recommendations and bears no responsibilities for the employees' selection of any product or custodial account, and makes no representations to employees about the advisability, appropriateness or tax consequences of any 403(b) account to which contributions are made

Administration and Compliance Proposal

403(b) Plan

Three Rivers Charter School



Dedicated to Giving You the Best

NBS recognizes that each employer has specific and unique objectives. We partner with major retirement platform providers and local investment professionals to build a professionally bundled retirement plan solution.

Employees are educated and enrolled by a qualified local investment advisor. When partnered with expert administration from NBS and the nation's best-known investment providers, plan sponsors can be assured that their employees have a first-class retirement plan.

NBS Proposal Contact Information:

Swayne Winterton, Director

Phone: (801) 858-0276

Email: swaynew@nbsbenefits.com

Fax: 801.823.2282 www.NBSBenefits.com





403(b) Plan Administration

Who We Are

National Benefit Services, LLC (NBS) is a fee for service firm specializing in the design and administration of all types of Retirement Plans, Cafeteria Plans & COBRA Administration. Founded in 1986, NBS continues to experience rapid growth while maintaining our focus on excellent customer service. Currently NBS services more than 7,500 retirement and benefit plans in all 50 states, and is ranked by Utah Business Magazine as the #1 Employee Group Benefits Provider.

Our mission, as pension and benefit professionals partnered with service advisors and vendors, is to help employees achieve financial security and peace of mind through employer provided-plans. NBS endeavors to provide the very best customer care, be the most knowledgeable experts in the industry and achieve excellence in our organizational process and delivery.

Customer Care

We genuinely care about the people we serve. Our goal is to take care of plan advisors, sponsors and participants with attentiveness understanding and interest. Plan sponsors are assigned a dedicated account manager and administrative team to take care of their daily compliance needs and plan requirements. NBS has an internal Customer Care Program focused on continually increasing our ability to serve our clients.

Knowledge and Expertise

Our clients deserve the very best benefits industry knowledge and expertise. We seek to provide the most knowledgeable staff to take care of plan design, document, accounting, governmental reporting and administrative needs. We maintain a high level of expertise through regular internal and external education and use this knowledge to better serve and inform our clients.

Organizational Excellence

We are committed to achieving excellence in all we do. Using the best technology and processes, we provide timely and accurate administration for our clients. Our goal is to deliver peace of mind that each client's plan is right for them and in compliance and that plan participants are taken care of.

403(b) Plan Services Include:

1. Plan Documents:

- a. NBS will consult with the employer and create a plan document customized to meet the requirements of the employer and IRS.
- b. If the employer already has a plan document in place, NBS will provide for restatement of the document.
- c. The plan document will satisfy all IRS requirements.
- d. The plan document is not restricted to model IRS language and may incorporate optional provisions at the discretion of the employer.
- e. NBS will provide a Summary Plan Description (SPD) describing provisions of the plan in plain language intended to be understood by all plan participants.
- f. An electronic copy of the SPD and plan document will be provided to the employer to disseminate to plan participants at discretion of employer.

2. Limit Testing:

- a. NBS will utilize contribution and participant census data provided by the employer and employees to track and monitor applicable contribution and deferral limits.
- b. NBS will make available a Maximum Allowable Contribution Worksheet (MAC) to employees to aid employees and NBS in determining individual annual contribution limitations.
- c. NBS will provide a quarterly Excess Deferral/Contribution Limit Report to the employer identifying individuals who may have exceeded or who may be approaching contribution limits.
- d. NBS will alert participants in writing who approach or exceed applicable contribution limits.
- e. NBS will notify the employer when participants are in danger of violating applicable contribution limits so that contributions may be terminated.
- f. If a participant exceeds contribution limits, NBS will coordinate with the participant and provide detailed instructions concerning correction procedures.
- g. If the employer maintains defined contribution plans other than a 403(b) plan (including 401(k), 401(a), 457(b), etc.), NBS will monitor contribution limits associated with those plans based on data provided by the employer.

3. Reporting to Employer and Advisor:

- a. NBS will provide an Annual Plan Summary Report to the employer describing various aspects of the employer's 403(b) plan.
- b. Annual Plan Summary Report will be useful to the employer in assessing the success, challenges, and growth of the plan.
- c. Copy of the Annual Plan Summary Report may be provided to the advisor of the employer if desired.

4. Multiple Vendor Relationship Management:

- a. NBS will provide plan investment providers the opportunity to enter into a 403(b) Provider/Information Sharing Agreement with NBS to facilitate the sharing of information between the provider and NBS on behalf of the employer.
- b. NBS will manage the sharing of information with investment providers that elect to enter into the 403(b) Provider/Information Sharing Agreement.
- c. NBS will perform periodic due diligence to ensure investment providers comply with information sharing requirements.
- d. NBS will assist the employer in performing notification to orphan investment providers concerning the identity and contact information of the plan administrator.

5. Transaction Monitoring and Approval:

- a. The plan will require that all loan withdrawals, distributions (including hardship distributions), rollovers, and transfers be approved by NBS to ensure compliance with plan and IRS requirements.
- b. NBS will provide a set of Authorization Forms to be used by participants (in addition to existing vendor paperwork) to facilitate the approval of loan withdrawals, distributions (including hardship distributions and QDRO's), rollovers, and transfers or exchanges (formerly 90-24 transfers).
- c. NBS will review requests for loan withdrawals, distributions (including hardship distributions and QDRO's), rollovers, and transfers and provide approval or denial based on plan and IRS requirements.
- d. NBS will provide notice of approved transactions to vendors.
- e. NBS will coordinate with participants if transactions do not meet plan or IRS requirements.
- f. NBS will provide notice to the employer upon hardship distribution approval so that deferrals may be suspended for a 6-month period.
- g. NBS will act as the plan administrator contact for vendor inquiries concerning orphan account transactions.

6. Consulting:

- a. NBS will provide appropriate updates to the employer concerning state and federal regulatory changes that may affect the plan.
- b. NBS will consult with the employer or the employer's advisor regarding all aspects of plan design and operation.

7. Program Implementation:

- a. A New Business Coordinator will be assigned to work with the employer to ensure all services are implemented in timely and smooth manner.
 - b. A New Business Coordinator will work closely with the plan's dedicated plan sponsor to ensure smooth transition from the setup stage to the operation stage.
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8. Education and Communication Support:

- a. NBS will include the employer's plan specific information on NBS' plan information website (including forms, worksheets, and payroll information).
- b. NBS will provide the employer with access to NBS' secure plan sponsor website (Plan Sponsor Web) enabling the employer to view contributions, hardship status, and excess deferral progression.
- c. NBS will support the sponsor or advisor in education efforts through webinars, brochures, informational materials, and other resources—many of which will be available through the NBS website.
- d. NBS will provide sample or template letters, emails, or fliers to support annual universal availability notification.

9. Common Remittance:

- a. NBS will forward employee and employer contributions to investment providers according to directions provided by the employer.
- b. NBS will usually forward contributions to providers within three business days after data and funds are received in good order.
- c. NBS will coordinate with vendors, the employer, agents, and participants to resolve contributions problems (generally rejected contributions) resulting from participant account problems.

10. Salary Reduction Management:

- a. NBS will manage Salary Reduction Agreements (SRA's) on behalf of employer.
- b. NBS will collect SRA's from employees and maintain a database of SRA information.
- c. NBS will provide appropriate files to the employer on a regular basis to facilitate employee deferrals for each payroll cycle.

11. Billing to Vendors:

- a. If permitted by applicable state law, NBS will invoice plan investment providers on a monthly or quarterly basis for plan-related fees.
- b. All or a portion of plan-related fees may be billed to vendors at the discretion of the employer.
- c. If after reasonable efforts, NBS determines that a vendor is unable or unwilling to pay the invoiced amount associated with the plan, the employer will be required to pay the invoiced amount.

Optional Services

12. **Audit Support:**

- a. NBS will support the employer or the employer's designated agent in performing or responding to an IRS, CPA, DOL, or internal audit (see attached Fee Schedule).

13. **Plan Amendments:**

- a. The plan document may be amended as desired by the employer or as needed to comply with changes in the Internal Revenue Code (see attached Fee Schedule).

403(b) Fee Quote Administration and Compliance Services

Plan Document Services

Plan Document	\$450
Annual Document Maintenance Fee	\$150

Administration Services

Participant fee	\$1.75/Participant/Month(Billed to Vendors)
Annual administration	\$500-Waived
Plan takeover (if applicable)	\$650

Optional Services

Loan	Included
Distribution/transfer	Included
Extra hourly work (outside scope of Service Proposal)	\$150/hour
IRS Audit Coordination	\$550
Plan termination	Included

We look forward to providing our services to you. Our team environment combines years of experience with technological innovation; providing plan administration through a single-source solution. Our complete compliance and administration service offerings include:

- Retirement plans
- Health and welfare benefits (FSA, HSA, HRA, etc.)
- COBRA

