



# Three Rivers Charter School

## Board Meeting

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### **Date and Time**

Tuesday January 19, 2016 at 5:45 PM

### **Location**

High School Classroom

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Board meetings are held in public. 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. 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 Executive Director or Board President at least 10 days before the scheduled meeting date. Any writings distributed either as part of the Board packet, or within 72 hours of a meeting, can be viewed at the school: 1211 Del Mar Drive, Fort Bragg CA 95437. 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.

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## Agenda

	Purpose	Presenter	Duration
<b>I. Opening Items</b>			
A. Call the Meeting to Order		Jaimi Parsons	1
B. Record Attendance and Guests		Jennifer Tyler	1
C. Approve Agenda	Vote	Jaimi Parsons	3
<b>II. Community Comment</b>			
A. Community Comment	FYI		20
<b>III. Reports</b>			
A. Parent Network Representative	FYI	Roger Coy	10
B. Student Representative	FYI	Kayla Cottrell	5
C. Teachers	FYI		5
D. School Director	FYI	Roger Coy	60
E. Financials	FYI	Jennifer Tyler	20
<b>IV. Discussion</b>			
A. Board of Directors - Welcome Packet	FYI	Andrea Hadik-Barkoczy	20
B. Webinar	FYI	Jaimi Parsons	10
C. Formulate Truancy Policy	FYI	Roger Coy	20
D. Discuss Student Handbook	FYI	Roger Coy	30
E. Health Benefits	FYI	Roger Coy	30
F. Discuss Music Program	Discuss	Jaimi Parsons	15
Piano teacher wants to clarify the program.			
G. Educator Effectiveness Plan	Discuss	Roger Coy	15
The state has provided funds for developing teacher and admin effectiveness. We must discuss and approve a plan to spend the money over the next 3 years.			
H. LCAP - Where are we and what is our next step?	Discuss	Roger Coy	10
Our LCAP needs to be continually discussed as in our last meeting. Our new plan for next year needs to be written and approved.			

<b>I. Teacher and Administrator Effectiveness</b>	Discuss	Roger Coy	5
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The state has made money (\$7333) available for the school, but what it is spent on must be discussed and voted on by the Board.

**V. Action Items**

<b>A. Adopt Meeting Minutes</b>	Approve Minutes	Jaimi Parsons	5
<b>B. Board of Directors - Welcome Packet</b>	Vote	Andrea Hadik-Barkoczy	5
<b>C. Parent Student Handbook</b>	Vote	Roger Coy	10
<b>D. Approve Board Member Recruitment (Isabel)</b>	Vote	Jaimi Parsons	5
<b>E. Truancy Policy</b>	Vote	Roger Coy	5
<b>F. Calendar 16-17</b>	Vote	Roger Coy	5
<b>G. Diploma Policy</b>	Vote	Roger Coy	5
<b>H. Teacher and Administrator Effectiveness</b>	Vote	Roger Coy	15

**VI. Closing Items**

<b>A. Adjourn Meeting</b>	FYI	Jaimi Parsons	5
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## Agenda Cover Sheets

**Section:** III. Reports  
**Item:** C. Teachers  
**Purpose:** FYI  
**Key Result:**  
**Submitted by:**  
**Related Material:** Teacher Write.docx

**Section:** III. Reports  
**Item:** D. School Director  
**Purpose:** FYI  
**Key Result:**  
**Submitted by:**  
**Related Material:** DirectorReporttotheBoard1-19-16.docx

**Section:** IV. Discussion  
**Item:** C. Formulate Truancy Policy  
**Purpose:** FYI  
**Key Result:**  
**Submitted by:**  
**Related Material:** Revised Truancy Policy.docx

**Section:** IV. Discussion  
**Item:** D. Discuss Student Handbook  
**Purpose:** FYI  
**Key Result:**  
**Submitted by:**  
**Related Material:** TRCSSStudentParentHandbook1-13-16.doc

**Section:** IV. Discussion  
**Item:** E. Health Benefits  
**Purpose:** FYI  
**Key Result:**  
**Submitted by:**  
**Related Material:** Preliminary Benefits Proposal.xlsx

**Section:** IV. Discussion  
**Item:** H. LCAP - Where are we and what is our next step?  
**Purpose:** Discuss

**Key Result:**

**Submitted by:**

**Related Material:** LCAP Focus Points – 2015.docx

**Section:**

**V. Action Items**

**Item:**

F. Calendar 16-17

**Purpose:**

Vote

**Key Result:**

**Submitted by:**

**Related Material:** 2016-2017Calendar.doc

Teacher Write-ups  
1/15/16

3/4

Students completed their final reports on CA missions; they have been graded via rubric, returned, and some students have been encouraged to refine and resubmit for improved grades. Students will now begin work on "project" of choice regarding their mission.

Completed short studies on Martin Luther King and the "Dream" speech; including MLK pop art project

Sent home info regarding science fair and project ideas. Students will begin investigations and then work on displays as soon as we have display boards

We completed 3 short science labs this week regarding force, gravity, energy, and work.

Field trip to County Museum planned for Wed. 1-20-16 in Willits

Book reports have been assigned and are due 1-26-16

We will participate in conjunction with Ms. Normoyle's class on "Bad Kitty" story board project

Ms. Normoyle and I are collaborating on an art / Egyptology themed project for both of our classes

We have started reading a new novel: "In the Year of the Boar & Jackie Robinson" by Bette Bao Lord. Special work on writing and vocabulary is being completed around this novel.

Math: moving into fractions in 3rd, 4th, and 5th grade books

5/6

5<sup>th</sup> and 6<sup>th</sup> grade have just been assigned their state and ancient civilization projects. 5<sup>th</sup> grade will be researching one of the 50 states, creating a state float, and an oral presentation. 6<sup>th</sup> grade will research an ancient civilization, create a visual, and present an oral presentation. We are still switch Wednesdays with Ms. Shoptaw, she comes to our class to teach art, and I go to her class and do reading comprehension. Our semester ends January 22<sup>nd</sup>, with report cards going out the first week of February.

Junior High

The Junior High class students have begun their first class novel, The Island of Dr. Moreau by H.G. Wells and are studying the Earth's different ecosystems and biomes in Life Science. In art the students are finishing up their entries for the Mendocino County 30th Annual Science Fair Logo Contest. I have sent home one last progress report to be signed by parents this week before the first semester comes to an end next Friday.

Student council met today and narrowed down over 150 yearbook themes for the school to vote on. During our next meeting the students will whittle it down to 5 choices, which each classroom will get a chance to vote on to determine the winning design. Next month we will be having a Teen Movie Night and showing a PG-13 rated movie for those in the upper classes. We will alternate Family Fun Movie Night and Teen Movie Night each month.

### High School

In the High School class, students are working hard to finish up their online classes on time and to set their course schedules for next semester so that they can begin classes in a timely fashion. We took a field trip to the Exploratorium in San Francisco on January 7 which went perfectly. The students reported really enjoying the museum and the whole trip out. Now we are preparing for the Career Fair at Fort Bragg High in February which has taken on new meaning this year for some of the students who are now all taking Work Experience as one of their classes and working around town. I am working in addition with my seniors to make sure they are ready for the next steps they want to take after graduation. We are reviewing and supporting them in everything from Driver's Ed prep to out college applications and scholarships applications to learning how to plan for taking on their own living expenses and budgeting. Students are also working to finish enrolling in Mendo College classes for the spring semester.

Finally, at the students' requests we are going to be adding a course in Literature Studies for juniors and seniors as an elective course. We are enjoying our class discussions of books such as the Grapes of Wrath and tying in current events and history.

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## **Three Rivers Charter School**

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College of the Redwoods Campus  
1211 Del Mar Drive  
Fort Bragg CA 95437



## **Director Report to Board - Jan. 19, 2016**

### **School Overview:**

- Enrollment -TRCS currently has 121 students enrolled in its program.
- Cash - \$507K
- ADA - 94.27%
- Truancy -

### **Concerns:**

- Health Benefits Costs
- CAASPP Testing
- Facilities
- HR Issues
- Report Cards - Semester Transition

### **LCAP Programs**

- 6 students reclassified EL status
- Parent Outreach Program
- EL Remedial
- Overall Remedial Program RTI
- Student Extra-curricular/Enrichment Program





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### **Notable Accomplishments Since Last Board Meeting:**

- P1 Report turned in
- County Review with Teachers on Next Generation Science Stds

### **Major To Do Actions:**

- P2 Reports
- Set up musical
- Music Concert
- Resolve Benefits Package
- Facilities
- Truancy
- Write LCAP 16-17
- Parent Teacher Group Participation
- Issue Parent Student Handbook
- Resolve All CAASPP Issues



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### Truancy Policy (TRCS Student Policy 5.01)

#### **ATTENDANCE**

Your child's consistent attendance is essential to her/his success and contributes to the unity and success of the school. Good attendance is important because many of the lessons are presented orally and through group interactions. A student who is frequently absent will find it difficult to make up work or fully understand the material. Attendance policies apply to on-line classes as well. California schools no longer receive funding for students who are sick or even excused. Students should attend school whenever possible, for part of a day after or before appointments.

TRCS is a closed campus. Students are not to leave school while school is in session without obtaining permission to leave from the School Director. Permission will be given when the parent sends a note containing the exact date/time/reason for leaving. The reason for leaving must be a valid reason. Students with a permit should sign out when leaving the campus and sign back in when arriving back to school. Parents taking their children off campus during the school day must sign them out either in the classroom or in the school office.

#### **ABSENCES AND TARDINESS**

Parents should call and inform the school anytime your child will be late or absent so we can make adjustments to plans for the day and prepare make-up work. In a small school everyone counts a lot! Please make it your priority to have your child arrive on time. Students arriving late often interrupt ongoing activities and miss important parts of class meetings and decision-making. In addition, the school loses funding every day for every child who is absent. That means that your child's absence hurts, in a variety of ways, our school's ability to provide your child an outstanding education. Therefore, please limit any absence to mandatory or urgent situations such as family emergencies, serious illness, or doctor's appointments and verify the absence by a phone call or note from the parent or guardian.

#### **Valid Excuses for Absences**

- Illness



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- Directed by a Health Official to Stay at Home
- Medical Appointment
- Funeral (1 day in California, 3 days outside of California)
- Religious Observance
- Immediate Family Leaving for Military Duty

### **What is Truancy**

California Education Code Section 48260 defines truancy as: “absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof...” As a result of excessive truancies, students will, in some cases, receive a lower or failing academic grade in a class. Students are truant from school or a class when they are absent or leave campus without prior parent permission on file with the attendance office. Three Rivers Charter School has instituted the following policies and procedures for dealing with the cumulative total of truancies:

### **Habitual Truant**

*EC* Section 48262: Any pupil is deemed a habitual truant who has been reported as a truant three or more times per school year, provided that no pupil shall be deemed a habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil himself, after the filing of either of the reports required by Section 48260 or Section 48261. For the purposes of this section, a conscientious effort means attempting to communicate with the parents of the pupil at least once using the most cost-effective method possible, which may include electronic mail or a telephone call.



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### Chronic Truant

(*EC* Section 48263.6:) Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant, provided that the appropriate school district officer or employee has complied with *EC sections* 48260, 48260.5, 48261, 48262, 48263, and 48291.

### Interventions

When a student is a *habitual* truant, or is irregular in attendance at school, or is habitually insubordinate or disorderly during school, the student may be referred to a school attendance review board (SARB.)

### On the first truancy -

In addition to the reporting requirement, the law states that the school district must notify the parent or guardian of the truant by the most cost-effective method possible, and that the notification must include specific information related to the student's unexcused absences.

- (a) That the pupil is a truant.
- (b) That the parent or guardian is obligated to compel the attendance of the pupil at school.
- (c) That parents or guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution pursuant to Article 6 (commencing with Section 48290) of Chapter 2 of Part 27.



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- (d) That alternative educational programs are available in the district.
- (e) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- (f) That the pupil may be subject to prosecution under Section 48264.
- (g) That the pupil may be subject to suspension, restriction, or delay of the pupil's driving privilege pursuant to Section 13202.7 of the *Vehicle Code*.
- (h) That it is recommended the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.

### Student Penalties

The law provides schools and school districts with discretion regarding student penalties for truancy as long as they are consistent with state law. The penalties for truancy for students defined in *EC* Section 48264.5 become progressively severe from the first the time a truancy report is required through the fourth time a truancy report is required. The *EC* Section regarding penalties for students who are truant reads as follows:

*EC* Section 48264.5: Any minor who is required to be reported as a truant pursuant to Section 48260 or 48261 may be required to attend makeup classes conducted on one day of a weekend pursuant to subdivision (c) of Section 37223 or after school.



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(a) The first time a truancy report is required; the pupil may be personally given a written warning.

(b) The second time a truancy report is required within the same school year, the pupil may be assigned, by the school, to an after school or weekend study program located within the same county as the pupil's school. If the pupil fails to successfully complete the assigned study program, the pupil shall be subject to subdivision (c).

(c) The third time a truancy report is required within the same school year, the pupil shall be classified a habitual truant, as defined in Section 48262, and may be referred to and required to attend, an attendance review board or a truancy mediation program pursuant to Section 48263 or pursuant to Section 601.3 of the *Welfare and Institutions Code*. If the district does not have a truancy mediation program, the pupil may be required to attend a comparable program deemed acceptable by the school district's attendance supervisor. If the pupil does not successfully complete the truancy mediation program or other similar program, the pupil shall be subject to subdivision (d).

(d) The fourth time a truancy is required to be reported within the same school year, the pupil shall be within the jurisdiction of the juvenile court which may adjudge the pupil to be a ward of the court pursuant to Section 601 of the *Welfare and Institutions Code*. If the pupil is adjudged a ward of the juvenile court, the pupil shall be required to do one or more of the following:

(1) Performance at court-approved community services sponsored by either a public or private nonprofit agency for not less than 20 hours but not more than 40 hours over a period not to exceed 90 days, during a time other than the pupil's hours of school attendance or employment. The probation officer shall report to the court the failure to comply with this paragraph.

(2) Payment of a fine by the pupil of not more than one



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hundred dollars (\$100) for which a parent or guardian of the pupil may be jointly liable.

(3) Attendance of a court-approved truancy prevention program.

(4) Suspension or revocation of driving privileges pursuant to Section 13202.7 of the *Vehicle Code*. This subdivision shall apply only to a pupil who has attended a school attendance review board program, or a truancy mediation program pursuant to subdivision (c).



## LCAP Focus Points - 2015-2016

1. EL Students proficient in English in 3 years.
2. Parents of Poor Socio-Economic more involved in school
3. Increased attendance at school functions
4. Increase number of after school electives and extra-curricular activities
5. Technical Resources made available at school
6. Remedial Work Provided
7. Expand After School Program

# Three Rivers Charter School

## 2016-2017 Academic Calendar

### July 2016

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
31						

### August 2016

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	FD	23	24	25	26	27
28	29	30	31			

### September 2016

S	M	T	W	T	F	S
				1	2	3
4	H	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:

179 Student Days

#### First Day (FD) of Instruction:

August 22

#### Last Day of Instruction:

June 16

#### Marking Periods:

Semester 1:

January 27

Semester 2:

June 16

### October 2016

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

### November 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	H	12
13	14	15	16	17	18	19
20	TB	TB	TB	H	TB	26
27	28	29	30			

### December 2016

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	WB	WB	WB	WB	WB	24
25	WB	WB	WB	WB	WB	31

#### School Recess Schedule

(includes Public Holidays):  
 Sep 5 - Labor Day  
 Oct 17-21 - Fall Break  
 Nov 11 - Veteran's Day  
 Nov 21-25  
 Thanksgiving Break  
 Dec 19-30  
 Winter Break  
 Jan 2 - New Year's Day  
 Jan 16 - Dr. Martin Luther King, Jr. Day  
 Feb 17, Lincoln's B'day  
 Feb 20-24 President's Break  
 Apr 10-14 - Spring Break  
 May 29 - Memorial Day

### January 2017

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

### February 2017

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

### March 2017

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	

### April 2017

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

### May 2017

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	H	30	31			

### June 2017

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	

LP 6 - Jan. 30 - Feb. 16 / 14 Days

LP 7 - Feb. 27 -

LP 1 - Aug 22 - Sept 16 / 19 Days  
 LP 2 - Sept 19 - Oct. 14 / 20 Days  
 LP 3 - Oct 24 - Nov. 18 / 19 Days  
 LP 4 - Nov. 28 - Dec. 16 / 15 Days  
 LP 5 - Jan. 3 - Jan. 27 / 18 Days

Mar. 24 / 20 Days

LP 8 - Mar. 27 - Apr. 28 / 20 Days  
 LP 9 - May 1 - May 26 / 20 Days  
 LP 10 - May 30 - June 16 / 14 Days

## **Attachments**

The following files are attached to this PDF: You will need to open this document in an application that supports attachments (i.e. [Adobe Reader](#)) in order to access these files.

TRCSSStudentParentHandbook1-13-16.doc

Preliminary Benefits Proposal.xlsx