

Three Rivers Charter School

Board Meeting

Date and Time

Tuesday February 23, 2016 at 5:45 PM

Location

High School Classroom

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.

Agenda

	Purpose	Presenter	Duration
I. Opening Items			
A. Call the Meeting to Order			1
B. Record Attendance and Guests		Jaimi Parsons	1
C. Approve Agenda	Vote	Jaimi Parsons	3
II. Community Comment			
A. Community Comment	Discuss	Jaimi Parsons	20
III. Reports			
A. Parent Network Representative	FYI	Roger Coy	10
Mr. Coy to present overview of PTN meeting results.			
B. Student Representative	FYI	Roger Coy	5
Student Rep to present overview of Student Council activities and issues regarding the student body.			
C. Teachers	FYI	Roger Coy	5
Teacher classroom overviews provided to the Board with certain teachers present for questions or discussions.			
D. School Director	Discuss	Roger Coy	60
Director to provide an overview of the school. Topics include Enrollment, Financial Condition, Outstanding Major Action Items, Facilities Report, Upcoming Events, Truancy Report, Music Program Update, 700 Forms, etc.			
E. Financials	Discuss	Jennifer Tyler	20
Ms. Tyler to present overview detail regarding financials			
IV. Discussion			
A. High School Overnight Trip Monterey Aquarium	Discuss	K. Kasperson	15
Discussion and vote to allow the High School to travel overnight. Money would come from the High School account.			
B. Board of Directors - Welcome Packet	Discuss	Andrea Hadik-Barkoczy	20
Ms. Hadik-Barkoczy will present a contents sheet showing a listing of what every new Board member should have. Roger will upload and print 2 binders for Jody and Isabel. Board Members are to notify Roger as to what copies they would like.			
C. Webinar	Discuss	Jaimi Parsons	10
Board Members are to watch https://help.boardontrack.com/hc/en-us/articles/208643247-Effective-Financial-Oversight-Webinar			
D. Health Benefits	Discuss	Roger Coy	30

Mr. Coy is to make suggested changes and bring a new proposal. Major differences between first proposal and Proposal2:
 *Steps 11 and up increase at 1% instead of 3%
 *Credit steps at 4% instead of 5%
 *Stipends added (HS coordinator and a few others)
 If proposal not competitive at future time when county changes then we should reexamine

E. LCAP - Where are we and what is our next step? Discuss Roger Coy 20

Our LCAP needs to be continually discussed as in our last meeting. Our new plan for next year needs to be written and approved. Mr. Coy to present proposed plan.

F. Teacher and Administrator Effectiveness Discuss 5

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.

G. Facilities Coordinator Proposal Discuss Roger Coy 20

Mr. Coy to bring a proposal comparing Ed Developments, American Modular, and KCM.

H. Math Placement Test Discuss Roger Coy 15

Mr. Coy to propose policy for the Math Placement Act.

V. Action Items

A. High School Overnight Trip to Monterey Bay Aquarium Vote Kasperson 5

Approve trip and Overnight Stay

B. Adopt Meeting Minutes Approve Minutes Niki Chaves 5

Minutes to be reviewed prior to meeting.

C. Teacher and Administrator Effectiveness Training Plan Vote Roger Coy 15

Accept Teacher and Administrator Effectiveness Training Plan

D. Math Placement Policy and Test Vote Roger Coy 5

Acceptance of policy

E. Health Benefits Program Vote Roger Coy 5

Acceptance of Health Benefit Program

VI. VI. Closed Session

A. Discussion of HR Issues Discuss Roger Coy 15

Overview presented by Mr. Coy regarding HR issues:

- Aide Review
- Teacher Updates

VII. Closing Items

A. Adjourn Meeting Vote Jaimi Parsons 5

Agenda Cover Sheets

Section: III. Reports
Item: C. Teachers
Purpose: FYI
Goal:
Submitted by:
Related Material: Class Write-Ups.docx

Section: III. Reports
Item: D. School Director
Purpose: Discuss
Goal:
Submitted by:
Related Material: DirectorReporttotheBoard 2-23-16.docx

Section: IV. Discussion
Item: A. High School Overnight Trip Monterey Aquarium
Purpose: Discuss
Goal:
Submitted by:
Related Material: Request for Approval for Overnight Fieldtrip Monterey Bay May 2016.doc

Section: IV. Discussion
Item: B. Board of Directors - Welcome Packet
Purpose: Discuss
Goal:
Submitted by:
Related Material: Table of Contents.pdf

Section: IV. Discussion
Item: D. Health Benefits
Purpose: Discuss
Goal:
Submitted by:
Related Material: Preliminary Benefits Proposal.xlsx
Preliminary Benefits Proposal2.xlsx

Section: IV. Discussion

Item: E. LCAP - Where are we and what is our next step?
Purpose: Discuss
Goal:
Submitted by:
Related Material: LCAP Review.pdf

Section: **IV. Discussion**
Item: F. Teacher and Administrator Effectiveness
Purpose: Discuss
Goal:
Submitted by:
Related Material: Educator Effectiveness Plan.docx

Section: **IV. Discussion**
Item: G. Facilities Coordinator Proposal
Purpose: Discuss
Goal:
Submitted by:
Related Material: PM Fee.docx

Section: **IV. Discussion**
Item: H. Math Placement Test
Purpose: Discuss
Goal:
Submitted by:
Related Material: Math Placement Policy Letter.pdf
Math Placement Act Policy.docx

Class Write-Ups

Class 1-2

Miss Morgan's class had an exciting start to the month. We culminated a unit on the human body with tracing each student's body on butcher paper and pasting on organs to create a life sized diagram. You may have seen them strung up at the Science Fair! We also made gold and red shakers and participated in the Children's Chinese New Year Parade in Mendocino Village along with the 3-4 class. The kids had a great time and learned about the cultural traditions of the holiday. We also finished the week with a Valentine celebration where the students exchanged cards, ate healthy snacks and played cooperative games.

Upcoming exciting news is that I have arranged for the entire class to receive swimming lessons at the CV Starr pool. We will go for 10 lessons, every Tuesday and Thursday in March from 11-12. It looks like we have enough parent volunteer drivers that it will work. The lessons will disrupt our regular schedule but learning to swim is important in our ocean side community. I have outreached to the parents and have only heard positive feedback and support for the plan and from the students as well. The lessons will cost \$250 total which will be paid for from my class PTN fund. We will still have funds left over to go to the B Bryan Preserve in Point Arena at the end of April to see the zebra and feed the giraffe!

Lastly the ladies from the Noyo Center for Marine Science will be visiting next week to teach about marine mammals. The 1-8th classes will be visiting the "bone yard" out on the mill site again this spring to see the giant grey whale skeleton. We will also participate in the Marine Science and Art Fair at the old Rec. Center in March.

Please get in touch with any questions!

Class 3-4

The kids did a nice job on their science fair projects.

We are now moving into phase 2 of the mission projects in which kids build their hands-on project at home AND prepare an oral report, both due next month. There are a few kids who lack support at home for this project, and we will create accommodations in the classroom to ensure success.

The Chinese New Year parade was fun and wove in nicely with our novel, *In the Year of the Boar and Jackie Robinson*. Sadly, our service learning project at Caspar Beach, working on debris survey, was cancelled due to sneaker waves. We will reschedule.

Reading comprehension, vocabulary acquisition, and academic language mastery continue to be a challenge for this group of students and continues as a work in process.

On a personal/professional note, additional to my continued online masters studies, I've completed the first of the three required CSET tests for the state, and am actively working on the first of the four required CA Task Performance Assessments.

5-6 Class

The students just finished and displayed their Science Fair projects and presented them at Science Fair night. Everyone did an awesome job! We are now starting to work on our research papers, 5th grade will be researching a state that they chose, and the 6th graders will be researching an ancient civilization. They will be writing a paper along with creating a visual to go along with it.

In Science, the fifth graders, we are continuing our Unit on Systems of living Things on Plant Systems. The sixth graders have just started Chapter 6 on Plate Tectonics. We will study the layers of the Earth by what they are made of, read about Wegener's theory on continental drift, and explain why it was not accepted at first.

High School Class

High School Class Update for January/February for Board of Directors:

The high school students and I have been busy this past month finishing final exams from semester 1 and wrapping up those classes, and then moving into our new classes for semester 2. I have met with all of my families and updated them on course decisions for semester 2 and reviewed their child's progress towards graduation requirements, successes on their latest NWEA exam, and progress with personal goals that each of them had set at the beginning of this school year.

Jen and I are happy to report that a lot of the new systems we put in place this past semester with yours and Roger's support (including new policies to guide course completion, additional tutoring staff, etc.) have really paid off! There were only 3 students who did not complete classes by the end of the semester (and two of these students have shown marked improvement so that this situation only happened with one of their classes each, one which is also a very hard class). Rates of failure of classes has dropped significantly as well from being what felt like a trend in the high school

program to being isolated to a few struggling students. These struggling students report feeling good about the new credit recovery procedures that Roger and I developed giving them clear guidelines, deadlines, and consequences for the credit recovery opportunity.

Students are now all up and running in their new courses with pacing guides that we have reviewed and approved for each of their courses to ensure this second semester will go as well as the first if not better! Also, with the stress of final exams behind us, the students and I are having fun planning 3 different outings: a beach bonfire at Caspar Beach, an ice-skating trip to Santa Rosa, and an over-night trip to the Monterrey Bay Aquarium and possibly the Rosicrucian Egyptian museum in San Jose on the way home. Stay tuned for requests for approval on this last one!

If you have any questions, please don't hesitate to ask.



Three Rivers Charter School

www.Trchool Org

Phone: (707) 964-1128 Fax: (707) 964-1003

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



Director Report to Board - Feb. 23, 2016

School Overview:

- Enrollment -TRCS currently has 121 students enrolled in its program.
- Cash - \$531K
- ADA - 94.22%
- Truancy - 8 (semester 1- 6 or less days), 0 (semester 2) 36 kids excused and truant.
- School Counselor Program

Concerns:

- Facilities
- HR Issues

LCAP Programs

- Parent Outreach Program
- EL Remedial
- Overall Remedial Program RTI
- Student Extra-curricular/Enrichment Program

Notable Accomplishments Since Last Board Meeting:

- Progress Report Cards Out
- Chromebooks Being Set up on Admin council



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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

Request for Approval for Overnight Fieldtrip

Who: High School Class Students
Some of the high school students have Mendocino College classes and may not be able to attend depending on their work load that week. We have already talked and those who can't attend because of that conflict would like to be on Independent Study for the two days of this trip. I therefore don't anticipate that I will need a sub for these days.

Where: Monterey Bay Aquarium

When: Leaving: Tuesday, May 10, 2016 Returning:
Wednesday, May 11, 2016

What: Science Field Trip
I have planned this trip to add an element of hands-on science for the students, quite a few of whom are taking Biology this year. Because on-line science classes involve a lot of reading and computer work, I want to provide the kids some science experiences that will be exciting! I have over half the class who are really interested in marine science in one way or another so this will be a popular trip. I also plan to work in some elements of student engagement. The kids have asked if they can bowling in Monterey that night after dinner since they have been pleading for a bowling trip to Ukiah all year! And on the way home I may be able to work in a trip to the Rosicrucian Museum of Egyptian history in San Jose. They have the largest collection of Egyptian mummies on the West Coast. This is another place that many of the students have been interested in visiting for quite a while.

How: Depending on number of students who attend we will need 3-6 parent drivers. We will be using funds from our class fundraising fund to cover the cost of the motel rooms and the students have voted to do some additional small fundraisers if the account does not cover the cost of the trip. I will be asking drivers if they would be willing to donate their cost in gas. The Aquarium is free to us as a school group. The main expenses we need to cover is the hotel rooms (we will need at least 4 rooms depending on how many students are able to go). We have found a good hotel for \$85/night/room close to the Aquarium in Monterey. We would also need money for the Rosicrucian Museum which costs \$7/student and \$9/adult. Students will pay for their own food.

Anticipated Cost Estimate (assuming students with college classes will not be able to attend):

15 students

4 adults (based on cars which can hold 5 people each we would need this many cars - if a chaperone attends with a larger car, we will need fewer chaperons altogether.)

Ticket Reservations for Rosicrucian Museum: $(15 \times \$7) + (4 \times \$9) =$
\$141

Motel costs: 4 rooms at \$85/room = \$340

Total Anticipated Cost: \$481.00

Table of Contents

1. Board & Staff Directory
2. Board on Track
 - 2.1. Bylaws
 - 2.2. Calendar of Meetings
 - 2.3. Charter
 - 2.4. Employee Handbook
 - 2.5. Student/Parent Handbook
 - 2.5.1. Mission Statement
 - 2.5.2. Organizational Chart
 - 2.5. Memorandum of Understanding
 - 2.6. Petition
3. Charter Vision & Financials
4. Forms to File: 700 Fair Practices
5. Goals & Current Projects
6. Committees
7. Composition and Terms of Board Members
8. CA Open Meeting Laws (the Brown Act) & Parliamentary Procedure (Robert's Rules)

Three Rivers Charter School



Board Member Binder

LCAP Review

	Success Rate	Actions Needed
1. EL Students proficient in English in 3 years.	Good - 50% of EL students graduated. All but 1 within 3 year.	* Aide time assigned * Teacher Training
2. Parents of Unduplicated (foster, low-income, EL) more involved in school	Good - One additional Board Member. Science Fair good turn out.No increase at PTN	* Announcements to be made in Spanish
3. Increased attendance at school functions by parents of unduplicated students	Good - Turn out good at special events	?
4. Increase number of after school electives and extra-curricular activities	Fair - After school program started. Good attendance by 25. No other activities.	* Survey Students
5. Technical Resources made available at school	Good for students, no parent program	* Survey parents
6. Remedial Work Provided	Fair- Need more resources . Tutor	*Add more resources
7. Expand After School Program	Fair - After school program started. Good attendnace by 25. No other activities.	*Survey Students

February 15, 2016

Three Rivers Charter School (TRCS) Expenditure Plan for the Educator Effectiveness Funds

Overview: The 2015-16 California state budget includes one-time funding to increase educator effectiveness through professional development. Our school will receive \$7333 to be used for this program this fiscal year, but have until 2018 to spend it and to submit an expenditure report to the state.

Proposed Plan of Expenditure: TRCS is due to receive \$7333 of Educator Effectiveness funds. Our plan is to use these funds is to send as many teachers to the CCSA Conference this year and next. The teachers will be rotated. The training received there will include a teacher summit, aligning teaching practices to the CCSS and to learn about best practices in the classroom. In addition, training at the CCSA conference will also provide resources that the teachers can use throughout the year. This first year will also include the Administrator who will attend governance training and educator management practices. Also planned is a Writing Effectiveness Program for our Middle School teacher which will provide her with tools and training for teaching effective writing aligned with the CCSS. An additional \$1000 will be provided to all 5 teachers for Common Core applied learning techniques and practices.

The table below represents the recommended distribution of the Educator Effectiveness funds.

What and When	Who	Amount
CCSA Conference - 3/2016	2 Teachers and 1 Administrator	\$4200
Effective Writing - 4/2016	Middle School Teacher	\$500
CCSS Alignment - 2016-2017	5 Teachers	\$1000
CCSA Conference - 3/2017	2 Teachers	\$2400
	Total	\$8100 (\$7333)

Facilities PM Fee

Charter School Property Solutions - Not Interested. Project Too Small

KCM Group - Won't quote until project defined. Will quote each section as it becomes defined. Next step, layout and space programming. \$18K

ED Developments - Fee is 6 ½ % of project plus 1% of any financing arranged. If we use 7% on a \$2,000,000 project his fee is \$140,000.

American Modular - Design and Engineering Fee (\$25K-\$40K)

On top of this the DGS's (Dept of General Services - State Architect) fee to review the plans is \$24K and requires 60 days. We only have to use them if we use state funds.

My suggestion is not to use any of these people until we need to. I would continue to work the project until it began to interfere with my management of the school; then hire a part-time assistant. We could hire a full time assistant with the cost of any of these PMs.



Three Rivers Charter School

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COLLEGE OF THE REDWOODS

CAMPUS

1211 DEL MAR DRIVE

FORT BRAGG CA 95437



Math Placement Policy TRCS 6.8

Senate Bill 359, known as the California Mathematics Placement Act of 2015, took effect on January 1, 2016. It requires the governing boards of local educational agencies that serve pupils entering grade nine, to adopt a fair, objective, and transparent mathematics placement policy. The school must:

- Systematically take multiple objective academic measures of pupils' performance
- Include at least one placement checkpoint within the first month of the school year to ensure accurate placement and to permit reevaluation of individual student progress;
- Require an annual examination of pupil placement data to ensure that students are not held back in a disproportionate manner on the basis of their race, ethnicity, or socioeconomic background;
- Requires a report on the results of the annual examination by the local educational agency to the governing board or body;
- Offer clear and timely recourse for each pupil and his or her parents or legal guardian who questions the student's placement; and
- Addresses the consistency of placement policies between elementary and high school classes.

Three Rivers Charter School
2/16/2016
School Director: Roger Coy



CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

January 13, 2016

Dear County and District Superintendents and Charter School Administrators:

IMPLEMENTING THE CALIFORNIA MATHEMATICS PLACEMENT ACT OF 2015

Access to mathematics courses that prepare students for college and career is essential for student success after high school. All students should have the opportunity to excel in mathematics, not just students who plan to enter the fields of science, technology, engineering, and mathematics (STEM). With fair, objective, and transparent placement policies in place, California's high school students will benefit from challenging mathematics courses that support their college and career goals.

Senate Bill 359 (Chapter 508, Statutes of 2015), known as the California Mathematics Placement Act of 2015, was signed by Governor Jerry Brown on October 5, 2015, and took effect on January 1, 2016.

The California Mathematics Placement Act of 2015 requires the governing boards or bodies of local educational agencies (LEAs) that serve pupils entering grade nine and that have not already done so to adopt "a fair, objective, and transparent mathematics placement policy" before the beginning of the 2016–17 school year. (LEAs are defined as county offices of education, school districts, state special schools, and charter schools.) The mathematics placement policy must be adopted in a regularly scheduled public meeting.

The mathematics placement policy for pupils entering grade nine must meet the following requirements:

- Systematically takes multiple objective academic measures of pupil performance into consideration;
- Includes at least one placement checkpoint within the first month of the school year to ensure accurate placement and to permit reevaluation of individual student progress;
- Requires an annual examination of pupil placement data to ensure that students are not held back in a disproportionate manner on the basis of their race, ethnicity, gender, or socioeconomic background;

January 13, 2016
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- Requires a report on the results of the annual examination by the local educational agency to its governing board or body;
- Offers clear and timely recourse for each pupil and his or her parent or legal guardian who questions the student's placement; and
- For non-unified school districts, addresses the consistency of placement policies between elementary and high school districts.

The California Mathematics Placement Act of 2015 authorizes the governing boards or bodies of LEAs serving pupils who are transitioning between elementary school and middle or junior high school to develop and implement a mathematics placement policy that satisfies the requirements listed above. The governing board or body of an LEA shall ensure that its mathematics placement policy is posted on its Web site.

To view SB 359, visit the California Legislation Information Web site at http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB359.

If you have questions regarding the California Mathematics Placement Act of 2015, please contact Emily Oliva, Education Programs Consultant, in the STEM Office by phone at 916-319-0198 or by e-mail at EOliva@cde.ca.gov.

Sincerely,



Tom Torlakson

TT:eo

2016-00022

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.

Preliminary Benefits Proposal.xlsx

Preliminary Benefits Proposal2.xlsx