



Three Rivers Charter School

Board Meeting

Date and Time

Tuesday August 23, 2016 at 5:15 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			1
C. Approve Agenda	Vote		3
II. Community Comment			
A. Community Comment	Discuss		20
III. Reports			
A. School Director	Discuss		60
Director to provide an overview of the school. Topics include Enrollment, Financial Condition, Outstanding Major Action Items, Facilities Report, Upcoming Events, Truancy Report, etc. Three topics to discuss: 1) Staff Morale and 2) Discipline Approach and 3) Director Time in the classroom			
B. Financials	Discuss		20
Ms. Tyler to present overview detail regarding financials			
IV. Discussion			
A. Review Record Procedure	Discuss	Roger Coy	20
Discuss procedures to be used when managing Personnel and Student Files			
B. Proposed Building 1 Review	Discuss	Roger Coy	30
Discuss Proposed Building 1 Options and discuss Next Steps			
C. Confirm Conference Attendance	Discuss	Roger Coy	5
Will Isabel and Jennifer attend?			
D. Truancy Policy	Discuss	Roger Coy	20
Proposed modifications to the current Truancy Policy			
E. Convergent Non-Profit Fundraiser	Discuss	Roger Coy	20
This company puts together fundraising campaigns for non-profits. They break down their fundraising campaigns into two phases: 1) Feasibility and 2) Raising the money. They have a flat fee of \$22,500 for the feasibility study to tell us whether it is feasible to raise \$3 million dollars. We can do a conference call with them.			
F. Stipends Add to Contracts?	Discuss	Roger Coy	15
The new pay matrix has the stipends on it. It was done that way for flexibility for the Board. Should it be added into the contracts?			

V. Action Items

- | | | | |
|---|-----------------|-----------|---|
| A. Adopt Meeting Minutes | Approve Minutes | | 5 |
| Minutes to be reviewed prior to meeting. | | | |
| B. Approve Secure Record Policy | Vote | Roger Coy | 5 |
| C. Approve Modifications to the Truancy Policy | Vote | Roger Coy | 5 |

VI. Closed Session

- | | | | |
|---|---------|-----------|----|
| A. Teacher-Parent Situation Review | Discuss | Roger Coy | 15 |
| Update on situation and next action. | | | |

VII. Closing Items

- | | | | |
|---------------------------|------|--|---|
| A. Adjourn Meeting | Vote | | 5 |
|---------------------------|------|--|---|

Agenda Cover Sheets

Section: **III. Reports**
Item: A. School Director
Purpose: Discuss
Goal:
Submitted by:
Related Material: TRCS Annual Report to FBUSD 15-16.pdf
TRCS Insurance Coverage 2016-2017.pdf

Section: **IV. Discussion**
Item: A. Review Record Procedure
Purpose: Discuss
Goal:
Submitted by:
Related Material: Non Disclosure.docx
Secured Records Procedure Policy.docx

Section: **IV. Discussion**
Item: B. Proposed Building 1 Review
Purpose: Discuss
Goal:
Submitted by:
Related Material: A2.1.pdf
A2.2.pdf
Building Cost Estimate Revised.pdf
Building NARRATIVE.pdf

Section: **IV. Discussion**
Item: D. Truancy Policy
Purpose: Discuss
Goal:
Submitted by:
Related Material: Courses of Action for Truancy.docx

Section: **IV. Discussion**
Item: E. Convergent Non-Profit Fundraiser
Purpose: Discuss
Goal:
Submitted by:
Related Material: Convergent Proposal to Three Rivers Charter School.pdf



Three Rivers Charter School

WWW.TRCSCHOOL.ORG

PHONE: (707) 964-1128 FAX: (707) 964-1003

COLLEGE OF THE REDWOODS CAMPUS

1211 DEL MAR DRIVE

FORT BRAGG CA 95437



Three Rivers Charter School Annual Report August 11, 2016

Attached to this report are several items that will help provide an overall picture of the state of Three Rivers Charter School (TRCS) for the 2015-2016 school year with current information provided as available. Attached are the following:

Attachment 1: Current Student Enrollment List 2016-2017 School Year and the student's district.

Attachment 2: Statement of Facts Roster

Attachment 3: Unaudited Financial Report

Attachment 4: LCAP Report

Attachment 5: School Calendar

Attachment 6: Insurance Summary Sheet

School Overview:

TRCS currently has 119 students enrolled in its program.

Grades 1-2: 17

Grades 3-4: 21

Grades 5-6: 29

Grades 7-8: 29

Grades 9-12: 23

119

Last year we had 6 High School graduates and this year we have 6 seniors.

School is scheduled for 179 days of instruction with early dismissal on Fridays. The bell schedule is:

Grades 1-2: 8:30 am – 2:45 pm

Grades 3-4: 8:30 am – 3:00 pm

Grades 5-6: 8:30 am – 3:00 pm

Grades 7-8: 8:30 am – 3:30 pm

Grade 9-12: 8:14 am – 3:30 pm

All instructional minute requirements are being met.

Financial Health:

Currently TRCS has \$530K in cash. AP is \$15K. There are no loans nor long term commitments other than the Facilities Lease. Monthly expenses run about \$85K including employee expenses. ADA averaged 112 for the 2015-2016 school year about 94.21%

Back office Services are provided by CSMC.

Board Overview and Training:

Current Board has 7 members.

Jaimi Parsons (President)
Niki Chaves (Secretary)
Jennifer Tyler (Treasurer)
Isabel Saldana
Andrea Hadik-Barkoczy
Erin Detrick
Jody Stickels

We use Board on Track for organizing our board materials including agendas and minutes. We can use it to file critical documents, and to provide training for our board. Our Board has recently received training on governance, dealing with disruptive parents, legal contracts, and is set up for monthly reviews.

Special Ed/504s/Speech:

Issues: None
Students with IEPs: 3
Students with 504s: 3
Speech: 4
Students Needing SSTs: 5

Charter Petition Compliance:

Three Rivers Charter School is in compliance with all of the charter guidelines. The existing petition expires in June 2018, so a new petition will be presented to FBUSD at the beginning of the 2017/2018 school year.

Celdt Testing:

We currently have 8 students to test.

Computer Ratio:

Grades: 1-12 1:1

Major Policy Changes:

There have not been any new major changes in policy.

Continuing Programs:

Music Program
Lego Robotics/Cubelets/CodeMonkey
REACH (Respect Empathy Achievement Citizenship Hardwork)

NaNoWriMo
Jr. High Washington DC Trip
High School Nicaragua Trip
Uganda Pen Pal Program
After School Program (Tides)
Garden Program
Googles for Education and Classroom

Staff and Staff Qualifications:

TRCS currently has 16 staff.

5 Teachers (4 credentialed and 1 enrolled in an UOP Internship Program)
4 Part-time Aides
1 Credentialed Admin
1 School Secretary
1 Part-time After School Program Coordinator
3 Part-time Music Teachers
1 Part-time Janitor

Health and Safety Procedures:

Procedures are in place and current. Full site inspection last year from insurance company with no outstanding issues other than swing chains.

Training provided to all staff using training videos regarding:

- ⤴ Cyberbullying
- ⤴ Self-injury and Cutting
- ⤴ Active Shooter
- ⤴ Playground Supervision
- ⤴ Back Injury – Lifting
- ⤴ Bloodborne Pathogens
- ⤴ Conflict Management
- ⤴ Head Lice
- ⤴ First Aid
- ⤴ CPR
- ⤴ New Pesticide Program
- ⤴ Sexual Harassment
- ⤴ Mandated Reporter

Facility Overview:

The current lease with College of the Redwood: Expires June 30, 2018. Future space agreements are unclear because of Mendocino College's need for space.

Expulsions and Suspensions Last Year: 0

charterSAFE

EVIDENCE OF COVERAGE BOUND

THE EVIDENCE OF COVERAGE BOUND BELOW HAVE BEEN ISSUED TO THE **NAMED MEMBER** LISTED HEREIN FOR THE COVERAGE PERIOD INDICATED, NOTWITHSTANDING ANY AGREEMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT TO WHICH THIS DECLARATION OF COVERAGE AND LIMITS MAY PERTAIN. THE COVERAGE AFFORDED UNDER THE COVERAGE AREAS LISTED BELOW IS SUBJECT TO ALL THE TERMS, CONDITIONS, AND EXCLUSIONS ESTABLISHED IN THE MEMORANDUM OF COVERAGE. LIMITS SHOWN MAY BE OR HAVE BEEN REDUCED BY PAID CLAIMS FOR THE COVERAGE PERIOD INDICATED.

Effective Date: July 1, 2016 12:01 AM - July 1, 2017 12:01 AM

Named Member:

Three Rivers Charter School
1211 Del Mar Drive, Suite 301
Fort Bragg, CA 95437

COVERAGE PROVIDED BY

Coverage Provider A: California Charter Schools JPA
Coverage Provider B: Ace Westchester, United States Fire Insurance Co, Homeland Insurance Co, and CNA Insurance Co.
Coverage Provider C: Safety National Casualty Corp
Coverage Provider D: Scottsdale Insurance Company
Coverage Provider E: Underwriters at Lloyds of London
Coverage Provider F: Arch Insurance Company
Coverage Provider G: Lexington Insurance Co.
Coverage Provider H: Indian Harbor Insurance Co.

CP	COVERAGES	SCHEDULE OF LIMITS
A	<p><u>Section I: General Liability - First Layer</u></p> <p><input checked="" type="checkbox"/> General Liability Deductible: \$500 per occurrence for High Risk Activities</p> <p><input checked="" type="checkbox"/> Premises Medical Payment</p> <p><input checked="" type="checkbox"/> Damage to Premises Rented</p> <p><input checked="" type="checkbox"/> Products-Completed Operations</p> <p><input checked="" type="checkbox"/> Personal and Advertising Injury</p>	<p>\$1,000,000 per occurrence</p> <p>\$10,000 per person sublimit \$50,000 per occurrence sublimit</p> <p>\$1,000,000 per occurrence/aggregate</p> <p>\$1,000,000 per occurrence/aggregate</p> <p>\$1,000,000 per occurrence</p>
A	<p>Section II: Employee Benefits Liability - First Layer</p>	<p>\$1,000,000 per occurrence</p>
A	<p><u>Section III: Educator's Legal Liability - First Layer</u></p> <p>Deductible: \$2,500 per occurrence</p> <p><input checked="" type="checkbox"/> IEP Defense Sublimit Deductible: \$5,000 per occurrence</p>	<p>\$1,000,000 per occurrence</p> <p>\$50,000 per occurrence/aggregate</p>
A	<p>Section IV: Sexual Abuse Liability - First Layer</p>	<p>\$1,000,000 per occurrence</p>
A	<p>Section V: Law Enforcement Activities</p>	<p>\$1,000,000 per occurrence</p>
A	<p><u>Section VI: Automobile</u></p> <p><u>Auto Liability - First Layer</u> Auto Liability - Layer 1 includes all autos scheduled with CharterSAFE, non-owned autos, and hired autos</p> <p><input checked="" type="checkbox"/> Automobile Liability</p> <p><input checked="" type="checkbox"/> Uninsured/Underinsured</p> <p><input checked="" type="checkbox"/> Automobile Medical Payments</p> <p><u>Auto Physical Damage</u> Deductible: \$500 per occurrence for Hired Auto Physical Damage</p>	<p>\$1,000,000 per occurrence</p> <p>\$1,000,000 per occurrence</p> <p>\$10,000 per person sublimit \$50,000 per occurrence sublimit</p> <p>\$1,000,000 per occurrence</p>

charterSAFE

A,D	<p>Section VII: Board and Employment Liability - First Layer†</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Director's & Officer's Liability Deductible: \$2,500 per claim <input checked="" type="checkbox"/> Employment Practices Liability Deductible: \$7,500 per claim <input checked="" type="checkbox"/> Fiduciary Liability 	<p>\$1,000,000 per claim/aggregate</p> <p>\$1,000,000 per claim/aggregate</p> <p>\$1,000,000 per claim/aggregate</p>
A	<p>Section VIII: Excess Liability - Second Layer</p> <p>Excess Liability - Second Layer applies to the following coverage areas: Section I (General Liability, excluding Premises Rented to Named Member), Section II (Employee Benefits Liability), Section III (Educator's Legal Liability, excluding IEP Defense Sublimit), Section IV (Sexual Abuse Liability), Section V (Law Enforcement Activities), Section VI (Automobile Liability, excluding Auto Physical Damage), Section VII (Board & Employment Liability, excluding Fiduciary Liability)</p>	<p>\$4,000,000 per occurrence/claim based on underlying coverage</p> <p>\$4,000,000 aggregate</p>
A,C	<p>Section IX: Workers' Compensation</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Workers' Compensation Workers' Compensation rate: \$1.427 per \$100 of payroll <input checked="" type="checkbox"/> Employer's Liability 	<p>Statutory</p> <p>\$5,000,000 per occurrence/aggregate</p>
G	<p>Section X: Excess Liability - Third Layer</p> <p>Excess Liability - Third Layer applies to the following coverage areas: Section I (General Liability, excluding Premises Rented to Named Member), Section II (Employee Benefits Liability), Section III (Educator's Legal Liability, excluding IEP Defense Sublimit), Section IV (Sexual Abuse Liability), Section V (Law Enforcement Activities), Section VI (Automobile Liability, excluding Auto Physical Damage), Section VII (Board & Employment Liability, excluding Fiduciary Liability), Section VIII (Excess Liability - Second Layer), Section IX (Employer's Liability, excluding Workers' Compensation)</p>	<p>\$25,000,000 per occurrence/claim based on underlying coverage</p> <p>\$25,000,000 aggregate</p>
A	<p>Section XI: Crime</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Monies and Securities Deductible: \$500 per occurrence <input checked="" type="checkbox"/> Computer & Funds Transfer Fraud Deductible: \$500 per occurrence <input checked="" type="checkbox"/> Forgery or Alteration Deductible: \$500 per occurrence <input checked="" type="checkbox"/> Employee Dishonesty Deductible: \$500 per occurrence 	<p>\$1,000,000 per occurrence</p> <p>\$1,000,000 per occurrence</p> <p>\$1,000,000 per occurrence</p> <p>\$1,000,000 per occurrence</p>
A, E	<p>Section XII: Terrorism Liability</p>	<p>\$5,000,000 per occurrence/aggregate for all CharterSAFE members combined</p>
H	<p>Section XIII: Cyber Liability†</p> <p>Deductible: \$2,500 per claim</p>	<p>\$1,000,000 per claim</p> <p>\$5,000,000 aggregate</p> <p>Limits are for all CharterSAFE members combined</p>
A, F	<p>Section XIV: Student Accident</p> <p>Deductible: \$500 per incident for losses arising out of participation in High Risk Activities</p>	<p>\$50,000 per incident</p>
A,B	<p>Section XV: Property</p> <p>Deductible: \$1,000 per occurrence</p> <ul style="list-style-type: none"> <li style="width: 50%;"><input checked="" type="checkbox"/> Building (if scheduled) <li style="width: 50%;"><input checked="" type="checkbox"/> Boiler and Machinery <li style="width: 50%;"><input checked="" type="checkbox"/> Personal Property (as scheduled) <li style="width: 50%;"><input checked="" type="checkbox"/> Ordinance or Law <li style="width: 50%;"><input checked="" type="checkbox"/> Business Interruption/Business Income <li style="width: 50%;"><input checked="" type="checkbox"/> Valuation: Replacement Cost <li style="width: 50%;"><input checked="" type="checkbox"/> Extra Expense <li style="width: 50%;"><input checked="" type="checkbox"/> Terrorism Risk Insurance Act <li style="width: 50%;"><input checked="" type="checkbox"/> Builder's Risk (as scheduled with CharterSAFE) 	<p>As scheduled* Building Value</p> <p>As scheduled* Content Value</p> <p>As scheduled* Electronic Data Processing (EDP)</p> <p>\$150,000,000 Boiler and Machinery</p> <p>\$5,000,000 Business Interruption</p> <p>\$5,000,000 Extra Expense</p> <p>*As scheduled with CharterSAFE</p>

charterSAFE

‡ Claims-made coverage. Coverage applies only to claims made against the Named Member during the Period of Coverage and Reported during the Period of Coverage.

The Evidence of Coverage Bound is issued as a matter of information only to **NAMED MEMBERS** for their internal use only and confers no rights upon any viewer of this Evidence of Coverage Bound other than those provided for in the Memorandum of Coverage. This Evidence of Coverage Bound does not amend, extend, or alter the coverage described within the Memorandum of Coverage and may only be copied, printed, used, and viewed by a NAMED MEMBER. Any other use, duplication or distribution of this Evidence of Coverage Bound without the prior written consent of CCS JPA is prohibited.

INSURED EXPOSURES

No. Students: 120

No. Employees: 18

Payroll: \$414,000.00

Building Value: \$700,000.00

Content Value: \$80,500.00

Electronic Data Processing Value: \$80,500.00

Vehicles:

- Number of Sedans: 0
- Number of Vans: 0
- Number of Buses: 0
- Number of Trucks: 0
- Total Vehicle Values: \$0.00

Mobile Equipment:

- Number of Drones: 0
- Number of Trailers: 0
- Number of Golf Carts: 0
- Other Mobile Equipment: 0

Builder's Risk Projects: 0

INSURED SCHOOLS AND LOCATIONS

Location	ID
Three Rivers Charter School: 1211 Del Mar Drive 1211 Del Mar Drive 95437, Fort Bragg, CA 95437	10328



Three Rivers Charter School

WWW.THREERIVERSCHARTERSCHOOL.ORG

PHONE: (707) 964-1128 FAX: (707) 964-1003

COLLEGE OF THE REDWOODS

CAMPUS

1211 DEL MAR DRIVE

FORT BRAGG CA 95437



Confidential Information Non-Disclosure Agreement

This Agreement is entered into this ___ day of _____, 20___ by and between Three Rivers Charter School located at 1211 Del Mar Dr, Fort Bragg, CA 95437 (hereinafter "TRCS") and _____ (hereinafter "Employee".)

WHEREAS TRCS possesses certain ideas and information relating to students and personnel that is confidential and proprietary to TRCS; and

WHEREAS the Employee is willing to receive disclosure of the Confidential Information pursuant to the terms of this Agreement for the purpose of performing their job.

NOW THEREFORE, in consideration for the mutual undertakings of the TRCS and the Employee under this Agreement, the parties agree as follows:

1. Confidentiality.

1.1 No Use. Recipient agrees not to use the Confidential Information in any way.

1.2 No Disclosure. Employee agrees to use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person other than TRCS' employees having a need for disclosure in connection with the Employees authorized use of the Confidential Information.

1.3 Protection of Secrecy. Employee agrees to take all steps reasonably necessary to protect the secrecy of the



Three Rivers Charter School

WWW.THREERIVERSCHARTERSCHOOL.ORG

PHONE: (707) 964-1128 FAX: (707) 964-1003

COLLEGE OF THE REDWOODS

CAMPUS

1211 DEL MAR DRIVE

FORT BRAGG CA 95437



Confidential Information, and to prevent the Confidential Information from falling into the public domain or into the possession of unauthorized persons.

2. Limits on Confidential Information. Confidential Information shall not be deemed proprietary and the Employee shall have no obligation with respect to such information where the information:

- (a) was known to the Employee prior to receiving any of the Confidential Information from TRCS;
- (b) has become publicly known through no wrongful act of Employee;
- (c) was ordered to be publicly released by the requirement of a government agency.

4. Ownership of Confidential Information. Employee agrees that all Confidential Information shall remain the property of TRCS. Nothing contained herein shall be construed as granting or implying any transfer of rights to Employee with the Confidential Information.

5. Term and Termination. The obligations of this Agreement shall be continuing until the Confidential Information disclosed to Employee is no longer confidential.

IN WITNESS WHEREOF, the parties have executed this agreement effective as of the date first written above.

TRCS: _____
 Name School Director Printed



Three Rivers Charter School

WWW.THREERIVERSCHARTERSCHOOL.ORG

PHONE: (707) 964-1128 FAX: (707) 964-1003

COLLEGE OF THE REDWOODS

CAMPUS

1211 DEL MAR DRIVE

FORT BRAGG CA 95437



Employee: _____ Printed
Name



Three Rivers Charter School

WWW.THREERIVERSCHARTERSCHOOL.ORG

PHONE: (707) 964-1128 FAX: (707) 964-1003

COLLEGE OF THE REDWOODS

CAMPUS

1211 DEL MAR DRIVE

FORT BRAGG CA 95437



Three Rivers Charter School Student Files and Personnel Files Access Procedure Administrative Policy Number TRC-P-2.01

Student and Personnel files are considered non-public records and should remain secure at all times. The following steps outline the procedure to access those records and who may have access to those records:

Student Files:

1. Student files are to be retained and handled as per the ED Code
2. Files are kept under lock and access is granted only to personnel on a "need to access" basis. This would include:
 - a. SPED Personnel assessing or providing services to that student.
 - b. CPS or Law Enforcement Officials with work pertaining to that student
 - c. The student themselves (16 years old or older)
 - d. Parents or guardians requesting to see their student's file
 - e. Teachers or school officials having a need for access to that file
 - f. Other personnel requiring access will need permission from the School Director.
3. Files are to be signed out and returned within that same day
4. Files are not to be taken off-site without a need and without permission of the School Director.
5. All personnel with regular access to student files will have a Nondisclosure Agreement in place.

Personnel Files:

1. All personnel files are to be kept under lock and are under the management of the School Director.
2. Employees may access their own files, however, they must review their files under the supervision of the School Director
3. The School Secretary will have access to the files only for adding information and managing files as directed by the School Director.



Three Rivers Charter School

WWW.THREERIVERSCHARTERSCHOOL.ORG

PHONE: (707) 964-1128 FAX: (707) 964-1003

COLLEGE OF THE REDWOODS

CAMPUS

1211 DEL MAR DRIVE

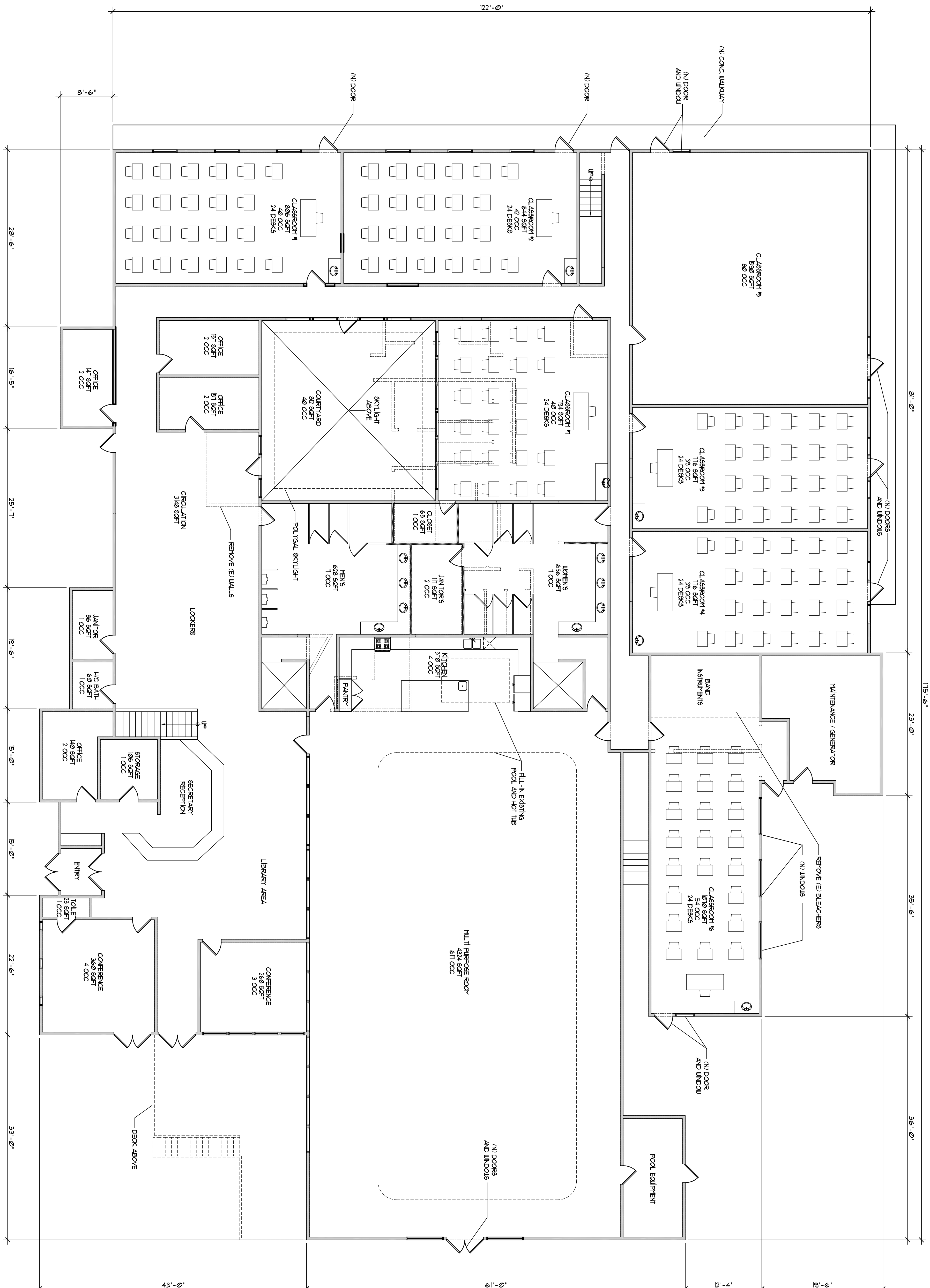
FORT BRAGG CA 95437



4. A copy of the School Director's file will be managed and uploaded to a secure web site location, accessible only by the Board and School Director, however, only the Board Secretary will have editing privileges.
5. The Board may access personnel files as needed, however, files will not be taken off site.
6. For the sake of Board Review, after notifying the Director, copies of personnel files may be made and the copies taken to a meeting site, however, upon conclusion of the meeting the copies are to be destroyed.
7. Any exceptions to the above to be determined by the School Director.
8. All personnel with access to personnel files will have a Nondisclosure Agreement in place.

Attachments:

Non-disclosure Agreement



NORTH
1ST FLOOR PLAN

SYMBOLS	
	ROOM NUMBER
	SECTION NUMBER
	DOOR
	REFERENCE POINT
	FURNITURE
	SKYLIGHT
	APPLIANCES
	WINDOW OR WINDOW OR

WALL LEGEND	
	NEW (N) STUD WALLS
	(N) PARTIAL, HEIGHT STUD WALLS
	EXISTING (E) STUD WALLS
	(E) STUD WALLS TO BE REMOVED

OF SHEETS

A2.1

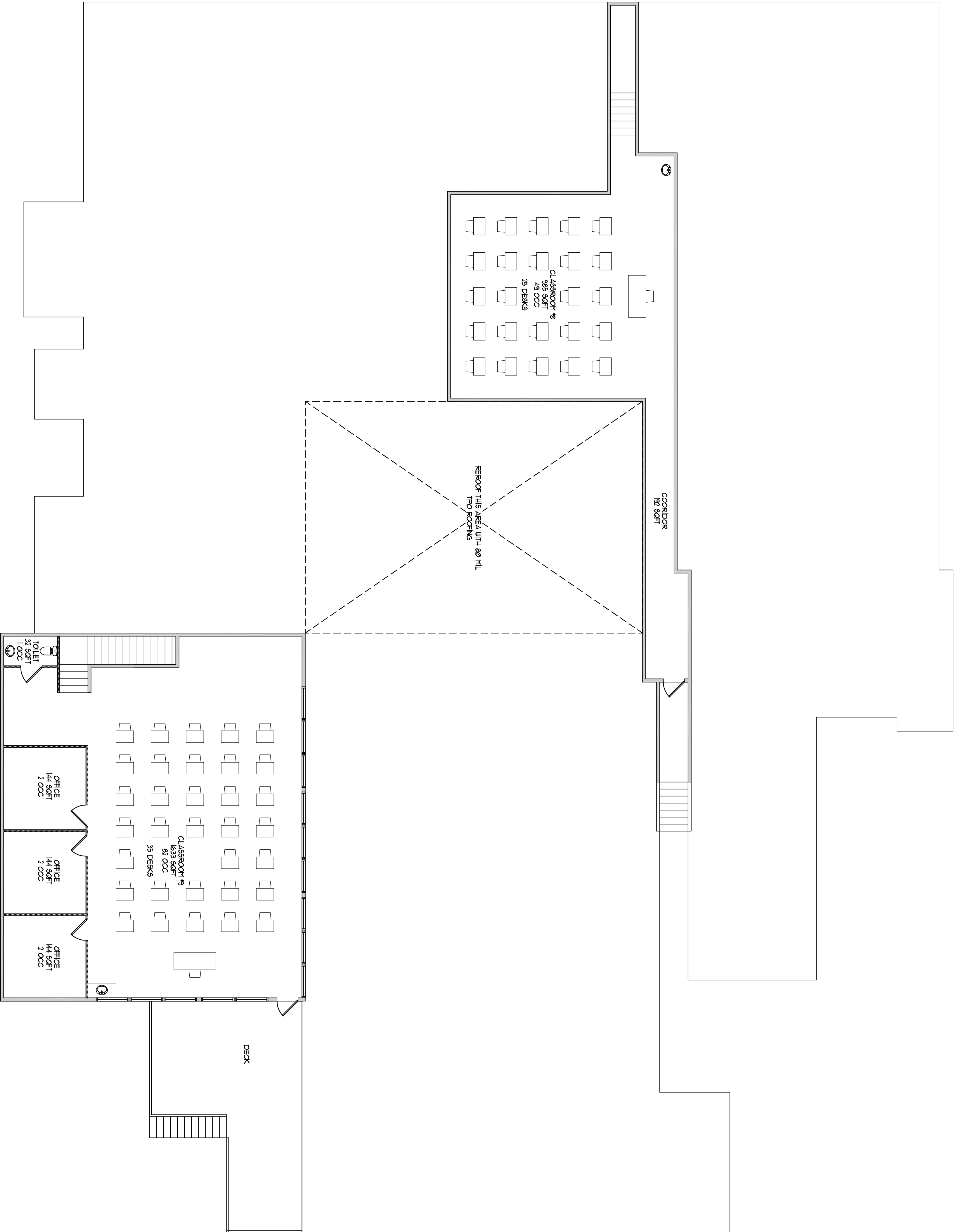
DATE: JULY 20, 2016
 PERMITS: 4/30/2017
 LICENSED ARCHITECT
 C-13301
 ROBERT SCHLOSSER
 ARCHITECT

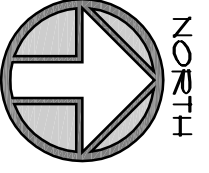
REMODEL TO EXISTING BUILDING FOR:
THREE RIVERS SCHOOL
 401 CYPRESS STREET
 FORT BRAGG, CALIFORNIA 95437

1ST FLOOR PLAN

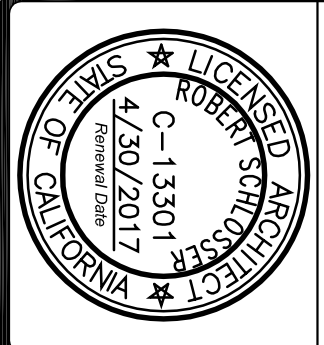
SCHLOSSER, NEWBERGER ARCHITECTS
 ROBERT SCHLOSSER and TODD NEWBERGER
 435 NORTH MAIN STREET FORT BRAGG, CA 95437
 Phone (707) 961-0911 Fax (707) 961-0912
 www.landscape.com

K:\work\Three Rivers School\Redwood health.dwg (A2.1.dwg, 7/12/2016 5:43:46 PM)



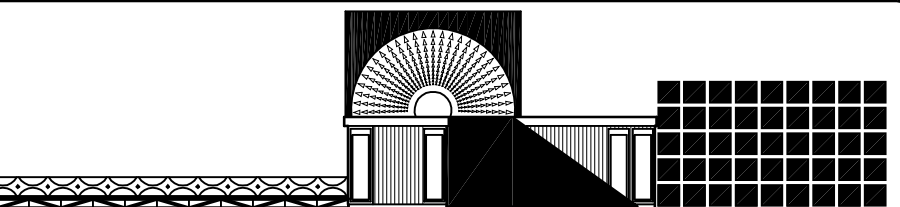
NORTH

2ND FLOOR PLAN

OF SHEETS
A2.2

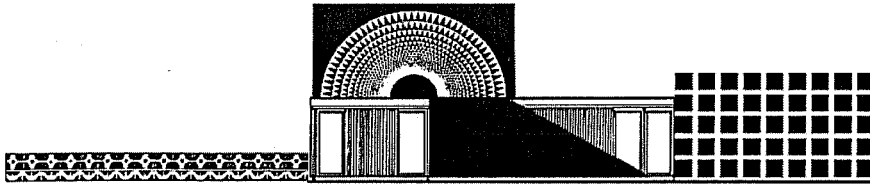

 JULY 20, 2016
 REMODEL

REMODEL TO EXISTING BUILDING FOR:
THREE RIVERS SCHOOL
 401 CYPRESS STREET
 FORT BRAGG, CALIFORNIA 95437

2ND FLOOR PLAN


SCHLOSSER, NEWBERGER ARCHITECTS
 ROBERT SCHLOSSER and TODD NEWBERGER
 435 NORTH MAIN STREET FORT BRAGG, Ca. 95437
 Phone (707) 961-0911 Fax (707) 961-0912
 www.landscape.com

K:\work\Three Rivers School\Redwood health.dwg(A2.1.dwg, 7/12/2016 5:46:34 PM)



Schlosser, Newberger, Architects

COST ESTIMATE THREE RIVERS SCHOOL

401 Cypress Street
Fort Bragg, CA 95437

July 20, 2016
Rev.: 7/25/2016

SUMMARY

Division 1	General Conditions	\$	16,900.00
Division 2	Sitework	\$	10,342.00
Division 3	Concrete	\$	33,379.40
Division 4	Masonry	\$	-
Division 5	Metals	\$	11,250.00
Division 6	Carpentry	\$	22,952.00
Division 7	Thermal and Moisture	\$	11,824.00
Division 8	Doors	\$	32,150.00
Division 8	Windows	\$	24,150.00
Division 9	Finishes	\$	67,716.00
Division 10	Specialties	\$	-
Division 11	Equipment	\$	7,794.00
Division 12	Cabinets/Furnishings	\$	29,912.39
Division 15	Mechanical	\$	136,035.00
Division 16	Electrical	\$	80,081.00
Subtotal Divisions 1-16		\$	484,485.79
Overhead & Profit (15%)		\$	72,672.87
Estimate Total		\$	557,158.66
Contingency (10%)		\$	55,715.87
GRAND TOTAL		\$	612,874.53

COST ESTIMATE

THREE RIVERS SCHOOL

401 Cypress Street
Fort Bragg, CA 95437

DIVISION 2 Site

SYMBOL	ITEM	UNITS	multiplier	COST	units	EXTENSION
	Demolition	0	sq. ft.	\$ 15.00	sq. ft.	\$ -
	Remove Bleachers	200	sq. ft.	\$ 15.00	sq. ft.	\$ 3,000.00
	Sawcut for new sinks	160	lin.ft.	\$ 16.00	lin.ft.	\$ 2,560.00
	New Concrete Walkway	797	sq. ft.	\$ 6.00	sq. ft.	\$ 4,782.00
	SUBTOTAL					\$ 10,342.00

COST ESTIMATE						
THREE RIVERS SCHOOL						
401 Cypress Street						
Fort Bragg, CA 95437						
DIVISION 4 (Masonry)						
SYMB	ITEM	UNITS	multiplier	COST	units	EXTENSION
			lin. Ft.	\$ -	lin. Ft.	\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -

COST ESTIMATE						
THREE RIVERS SCHOOL						
401 Cypress Street						
Fort Bragg, CA 95437						
DIVISION 5 (Metals)						
SYMBOL	ITEM	UNITS	multiplier	COST	units	EXTENSION
	Anchor Bolt		ea	\$ 2.50	ea	\$ -
	Rafter Hangers		ea	\$ 6.50	ea	\$ -
	Hurricane Clips		ea	\$ 2.75	ea	\$ -
	Skewed Hangers		ea	\$ 35.00	ea	\$ -
	Straps		ea	\$ 60.00	ea	\$ -
	Hold Downs		ea	\$ 450.00	ea	\$ -
	Custom Brackets		ea	\$ 750.00	ea	\$ -
						\$ -
	Pipe Railings	150	lin. ft.	\$ 75.00	lin. ft.	\$ 11,250.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ 11,250.00

DIV 6 (Carpentry)

COST ESTIMATE						
THREE RIVERS SCHOOL						
401 Cypress Street						
Fort Bragg, CA 95437						
DIVISION 6 (Carpentry)						
SYMBOL	ITEM	UNITS	multiplier	COST	units	EXTENSION
	Roof Framing (Skylight)	0	sq. ft.	\$ 11.25	sq. ft.	\$ -
	Roof Sheathing	0	sq. ft.	\$ 3.00	sq. ft.	\$ -
	Interior Walls (framing only)	620	sq. ft.	\$ 6.00	sq. ft.	\$ 3,720.00
	Hang Doors	15	ea	\$ 150.00	ea	\$ 2,250.00
	Install Windows	11	ea	\$ 300.00	ea	\$ 3,300.00
	Trim Windows	11	ea	\$ 100.00	sq. ft.	\$ 1,100.00
	Trim Doors	15	ea	\$ 175.00	ea	\$ 2,625.00
	Headers	172	lin. ft.	\$ 6.00	lin. ft.	\$ 1,032.00
	Skylight curb	0	ea.	\$ 18.00	ea.	\$ -
	Base Cabinet installed	101	lin. ft.	\$ 75.00	lin. ft.	\$ 7,575.00
	Upper Cabinet installed	30	lin. ft.	\$ 45.00	lin. ft.	\$ 1,350.00
						\$ 22,952.00

COST ESTIMATE						
THREE RIVERS SCHOOL						
401 Cypress Street						
Fort Bragg, CA 95437						
DIVISION 8 (Windows)						
SYME	ITEM	UNITS	multiplier	COST	units	EXTENSION
1	3'-0" x 8'-0" (+/-) Single Hung	1		\$ 1,800.00		\$ 1,800.00
2	3'-0" x 8'-0" (+/-) Single Hung	1		\$ 1,800.00		\$ 1,800.00
3	3'-0" x 8'-0" (+/-) Single Hung	1		\$ 1,800.00		\$ 1,800.00
4	3'-0" x 8'-0" (+/-) Single Hung	1		\$ 1,800.00		\$ 1,800.00
5	3'-0" x 8'-0" (+/-) Single Hung	1		\$ 1,800.00		\$ 1,800.00
6	3'-0" x 8'-0" (+/-) Single Hung	1		\$ 1,800.00		\$ 1,800.00
7	3'-0" x 8'-0" (+/-) Single Hung	1		\$ 1,800.00		\$ 1,800.00
8	3'-0" x 8'-0" (+/-) Single Hung	1		\$ 1,800.00		\$ 1,800.00
9	3'-0" x 8'-0" (+/-) Single Hung	1		\$ 1,800.00		\$ 1,800.00
18	3'-0" x 8'-0" (+/-) Fixed	1		\$ 900.00		\$ 900.00
19	3'-0" x 8'-0" (+/-) Fixed	1		\$ 900.00		\$ 900.00
20	3'-0" x 8'-0" (+/-) Fixed	1		\$ 900.00		\$ 900.00
21	6'-0" x 3'-0" Awning	1		\$ 1,750.00		\$ 1,750.00
22	6'-0" x 3'-0" Awning	1		\$ 1,750.00		\$ 1,750.00
23	6'-0" x 3'-0" Awning	1		\$ 1,750.00		\$ 1,750.00
		15				
						\$ 24,150.00

COST ESTIMATE						
THREE RIVERS SCHOOL						
401 Cypress Street						
Fort Bragg, CA 95437						
DIVISION 9 (Finish Cost)						
SYMBOL	ITEM	UNITS	multip	COST	units	EXTENSION
CLASSROOM #3	ht	10	10			
	Width and Length	20	38			
	Floor	760	sq. ft.	\$ -	sq. ft.	\$ -
	Walls	760	sq. ft.	\$ -	sq. ft.	\$ -
	Ceiling, Suspended	760	sq. ft.	\$ 10.00	sq. ft.	\$ 7,600.00
	Base	76	lin. Ft.	\$ -	lin. ft.	\$ -
CLASSROOM #4	ht	10	10			
	Width and Length	29	28			
	Floor	812	sq. ft.	\$ -	sq. ft.	\$ -
	Walls Exist.	560	sq. ft.	\$ -	sq. ft.	\$ -
	Ceiling, Suspended	812	sq. ft.	\$ 10.00	sq. ft.	\$ 8,120.00
	Base	56	lin. Ft.	\$ -	lin. ft.	\$ -
CLASSROOM #7	ht	10	10			
	Width and Length	29	28			
	Floor	0	sq. ft.	\$ 7.50	sq. ft.	\$ -
	Walls	0	sq. ft.	\$ 2.50	sq. ft.	\$ -
	Ceiling	0	sq. ft.	\$ -	sq. ft.	\$ -
	Base	0	lin. Ft.	\$ 3.00	lin. ft.	\$ -
CLASSROOM #2	ht	10	10			
	Width and Length	22	38			
	Floor	836	sq. ft.	\$ -	sq. ft.	\$ -
	Walls	760	sq. ft.	\$ 2.50	sq. ft.	\$ 1,900.00
	Ceiling	836	sq. ft.	\$ -	sq. ft.	\$ -
	Base	76	lin. Ft.	\$ 3.00	lin. ft.	\$ 228.00
CLASSROOM #1	ht	10	10			
	Width and Length	22	38			
	Floor	836	sq. ft.	\$ -	sq. ft.	\$ -
	Walls	760	sq. ft.	\$ 2.50	sq. ft.	\$ 1,900.00
	Ceiling	836	sq. ft.	\$ -	sq. ft.	\$ -
	Base	76	lin. Ft.	\$ 3.00	lin. ft.	\$ 228.00
COURTYARD	ht	10	10			
	Width and Length	29	28			
	Floor	0	sq. ft.	\$ 6.00	sq. ft.	\$ -
	Walls	0	sq. ft.	\$ 2.50	sq. ft.	\$ -
	Ceiling, Gyp. Bd.	0	sq. ft.	\$ 3.00	sq. ft.	\$ -
	Base	0	lin. Ft.	\$ 3.00	lin. ft.	\$ -
CLASSROOM #5	ht	18	18			
	Width and Length	41	38			
	Floor	1558	sq. ft.	\$ -	sq. ft.	\$ -
	Walls	1368	sq. ft.	\$ -	sq. ft.	\$ -
	Ceiling	1558	sq. ft.	\$ -	sq. ft.	\$ -
	Base	76	lin. Ft.	\$ -	lin. ft.	\$ -

DIV 9 (Finishes)

CLASSROOM #6	ht	10	10				
	Width and Length	18	58				
	Floor	1044	sq. ft.	\$ 6.00	sq. ft.	\$	6,264.00
	Walls	180	sq. ft.	\$ -	sq. ft.	\$	-
	Ceiling, Suspended	1044	sq. ft.	\$ 10.00	sq. ft.	\$	10,440.00
	Base	116	lin. Ft.	\$ 3.00	lin. ft.	\$	348.00
KITCHEN	ht	10	10				
	Width and Length	32	12				
	Floor	384	sq. ft.	\$ 6.00	sq. ft.	\$	2,304.00
	Walls	240	sq. ft.	\$ 2.50	sq. ft.	\$	600.00
	Ceiling, Gyp. Bd.	384	sq. ft.	\$ 2.50	sq. ft.	\$	960.00
	Base	24	lin. Ft.	\$ 3.00	lin. ft.	\$	72.00
MULTI PURPOSE	ht	16	20				
	Width and Length	50	85				
	Floor	4250	sq. ft.	\$ 3.00	sq. ft.	\$	12,750.00
	Walls	3060	sq. ft.	\$ -	sq. ft.	\$	-
	Ceiling, Gyp. Bd.	4250	sq. ft.	\$ -	sq. ft.	\$	-
	Base	170	lin. Ft.	\$ -	lin. ft.	\$	-
BOYS	ht	10	10				
	Width and Length	20	28				
	Floor (Patching)	0	sq. ft.	\$ 3.00	sq. ft.	\$	-
	Walls (Patching)	0	sq. ft.	\$ 1.50	sq. ft.	\$	-
	Ceiling, (Patching)	0	sq. ft.	\$ 1.50	sq. ft.	\$	-
	Base	0	lin. Ft.	\$ 4.00	lin. ft.	\$	-
GIRLS	ht	10	10				
	Width and Length	20	28				
	Floor (Patching)	0	sq. ft.	\$ 3.00	sq. ft.	\$	-
	Walls (Patching)	0	sq. ft.	\$ 1.50	sq. ft.	\$	-
	Ceiling, (Patching)	0	sq. ft.	\$ 1.50	sq. ft.	\$	-
	Base	0	lin. Ft.	\$ 4.00	lin. ft.	\$	-
CORRIDOR	ht	10	10				
113	Width and Length	4	80				
	Floor	320	sq. ft.	\$ -	sq. ft.	\$	-
	Walls, Gyp. Board	1680	sq. ft.	\$ 2.50	sq. ft.	\$	4,200.00
	Ceiling	320	sq. ft.	\$ -	lin. ft.	\$	-
	Base	84	lin. Ft.	\$ 3.00	lin. ft.	\$	252.00
SUBTOTAL						\$	58,166.00
Painting Subcontract							
	Trim (Doors)	15	ea.	\$ 75.00	ea	\$	1,125.00
	Trim (Windows)	11	ea.	\$ 75.00	ea	\$	825.00
	Ceiling	384	sq. ft.	\$ 1.45	sq. ft.	\$	556.80
	Exterior Walls	3962	sq. ft.	\$ -	sq. ft.	\$	-
	Interior Walls	4628	sq. ft.	\$ 1.40	sq. ft.	\$	6,479.20
	Base, Wood	376	lin. ft.	\$ 1.50	lin. ft.	\$	564.00
	TOTAL					\$	67,716.00

Sum of EXTENSION	
ITEM	Total
Walls, Gyp. Board	\$ 4,200.00
Floor	\$ 21,318.00
Walls Exist.	\$ -
Ceiling, Suspended	\$ 26,160.00
Base	\$ 1,128.00
Walls	\$ -
Walls	\$ 4,400.00
Ceiling, Gyp. Bd.	\$ 960.00
Floor (Patching)	\$ -
Walls (Patching)	\$ -
Ceiling, (Patching)	\$ -
Grand Total	\$ 58,166.00

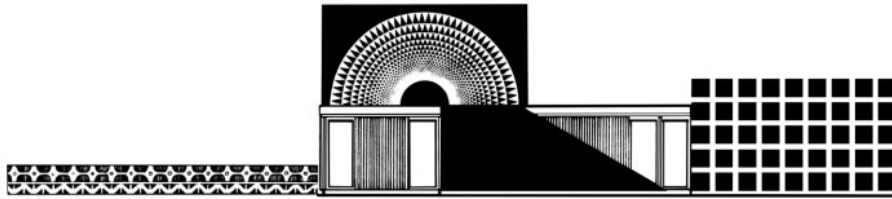
DIV 12 (Cabinets)

COST ESTIMATE						
THREE RIVERS SCHOOL						
401 Cypress Street						
Fort Bragg, CA 95437						
DIVISION 12 (Cabinets)						
ROOM	ITEM	UNITS	multiplier	COST	units	EXTENSION
KITCHEN	Kitchen Lower	38	lin ft	\$ 150.00	lin ft	\$ 5,700.00
	Kitchen Upper	30	lin ft	\$ 100.00	lin ft	\$ 3,000.00
	Kitchen full ht. Cab.(Pantry)	6	lin ft	\$ 175.00	lin ft	\$ 1,050.00
	Kitchen Island Lower	12	lin ft	\$ 350.00	lin ft	\$ 4,200.00
						\$ -
CLASSROOM	Sink Cabinet	6.5	lin ft	\$ 150.00	lin ft	\$ 975.00
CLASSROOM	Sink Cabinet	6.5	lin ft	\$ 150.00	lin ft	\$ 975.00
CLASSROOM	Sink Cabinet	6.5	lin ft	\$ 150.00	lin ft	\$ 975.00
CLASSROOM	Sink Cabinet	6.5	lin ft	\$ 150.00	lin ft	\$ 975.00
CLASSROOM	Sink Cabinet	6.5	lin ft	\$ 150.00	lin ft	\$ 975.00
CLASSROOM	Sink Cabinet	6.5	lin ft	\$ 150.00	lin ft	\$ 975.00
CLASSROOM	Sink Cabinet	6.5	lin ft	\$ 150.00	lin ft	\$ 975.00
CLASSROOM	Sink Cabinet	0	lin ft	\$ 150.00	lin ft	\$ -
CLASSROOM	Sink Cabinet	6.5	lin ft	\$ 150.00	lin ft	\$ 975.00
Countertops						
104	Countertop Plastic Lam	107.5	lin. ft.	\$ 75.00	lin ft	\$ 8,062.50
	Backsplash Plastic Lam	35.8298	lin. ft.	\$ 30.00	lin ft	\$ 1,074.89
Totals	Lower Cabinets	107.5				
	Upper Cabinets	30				
	Full Ht.	6				
						\$ 29,912.39

DIV 15 (Plumbing-Mechanical)

COST ESTIMATE						
THREE RIVERS SCHOOL						
401 Cypress Street						
Fort Bragg, CA 95437						
DIVISION 15 (Plumbing and Mechanical)						
SYMBOL	ITEM/VALVE	UNITS	multipl	COST	units	EXTENSION
101	Toilet	0	ea.	\$ 350.00		\$ -
102	Urinal	0	ea.	\$ 300.00		\$ -
103	Kitchen Sink	1	ea.	\$ 650.00		\$ 650.00
	Faucet	1	ea.	\$ 350.00		\$ 350.00
104	Prep Sink	1	ea.	\$ 600.00		\$ 600.00
	Faucet	1	ea.	\$ 350.00		\$ 350.00
105	Classroom Sink	7	ea.	\$ 250.00		\$ 1,750.00
	Valve	7	ea.	\$ 150.00		\$ 1,050.00
	ANGLE SUPPLY	6		\$ 20.50		\$ 123.00
	Kohler seat cover	3		\$ 24.00		\$ 72.00
	Kohler trip lever	3		\$ 20.00		\$ 60.00
						\$ 5,005.00
LABOR						
	Rough-in	9		\$ 1,125.00		\$ 10,125.00
	Hose Bibs	0		\$ 75.00		\$ -
	Water Service Entrance	0		\$ 650.00		\$ -
	Landscape Hook-ups	0		\$ 1,250.00		\$ -
	Septic Tank Hook-ups	0		\$ 1,400.00		\$ -
	Gas Bibs	0		\$ 125.00		\$ -
	Appliance Hook-ups	3		\$ 500.00		\$ 1,500.00
						\$ -
						\$ 11,625.00
						\$ -
						\$ -
HEATING SYSTEM						\$ -
	Extend ductwork down to new	12	ea.	\$ 350.00		\$ 4,200.00
	Suspended Ceiling					\$ -
	New Ceiling diffusers	12	ea.	\$ 120.00		\$ 1,440.00
						\$ 5,640.00
						\$ -
FIRESPRINKLING						\$ -
	NFPA 13 Sprinkler System	22753	ea.	\$ 5.00		\$ 113,765.00
						\$ 113,765.00
						\$ 136,035.00

COST ESTIMATE						
THREE RIVERS SCHOOL						
401 Cypress Street						
Fort Bragg, CA 95437						
DIVISION 16 (Electrical)						
SYMB	ITEM	Multipli	UNITS	COST	units	EXTENSION
	Service Entrance	0	each	\$ -	each	\$ -
	Main Panels	0	each	\$ -	each	\$ -
	Sub panels	0	each	\$ -	each	\$ -
	Receptacles/Switches	4	each	\$ 225.00	each	\$ 900.00
	Telephone Receptacles	0	each	\$ 100.00	each	\$ -
	Switches Occupancy Sensor	15	ea.	\$ 225.00	ea.	\$ 3,375.00
	Dedicated Circuits	0	each	\$ 175.00	each	\$ -
	Vent fans	4	each	\$ 450.00	each	\$ 1,800.00
	4plex	2	ea.	\$ 175.00	ea.	\$ 350.00
	220 Receptacles	2	each	\$ 225.00	each	\$ 450.00
	GFI Receptacles	12	each	\$ 150.00	each	\$ 1,800.00
	Switch Dimmer	5	each	\$ 175.00	each	\$ 875.00
	Switches 3-way	3	each	\$ 150.00	each	\$ 450.00
	Switch 3-way- dimmer	3	each	\$ 275.00	each	\$ 825.00
	Switches 4-way	2	each	\$ 250.00	each	\$ 500.00
	Floor Plugs	0	each	\$ 200.00	each	\$ -
	Smoke Detect.	0	each	\$ 125.00	each	\$ -
	Stereo Speaker Wiring	0	each	\$ 500.00	each	\$ -
	Appliance Hook-ups	12	each	\$ 175.00	each	\$ 2,100.00
	Ethernet	12	each	\$ 150.00	each	\$ 1,800.00
	Override Switch	1	each	\$ 250.00	each	\$ 250.00
	Photo Control Override	18	each	\$ 225.00	each	\$ 4,050.00
	Extend power to Troffers	24	each	\$ 100.00	each	\$ 2,400.00
	LIGHTING		each		each	\$ -
	Exit Signs	15	ea.	\$ 100.00	ea.	\$ 1,500.00
	Emergency Lighting	10	ea.	\$ 150.00	ea.	\$ 1,500.00
	Path	0	each	\$ 275.00	each	\$ -
	Wall sconces	0	each	\$ 300.00	each	\$ -
	Ceiling Troffers	24	each	\$ 250.00	each	\$ 6,000.00
	Under Cabinet	40	lin. ft.	\$ 20.00	lin. ft.	\$ 800.00
	Ceiling Mount	5	each	\$ 250.00	each	\$ 1,250.00
	Exterior Lighrs	8	each	\$ 200.00	each	\$ 1,600.00
	NFPA 72 Alarm System	22753	sq. ft.	\$ 2.00	sq. ft.	\$ 45,506.00
						\$ 80,081.00



Schlosser, Newberger, Architects

Date: July 20, 2016

Name: Three Rivers Charter School
Address: 1211 Del Mar Drive
Fort Bragg, CA 95437

Project: Remodel of Existing Sports Club
401 Cypress Street
Fort Bragg, CA 95437

Narrative:

The project consists of a remodel of the existing Mendocino Sports Club for use as a school facility for Three Rivers Charter School. The attached plans illustrate one concept for the remodel. There are 9 potential classroom areas. Some of the spaces designated as classrooms could be repurposed depending upon the needs of the program. It is assumed that the plan will be refined and changed if the project is executed, but that the scope of work will be similar in nature to the design concept and that the spaces themselves would not change appreciably.

No accurate plans could be located that depict the existing conditions. I spent 3 hours on a Sunday measuring the locker rooms as best I could and the resulting plans are close, but a more accurate set of as-builts would be needed if the project goes forward.

I tried to save the existing toilets, urinals and sinks as best I could. We are converting the balance of the locker rooms to one additional classroom and a roofed courtyard with a clear double wall plastic greenhouse roof (similar to the roof at Taka's Restaurant in Fort Bragg).

The Building Department will give us a permit that allows us to provide plumbing fixtures based upon the school enrollment and not the square footage of the building with the condition that, if enrollment expands, more toilets and sinks would have to be added.

The exiting would, however, be based on the square footage. The corridors in the existing building will not accommodate the occupant load for a school and so I added exit doors out of each classroom. This was less expensive than enlarging the existing corridor walls that are load bearing or have plumbing. We also need to add windows in all the classrooms to satisfy light and ventilation requirements.

The Cost Estimate provides for dropped acoustic ceilings in the racquetball courts, but not the basketball court. Leaving the ceilings alone would save a considerable amount of money, but the classroom spaces would be less desirable. We are also allowing for filling-in the existing pool and pouring a new slab in that room for use as a multi-purpose area. There is an allowance for re-roofing a portion of the flat roof. Each of these items could be deferred in

435 North Main Street · Fort Bragg, California 95437
Phone: (707) 961-0911 · Fax: (707) 961-0912 · Email: architects@lsndesign.com

order to save money, but would be desirable to have in the long run in order to make the school run efficiently.

I tried to be realistic in my cost estimating erring on the more expensive side in every case so as not to lead the Board down the garden path. We certainly can achieve cost reductions from the proposed scope of work, but areas such as firesprinkling, fire alarms, and exiting would have to be accomplished regardless of any changes we make to the scope of the project.

Please review the plans and cost estimate and feel free to contact me with any questions you might have.

Sincerely,

A handwritten signature in black ink that reads "Robert Schlosser". The signature is written in a cursive, flowing style.

Robert Schlosser

Courses of Action for Truancy (Part of TRCS Policy 5.01)

- **Truancy: 3 times absent or tardy over 30 minutes without a valid excuse.**
- **Chronically Truant: 3 times truant**
- **Habitually Truant: 10% (18 days) without a valid excuse within the school year.**

First Truancy :

1. EC Section 48260.5: Upon a pupil's initial classification as a truant, the school district shall notify the pupil's parent or guardian, by using the most cost-effective method possible, which may include electronic mail or a telephone call:

- (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.
- (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.

2. 2nd Truancy: Director meets or attempts to meet, with parents.

3.3rd Truancy: 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.

4. After deemed a Habitual Truant, a student shall be referred to a School Attendance Review Board. The School Attendance Review Board shall be made up of at least one Board Member, the School Director, and the student's teacher. The School Attendance Review Board shall develop a plan for the student with the parent's cooperation which may include a combination of these following actions:

- Make-up classes, including detention, Saturday School, or after school study sessions.
- Summer sessions
- Recommended Retention if a significant amount of the work is incomplete and it is determined the student cannot make it up.
- Parents attending school with the student

A Student Attendance Review Board follow-up meeting should be set to determine if the student has corrected his/her behavior in regards to attendance. If not, then the Student Attendance Review Board will make a recommendation as to the next step, which may be:

1. Recommend a plan to be implemented at school or
2. Refer the matter to the County Office of Education, the County Probation Officer or the District Attorney.



Better Fundraising. Better Results.

**Funding Feasibility Study and Capital Campaign Management
Proposal**

Prepared For



Fort Bragg, California

June 2016

CONFIDENTIAL

**This proposal for fundraising services is intended solely for use by
Three Rivers Charter School**

Convergent Nonprofit Solutions – Firm Overview

Introduction

Convergent Nonprofit Solutions (Convergent) is a national fundraising consulting firm that specializes in managing feasibility studies and capital campaigns for nonprofit organizations. Although Convergent flexibly customizes fundraising solutions to meet our clients' needs, we primarily provide comprehensive campaign management services that minimize the burden on their staff and professional solicitations that minimize the burden on their volunteers. Convergent also utilizes the Investment-Driven Model™, an approach we pioneered, to raise more money than our competitors. We move donors from a “charity” mindset to one of “investment.” The result is larger pledges, more stakeholder engagement, and greater long-term organizational success.

Convergent is highly interested in partnering with Three Rivers Charter School (TRCS) and is pleased to provide this proposal for consideration.

Primary Contact

Mark Bergethon
Principal
Convergent Nonprofit Solutions, LLC

Corporate Office:
2451 Cumberland Parkway, Suite #3679
Atlanta, GA 30339-6157
Toll Free: (800) 886-0280
Website: www.ConvergentNonprofit.com

Home Office (Residence):
Orlando, FL
Mobile: (904) 307-3633
Email: mbergethon@convergentnonprofit.com

Key Reasons to Partner with Convergent

Convergent is the perfect fit for TRCS for a host of reasons, including:

Extensive Relevant Experience – The Convergent team of experts has experience raising money for hundreds of nonprofits in 50 states and several foreign countries. The vast majority of Convergent's business is focused on managing major fundraising campaigns or conducting feasibility studies to position such campaigns for maximum success. They take place in small, rural communities and major metropolitan areas. They include community-based, regional, statewide and national projects. We have extensive experience working with educational institutions, including charter schools.

Flexible Approach – Convergent doesn't take a cookie-cutter approach to campaign management. Convergent recognizes that one size does not fit all and strives to bring intelligence

and creativity to the table and work with you in structuring sensible solutions. If some aspect of our proposed process does not meet your expectation, let us know and we will adapt accordingly. Every step of the way, Convergent will be committed to customizing solutions that meet your specific needs, circumstances, budget, and preferences.

Hands On Campaign Management – We can do more than “coach and counsel” you on how to implement a campaign. We can actually manage the day-to-day details and do the heavy lifting, minimizing the burden on your team. We can offer a more traditional “periodic counsel” arrangement if desired, but most of our clients opt for the value derived from the full-time comprehensive campaign management model that sets us apart from other consulting firms.

Professional Solicitations – Over our many years of fundraising, we have found few volunteers who truly like asking their peers for money. We can take that burden off their shoulders. When engaged for a full-time comprehensive management campaign, we attend each solicitation, make a consistent and professional presentation, and actually make “the ask” for money. We still need volunteer support, but it’s more of a door-opening and conversation-starting role. Having said that, if your volunteers prefer to ask for money, we will customize an approach that meets your needs and maximizes funds raised – whatever makes the most sense from your perspective.

Top Notch Team – Convergent has brought together the best and brightest in the industry with a diverse array of experience and expertise. The following team members at a minimum will be assigned to your project:

Mark Bergethon, Principal—Project Team Leader

- Worked on more than 80 feasibility studies and capital campaigns.
- Conducted dozens of successful high-profile six, seven, and eight-figure funding requests.
- Former attorney, published author, successful entrepreneur, and regular speaker on fundraising topics at conferences across the country.
- B.A. from Emory University and J.D. from University of Georgia.
- Member of Florida and Georgia Bar.
- Will serve as Project Team Leader.

David Popen, Principal—Director of Project Operations

- Seasoned fundraising veteran with more than 25 years of campaign management experience.
- Has directed or supervised more than 100 feasibility studies and capital campaigns, raising more than \$300 million for schools, hospitals, museums, libraries, arts centers, public/tourist attractions, institutes, foundations, and many other nonprofit organizations.
- Served as the first CEO for the Arthritis Foundation, Southeast Region (AFSE) and was the national foundation’s youngest regional CEO.
- Served as Senior Vice President and Chief Development Officer for Sumner Regional Health Systems in suburban Nashville.
- Earned a cum laude law degree from Tulane University.

- Will provide a quality control and supervisory function throughout the engagement.

Tom Ralsler, Principal—Outcomes Lab Director

- Pioneered application of investment analysis to nonprofit fundraising.
- Has helped more than 500 nonprofits adopt Investment-Driven Model™.
- Authored *ROI for Nonprofit: The New Key to Sustainability* and the recently released *Asking Rights: Why Some Nonprofits Get Funded (and Some Don't)*.
- Chartered Financial Analyst (CFA) and Certified Management Accountant (CMA).
- Founding Director of Western Colorado Bureau of Economic and Business Research at Mesa State College, where he was also a tenured Professor of Finance.
- Highly acclaimed keynote speaker at dozens of conferences nationally.
- Historically has been sub-contracted by several fundraising firms in the industry but now works exclusively with Convergent.
- Will develop impact and ROI analyses for your projects and programs to help us demonstrate potential benefit to the community, the economy, various industry sectors, and, most importantly, specific prospective investors.
- Will also conduct a half-day on-site workshop at the outset of the engagement incorporating principles from his books into efforts to maximize the investor appeal of your plans.

A specialized Project Director will be assigned full-time and exclusively to this project in addition to the above team. Other team members may also be assigned as needed. We strongly emphasize a team approach to all client engagements.

Emphasis on Outcomes and ROI – In today’s economic environment it is more critical than ever to effectively demonstrate the impact, value, and benefit of your work to the businesses, foundations, government entities, and wealthy individuals you are asking to invest in that work. More than any other fundraising firm in the country, Convergent places a special emphasis on demonstrating potential ROI (return-on-investment) and the value of organizational outcomes to its clients’ prospective donors – aka, *investors*. This outcomes-based approach doesn’t displace other traditional fundraising techniques, like emotional appeals or peer-to-peer influence. However, it is a valuable supplement to those approaches. It’s an important weapon to have in the arsenal. It never hurts; it often helps; and it sometimes is truly the “silver bullet” that makes all the difference.

No one in the country has more experience demonstrating value to potential investors in a fundraising campaign context than Tom Ralsler, Director of Convergent’s Outcomes Lab. Tom pioneered the approach, continues to innovate in the field, and literally “wrote the book” (*ROI for Nonprofits*).

Track Record – Convergent consistently delivers successful results for its clients. More than 90% of our campaigns achieve goal. And the few that don’t are still a success in absolute terms, raising sufficient funds for clients to implement their plans and provide additional value to the constituencies they serve. Moreover, in every campaign our focus is not only on attaining goal, but doing so on time, under budget, and with a delighted client.

Funding Feasibility Study

Project Overview and Implementation Plan

A feasibility study is the first step in launching any major fundraising campaign. The process we implement is based on a combination of decades of experience and the results of extensive objective testing. Ultimately, we are able to position our clients' fundraising campaigns for success while also providing a wealth of information from which to make other crucial organizational decisions. Through a Convergent feasibility study we will:

Outline a multi-year action plan encompassing projects and programs to be funded.

Establish preliminary measurable goals for your projects and programs.

Assess community support for your proposed plans.

Measure funding potential among likely investors.

Identify desired priorities among your organization's constituency.

Obtain key constituency feedback on your organization's performance.

Determine a feasible fundraising goal.

Collect prospect information that will be useful during the fundraising campaign.

Garner valuable confidential insight from top community leadership.

Provide a risk/reward analysis for launching a major campaign.

Build awareness of the planned fundraising campaign.

Synthesize diverse viewpoints into a core consensus and often a mandate.

Conduct appropriate due diligence for your proposed plans.

Position the planned campaign for success.

Make specific recommendations on whether and how to launch a successful campaign.

Convergent will facilitate further development and packaging of TRCS's planned projects and programs. In our experience, putting forth a preliminary draft of an inspiring and "investable" plan during the feasibility study interviews greatly enhances the likelihood of identifying major funding potential. A little extra time and effort on the front end will pay off tremendously in terms of study results. Convergent proposes to conduct a Project/Program Development and Organizational Value Proposition® Workshop designed to refine and package TRCS's plans with a focus on using the Investment-Driven Model™, optimizing prospective "investor" appeal, and planning an effective feasibility study. The workshop will be conducted by Convergent Principal Tom Ralser, author of *ROI for Nonprofits: The New Key to Sustainability* and *Asking Rights: Why Some Nonprofits Get Funded (and Some Don't)*, and will focus on the following:

- Determining capabilities, direction, and opportunities.
- Determining the most appropriate external needs that can be filled on a cost-effective basis.
- Clarifying overall project plan, goals, objectives, and budgets.
- Incorporating the Investment-Driven Model™ into overall funding plans.
- Focusing on the delivery of outcomes, and the value of those outcomes, to stakeholders.
- Establishing a consistent message for the donor/investor and sponsorship community.
- Developing answers to the questions that will be asked by potential funders.
- Determining the proper positioning of TRCS and its proposed funding needs.

- Uncovering the outcomes most valuable to investor/donor and sponsorship prospects.
- Determining the general areas of focus for future Organizational Value Proposition® development.
- Determining interviewee targets and study logistics.
- Determining a cost-effective path to securing full project/program funding.

The Convergent team will then interview several dozen top business and community leaders, foundation directors, public officials, parents/grandparents, and other individual sources of philanthropic support. Interview targets will be selected as a result of discussions during the workshop, TRCS's contacts and known supporters, Convergent's contacts and research, Convergent's relationship with Grant Station (identifying funding entities currently donating/investing in similar programs and initiatives), and corporate and foundation databases. The confidential interviews will verify and/or modify TRCS's plans (reality check), determine a challenging yet realistic funding target (goal assessment), and start marketing the benefits of any planned programs (consensus-building).

The feasibility study will gauge the funding constituency's perception of TRCS, obtain input and feedback on the proposed new projects/programs, reveal the amount of funding realistically attainable through a fundraising campaign, identify potential leadership for such a campaign, and provide guidance on governance and oversight functions.

Although we will work with you to construct a feasibility study plan that meets your specific needs, circumstances, and preferences, we preliminarily anticipate implementing the following action steps:

Project/Program Development and Organizational Value Proposition® Workshop

- Conduct workshop to facilitate project/program development.
- Utilize Investment-Driven Model™ to develop proposed strategic action plan.

Pre-Interview Phase Preparation

- Incorporate the outcomes developed in the workshop into a draft prospectus to be used during feasibility study interviews.
- Review, edit, and format prospectus into final format.
- Design the questionnaire/script for the interviews.
- Produce an appropriate investment table.
- Determine interview targets.
- Develop interview request letter to be mailed to interview targets.
- Provide guidance in scheduling interviews.

Interview Phase

- Conduct three weeks of confidential face-to-face interviews (typically 40-60+).
- Conduct supplemental phone interviews as warranted.
- Obtain input and feedback from prospective investors.
- Elicit indications of potential financial commitment.
- Build consensus for support.

Expert Analysis

- Synthesize and analyze all information, input, and data.
- Determine findings, options and recommendations.
- Develop comprehensive written report.

Report Presentation

- Present findings, options, recommendations, and written report.
- Establish campaign goal, plan, and timeline.

In preparation for interviews, Convergent will work with staff to develop a brief written summary of the proposed plans as a draft outline. When this document is completed, Convergent will oversee the mailing of it to a targeted number of prospective funding sources throughout the region. Included in this mailing will be a letter summarizing the importance of this project and requesting that each recipient spend an hour of their time sharing their candid input and feedback. One week following this mailing, an assigned member of the TRCS team will begin contacting recipients to schedule appointments. Convergent can provide guidance and training on this process.

Typical items of focus during each interview include:

- Assessment of organization performance
- Inquiry into organization strengths
- Suggested areas for improvement
- Rating proposed project/program components
- Feedback on individual components
- Overall assessment of proposed plan
- Perceived value of project
- Opinions about willingness and ability of constituency to fund the plan
- Brainstorm of top prospective investors
- Indication of own willingness to invest
- Range of potential investment
- Variables impacting decision
- Decision-making process and timeline
- Potential changes that could induce increased investment
- Brainstorm of most effective campaign leaders
- Inquiry into willingness to serve as leader
- Knowledge of other campaigns that could impact effort
- Factors that could be barrier to success
- Other insights and guidance that could help us position campaign for success.

Other areas of interest may be explored as appropriate.

At the conclusion of the interview phase Convergent will synthesize and analyze all information acquired, and develop a comprehensive report with our:

- Observations, findings, and conclusions
- Aggregated response data
- Guidance on whether and how to proceed
- Determination of an appropriate fundraising goal
- Recommended campaign plan and timeline
- Roadmap for campaign success, including specific action steps for moving forward.

Timeline

We preliminarily anticipate a 10-week process:

- Weeks 1-4 – Hold Program Development and OVP Workshop; develop all necessary study materials
- Weeks 5-7 – Conduct three weeks of on-site interviews (target 40-60+)
- Weeks 8-10 – Analyze data; determine findings and recommendations; develop comprehensive report and campaign plan; present results to the Board.

Management Fee and Expenses

The flat management fee for conducting the feasibility study as outlined above is \$22,500 plus expenses.

Out-of-pocket travel expenses such as lodging, car rental, and airfare are reimbursable at actual cost. Per diem while on-site or traveling is \$45. In-kind or discounted arrangements for items such as lodging or on-site transportation often decrease these expenses considerably. No expenditures will be made without TRCS's prior budgeted approval.

We regard the feasibility study as a standalone engagement. TRCS may retain Convergent for the study without obligation to utilize our firm during the campaign.

Capital Campaign

Project Overview and Implementation Plan

Convergent provides a variety of campaign management options and can flexibly customize a package to suit your specific situation. Decisions in this regard are usually better made *after* the feasibility study.

Under Convergent’s most popular service—comprehensive campaign management—the Convergent team will plan, organize, and implement the entire campaign process, assigning a full-time, on-site campaign director and providing supplemental support from other specialists. We minimize the burden on client staff by managing the day-to-day details of the campaign ourselves. We also minimize the burden on client board members and campaign leaders by attending each solicitation, making a professional presentation, and making the “ask.” Finally, we utilize the Investment-Driven Model™ to maximize funding by demonstrating the value and impact of your programs to prospective investors.

We can also scale down our level of involvement in implementing the campaign plan, working collaboratively on a half-time on-site basis, or even just periodically coming on-site for very key meetings and providing mostly remote guidance. However, we find that the full-time, comprehensive management option optimizes results and is the most satisfying to our clients.

Although Convergent will work with you to construct a campaign plan that meets your specific needs, circumstances, and preferences, we preliminarily anticipate implementing the following action steps:

Quiet/Planning Phase

- Finalize campaign plans, timelines, budgets, and logistical and operational protocol.
- Refine and finalize multi-year program of work based on input from the feasibility study and key stakeholders.
- Develop Organizational Value Proposition® (OVP) to effectively document and demonstrate the impact, return-on-investment (ROI), benefits, and value provided by the organization and its projects and programs.
- Finalize detailed case statement providing rationale for investment.
- Produce all other campaign collateral materials.
- Establish a campaign marketing plan.
- Develop and launch an e-communications program.
- Research, identify and evaluate prospects.
- Enlist team of high caliber campaign leaders.
- Prepare and present customized investment proposals to the top tier of campaign prospects.
- Secure well more than half of the goal.

Public Phase

- Hold a high-profile local campaign kick-off event.

- Conduct 100-250+ in-person solicitations.
- Conduct an extensive phone, mail, and/or Internet mass solicitation campaign to further broaden the base of support.
- Follow-up to secure and document pledge decisions.
- Track all campaign pledges in a customized database.
- Mail thank you notes summarizing pledge details to all investors.
- Prepare a cash flow statement based on pledge commitments.
- Achieve and exceed campaign goal.

Post-Campaign

- Hold victory celebration event.
- Transfer campaign database and detailed records to staff.
- Deliver a comprehensive *Campaign Summary Report*.
- Provide a “best practices” investor relations plan to keep all funders informed and to ensure that pledge payments are paid on-time and in full throughout any agreed upon pledge period.

Management Fee and Expenses

Following the feasibility study, Convergent will develop a customized and cost-effective management solution appropriately scaled to the magnitude of the campaign and the extent of desired Convergent involvement. Below are three management options for you to consider based on your needs and budget. *If one of these options does not satisfactorily meet your expectations and needs, we can craft and price a customized option that does. Decisions about the scope and nature of our involvement in the campaign don't need to be made until after the feasibility study.*

Full-Time Management

Full-time management includes a project director, assigned solely to your project, who manages the day-to-day activities of your fundraising efforts from start to finish. He is assigned to your project – *and no other*. Other members of the Convergent team will be involved in specialized supplemental roles throughout the engagement. Convergent’s full-time comprehensive management fee is \$22,500 per month plus expenses. Most community-based campaigns can be completed in an 8-12 month timeframe.

Half-Time Management

Half-time campaign management includes a project director assigned to your project two weeks per month. Other members of the Convergent team will be involved in specialized supplemental roles throughout the engagement. Convergent’s half-time management fee is \$13,500 per month plus expenses. The timeline for half-time campaigns is almost always longer than for full-time campaigns. The extent to which the duration is elongated is determined largely by the degree of staff and volunteer involvement in pushing the campaign forward on Convergent’s off weeks.

Part-Time Campaign Counsel and Support

This option includes a project director assigned to your campaign in mostly a consulting role. He can still handle the most critical solicitations, but we will need significant engagement and support from your staff, board members, and volunteers throughout the fundraising effort. Other members of the Convergent team will be involved in specialized supplemental roles throughout

the engagement. Convergent's part-time campaign counsel fee is \$9,500 per month plus expenses. The duration of part-time counsel campaigns depends very heavily on how diligently and aggressively internal resources and personnel are utilized in implementing the process.

Staff, Board, and Volunteer Leader Support during Campaign

The extent of needed support from staff and board during the campaign will vary depending on the scope of Convergent's campaign management role. Assuming a full-time, on-site comprehensive campaign management scenario, the following staff and board support will be needed at a minimum:

Staff

- Dedicated campaign administrative support for the Campaign Director and the Campaign Leadership Team (at least part-time and preferably full-time).
- Weekly one-hour meeting with top TRCS staff to review progress, strategize, plan, approve documents, etc.
- Attendance by top TRCS staff at any Campaign Leadership Team meetings (usually every other week).
- Attendance by all or most all staff at major public campaign events like the Kick-Off and the Victory Celebration.

Board

- Pledges committed relatively early in the Quiet Phase to demonstrate strong internal support prior to "going public."
- Active and enthusiastic comments publicly and privately in support of campaign efforts.
- Attendance at major public campaign events like the Kick-Off and the Victory Celebration.

In addition to staff and board support, we will strategically recruit a volunteer Campaign Leadership Team. Roles and duties for each position will be spelled out clearly and in writing as part of the recruitment process. Our comprehensive approach minimizes the burden on campaign volunteers. We will utilize our campaign leaders strategically and sparingly, focusing their time and attention on a handful of tasks that can have the biggest impact on campaign results. For example, most of the money in any capital campaign comes from a relatively small numbers of investors. We will enlist the strategically appropriate volunteer leader to accompany us on those asks to maximize results. But even in those instances the volunteer role is usually limited to establishing rapport and credibility, exerting influence, and leading by example. Other common leadership responsibilities include signing letters, being pictured in a campaign brochure, attending strategy meetings, "opening doors" to contacts, etc.

Convergent Clients, References, and Testimonials

Sampling of Current/Recent Clients

Convergent serves a wide variety of nonprofit organizations. Current clients include organizations as varied as the Montana Chamber of Commerce; Marin Advocates for Children in San Rafael, California; Kay Yow Cancer Fund in Raleigh, North Carolina; Air Force Enlisted Village in Fort Walton Beach, Florida; Gordon Hospital Foundation in Calhoun, Georgia; the Chester County Council, Boy Scouts of America in West Chester, Pennsylvania; the YMCA/YWCA in Dubuque, Iowa; Vance Charter School in Henderson, North Carolina; PromiseNet Fund in Newport, Kentucky; Rutherford County Chamber in Murfreesboro, Tennessee; Beacon of Hope in Lynchburg, Virginia; Evergreen Academy in Racine, Wisconsin; Roanoke Regional Partnership in Virginia; Midland Care in Topeka, Kansas; Rockingham Recreation Foundation in Virginia; Northwest Houston Chamber in Texas; Southwest Wake Academy in Holly Spring, North Carolina; Scotland Memorial Hospital Foundation in Laurinburg, North Carolina; the Coast Guard Foundation based in Connecticut; Arapahoe Charter School in North Carolina; Luther Manor Communities in Asbury, Iowa; Northeastern Technical College in Cheraw, South Carolina; Main Street Alabama based in Birmingham; University System of Georgia Foundation; Washington County Economic Development Council in Johnson City, Tennessee; Gardner-Webb University in Boiling Springs, North Carolina; and American Center for Investigative Cardiology in Washington, D.C. Our broad spectrum of clients provides a comprehensive understanding of the ingredients necessary for a nonprofit organization's success in an increasingly competitive philanthropic marketplace. *(We would be happy to provide contact info for any of the clients mentioned above, as well as many others.)*

Here are a few examples of campaigns completed in recent years:

Rev. Nancy Yancey, Executive Director
Rainbow Village
Atlanta, GA
(770) 497-1888
nancy.yancey@rainbowvillage.org

Project Type: Social Services Organization

Goal and Amount Raised: (Another firm conducted the study and concluded \$2 million could be raised; the client hired us for the campaign and we raised over \$4 million with an additional \$1 million+ coming in after our engagement)

"I love the ROI work Convergent's Outcomes Lab did for our anti-poverty, homelessness, and domestic abuse programs. Truly genius! We definitely made the right decision choosing Convergent to manage our campaign!"

Terry Robinson, Executive Director
Hospice of South Texas
Victoria, TX
(361) 572-4300
robint@hospice-vic.org
Project Type: Hospice/Healthcare
Goal: \$5.25 million
Amount Raised: \$6 million+

“Had it not been for Convergent we would not have been able to make such quick inroads to our communities’ gracious giving spirit. Their campaign leadership methods are effective and adaptive to the needs of the communities we serve. I can recommend Convergent without reservation and feel that when we have future capital campaign needs we would consider them our go to team!”

Tim Coffey, President
Clear Lake Chamber of Commerce
Clear Lake, IA
(641) 357-2159
tim@clearlakeiowa.com
Project Type: Fireworks Endowment Fund
Goal: \$1 million
Raised: \$1.2 million+

“We had a very unusual fundraising need - endowing the continuation of fireworks in our community over the 4th of July (a 136-year tradition spanning generations) in conjunction with two other events, which combined bring in \$10 million to our community during that week long holiday period. Convergent rose to the challenge of this unique endowment campaign. Our initial goal of \$1 million was attained in six months. We revised the goal to \$1.2 million, which we also met. Convergent was a major reason for our success, with their professional counsel and outstanding personnel to guide us. I highly recommend them to meet your organizational needs, from a feasibility study to a comprehensive campaign.”

John Dorward, Executive Director
Inter-Faith Council for Social Services
Carrboro, NC
(919) 929-6380
Project Type: Homeless Shelter
Goal: \$3.7 million
Raised: \$3.75 million

“We looked at four different companies to help us meet our goals for funding our Community House - a transitional housing facility for homeless men. We were most comfortable with Convergent’s ROI approach and their ability to handle all elements of the campaign from start-to-finish. Having a Convergent consultant on-site made a significant difference, as he truly became part of our team and kept us focused on our goals.”

Sampling of Client Testimonials

We pride ourselves on client satisfaction. Here are some recent testimonials:

Ms. Karen Pettay
Humane Society of Greenwood
Greenwood, SC
(864) 223-2498

“I can’t express enough how grateful I am to Convergent. This is the second feasibility study I’ve been through and it was SUCH a positive experience.”

Ms. Natalie Brozy
Roxboro Community School
Roxboro, NC
(336) 597-0020
brozynn@roxborocommunityschool.org

“We set a very ambitious goal for our school, and Convergent’s guidance allowed us to reach farther and achieve success sooner than we could have accomplished on our own.”

Mr. Jason Hutcheson
Greater Burlington Partnership
Burlington, IA
(319) 208-0043
jhutcheson@greaterburlington.com

“We just completed our second capital campaign with Convergent. After two successful campaigns, our financial resources have tripled. The professional team at Convergent completed our fundraising efforts ahead of schedule, under budget, and significantly past goal. What more could I have asked for?”

Ms. Dion Davis
Jekyll Island Foundation / Mosaic Museum
Jekyll Island, GA
(912) 635-4100
ddavis@jekyllislandfoundation.org

“The strategy and support offered by Convergent Nonprofit Solutions helped our Board expand its vision for the Foundation, which in turn helped to refocus and redefine the organization's impact in our community. The methodology behind Convergent's capital campaign process not only helps to raise more money in the near term, it also builds best practices for long-term investor relations and lays the groundwork for the success of future funding initiatives.”

Mr. George Miner
Southern Tier Economic Growth
Elmira, NY
(607) 733-6513
gminer@steg.com

“After conducting several campaigns internally or with other consultants, we selected Convergent and they helped us increase our funding by 60%. Their approach gave the ‘ask’ so much more credibility. I now understand why their history of success is so consistent.”

Ms. Lisa Zaken
Leadership Gwinnett
Duluth, GA
770-232-8803

“In the span of six short months, our Board went from being nervous about the initial campaign investment to being ecstatic with the attainment of our goal, and our subsequent stretch goal! Convergent can do it like no other. Their system is rigorous and extremely effective. We have nothing but great things to say about this organization and have already started referring them!”

Dave Spencer
Wyoming Business Council, Northeast Region
Gillette, WY
(307) 685-0283
Dave.Spencer@wybusiness.org

“I have had a chance to observe the campaign experts at Convergent implement four economic development funding campaigns for communities in my region. All projects were highly successful and the consultants we worked with from Convergent were absolutely top notch. I hope to see them working with more communities in my region and throughout the state.”

Jonathan Smith, CEcD
Grant County Economic Development Council
Moses Lake, WA
(509) 764-6579

“Thanks to our capital campaign the increase in time I and my staff are able to spend on economic development activities vs. fundraising activities and events is hard to put a price tag on. It has fundamentally changed the way we do business as an organization.”

Sampling of Praise for Tom Ralser's Workshops

"Our program staff gained a critical understanding of how to communicate our organization's value to the community."

Gwen Lee, Executive Director, The ARC of Anchorage

"Tom Ralser pushes the envelope in advocating a business approach to nonprofit management and strategic fundraising. He touches on all the right issues and does so in a very practical way that will stimulate thinking in the right direction for any leader of a nonprofit enterprise."

David Stravers, President, Mission India

"No one else explains the difference between outputs and outcomes better than Tom."

Eric Foley, Co-Founder and Chief Executive Officer, Seoul USA

"This has been both organizationally and professionally transformational."

Teresa Mills, Development Manager, Helen R. Walton Children's Enrichment Center

"The concepts translated into our many areas of service, and inspired many spirited discussions on how we could demonstrate our value to funders, improve our development department, and position ourselves for future success."

Danielli Navarro Nieto Lopez, Development Director, Albert Einstein Hospital System, Sao Paulo, Brazil

"We have done logic models, SMART goals, and outcome measures for years. But after completing Ralser's OVP analysis, our staff and board members' enthusiasm for the mission increased, as they saw the significant economic value we contribute to our community each year. His OVP tool helps us make a compelling case for support that resonates with local donors and supporters beyond emotional appeals."

Marina Sampanes Peed, Principal at Insights Plus, Former Executive Director of the Impact! Group

"You have captured the convergence of market changes with great clarity! In the new philanthropic marketplace, 'need' is no longer the value proposition of aspiring nonprofits."

Mark Brewer, President/CEO, Central Florida Foundation

Project Team Bios

Mark Bergethon **Principal / Project Team Leader**

As a founding Principal of Convergent Nonprofit Solutions, Mark focuses on empowering nonprofits to accomplish more for the communities and constituencies they serve by dramatically increasing their financial resources. He is recognized as one of the leading national experts in funding nonprofit organizations and community initiatives through large fundraising campaigns.

Mark has managed and consulted on fundraising campaigns for a broad array of nonprofits including schools, community colleges, museums, hospitals, women's and children's services, workforce development organizations, associations, foundations, arts & culture organizations, Boy Scout councils, historic theatres, human service organizations, community foundations, YMCAs, animal shelters, hospices, social service nonprofits, community centers, chambers of commerce, and economic development corporations.

Summary of Experience

- Directed and provided oversight for more than 80 feasibility studies and fundraising campaigns for organizations nationwide, raising hundreds of millions of dollars for a wide variety of nonprofits.
- Conducted dozens of successful high-profile six, seven, and eight-figure funding requests.
- Managed major feasibility studies or capital campaigns with eight-figure goals in large metro markets like Orlando, Atlanta, Indianapolis, and Seattle.
- Served as Chief Executive Officer of Sage Fundraising Solutions, a national consulting firm specializing in the management of capital campaigns for nonprofits.
- Taught, spoke, led workshops or seminars, or sat on panel discussions at more than a dozen statewide, regional, national, and international conferences and events for economic development professionals, chamber executives, and nonprofit leaders.
- Authored two legal reference books, a research paper in an international academic journal, and numerous articles on fundraising and other nonprofit concerns.
- Earned a Bachelor's degree in Political Science from Emory University and a law degree from the University of Georgia, School of Law. Member of the bar in both Georgia and Florida.

Tom Ralser

Principal / Director of the Outcomes Lab

Tom has worked with organizations of all kinds, from Chambers of Commerce to religious organizations, from national museums to rural health networks, and from local youth organizations to international research institutes. Tom pioneered the concept of applying return on investment (ROI) principles to nonprofit fundraising. Fundraisers have described his work as the “silver bullet” that justifies larger investments in nonprofit organizations. Clients in every field of the nonprofit sector have benefited from increased funding by using his innovative ROI analyses and applications.

Hundreds of organizations have utilized Tom’s sustainability planning techniques to ensure they can thrive in a tight money environment. He holds the Chartered Financial Analyst (CFA) designation, which provides the framework his *Investment-Driven Model*[™] of fundraising, and led to the development of the *Organizational Value Proposition*[®], which is widely used by corporations, foundations, and individuals as confirmation that the nonprofits in which they invest are truly delivering outcomes with value. His specialty of utilizing for-profit concepts and methods in the nonprofit world has helped nonprofits raise over an estimated \$1.1 billion in the 18 years he has worked with them.

Tom is a frequent and highly acclaimed speaker, usually addressing topics revolving around the *Investment-Driven Model*[™] for fundraising, outcome-based sustainability planning, and delivering value to nonprofit investors.

Summary of Experience

- Been personally involved in over 500 nonprofit funding projects in all 50 states.
- Authored the best-selling book *ROI for Nonprofits: The New Key to Sustainability* and the recently released *Asking Rights: Why Some Nonprofits Get Funded (and Some Don't)*.
- Holds the Chartered Financial Analyst (CFA) designation, ranked by *Economist* magazine as the “gold standard” for investment analysis. He also holds the Certified Management Accountant (CMA) designation.
- Session leader at dozens of conferences, including the Center for Excellence in Nonprofits, the National Center on Nonprofit Enterprise, the Nonprofit Excellence Conference, the Foundation Center, the Council of Officers for Resource Development, the International Economic Development Council, the Association of Fundraising Professionals, and many more.
- Founding Director of Western Colorado Bureau of Economic and Business Research at Colorado Mesa University, where he was also a tenured professor.
- Earned a BS in Marketing from Illinois State University and an MS in Finance from the University of Utah.

David A. Popen

Convergent Principal / Director of Project Operations

David offers clients an impressive background in fundraising, economic and community development, nonprofit chamber and association management, healthcare administration, voluntary health organization management, government affairs, and commercial litigation. He excels at guiding organizations through major funding initiatives and strategic plans, possessing highly effective project and people management skills.

Over the past 20 years, David has directed or supervised over 100 fundraising campaigns and studies raising over \$300 million in funding. He has a solid track record of securing significant six and seven-figure investments.

Past professional experiences include serving as the Arthritis Foundation, Southeast Region's (AFSE) first chief executive officer, and the national foundation's youngest regional CEO. He was instrumental in securing the foundation's first seven-figure personal major gift in its 64-year history. David served as Senior Vice President and Chief Development Officer for Sumner Regional Health Systems in suburban Nashville, TN and led the \$400 million, not-for-profit integrated health system's strategic planning, business development, marketing and public relations, strategic communications, construction and real estate development, legal functions, corporate contributions, community affairs, government relations and fundraising. He also served as Vice President of the Susquehanna Alliance in Harrisburg, PA; a regional umbrella including the Capital Region Chamber and Capital Region Economic Development Corporation.

Summary of Experience

- Directed and supervised more than 100 feasibility studies and capital campaigns, raising over \$300 million.
- Thousands of successful solicitations including hundreds of six and seven-figure investments from individuals, corporations, foundations, and public entities; interaction with over 10,000 business, civic and community leaders throughout US, providing a very comprehensive understanding of donor, volunteer and leadership motivations.
- Successful and diverse economic development campaigns ranging from countywide efforts to regional and statewide efforts, small to mid-size to major market areas, and goals ranging from \$3M to \$15M+; skilled in public/private partnerships.
- Executive of six-state, voluntary health organization; \$400 million integrated health system; national fundraising firm; and, regional nonprofit business umbrella.
- Earned cum laude law degree from Tulane University, Bachelor of Arts from Colgate University, and studied at University of Mississippi; completed economic development studies at University of Kentucky; graduated from the Chamber Institute for Organization Management at University of Delaware.