APPROVED

Three Rivers Charter School

Minutes

Regular Board Meeting

Date and Time
Tuesday June 18, 2019 at 5:30 PM

Location
1211 Del Mar Drive, Fort Bragg, CA, 95437

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 School 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, Suite 301, 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.

Directors Present
A. Friscia, I. Saldana, J. Ries, J. Tippett, J. Tyler

Directors Absent

J. Stickels, M. Wasco

Guests Present
Jaimi Parsons, K. Morgan

I. Opening Items

A. Call the Meeting to Order

J. Tyler called a meeting of the board of directors of Three Rivers Charter School to order on Tuesday Jun 18, 2019 at 5:37 PM.

B. Record Attendance and Guests

C. Changes to the Agenda?

No changes.

II. Community Comment

A. Community Comment

No members of the community in attendance.

III. Reports

A. Financial Report

Balance Sheet Detail- attachment to agenda.
Jade Tippett proposes establishing an operational budget apart from capital budget once we move forward with the property purchase.
Roger Coy- financial decisions regarding how to structure the property project will be coming up soon.
Jennifer Tyler- operating costs are going to increase once we move.
Discussion regarding ideas on how to structure the project.

B. Teacher Write-Ups

Teacher write-ups attached to agenda.
No additional comments.

C. Director's Report

Summer school begins June 25th- 1 hour, 55 minutes per day
Update on planning application with City.
Update on appraisal and botanical study.

Received escrow extension- extended to November.
Update on lease extension from Mendocino College- we finally got it in writing. Extension is official once signed.

Board retreat- need to select potential dates for retreat.
Sunday, July 7th is the proposed date. 12:00- 6:00 at Community First Credit Union.

IV. Discussion and Action Items

A. Discuss Board Member Terms

Need to vote to renew board terms for Isabel, Jennifer, and Jody.
Isabel- first term was 7/1/16- 6/30/18. She has already served one year into her second term. Board needs to retroactively approve Isabel for a second term running 7/1/18- 6/30/20.

Jody served first term from 7/1/15- 6/30/17, second term 7/1/17- 6/30/19. Jody's third term as a board member will begin 7/1/19. Board needs to approve Jody for a third and final term ending 6/30/21.

Jennifer served first term 4/21/15- 4/20/17, second term 4/21/17- 4/20/19. Jennifer's third term as a board member began 4/20/19. Board needs to retroactively approve Jennifer for a third and final term to end 4/20/21.

B. Approve Jody Stickel's Board Member Terms

I. Saldana made a motion to Renew Jody's board Terms from 7/1/19 - 6/30/21.
J. Tippett seconded the motion.
The board **VOTED** to approve the motion.

C. Approve Jennifer Tyler's Boar Member Terms

I. Saldana made a motion to Renew Jennifer's Board Term from 4/21/19-4/20/21.
J. Tippett seconded the motion.
The board **VOTED** to approve the motion.

D. Approve Isabel Saldana's Board Member Terms

A. Friscia made a motion to Renew Isabel's Board Term from 7/1/18-6/30/20.
J. Tippett seconded the motion.
The board **VOTED** to approve the motion.

E. Signature Resolution

Adding new signers on bank accounts.
Discussion regarding removing former officers and adding new officers.

Signers going forward will be Jody, Roger, Jade, and Jaime--current officers and Roger.

F. Adopt Signature Resolution

A. Friscia made a motion to Accept the board resolution regarding signatories (attached to agenda).
I. Saldana seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Business Insurance Review and Approval 19-20

Business insurance to be paid in full.
Needs a vote.

H. Approve Business Insurance Package for 19-20

J. Tippett made a motion to Approve the payment for business insurance of $22,642.00.
A. Friscia seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. Discuss Facilities Lease Extension

Lease Extension attached to agenda.
Extension reviewed.
2% increase in lease payments.

J. Approve Lease Extension

I. Saldana made a motion to Approve lease agreement extension.
J. Tippett seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. Nutritional Meal Program Contract

Discussion regarding food service contract with Fort Bragg Unified.
Discussion regarding cost details.
Need board approval for contract.

L. Approve Food Contract

J. Ries made a motion to Approve the agreement to provide food service with Fort Bragg Unified.
I. Saldana seconded the motion.
The board **VOTED** unanimously to approve the motion.

M. Hire Lunch Coordinator

Discussion regarding hiring a food specialist to assist with implementation of school lunch program.

Discussion of job description.
Range of hours and pay for position: $12- $15 per hour; 12-20 hours per week.
Add to description that employee must provide functional, reliable vehicle, carry minimum California liability insurance for drivers, and have valid and current CA driver's license.

N. Approve Lunch Coordinator Position and the Hiring of a Lunch Coordinator

J. Tippett made a motion to Approve food specialist job description and creation of food specialist position as amended per discussion.
A. Friscia seconded the motion.
The board **VOTED** unanimously to approve the motion.

O. Approve Purchase of Materials for Bridges Math Program

Purchase of curriculum comes within budget.
No vote needed.

P. Review School Director 2019-20 Goals

CEO goals for 2019-2020 school year.
Discussion of proposed goals:
1) continue moving forward with purchase of property
2) mentor assistant director
3) continue to work to improve state test scores per Fort Bragg MOU
4) continue to work to improve diversity per Fort Bragg MOU
5) continue to bridge the gap between TRCS and Fort Bragg Unified

Will further discuss CEO goals at board retreat.

Q. Approve School Director Goals

Will further discuss CEO at board retreat.
Will table vote until after board retreat.

V. Additional Action Items

A. Adopt Board Meeting Minutes

A. Friscia made a motion to approve minutes from the Regular Board Meeting on 05-21-19 Regular Board Meeting on 05-21-19.
I. Saldana seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Minutes

J. Ries made a motion to approve minutes from the Special Board Meeting on 06-11-19 Special Board Meeting on 06-11-19.
A. Friscia seconded the motion.

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

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:10 PM.

Respectfully Submitted,
J. Ries