

APPROVED



Three Rivers Charter School

Minutes

Special Board Meeting

Board Retreat

Date and Time

Monday July 29, 2024 at 10:00 AM

Location

TBD

This Board Meeting is being held in person at the Noyo Harbor Inn Conference Room, Main Building, 500 Casa Del Noyo, Fort Bragg, CA 95437

The agenda provides any citizen an opportunity to directly address the Board under the section entitled "Community Comment" on any item under the subject matter jurisdiction of the Board that is not on the agenda. The Public will be provided an opportunity to address the Board on agenda items before or during the Board's deliberation. Each public member will have 3 minutes for comment.

To request a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting, please submit your request in writing to the School Director or Board President at least 10 days before the scheduled meeting date. In compliance with Government Code section 54954.2(a) Three Rivers Charter School will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should

contact the school at (707) 964-1128 at least 72 hours prior to the meeting. The Board reserves the right to mute or remove a member of the public for inappropriate behavior which is disruptive.

Directors Present

A. Dominguez, D. Vogele, J. Hoyt, J. Ries, L. Norman, R. Coy

Directors Absent

None

Guests Present

K. Morgan

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Ries called a meeting of the board of directors of Three Rivers Charter School to order on Monday Jul 29, 2024 at 10:07 AM.

C. Approve June Regular Meeting Minutes

L. Norman made a motion to approve the minutes from Regular Board Meeting on 06-25-24.

J. Hoyt seconded the motion.

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

D. Community Comment

II. Reports

A. Director's Report

Facility project update: Things are moving along well, everything is on schedule so far.

Exterior is getting ready to be painted, roof is currently being done. Moving company is coming 8/5 to move everything back into the classrooms. Parking lot will be sealed and painted shortly before school starts. Kitchen room: floor is prepped with a drain, K.

Morgan will separately get bids for installing appliances and shelving into the room, probably over school breaks this school year. Only some small surprises have come up, all covered by wiggle-room put into the budget. There will now be a sink with hot/cold water outside the back of the building.

Bell schedule:

In order to meet instructional minutes, dismissal will be 5 minutes later, 3:10 M-Th, 12:10 Fridays.

Back to school BBQ: afternoon of first day of school 8/16. K. Morgan is working on getting Parent Square rebooted to send out notifications.

Enrollment 24-25 update:

83 enrolled, goal of 90

Room in all grades except 7/8

Staffing Update:

1/2 teacher onboarding - going well, Ms. Luna has met most of the staff. Ms. Becca has agreed to come back as the 1/2 classroom aide.

Seeking After-School Instructor

III. Discussion and Action Items

A. Approved Revised Student & Family Handbook

J. Hoyt made a motion to approve the revised 2024/25 Student & Family Handbook.

A. Dominguez seconded the motion.

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

B. IT Support Services

L. Norman made a motion to approve engaging Software MSP for IT services.

J. Hoyt seconded the motion.

K. Morgan reached out to four other schools that have used this service and got unanimous good reviews and thumbs up for this service.

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

C. Discipline Policy

L. Norman made a motion to approve the revised Discipline Policy.

R. Coy seconded the motion.

K. Morgan discussed the updates to the policy, which will be more applicable to what actually happens with discipline at TRCS.

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

IV. Board Retreat

A. Reflection and Goal Setting

J. Ries discussed last years goals, and that for the most part they have been met.

1. Supporting staff and director including restructuring salary schedule: this has been completed.
 2. Board involvement in community outreach: many outreach activities were completed last year and more are planned in the future. R. Coy mentioned it would be good for the community outreach committee to have official meetings with community members and PTN president.
 3. Forming active board committees who report to the board: this has not been officially done, but some ad-hoc committee business has happened over the year as needed. K. Morgan mentioned that a Governance committee would be a good addition to the board process.
- J. Ries mentioned that we are going to talk more in-depth on committees later in the meeting.

Goals for 24/25: R. Coy suggested we keep the same goals, taking out the language about restructuring salary schedule. J. Ries suggested taking out goal 1, and adding a new goal about recruiting new board members.

1. Board involvement in community outreach
2. Forming active board committees who report to the board.
3. Recruiting and training new board members on Brown Act and bylaws.

B. Board Member Terms, Officer Positions & Recruitment Needs

Jaime will be completing her 6 years on the board in September 2024.

K. Morgan recommends that J. Hoyt move into the president role, and R. Coy moving into the treasurer role. Voting can happen at August board meeting.

We need 2 additional board members. Board members gave K. Morgan some ideas of potential board members in the community.

C. Committees

Community Outreach: headed by a member of the board (D. Vogele), president of the PTN, a staff member, K. Morgan.

Governance: Board president and one board member (A. Dominguez volunteered for this committee.) This committee will have a simple agenda and minutes, but not a posted, public meeting. Activities of this committee: familiarity and compliance with by-laws, board training, CEO evaluation, familiarity with MOU with FBUSD and other activities as needed.

R. Coy discussed academic excellence as a potential area for more focus in the future for the board.

K. Morgan mentioned that her and R. Coy have up to this point been an informal facilities committee, which will not be needed for much longer.

D. Board Meeting Schedule for 24-25

J. Hoyt made a motion to Approved the proposed 2024/25 Regular Board Meeting Schedule.

L. Norman seconded the motion.

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

E. CEO (Director) Evaluation Report

L. Norman made a motion to accept the CEO Evaluation.

J. Hoyt seconded the motion.

J. Ries gave a summary of the CEO Evaluation Report.

Goals for the next year:

1. Use data to improve student academic achievement
2. Increase student enrollment and improve student retention.
3. Improve student attendance.
4. Review and digitize school policies, store them in one central place.

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

L. Norman made a motion to approve Director's goals.

A. Dominguez seconded the motion.

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

F. Approve Director's 24-25 Contract

J. Hoyt made a motion to approve Director's 24-25 Contract.

A. Dominguez seconded the motion.

Changes: salary increased in accordance with previously approved salary increases.

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

V. 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 12:56 PM.

Respectfully Submitted,

D. Vogele