APPROVED

Three Rivers Charter School

Minutes

Summer Board Retreat

Date and Time
Wednesday August 13, 2025 at 9:00 AM

Location
Noyo Harbor Inn
500 Casa Del Noyo, Fort Bragg, CA 95437

Meeting attendees may also join virtually using the Google Meet link provided.
Video call link: https://meet.google.com/soy-aovd-doq
Or dial: (US) +1 361-384-6834 PIN: 508 832 702#

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, A. Wellspring, D. Vogele, J. Hoyt, L. Norman, R. Coy, S. Wright (remote)

Directors Absent
None

Guests Present
K. Morgan

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Hoyt called a meeting of the board of directors of Three Rivers Charter School to order on Wednesday Aug 13, 2025 at 9:06 AM.

C. Community Comment

II. Reports

A. Director's Report

Kim reported out on items happening regarding TRCS:

Employee Retention Tax Credit: Beginning 8/18/25, TRCS will begin receiving a series of 4 checks from the IRS totaling about $225,000. Kim will check on the taxes involved with this.

Local Indicators on Dashboard: the narratives for the dashboard were not submitted, so the public will see "Standard not Met" on the "Local Indicators" piece of the dashboard for our school. This is a small hiccup, mostly affecting prospective families that are looking at our school on the dashboard. This has happened to FBUSD and other schools in the past. It was suggested by board members that TRCS add the narratives to our website for the public to see. Kim will include this update in her Fall update to the FBUSD board coming up. We do not want this to affect our charter renewal with FBUSD this year.

Staffing: TRCS is fully staffed! There is a new lunch staff, an afterschool staff, a newly graduated high school student for Friday Tides, and a new instructional aid for the 5/6 classroom. There is still a possibility for a part time art instructor to move through all of the classrooms.

Enrollment: Currently 78. This typically shifts as the year gets underway.

Back to School BBQ: This Friday at noon.

CSDC Conference in October: K. Morgan would like to attend this in Palm Springs, it is happening during the week of Fall Break.

III. Discussion and Action Items

A. Approve June Regular Meeting Minutes

A. Wellspring made a motion to approve the minutes from Regular Board Meeting on 06-24-25.
L. Norman seconded the motion.
The board **VOTED** to approve the motion.

IV. Board Retreat

A. Reflection and Goal Setting

Last year's board goals:
1. Board involvement in community outreach: This will continue as a goal for this year. This has gone really well, the press release had a long reach, also we have been involved in many community tabling events.

Action items for this year: get another press release out to the public about a month after school starts. Community bingo night on October 1, (include this in the article). Continue to be active on social media (Facebook and Instagram). Look into making a video with drone footage of the school and surrounding area (maybe in spring when things are green).

L. Norman will look into timing of getting an article out about Bingo night, and putting it out on the KOZT calendar. K.Morgan will get the details solidified as soon as possible.

A. Wellspring will start working on the video piece. K. Morgan will suggest students and families for interviews, and work on a permission slip specific for this situation. A. Dominguez will check with an acquaintance who has a drone. L. Norman will check with an acquaintance who is an experienced video editor and may be willing to help.

2. Forming active board committees who report to the board: This will continue to be a goal even though new committees may not be necessary right now. The Community Outreach committee achieved this, also the Facilities committee was successful and is no longer necessary.

R. Coy suggests that the board can improve on this moving forward. There has been an Academic Excellent committee in the past, but this does not seem necessary now, with K. Morgan reporting out on data analysis that is done by the staff regularly. K. Morgan requested that her reporting out regularly on academic data.

The board asked K. Morgan if there is a committee that would be helpful to her role from the board. K. Morgan reports that community outreach is the highest need right now.

Suggested new goals: incorporate the board more into school operation/staffing. Using staff feedback to drive board activities. It was suggested that a board member attend at all-staff meetings, and/or a staff member that has attended board meetings report back to the all-staff meetings.

3. Recruiting and training new board members on Brown Act and bylaws: this will continue to be a goal. Recruiting has been achieved. The board requests that K. Morgan push out the Brown Act training for a refresher, and ethics training will be needed this year as well. It is agreed that this goal will remain.

Agreed upon new goals:

4. Collaborate more with staff to in order to better support the staff.

5. Support the Director as needed in the charter renewal process with FBUSD.

Board Goals:

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

4. Collaborate more with staff to in order to better support the staff.

5. Support the Director as needed in the charter renewal process with FBUSD.

Director Goals:

1. Use data to improve student academic achievement: this has been done well and should be a goal moving forward, with the added piece of K. Morgan reporting out regularly to the board.

2. Increase student enrollment and improve student retention: this goal will continue this year.

3. Improve Student Attendance: this goal will continue this year. J. Hoyt suggest that some "Attendance Works" visuals be put up on the TRCS website.

4. Review and digitize school policies, store them in one central place: this goal will continue this year.

K. Morgan would like to add a goal to focus on the charter renewal with FBUSD. A. Wellspring suggested that a committee be formed for this topic, K. Morgan will look further into the process and report back.

Agreed upon new goal:

5. Focus on the charter renewal process with FBUSD.

Director Goals:

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

5. Focus on the charter renewal process with FBUSD.

Financial report from R. Coy: we have quite a bit of money in the bank right now, but we are running in the negative with our current enrollment numbers. This will, over time, drain our money in the bank. R. Coy is concerned that in the numbers the "other outgo" special-ed encroachment payment ($173,000) for 2024-25 has not been invoiced. K. Morgan added that this is all happening now, and will be invoiced soon. R. Coy suggests that we update our operating procedure based on these new numbers, and improve our money management. Our approved budget for 2024-25 did not foresee this much of a deficit. R. Coy would like to move forward with realistic projections of the budget shortfalls. K. Morgan invited R. Coy to attend the meeting between her and the back office regarding the budget.

B. Board Member Terms, Officer Positions & Recruitment Needs

J. Hoyt, due to personal changes, would most likely like to stay on the board but step down as president in the next few months. She is open to staying on the board and serving as president until the end of 2025, at least.

C. Committees

This was discussed during Reflection and Goal Setting.

D. Board Meeting Schedule for 25-26.

L. Norman made a motion to approve 2025-26 Board Meeting schedule, with the years being corrected and Sept 15 moved to Sept 16.
A. Dominguez seconded the motion.
The draft schedule is attached to the meeting packet, years are incorrect, but dates are accurate with the exception of Sept 15, should be Sept 16.
Late error correction: October board meeting will be on October 21.
The board **VOTED** to approve the motion.

E. CEO (Director) Evaluation Report

A. Dominguez made a motion to Accept the Director Evaluation Report for 2024-25.
A. Wellspring seconded the motion.
The board **VOTED** to approve the motion.

F. Approve Director's 25-26 Contract

L. Norman made a motion to Approve Director's 25-26 Contract.
J. Hoyt seconded the motion.
It is suggested that in coming years the Director Evaluation and Contract renewal happens in June, and the staff survey done in March or April.
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 12:12 PM.

Respectfully Submitted,
D. Vogele