



Yuba River Charter School

CHARTER COUNCIL MINUTES

Meeting of August 17, 2011
1:00pm - Conference Room

Yuba River Charter School is a community focused on the development of our children. The primary responsibility for the governance of the affairs of the school falls upon the Charter Council, composed of teachers, staff, parents and community member(s). Regular meetings of the Charter Council are held the second Wednesday of each month. The Charter Council invites input from all constituencies of the school. For more information regarding the functioning of the Charter Council, see the Charter Council By Laws and applicable policies.

1. Call to Order - 3:42 PM

CC Present: Doris Rainville (DR), Leila Barber (LB), Dan Martinez (DM), Torrie Mudd (TM), Robert Wallis (RW), Mariana Nielsen (MN)

Guests:

Caleb Buckley (CB), Director

Susan Egan (SE), Business Manager

2. Public Comment - None

This is an opportunity for members of the public to address the council on non-agendized items. Note the council cannot discuss or take action on non-agendized items at this meeting, but such items may be agendized for a later council meeting for discussion and/or action. Agendized items may either be addressed at this time or when the items come up for discussion and/or action. All comments are to be pertinent to the business of the board as determined by the chair. Furthermore, comments which reflect adversely upon personal character or motives are out of order as are those which reflect racial, religious, economic or political views. Such statements are grounds for summary termination of the privilege of address.

3. Consent Agenda Action Items - None

4. Discussion Items

a. Playground committee update

The playground equipment was moved from the Bitney Springs site and installed successfully after much work by many. Volunteerism ran out and some stipends were paid and laborers hired to complete the job. The pre-school yard also received much attention and is looking great. More planning continues on all outside areas.

b. CC Treasurer position update - Robert and Susan

Still have not identified a candidate. MN had a potential candidate to try. Post-meeting note, neither this candidate nor his recommendation is available.

c. CC Retreat Agenda

- Presentation of Dewitt Jones video
- Strategic Plan
- Charter renewal
- Review of survey results
- Budget training by SE
- Community building
- A couple of policies to review and update, potentially:
 - o Volunteerism
 - o Facility Use (this may be handled prior to retreat)
- Educational Foundation items
 - o Budget
 - o Capital Campaign
 - o New Building needs for Rough and Ready site

d. CC rep to parent council: CB to present schedule of how we can share this duty

PC is still searching for a chair. CB will attend the first meeting to plan the Registration Day participation.

e. Policy for auditorium/building use

The following principles are being considered.:

- the use must be in-line with the current curriculum
- individuals must carry their own insurance
- Director will use the policy to accept or deny requests for use
- Business Manager will be the contact person to provide Request for Use forms.
- At least two sections to policy will be required, one for classrooms and one for the auditorium
- Auditorium restrictions could include allowing only non-profits and limiting the number of times per year it will be rented, as our maintenance staff must support these uses.
- The rent charged needs to be evaluated to ensure it covers all our costs, including additional maintenance support.

There is no draft from NCE to use. TM will see if Nevada Union High School has one we can copy and modify.

f. Charter Update

Much work this year will go into drafting a solid application for charter renewal. CB has been meeting with other directors that also must renew their charters this year to determine the best way to approach this task, including how best to describe the new JPA. Another important section is data analysis to show how well our students perform in high school. We have significant anecdotal evidence that our students do really well. For example, many Nevada Union High School valedictorians are former YRCS students. Faculty will discuss at a staff meeting other data that could be used in this section.

g. Traffic Plan Update

RW presented a proposed traffic plan following the same pattern that was used by NCE. It will be available on Registration Day to all

families. Raelynn Noel and Dan Martinez have volunteered to coordinate with the bike and walk to school day group. Kids can be dropped off near school and walk/bike the rest of the way in.

h. Registration Day Planning

An update on the plans for Registration Day was provided and included: a chance for families to fill out forms, sign up for things such as instruments and Kidspace, socialize, tour the new school site, and share a meal.

i. NCSOS Adopted Budget letter dated 7-27-11

SE presented a letter from the NCSOS which was very congratulatory of YRCS' finances, including the efforts made to maintain the state's reserve requirements. Due to faltering state and local budgets, not many other schools are currently enjoying similar praise.

5. Discussion/Action Items

a. Shall CC approve the minutes for 7-27-11? - LB 1st, RW 2nd - Passed unanimously (DM abstained due to being absent from the meeting) with some edits

b. Shall CC approve the YRCS Strategic Plan? - Tabled

c. Shall CC approve change to Development Associate & Enrollment

Coordinator job description? TM 1st, DM 2nd - Passed unanimously
Administration recommended that Melissa Seibold's hours be increased from 30 per week to 40 per week. She has been working many additional hours to date, and this recognizes her efforts and the true demands of the job.

d. Shall CC approve revised classified salary schedule? Tabled

e. Shall CC approve revised administrative salary schedule? DM 1st, TM 2nd - Passed unanimously

With her understanding and acceptance, Melissa Seibold's place on the schedule was changed due to the change in her hours.

f. Shall CC approve the job description for Home Study Coordinator position? Tabled

Originally, this change was envisioned to support the new Home Study program, but it has been determined that for now the job will continue to be fulfilled by an Education Specialist for which a job description already exists. This description may be modified at later meetings.

g. Shall CC approve the revised Director's job description? Tabled

h. Shall CC approve revising job descriptions to reflect reduced school calendar from 175 student days to 170 student days? DM 1st, RW 2nd - Passed unanimously

Language was updated to match changes due to shortened school calendar in California and to ensure alignment with pension requirements.

i. Shall the CC approve revised bell schedule for 2011-12? RW 1st, LB 2nd - Passed unanimously

A draft bell schedule was presented by CB. It included the same start/end times for the grade schools, but shifts the schedule 15 minutes later for the Kindergartens and Preschool. Proposed recess and lunch times allowed staggering between upper and lower grades.

Specialty classes were organized between grades. Teachers had already reviewed with and agreed to the plan.

6. Reports

a. Director - Caleb Buckley

- New enrollment figures were presented. Including Home Study and preschool, YRCS has 314 students enrolled. All classes but first grade are full with waiting lists and first grade only lacks 2 students. 61 students are on waiting lists. So far, we are 5 over budget projections. Visitor mornings are still full.
- Attended training on county wide sexual harassment policies.
- The county is experiencing large changes in how schooling is delivered. In general, charter schools are growing while standard school districts are shrinking.

b. Business Manager - Susan Egan

- We are completely out of the Bitney Springs site.
- Lots of hard work to get phone and internet working at NCE site.
- We've already met our maintenance deductible when we had to repair a broken sprinkler.
- Staff has been hired.
- Close of last year's books is in progress.
- Nothing new from the state at the moment, but already there is talk of mid-year cuts.
- The fees charged by the county for administrative services were cut from 6% to 5%.

c. Parent Council - Robert Wallis

- PC is meeting to plan Registration Day.

d. Ed Foundation - Caleb Buckley

- The slushy booth at the fair netted approximately \$4,000 each for 7th and 8th grades and the Ed Foundation. Thanks to James Robinson for finding us this opportunity!

e. Faculty - Leila Barber

- Everyone is working really hard to get into the new site. Many weeks of setup were required.
- Heather Peery taught faculty new painting techniques learned at a Eugene Schwartz seminar she attended on the East Coast.
- Discussions continue about how best to use the playground.
- Doris Rainville is presenting a new video that describes a new approach to dealing with challenging kids.
- Currently setting up the faculty lounge and the 7th and 8th grade science lab.

f. CC Chair - Torrie Mudd

- Presented more details on actions for the retreat.

7. Closed Session - 5:51 PM

The Council invited in: Guests: Caleb Buckley (CB) and Susan Egan (SE):
RW 1st, DM 2nd - Passed unanimously

a. Shall the council approve contracts for the 2011/12 school year including receptionist, co-teacher, classroom aides, afterschool program coordinator and tutor?

b. Discuss Bldg. site/Adams easement update.

8. Reconvene and Report out of Closed Session: 6:05 PM

- a. The council approved contracts for the 2011/12 school year including receptionist, co-teacher, classroom aides, afterschool program coordinator ~~and~~ tutor and specialty teachers? - LB 1st, DR 2nd -**

Passed unanimously as amended

- Tutor: Allison Gjertsen
- Receptionist: Laurie Barnett
- Co-teacher 4th grade: Kimberly Lombard
- 3rd grade aide: Alice Martin
- Kidspage: Letitia Casey
- Connor Riley: Preschool assistant
- Specialty teachers: Arthur Gould, Rondi Soule, Patricia Montijo, Deanna Ronningen, Catherine Ardagh, Elise Hierman

The 1st grade aide has not yet been identified, but interviews are on-going.

- b. Bldg. site/Adams easement were discussed.**

9. Next Meeting Agenda Items and Action Items**a. September Meeting**

- Approve contract for 1st grade aide
- Revised Director's job description
- Revised Educational Specialist job description
- PC and EF Reps
- Strategic Plan
- Retreat Planning
- Treasurer
- Little Creek Enrollment
- PC/EF representatives
- Facility Use Policy

b. Charter Council Retreat

- Presentation of Dewitt Jones video
- Strategic Plan
- Charter renewal
- Review of survey results
- Budget training by SE
- Community building
- Policies to review and update, potentially:
 - o Volunteerism
 - o Facility Use (this may be handled prior to retreat)
- Educational Foundation items
 - o Budget
 - o Capital Campaign
 - o New Building needs at Rough and Ready site

c. Action Items

- TM to propose changes to Director's Job Description.
- TM to contact NU to inquire whether they have a building use policy we could copy.
- Faculty Meeting to include discussion about how best to perform and document student assessment for the Charter Renewal.
- Raelynn Noel and DM to coordinate with the bike and walk to school day group.
- CB to email and verbally communicate traffic pattern instructions to school community.

- CB to submit the traffic pattern plan to the fire department or to the appropriate group.

10. Call to Adjourn - 6:08 PM

Respectfully Yours,

Mariana Nielsen
Charter Council Secretary