



CHARTER COUNCIL MINUTES

**Meeting of October 5, 2011
3:30pm YRCS – Library**

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 – 3:40 pm

CC Present: Carrie Reuther (CR), Leila Barber (LB), Dan Martinez (DM), Torrie Mudd (TM), Robert Wallis (RW), Mariana Nielsen (MN)

Absent: None

Guests:

Caleb Buckley (CB), Director

Susan Egan (SE), Business Manager

Kathy Eldredge (KE), Community Member, Parent of Alumni

James Robinson (JR), Ed Foundation Chair, for first agenda item

Denise Reynolds (DR), Ed Foundation, for first agenda item

Nichols Baughman (NB), Ed Foundation, for first agenda item

Tim Smith (TS), Ed Foundation, for first agenda item

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. 3:30–5:00pm - Joint Meeting with Ed Foundation (Visioning & Goal Setting) 3:40 – 5:15 PM

SE updated team on outcome of CC retreat weekend. Goal of today's meeting is a clear understanding of school goals between CC and EF. CB summary: CC sets programmatic goals. EF supports with funds. If there is a shortage, CC decides priorities. EF should be able to inform CC on the current funding capacity for our

school and bring new opportunities as they develop. Current EF plan for the year includes Moondance Event/Auction in November, fund drive in Spring, and hopefully applying for grants in between.

EF is interested in hearing about goals of capital campaign. Informed CC that the group lost its grant writing expert, but may gain a new member with these skills soon. For now, instead of grants, the plan is to ask parents to solicit other citizens.

Can NCE neighbors be solicited? Response: Perhaps, but since capital campaign is focused on new Rough and Ready(R&R) site, this may not be motivating. Melissa Seibold has plans to invite NCE neighbors and merchants to Moondance event.

A long discussion was held on the merits of continuing our tenancy at NCE site vs. pursuing the R&R site. Many details from previous CC meetings were cited to provide new EF members with background information. Highlights of discussion: R&R site is \$1.5 million dollars under way with various binding contracts with state and workers. As of now, the bond money for remaining amount is dedicated and stated to be available. At R&R site we would have stability, long term financial benefit of ownership. NCE is not available for sale and bond money could not be used, even if it were. All that said, we all continue to monitor the situation during this time of constant change.

An additional discussion focused on the revelation that the R&R campus is adjacent to a site that contains significant lead contamination and that this site may be sought to be used to access the R&R campus. Highlights: Campus site was chosen by state from a selection of suitable properties available on the market at the time, with full knowledge of adjacent site's issues. Though contamination is significant, it is possible to mitigate to acceptable levels, and most sites in our mining area had some level of contamination issues to address. Other school sites have had to deal with much worse contamination issues. It was emphasized that the campus purchased has no contamination issues. The neighbor site is only being considered for an access road and parking. If it is determined that we can buy/lease it, it will have to pass many, many rigorous tests and reviews by regulatory agencies before it will be approved for use. Other access routes to the campus have different serious negative issues related to safety, such as high traffic, that could be even more expensive to mitigate.

It was determined that there remains confusion among the parent community regarding reasons for campus choice and that a narrative summarizing how NCE site was selected, how R&R site was selected, and status of R&R site should be prepared, shared, kept updated, and posted to website for future reference. Additionally, Frequently Asked Questions should be solicited and responded to and posted. This narrative and information would also be very valuable to the EF to prepare their materials for seeking capital campaign investors. RW volunteered to help SE with website work.

Summary of EF tasks: This year's primary fund raising to be targeted at all



families (e.g. Moondance, fund drive) for current campus/school needs. Since capital campaign focuses on future site (and future families will benefit) and since the preparation to adequately present this request is significant, the focus for this year will be on several key families that may be able to help with these long term goals.

4. Consent Agenda Action Items – None

5. Discussion Items

a. Playground beautification update

First meeting of committee was attended by about half dozen interested parents. Made progress on determining where to focus attention. First phase will concentrate on painting games on black top. Other phases considered are natural/boulder area and deck/roofed modules not attached to blacktop. Keeping large play area unobstructed was discussed.

b. 1st reading of board member's job description

The board members self-review is a typical, IRS required exercise to formally document board's performance for the year. SE to send copy of this policy with 501c3 application.

c. Discussion of revisions to Director's job description (1st reading)

DM to bring to faculty meeting. TM will use to develop the template for the annual director evaluation.

d. Discussion of Director's substitute during approved absences

Current plan for when CB is absent: Ron Charles, upper grades teacher, will fill in while a substitute is in his class, but not during main lesson. If there is a crisis, there could be a "teacher on duty". A qualified community person may be considered to be trained to fill in as needed for this role by shadowing CB and sitting in on discipline meetings, etc. Perhaps with the additional support of a faculty person. Will continue to explore and experiment and report back to CC.

6. Discussion/Action Items

a. Shall the council approve minutes for 9/7/2011 and 9/9/2011? LB 1st, RW 2nd - Passed unanimously with LB revisions incorporated

b. Shall the council approve revisions to Conflict of Interest policy? CR 1st, TM 2nd - Passed unanimously

SE merged previous YRCS policy and IRS policy. This policy applies to highest paid employees, contractors and board. One area to highlight: Whenever there is any chance of conflict of interest, the discussion/vote must take place without affected member present.

c. Shall the council approve revisions to Little Creek Enrollment policy? DM 1st, LB 2nd - Passed unanimously

The main change is to revise date for open enrollment periods and lottery pull



dates, to bring a more defined process between the director and the YRCS enrollment office.

- d. Shall the council approve revisions to the School Enrollment policy?** DM 1st, RW 2nd - Passed unanimously with revisions to overenrollment policy

Small changes, including reference to the separate Little Creek policy and added new state mandated age requirements for Kindergarten entry. Faculty raised concern that the overenrollment period suggested in the draft was until 10/1 when their understanding was that the school year would begin with an overenrolled class, but then new students would only be accepted if the class fell below typical enrollment levels. The faculty revision was approved.

A brief discussion was held about including a priority for Little Creek students. This discussion was tabled until a future meeting.

- e. Shall the council approve resolution naming Caleb Buckley as lead petitioner for charter renewal?** TM 1st, MN 2nd - Passed unanimously by six members present

CB was given authority to execute, deliver, and perform on all rechartering activities

- f. Shall the council approve the Facility of Use Agreement (2nd reading)?** LB 1st, CR 2nd - Passed unanimously with amendments to ratio of adults/teachers to students, cost columns in fee schedule, and "date of event"

- g. Shall the council approve Kathy Eldrege as a CC community member for a term of two years?** and

- h. Shall the council appoint Kathy Eldridge to the position of YRCS CC board Treasurer?** (items g and h taken together) LB 1st, RW 2nd - Passed unanimously

The council enthusiastically welcomed parent of an alumni, Kathy Eldredge, noting her unique historical and future vantage points for our school community. Kathy is willing to try the Treasurer position, and SE commented on how she was immediately engaged at a recent Finance Committee meeting.

- i. Shall the council appoint a CC Parent Council Rep?** Tabled.

For the time being, CB attends all meetings and will represent. As specific needs arise this item will be revisited.

7. Reports

a. Director – Caleb Buckley

- Attendance/Enrollment: There are 4 openings in 1st grade. 5 are currently enrolled in Home Study after losing a couple. The site at Woolman is working out well. Because of wait lists for most classes, the emphasis during parent info meetings is being changed to show case the Home Study program. Attendance is highest ever. Enrollment is climbing, especially in middle school.
- The rechartering process has brought up many good curriculum questions that will be discussed during an up-coming in-service day for faculty.



- STAR test results show that only about half of the 8th graders are taking the algebra test and they are not doing that well on it. Faculty and administration continue to monitor the upper grades math program for ways to best serve students, including reviewing different curriculum materials.

b. Business Manager – Susan Egan

- Goal of filing 501c3 application by next week
- Filed extension on tax returns (until Mar because of 501c3 and interim budget priorities)
- Update on new website: current bid was too expensive and there are so many other goals this year. Will be revisited later.

c. Parent Council - Caleb Buckley

- PC reconciled class Field Trip Fund accounts and had to provide \$2,500 in unaccounted funds to individual classes. They now have a clean slate and are tasked with keeping good records in future.
- PC fund has approx \$6,000 in it. PC is now determining how to prioritize these funds, including how much to keep in reserves. Currently, monthly expenses slightly exceed monthly income on their current budget for hospitality, sports, festivals, and Grandparents Day
- Halloween Festival is planned for 4PM on 10/31

d. Ed Foundation – Robert Wallis

- Goal \$35,000 Moondance
- Goal \$115,000 Annual Fund Drive
- A committee has been tasked with exploring a capital campaign
- Childcare will be provided on campus for the Moondance event
- Moondance will have a Spanish theme, including tapas as the food offering
- Annual Report will be published in 2 weeks
- Global auction for the Moondance was set to “technology” (e.g. laptop cart for 8th grade that can be wheeled into the classroom during appropriate lessons). This is important because new standards are moving towards providing standardized tests on computers.

e. Faculty – Leila Barber

- We’re mostly teaching, ☺
- Successful Harvest Festival with a great Sir George play
- Volunteerism poll: Ks great response, more than before; first grade is having difficulty getting handwork helpers; about the same level of volunteerism in the grades even though it was hoped new campus would improve.
- Woolman is hosting all grades at its farm site providing a great continuity between the grades, starting our farming program, and making a nice connection to our new R&R site
- There have been many field trips, including: Ft. Ross, Jug Handle, Ashland, Lassen



f. CC Chair – Torrie Mudd

- Strategic Plan scheduled for next meeting
- Will review survey and distribute results to individuals.
- Working on mission and vision
- Parent concerns raised: If parents are asked to clean the classrooms, they need access to keys or more janitor support is needed. Requesting transparency of outcome of cost of move and effect on teachers' salaries.

8. Closed Session: ~8:00 pm

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

- a. Shall the council approve the contract for 7th and 8th grade swing dance?**
- b. Shall the council appoint Caleb Buckley as negotiator for purchase of adjoining Adam St. property?**
- c. Shall the council approve the contract for the 1st grade aide?**

9. Reconvene and Report out of Closed Session 8:45 pm

- a. The council approved the contract for 7th and 8th grade swing dance for Thea Biehling.** DM 1st, LB 2nd - Passed unanimously
- b. The council appointed Caleb Buckley as negotiator for purchase of adjoining Adam St. property.** KE 1st, TM 2nd - Passed unanimously with amendment to specify a dollar limit an extended escrow period to enable detailed testing and analysis.
- c. The council approved the contract for the 1st grade aide of Sandy Eyre.** LB 1st, TM 2nd - Passed unanimously

10. Next Meeting Agenda Items

a. November Meeting

- Charter Renewal
- Strategic Plan
- Revised Educational Specialist job description
- Survey results.
- 1st Interim budget
- Minutes 10/5/2011, Amended minutes for 9/7/2011 to include participants

b. Later Meetings, exact date to be determined

- Enrollment Policy, specifically to included discussion about priority for Little Creek students to the Kindergartens.

c. Action Items

- DM to bring Director's job description to faculty meeting for review.
- CB to bring curriculum questions raised by the rechartering process to faculty in-service day.



11. Call to Adjourn – 8:47 pm

Respectfully Yours,

Mariana Nielsen
Charter Council Secretary