



## **CHARTER COUNCIL MINUTES**

**Meeting of September 7, 2011  
3:30pm YRCS – 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 – 3:34 pm**

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

Absent: None

Guests:

Caleb Buckley (CB), Director

Susan Egan (SE), Business Manager

James Robinson, Ed Foundation, for public comment

450 Architects, for public comment

### **2. Public Comment**

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.

450 architects presented the almost final conceptual/schematic design for the new site on Rough and Ready. The plans, including drawings and a detailed model, were well received and follow closely to previous CC discussions and community meeting presentations. Some questions were raised about the potential for future growth at this site. Next steps are a discussion with the neighbors to let them know of our plans, and then the detailed design and specification documents. The project is also now looking for ways to either cut costs or raise additional funds, including grants, to fully fund the current design.



### **3. Consent Agenda Action Items**

- a. Shall the council approve warrants from June 1 – 30, 2011?** RW 1st, DM 2nd - Passed unanimously per general Finance Committee recommendation. No details reviewed by CC.

### **4. Discussion Items**

#### **a. Playground beautification update?**

First phases have been completed: Equipment installed from old school, asphalt debris has been cleared, and basketball hoops have been installed. The next planned phase is to paint the asphalt with games such as four square. Faculty is not interested in planter boxes which may impede children's running games. Finding a way to create more shade is still being considered, ideally in a way that it can also double as a mild precipitation cover. The preschool teacher asks to remember the preschool yard in any planning activities. Further development will proceed slowly with plans approved by Faculty and CC prior to implementation. MN to organize a meeting for parents to provide input and resources for next phase ideas.

#### **b. Discuss treasurer position letter & solicitation**

No candidates have been identified to date. Each member of CC is asked to submit 3 names of potential candidates to SE. SE will contact Mark Dahlstrom, PC Chair, to see if he has any recommendations.

#### **c. CC Parent Council (PC) and Ed Foundation (EF) Reps update**

TM volunteered to represent CC at PC. Post-meeting note: TM is unable to fill this need.

RW volunteered to represent CC at EF.

#### **d. Retreat agenda**

TM presented draft CC Retreat agenda. Policy on Volunteerism will be discussed at CC Retreat. Policy on Hiring, Discipline, Enrollment, and Facility Use will be discussed at other CC Meetings later in the year.

#### **e. Charter Renewal process - including a 90% attendance requirement in new document**

CB briefly presented a sample Charter Renewal document. This item will be discussed in detail at the CC retreat.

#### **f. Director's job description update**

TM updated that the existing policy is overly long and repetitive, and does not accurately describe the current roles expected of the director. It is essentially being drafted anew.

### **5. Discussion/Action Items**

- a. Shall the council approve minutes for 8/17/11?** LB 1st, TM 2nd - Passed unanimously



**b. Shall the council approve a contract with LSC Transportation Consultants, Inc. for additional work on traffic study for the Rough & Ready project?**

RW 1st, LB 2nd - Passed unanimously

Traffic study contract requires an update due to newly assigned tasks.

**c. Shall the council approve lending money from Fund 35 (building project) to other charter schools in the "county-wide benefit charter"? DM 1st, DR 2nd - Tabled**

This was considered a helpful gesture between Charter Schools. Because state funding has been so erratic and often long delayed, many schools face cash flow problems, i.e. promised funds arrive too late to pay bills that continue to be due on time. Ideally, when one of the county-wide charters has a temporary surplus, this could be used by other schools in our group for short term loans until their funds arrive. Unfortunately, the timing of YRCS payments due over the coming year do not allow for this opportunity at this time.

**d. Shall the council approve lending money to Sierra Montessori Charter School? Tabled**

**e. Shall the council approve revisions to the Certificated Salary Schedule?**

RW 1st, TM 2nd - Passed unanimously (Abstaining: DM, LB, DR)

Approved a new schedule with minor change for Home Study Educational Specialist.

**f. Shall the council approve revisions to the Classified Salary Schedule? LB 1st, DR 2nd - Passed unanimously**

**g. Shall the council approve revisions to the Non-Credentialed Classified Salary Schedule? DR 1st, LB 2nd - Passed unanimously**

**h. Shall the council approve revised instructional minutes? TM 1st, DM 2nd - Passed unanimously**

SE to revise to include a 1pm end time for the Kindergartens and a 15 min recess and a 15 lunch scheduled for Thursdays for the grades.

**i. Shall the council approve revised bell schedule? LB 1st, MN 2nd - Passed unanimously with same revisions required as for item h.**

## **6. Reports**

**a. Director – Caleb Buckley**

- Presented latest enrollment figures, showing highest enrollment in school's history. Parent Information Meetings are still well attended. Wait lists exist for most classes. There are still a few spots open in 1<sup>st</sup> grade and the Home Study program.
- Sports program is starting: Girls basketball and Cross Country.
- Building Project was discussed during Public Comment. Neighbor meeting next big action item.
- Charter renewal was discussed briefly as preliminary discussion to retreat work.



- Attendance has not started off well. Many families have been absent to attend festivals. There are many requests for independent study. YRCS policy continues to be that independent study is in general not available as our curriculum is based on experiential, in the class learning activities.
- Statistical data show that YRCS has one of lowest number of students enrolled in special ed programs in the county with only 5% of students requiring assistance.

**b. Business Manager – Susan Egan**

- SE will meet with Nevada City School of the Arts personnel to work on process for becoming a 501c3 (non-profit).
- Volunteer policy will be discussed during retreat.
- PC field fund accounts have been investigated and balanced by SE and members of the PC, including its treasurer Catherine Janicke. A deficit of \$3,500 will be absorbed by the school's general fund. Class Field funds are now balanced and accurate and new attempts will be made at improved record keeping and timely audits to ensure these records remain accurate. Paying a professional to maintain these records using Quickbooks is being considered.
- Website design discussions are beginning with a new set of parent volunteers.

**c. Parent Council - Caleb Buckley**

- no update

**d. Ed Foundation – Caleb Buckley**

- no update

**e. Faculty – Leila Barber**

- Good opening to the new year.
- Teachers have been meeting routinely
- Rooms are beautiful and ready to accept children
- Pick up and drop off are flowing well, with some improvements needed for Thurs pickup when all classes let out at once and cause congestion.

**f. CC Chair – Torrie Mudd**

- TM to discuss EF presentation at CC Retreat with EF.
- Changes are being made to Director job description. They are too numerous and complicated to be accurately tracked with changes. The document is being essentially rewritten to remove redundancies and reflect the school's current needs.

**7. Closed Session: 5:30 pm**

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

**a. Shall the council approve entering into a contract to lease facilities for the Farm Program with the College Park Friends Educational Association?**



**8. Reconvene and Report out of Closed Session 6:00 pm**

- a. The council approved entering into a contract to lease facilities for the Farm Program with the College Park Friends Educational Association.** DM  
1st, RW 2nd - Passed unanimously with amendments to the contract discussed.

**9. Next Meeting Agenda Items**

**a. Charter Council Retreat, in addition to draft provided by TM**

- Volunteerism Policy
- EF presentation

**b. October Meeting**

- CC representation at PC.
- Facility Use Policy
- Policy when director is not on campus
- Approve contract for 1<sup>st</sup> grade aide
- Revised Director's job description
- Revised Educational Specialist job description
- Strategic Plan
- Treasurer position
- Minutes 9/7/11 and 9/9/11
- SE report to include 501c3 status, website redesign project
- LB Faculty report to include an update on status of volunteerism in the grades

**c. Later Meetings, exact date to be determined**

- Hiring Policy
- Discipline Policy
- Enrollment Policy

**d. Action Items**

- MN to organize a meeting for parents to provide input and resources for playground ideas.
- Each CC member to submit 3 names of potential candidates for Treasurer position to SE.
- CC asked to comment on Facility Use Policy
- TM draft Director Job Description
- SE to work on website redesign project
- SE will contact Mark Dahlstrom, PC Chair, to see if he has any recommendations for Treasurer position.
- TM to coordinate receiving an update from EF at the CC retreat.



**10. Call to Adjourn – 6:05 pm**

Respectfully Yours,

Mariana Nielsen  
Charter Council Secretary