



RIVER OAK CHARTER SCHOOL
555 Leslie Street, Ukiah, CA 95482

SPECIAL CHARTER COUNCIL MINUTES
Thursday, February, 21 2019 - 5:30 PM - Faculty Lounge

Charter Council Members	<i>President</i>	<i>Amy Nelson, Parent Member</i>	<i>Present</i>
	<i>Vice President</i>	<i>Tim Mitchell, Parent Member</i>	<i>Present</i>
	<i>Secretary</i>	<i>Jessica Lee, Community Member</i>	<i>Present</i>
	<i>Member</i>	<i>John Bailey, Parent Member</i>	<i>Arrived at 6:00</i>
	<i>Member</i>	<i>Community Member</i>	<i>_____</i>

1. OPENING ITEMS

- 1.1. Call to Order – *Amy Nelson called the meeting to order at 5:37 pm.*
- 1.2. Roll Call – Members: *John Bailey, Amy Nelson, Jessica Lee, Tim Mitchell Lisa Strom. Estelle Clifton, Kris Mize, Danielle Rodrick, Jed Davis,*

2. APPROVAL OF AGENDA AND APPROVAL OF MINUTES

- 2.1. Approval of Agenda –February 19, 2019 – Agenda item 5.12 deleted due to technical difficulties adding 5.13 Action Item janitorial services. *John moves to approve, Amy seconds. Motion passes 4-0*
- 2.2. Approval of Minutes - January 17, 2019- John agrees with change. *John moves to approve, Tim seconds. Motion passes 4-0*
- 2.3. Approval of Minutes - January 31, 2019 *John moves to approve, Amy seconds. Motion passes 4-0*

3. COMMUNICATIONS

- 3.1. Public Comment for Items NOT on Agenda- Jed Davis, parent, comments on ‘general feeling’ re: communication with parents. Administrative leave indefinite and looping presentation. Everything is ‘being turned upside down’. Understands privacy issue. Parents love and respect Rima and her contributions to the school. Many parents are unsettled and have communicated to him. Danielle Rodrick, Ireland in 2nd grade’s mother, says that there is ‘abnormal communication’
- 3.2. Public Comment for Items ON Agenda - Danielle Rodrick says that her daughter Hailey wrote a letter to the charter council regarding her experience. There is a lack of communication. Looping, Kayla thing. Hopes looping doesn’t get passed.

4. INFORMATIONAL REPORTS

- 4.1. Parent Council Report- Estelle Clifton- approved 8th grade fundraisers and they sold flowers. Parent recommendations for survey. Could they get up or down for looping? Had a nice meeting. Little treasurer activity. Energy is going toward literacy week. Feedback on drug education- good for age- exith grade- provided by Kate Feigin - who is a childhood counselor. Ed Foundation- this year- because the school got a grant- same members are fatigued- raffle large items like a house in Hawaii. Multiple items- an experience. Amy asks who is spearheading this. Kris says raffle is at Pastels on the Plaza. Still looking for a house in Hawaii. Lisa mentions that Pastels needs a lot of parent volunteers. Kayla’s retirement. Specialty shifting around. Complicated aid schedules.
- 4.2. Faculty Council Report-Parent meeting coming up. Teachers working on grades. Kate Feigin did presentation in 7t grade classroom as well. Working on school breakfast or lunch program. Presented by Mrs. Rodgers. Green Eggs and Ham and literacy week



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upcoming. Student leadership group handling readathon and will put up posters next week. Literacy night is next Thursday. Food- enchiladas. Kids are excited. Student Leadership wants a field day. School will split into 8 groups (vertical) activities like trash pick-up and water balloon toss, hopefully not in that order.

5. ACTION/DISCUSSION ITEMS

5.1. Looping Policy -John says there's a bare bones policy concerning changes to school. Who gets to revise it after a few years? Intent should be in the Looping language. Amy shares Charter language. Holly spoke to Scott Paulin- our charter is flexible enough that we don't have to change it. We can adopt an addendum. John says we may want to set a timeframe on it. Who makes request for initiation of changing. Teacher parent administrator- who decides? Admin is on committee and final decision maker. John would like to see a few more structural things before it becomes policy. Came from presentation and from Sebastopol policy. Tim wants to know who reviews annually- advisory committee. Tim suggests that there is one from each loop. Tim concurs with John that admin not be the final decider if they are also in committee. Maybe Charter Council. Holly says if the intent is for next year, and language we put into charter renewal petition will be in effect for five years. Add in "By ___ each year" Holly points out that administrator has ultimate decision. Kris has no memory of when this has come up. Charter council would decide structure of loops. Lisa asks "at what point is parent involvement and feedback concerned"? Amy says that policy are generally Charter Council driven. Parent involvement in advisory committee- suggests John. Committee set up to discuss - Kris gives example- fourth -6 grade teacher continues with class because it's better for class. Is the advisory body same committee that reviews looping? Teacher review curriculum yearly- faculty council- no process for outside input. Tim suggests that it goes into annual survey as part of review process. John - division of duties- structure of policy stays under purview of Charter Council. Advisory panel reviews teacher placement. Where does CC get their information? Timeline included LCAP survey faculty parent and admin input would go to CC. Parent suggests that there's a parent who can discuss it. Adding something to charter Educational Setting as described in charter is referring to fact that there is flexibility in assignments. Teachers have option of going with class. Adding this policy re: UUSD is an option, not changing language of charter. MOU in effect does not say anything about Educational setting. It is only for this year. Changing petition would have to go back to board and CDE- in a year when you're going to go through the whole thing. Amy brings up -Policy vs. Administrative procedure (regs) to clarify how the looping is carried out. Following CASBO generic language. John says we're close to getting it right. Feedback mechanism. Advisory council advises EVERYBODY at the same time. Review by parents and teachers and CC and admin. Is the looping working committee? "The looping process -by a committee consisting of a teacher from each loop, parent, cc member and the admin" Tie breaker? Teacher Assignments- teacher from each loop working with administrator. Parents and teachers can go to admin with



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concerns. Committee delves deep and comes back with recommendation.” Faculty council elects teacher from each of the loops” Admin has ultimate say over teacher assignments. CC decides over policy issues. Tim asks if its too much to have one more committee. Kris answers that they’re very invested in looping. It would be concentrated and the survey would help. Parents would prefer more communication. A parent suggests that there be parent input into the looping decision. Amy and John discuss meeting- faculty was unanimously in favor of looping. Questions- teachers assigned to new loops- who decides. John says admin. Kris clarifies that teachers didn’t ‘pick’ and - how teachers were assigned to loops based on teacher strengths and administrator was involved in all the looping. “Looping process policy shall be reviewed annually by charter council with feedback from parent council and general faculty council.” Policy reviewed by February meeting- separate survey from LCAP because time too close. Enliven caucus of parents and so parent survey sent by parent council is a good idea. And more communication between parent council and faculty. Propose removing gender and go with ‘they or their’ final decision. Tim notes that we’re still putting this together. But we need to vote tonight. Amy suggests again that we vote on looping and then work on admin policy for looping. Estelle says that CC should let PC know what’s going on. *John reads the looping policy with revisions. John makes motion to approve. Tim seconds. All in favor 4-0*

- 5.2.** AB 1871 – Charter Schools: Free and Reduced-Price Meals – Holly Rodgers Presents- On board 2019-20 school year- requirement to provide one nutritional meal to each needy child. What needs to happen: 1. CDE application - NSLP - national school lunch program- the standards and money for reimbursement. Application process takes about 60 days (the application is quite a process) 2. Need a Vendor for food that meets NSLP standards and RFP - request for proposals (need to have menus from vendors for application) 30-60 days 3. Health Permit- involves inspection - have to have permit for application. Need to know enough about what we’re going to do and have it inspected. Holly has been working with someone who specifically works with charter schools. School food and wellness group. Standards we need to have in place e.g. food director. Working on facilities and equipment- where can we store food- administration requirements- application process - make sure children are accounted for. Meal decision- B or L Projected budgets - whether or not student takes meal. With same assumptions in place- low income- free reduced- cheapest meal- because we get more reimbursement - Hot Box and refrigeration system research. What do we need and where are we going to do it? Other charter schools: maybe join together to have more purchasing power. Interest from jail and juvenile hall. CDE provides zero money. Holly recommends using the company with experience. Only get reimbursed when child takes food. If you offer a meal, have to offer it to everyone. Scale for free. Asking about projections- overshooting vs. undershooting- Holly says that minimum should be needy children. Food allergies and documentation. Administrative costs - John asks about estimating costs next year. 50% kids taking meals example for breakfast only \$10,000 plus a server here. \$1,749 - lunch (includes administrative fees)



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- Health requirements and where will students eat. Senior Center- Holly will send draft contract to Amy. We can discuss at next meeting. We will ask for a consultation - starting points and guidelines.
- 5.3. Approval to hire Instructional Aide, Lawrence McCarter –has a craft certification- can do many crafty things. Tim asks if there were other candidates. Comes it at regular rate and then specialty rate for specialty- *Tim motioned John seconds 4-0*
 - 5.4. Approval to hire Utility Position, Jenn Douthit-full time 12,600 for year- Tim moves to approve. John seconds. 4-0
 - 5.5. Approval to hire Yard Duty/Playground Supervision/Classroom Aide, Zsuzsanna Beinhauer- full time replaces Danielle- speaks Hungarian and Spanish- and plays violin. 26 hours a week. *John makes the motion. Amy seconds. 4-0*
 - 5.6. Classified Salary Schedule, Strings and Band substitute rate increased to 30+ an hour- see chart. Step Six specialty. *Tim moves to make this retroactively. Amy seconds. 4-0*
 - 5.7. Acceptance of Letter of Resignation, Kayla Meadows. Amy accepted on board's behalf and letter lives in her file. What will we do to celebrate her?
 - 5.8. 2018-2019 Consolidate Application. Lisa says she did it right. No errors. *John moves to approve. Tim seconds. 4-0*
 - 5.9. 2019-2020 School Calendar, Bell Schedule, and Instructional Minutes. Tim requests softer colors on the calendar. John suggests having students painting colors on them. Amy counted the minutes. And we are over for both. *John makes motion. Amy seconds. 4-0*
 - 5.10. Low-Performing Students Block Grant (LPSBG) Plan added word, "nutrition" - we are getting allocated \$50k and we can use it for startup costs. To be used to improve something- student support. Needs to be vague so it can be used well. Look forward to using it for nutrition program. John asks if nutrition needs to be in outcomes. *Tim moves to approve. John seconds. 4-0.*
 - 5.11. Ongoing Budget Review–second interim will be presented next month- Budget review- Special Ed- is costing more and more
 - 5.12. Field trips – Grade 5 – Carissa Sadlier - March 7-8, 2019 fifth grade to Rosicrucian museum. *John makes motion. Tim seconds. 4-0*
 - 5.13. Janitorial services proposal. Cleaning staff is starting a daycare. Need new janitorial. Sonoma Sweepers. Lisa will try to put the costs into the facilities grant. Still waiting on last years'. Proposal to disinfect student desks. Concern about spread of flu and nutrition program. John asks what the disinfecting agents are. What are specific requirements of food program. Janitorial service ends next week. *John motions to make contract with Sonoma Sweepers through 19-20 school year that includes disinfectant to be determined Amy seconds 4-0*
6. **INFORMATIONAL REPORTS**
- 6.1. Charter Council Report-Council reports- Amy went to speech assembly last week. It was very moving.
7. **CLOSED SESSION -**
- 7.1. Public Employee Discipline/Dismissal/Release- Charter Council adjourned to Closed Session at 8:23 p.m. to discuss items 7.1_
8. **OPEN SESSION**



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- 8.1.** Charter Council returned to Open Session at 8:57. Reported no action taken.
- 9. FUTURE AGENDA ITEMS**
 - 9.1.** Parent communication - what would be ideal would be a paragraph - Parent survey when appropriate, Looping, how administrator communicates information to community, parent communication.
- 10. ADJOURNMENT** – *Amy adjourned the meeting at 9: 08 p.m.*