



## **CHARTER COUNCIL MINUTES**

Thursday, March 14, 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>Present</i>
<i>Interim Administrator, Ex-officio</i>		<i>Holly Rodgers, Interim Principal</i>	<i>Present</i>
<i>Business Manager</i>		<i>Lisa Strom</i>	<i>Present</i>
<i>Clerk</i>		<i>Shalyn Eppler</i>	<i>Present</i>

### **1. OPENING ITEMS**

- 1.1.** Call to Order - *Amy Nelson called the meeting to order at 5:32pm.*
- 1.2.** Roll Call - *Amy Nelson, John Bailey, Jessica Lee, Tim Mitchell (arrived at 5:45 p.m.), Holly Rodgers, Lisa Strom*

### **2. APPROVAL OF AGENDA AND MINUTES**

- 2.1.** Approval of Agenda – March 14, 2019 – *John moved to approve. Jessica seconded. Passes.*
- 2.2.** Approval of Minutes – February 21, 2019 - *Jessica approve. John Seconded. Passes.*

### **3. COMMUNICATIONS**

- 3.1.** Public Comment for Items NOT on Agenda - *None*
- 3.2.** Public Comment for Items ON Agenda - *None*

### **4. INFORMATIONAL REPORTS**

- 4.1.** Parent Council Report – *Literacy Event was successful. One parent is interested in hosting another Book Sale with the leftover books.*
- 4.2.** Faculty Council Report - *Lunch program check-in. The Local Control Accountability Plan (LCAP) Survey has been sent out to parents and stakeholders. Visioning with looping: want to make sure teachers will be well-balanced in their duties.*

### **5. ACTION/DISCUSSION ITEMS**

- 5.1.** J-13A Waiver for Flood Day – *Action - John moves to approve. Jessica seconds. All in favor. The waiver was signed by Board Members Amy Nelson, John Bailey, Tim Mitchell, Jessica Lee and Interim Administrator Holly Rodgers. Shalyn Eppler to take signed waiver to UUSD for processing.*
- 5.2.** Second Interim Budget Report – *Action - John moves to approve the budget, Amy seconds. All in favor. Lisa Strom presents her Second Interim Budget Report. She noted that budgeting for next year's staffing will include many shifts with several positions being vacated and filled. The School Lunch Program is underway. Estimated cost for the first year of operation is \$30,000, not including facility modification. Holly Rodgers is scheduled to receive a bid from a vendor next week. She is looking for government funding and reimbursement opportunities.*



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- 5.3.** Classified Salary Schedule Revision – *Discussion and Possible Action - John moves to approve, Jessica seconds. All in favor. Lisa presents her updated steps and columns for classified positions. Changes include moving Strings and Band teachers into their own column.*
- 5.4.** Parent Communication – *Discussion - How to bridge the communication gap between parents, parent council, charter council, teachers, and the school at large. There have been many requests to bring back a newsletter. A couple parents are interested in taking it on (with help from teachers). Lisa suggests we update the website. Tim adds that rather than sending out so many emails and newsletters, we centralize all information and make it available on our website. Our website needs much updating. Shalyn offers to assist with revamping our website with renovations done preferably before the start of next school year. PC Representative Amber Shrum would like to see improvements to our Back to School Night. She suggests that Charter Council and Parent Council be present during Back to School Night to include parents on plans for the year, and lay out where help is needed. Can we make the night more festive and lively? John stated that there are already plenty of communication routes and that perhaps the onus needs to be on parents to take advantage of what already exists before we put effort into new projects.*
- 5.5.** Special Education Policy – *First Reading - Lisa: We need to ensure this plan does not remove us from M.C.O.E.'s SELPA (Special Education Local Plan Area). Jessica: calls to define "IEP Team." IEP Team includes the administrator, class teacher, resource teacher, and parents. Several format and grammatical changes were pointed out. Holly and Lisa suggest to check with MOU to see what costs they may cover. Amy will look into this. Kris Mize will ensure that Kim Roth receives a copy of the Policy.*
- 5.6.** Harassment, Discrimination and Retaliation Prevention Policy – *First Reading - This policy is to be given to employees to sign. It is a work environment policy. Call to change "Administrator or Designee" (written on page 3) to include a specific party other than "or Designee." Amy will ask Ryan at M.C.O.E. on the best way to edit.*
- 5.7.** Superintendent/Principal Job Description – *Action - Tim Mitchell moves to approve the job description with modifications. John Bailey seconds. All in favor. Amy Nelson has been creating an official job description with feedback from Lucy Haynes and Lisa Strom. Holly Rodgers gives her input as acting Administrator. Unanimous agreeance that teaching experience is one of the most important qualifications, and is more desirable than level of education or degree. Several modifications were recommended.*
- 5.8.** May Faire – *Discussion - Pastels on the Plaza and the May Faire are indeed happening. Planning meetings are underway. Adam Williams and Autumn Mahan are heading the organization.*
- 5.9.** AB 1871 Updates – *Discussion - Assembly Bill 1871 Charter schools: free and reduced-price meals. Approved by the California State Governor on 9/18/2018 now mandates charter schools, including River Oak Charter School, to provide free and reduced-priced meals to students commencing with the 2019-20 school year. Holly Rodgers has met with all other charter school principals in the area. All agree that we should all work together. Holly explained potential ways to work together. Willits Charter is willing to take us on as they already have an SFA. Tim Mitchell asks what are the risks of signing up with Willits Charter, rather than handling our own? Holly to look into the risks. If at least 40% of our students qualify for Free and Reduced through Direct Certification (CALPADS), we will be eligible to provide free meals to all. Note: UUSD has stated that time spent tracking down payment from students, and loss of money due to non-payment is huge.*



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*Holly reported on a meeting had with the Health Department about how we can modify our building to provide for a Serving Kitchen (note: this is not the same as a commercial cooking kitchen). Modifications will be costly. She is also looking into the possibility of acquiring a food truck.*

*Holly is receiving a vendor bid next week from Revolution Foods.*

*Lisa has sent a survey to parents to gauge the level of interest, i.e. Would you be interested in breakfast? Lunch? Daily? etc.*

- 5.10.** Fieldtrips – Grade 4 – Dolly Oberti - April 8-9, 2019 – Action  
Destination: Fort Ross – *John moves to approve. Amy seconded. All in favor.*

**6. INFORMATIONAL REPORTS (continued)**

**6.1.** Charter Council Report - *Everyone is doing well. Amy attended a local philanthropic group, 100+ Women Strong Inland Mendocino, and was inspired by the turnout and generosity of many.*

**7. CLOSED SESSION - 7:36 PM**

- 7.1.** Conference with Labor Negotiations (GC 54957.6)  
Agency Designated Representatives: Holly Rodgers and Lisa Strom  
Employee Organizations: Mendocino County Federation of School Employees
- 7.2.** Public Employee Discipline/Dismissal/Release

**8. OPEN SESSION 8:43 PM**

**8.1.** Report Action Taken, If Any - *No action taken.*

**9. FUTURE AGENDA ITEMS -None discussed.**

**10. ADJOURNMENT - Amy adjourned the meeting at 8:44 PM.**



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**ADA Compliance:** Persons with disabilities needing assistance, please notify the school administrator at 707.467.1855 no later than 24 hours prior to the scheduled meeting. Meetings are held in the Resource Classroom in the main school building which is wheel chair accessible.

**Agenda Packet and Supporting Documents Notice:** The agenda packet and supporting materials can be viewed in the School Front Office, River Oak Charter School, 555 Leslie Street, Ukiah, CA.