



RIVER OAK CHARTER SCHOOL

555 Leslie Street, Ukiah, CA 95482

CHARTER COUNCIL MINUTES

Thursday, September 13, 2018 – 5:30 PM

Charter Council Members	<i>President</i>	<i>John Bailey, Parent Member</i>	<i>Present</i>
	<i>Vice President</i>	<i>Amy Nelson, Parent Member</i>	<i>Present</i>
	<i>Secretary</i>	<i>Tim Mitchell, Parent Member</i>	<i>Present</i>
	<i>Member</i>	<i>Jessica Lee, Community Member</i>	<i>Absent</i>
	<i>Member</i>	<i>Community Member</i>	_____
<i>Administrator, Ex-officio</i>		<i>Rima Meechan, Principal</i>	<i>Present</i>
<i>Business Manager</i>		<i>Lisa Strom</i>	<i>Present</i>
<i>Faculty Representative</i>		<i>Kris Mize</i>	
<i>Parent Representative</i>		<i>Estelle</i>	
<i>Clerk</i>		<i>None</i>	

1. OPENING ITEMS

1.1. Call to Order – *John Bailey called the meeting to order at 5:42pm.*

1.2. Roll Call – *John Bailey, Amy Nelson, Tim Mitchell
Rima Meechan, Lisa Strom, Kris Mize, Camille Meeker, Estelle Palley-Clifton*

2. COMMUNICATIONS

2.1. Public Comment for Items NOT on Agenda – *Camille Meeker introduced herself to the CC members and shared her teaching experience at River Oak – taking a class 1st-8th and then teaching Spanish part-time. Camille also shared how much she is enjoying teaching kindergarten now.*

2.2. Public Comment for Items ON Agenda – *Estelle Palley-Clifton – parent. Asked for more time to review documents before the Charter Council meetings – such as the policies listed below. She received them on the day the agenda was posted. She had input on a couple of the policies and her feedback was noted and incorporated.*

3. APPROVAL OF AGENDA AND APPROVAL OF MINUTES

3.1. Approval of Agenda – *September 13, 2018 – Amy moves to approve with the addition of an emergency item 5.8 – New HVAC unit for GSK classroom; Tim seconds. Passes 3-0.*

3.2. Approval of Minutes – *June 18, 2018 – Tim moves to approve. Amy seconds. Passes 3-0.*

3.3. Approval of Minutes – *May 10, 2018 – tabled from June – no quorum. Tabled again due to no quorum of members who attended this meeting.*

4. INFORMATIONAL REPORTS

4.1. Parent Council Report – *PC is paying for half the cost of showing the documentary “Screenagers” at an all-school parent night; committees formed at the last PC meeting for the Dance-a-thon and Literacy week; this year the members would like the fundraiser process followed with the fundraiser form being filled out and signed by the teacher and approved by Faculty Council before it’s approved at PC. Treasurer’s report: \$6,700 in the PC account.*

4.2. Faculty Council Report – *Back -to-School Night is September 27th. Speaker from last year – Ben Klocek. PC will host their annual Ice Cream Social the same evening. Festival of Courage is October 5th – classes are practicing for their performances. Faculty is forming a Literacy Committee to create and implement Climate Change Curriculum 5th-8th that will be aligned with Ukiah High School and the Next Generation Science Standards (NGSS). The first meeting of this new committee is September 26th at 1:15pm. The school is looking into starting a composting program. Faculty is also focusing the next few meetings on Reading/Language Arts.*



5. ACTION/DISCUSSION ITEMS

5.1. Fund 76 Resolution – Establishment of School Warrant/Pass-Through Fund - (Standardized Account Code Structure FUND 76)

This resolution is required because MCOE has transitioned to a new financial system called ESCAPE and we need to open a new fund account. Amy moves to approve. John seconds. Passes 3-0.

5.2. Ongoing Budget Discussion – updates from Lisa Strom, Business Manager

Lisa presented a recap of our fund balance that showed some improvement in the out years. We're not in "dire straits" and the First Interim Report in December will be a more accurate reflection of the school's budget.

5.3. Adoption of New ROCS Policies:

- *Title IX Policy – **Tabled to October meeting.***
- *Educational Records and Student Information Policy*
- *Section 504 Policy*

Amy moves to table the Title IX Policy to October to gather input from Faculty Council and Parent Council, and to approve the Educational Records and Student Information Policy and the Section 504 Policy with minor edits. Tim seconds. Passes 3-0.

5.4. Approval of Revisions to existing ROCS Policies:

- *Uniform Complaint Policy and Procedures (UCP)*
- *Classroom and School Volunteer, Visitation, and Removal Policy - **Tabled to October meeting.***
- *Charter Council of River Oak Charter School Resolution Making River Oak Charter School a Safe Learning Environment for all Students*

Tim moves to table the Classroom and School Volunteer, Visitation, and Removal Policy to October to gather input from Faculty Council and Parent Council, and to approve the UCP and the Resolution with minor edits. Amy seconds. Passes 3-0.

5.5. Revised ROCS Safety Plan – Amy moves to table to include a plan for “floods”. Tim will look into ideas from the Oak Manor Safety Plan.

5.6. Approval to Hire New Staff - Part-time Classroom Assistant – Sara Westbrook Part-time Painting Teacher – Rossi-Jaymee Jensen

Amy moves to approve. Tim seconds. Passes 3-0.

5.7. Fieldtrips – Class 7 -- 9/18/18-9/21/18 -- Ms. Mize -- Ashland, Oregon – Oregon Shakespeare Co.

Class 6 -- 9/17/18-9/19/18 -- Mr. Williams -- Mount Lassen

Class 5 -- 9/17/18-9/21/18 – Ms. Sadlier – Mendocino Woodlands MOSS Science Camp

Paperwork is 100% completed for all three fieldtrips. Tim moves to approve. Amy seconds. Passes 3-0.



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5.8. Emergency Item – *new HVAC unit need for Golden Sun Kindergarten classroom – discovered after the CC Agenda was posted.*

Two bids were reviewed – Intercounty Mechanical & Electrical, Inc. and Comfort Air Heating/Cooling. CC wanted to make sure that the estimates included removal of the old unit, disposal, and maintenance of the new unit.

John moves to approve the selection of the lowest bid – Comfort Air Heating/Cooling - pending clarification that the bids include removal, disposal, and maintenance; Amy seconds.

Passes 3-0.

6. INFORMATIONAL REPORTS (continued)

6.1. Charter Council -

Amy – Harvest is in full swing. School year is off to a good start.

Tim – It's been a crazy/full week. Excited to be a chaperone on the upcoming Class 5 fieldtrip to MOSS Science camp.

John - Very busy at work as the Interim Director/Superintendent. Many repairs at work due to the July fires. Looking forward to being the chaperone on the Class 7 Ashland trip.

6.2. Administrator Report – *The school is launching the Aeries Parent Portal – passwords and logins are being sent to parents next week.*

6.3. Fundraisers – *Class 6 – Tastebuds Lunch Fundraiser*

7. ADJOURNMENT

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.