



BOARD PACKET

CHARTER COUNCIL AGENDA

Regular Meeting - 8/8/2022 - 5:30pm

Location: 555 Leslie St. Ukiah, CA

Zoom online platform address:

Join Zoom Meeting: Revised Address

<https://zoom.us/j/92427216654?pwd=bXcxYVZwaHVFZWsyVmtCZjlJOHhMZz09>

Meeting ID: 924 2721 6654

Passcode: v7Q4Gd

Not available

<https://zoom.us/j/91723832513?pwd=RIVBcUxNR1lodzR4RGd6M3NXd1MzUT09>

Meeting ID: 917 2383 2513

Passcode: gA7hTy

PUBLIC COMMENTS

The River Oak Charter School Charter Council welcomes your participation at the School's Charter Council meetings. The purpose of a public meeting of the Board of Directors (Charter Council) is to conduct the affairs of the School in public. We are pleased that you are in attendance; your participation assures us of continuing community interest in our School. The School provides the following information to help you understand meeting protocol and procedure.

1. Audience members should submit completed Comment Forms prior to addressing items on/not on the Agenda. For items on the agenda, indicate the item number on the Comment Form. Comment forms for virtual meetings can be found here. <https://www.riveroakcharterschool.org/board/> and are due by 10am on the day of the meeting.
2. The "Communications" agenda item is set aside for public comments. For items on the Agenda, members of the public may also make the first commentary when items are up for discussion.
3. Prior to making commentary, the President recognizes members of the public; following recognition by the president, guests give their name, place of residence and affiliation, if any.
4. For non-Agenda items, public comments are limited to three (3) minutes each, with the total time allotted to non-Agenda items not to exceed fifteen (15) minutes. Due to public meeting laws, the Council may ask questions of the speaker for clarification but may not generally discuss items that are not on the agenda. If appropriate, the Council may refer the subject to School staff for research or for the item to be placed on a subsequent agenda.
5. For items on the agenda, public comments are limited to five (5) minutes.

1. OPENING ITEMS

1.1. Call to Order

1.2. Roll Call

Anna Rozelski

Lisa Mastros

Jacob Jackson

Nichole Haydon

2. **RECEPTION OF VISITORS/PUBLIC COMMENT**

3. **CONSENT AGENDA**

3.1 Board Minutes

- a. Special Meeting-June 28, 2022
- b. Special Meeting-July 25, 2022

3.2 Job Descriptions

- a. Food Service Worker
- b. Games Specialist/Athletics Coordinator

3.3 Salary Schedules

- a. 2022-2023 Classified Salary Schedule
- b. 2022-2023 Certificated Salary Schedule
- c. 2022-2023 Management Salary Schedule

4. **CLOSED SESSION**-For the purpose of considering the appointment, employment, compensation, discipline, performance or dismissal of specific employees, or any other issues that may be properly considered under executive session order.

4.1 Council Begins Closed Session at _____.
Council Returns from Closed Session at ____.

4.2 Report From Closed Session.

5. **DISCUSSION/ACTION ITEMS**

5.1. Charter Council Officers

- a. Discuss/Appoint Charter Council Community Member
- b. Discuss/Approve Resignation of Charter Council President

5.2 2022-2023 Food Service Program

- a. Approve Willits Charter MOU-Prepare and deliver school lunches and breakfasts.
- b. Approve Charter Academy of the Redwoods MOU-Willits Charter School will split food service costs between CAR and ROCS. ROCS will pick up food at Charter Academy of the Redwoods..

5.3. Personnel

- a. Approve Food Service Worker Position
- b. Approve Office Assistant Position
- c. Approve Classroom Aide Position

6. **ADJOURNMENT**

Council adjourned at _____ by _____.

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 generally held in the Resource Classroom in the main school building which is wheelchair accessible. During the COVID-19 pandemic, meetings will be held remotely to the extent possible.

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. For items on the agenda, public comments are limited to five (5) minutes.

ITEM 3.1(a)

CHARTER COUNCIL MINUTES

Special Meeting - 06/28/2021 - 3:30pm
Meeting was held via Zoom online platform

1. OPENING ITEMS

- 1.1. Call to Order - 3:32pm by Larry Schwartz
- 1.2. Roll Call
 - Larry Schwartz *present*
 - Lisa Mastros *arrived 3:48pm*
 - Nichole Haydon *present*
 - Jeanne Yttreness *present*
 - Zsuzsanna Beinhauer *present*

2. APPROVAL OF AGENDA & MINUTES

- 2.1. Approval of Agenda – June 28, 2021 (this document) *Motion to approve JY, second NH, 4-0*
- 2.2. Approval of Minutes – June 7, 2021 *Motion to approve NH, second ZB, 4-0*

3. COMMUNICATIONS

- 3.1. Public Comment on Agenda Items (1 for scheduling/budget LS, 2 for schedule RM & BM)
Lori Stubben spoke about the scheduling for 2021-22
Rebekah Martinez spoke about the scheduling and the conversation about dependent vs. independent, Bud Martinez spoke about dependent vs. independent.
- 3.2. Public Comment on Non-Agenda Items (1 not on agenda CS)
Carissa Sadlier spoke about the changes in scheduling and the amount of time teachers spend preparing for the year and each day. She requested a 50% leave (will be brought as an action item at a future meeting.

4. INFORMATIONAL REPORTS

- 4.1. Parent Council Report - *No report*
- 4.2. Faculty Council Report - *Kris Mize talked about summer school*
- 4.3. Administrator's Report
 - Meeting with UUSD - *first meeting, good conversations*
 - Business Manager hiring timeline - *Welcome Melissa!*
 - Scheduling & hiring update - *budget has more teacher time in it, but we need to find people*

5. CONSENT AGENDA - *Motion to approve JY, second ZB, passes 5-0*

- 5.1. Approve hiring: Melissa Dale, Business Manager; Kathy Dingman-Katz, handwork teacher 3 hours/week, Isabella Galarza, aide & Acorn Hut. Rehiring Sandy Steely 3.5 hrs/week & John Cunnann 2 hrs/week woodwork
- 5.2. Approve Summer School Certificated and Classified hiring (ELO Funding per worksheet)
- 5.3. Accept resignation of Susie Slinkert, aide and drama teacher

6. DISCUSSION ITEMS

- ~~6.1. — Local Indicators of Performance 2020-21 — not needed this meeting~~
6.2. Consideration of ROCS becoming Dependent Charter vs. Independent Charter
Lots of conversation and questions. We are in an exploratory phase only.
6.3. Charter Council roles and responsibilities (committees?)
Council members would like to sit on committees for negotiations, budget, dependent vs. independent charter, and others that arise in the future.

7. ACTION ITEMS

- 7.1. June Budget 2021-22 Discussion and Approval
Motion to approve LM, second JY, passes 5-0
7.2. LCAP 2021-2024 Approval
7.3. LCFF Budget Overview for Parents Approval
Motion to approve both 7.2 & 7.3 LM, second ZB, passes 5-0
7.4. Independent Study Policy Update
Motion to approve ZB, second LM, passes 5-0
7.5. Approval for Alexander Templeton to teach Spanish and Math (EC 44258.2)
Motion to approve JY, second NH, passes 5-0

8. ADJOURNMENT

Council adjourned at 5:48pm by President Larry Schwartz

Next meeting: TBD

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ITEM 3.1 (b)

CHARTER COUNCIL MEETING MINUTES

Special Meeting - 7/25/2022 - 5:30pm

1. OPENING ITEMS

1.1. Call to Order 5:36pm by Nichole Haydon, Interim CC President

1.2. Roll Call

Anna Rozelski *present*

Lisa Mastro *present*

Jacob Jackson *present*

Nichole Haydon *present*

2. DISCUSSION/ACTION ITEMS

2.1. Present and approve new salary schedules *Tabled until 08/08/22 meeting*

2.2. Present and approve Willits Charter School and Redwood Academy MOU's *Tabled until 08/08/22 meeting*

2.2. Accept resignation of Kristi McCullough, principal/superintendent; approve hiring Jaenelle Lampp as principal/superintendent for 2022-23 school year *Moved by J.J., Seconded by L.M. All approved 3-0.*

2.3. Approve hiring 7th Grade teacher Dusty Schultz, approve change in position for Rebekah Martinez to the Games teacher, Waldorf Games Teacher, Sports Coordinator, and support specialist for middle grades *Tabled until the 08/08/22 pending a written job description. Approval for Dusty Schultz was approved in the June 2022 meeting.*

2.4 Review of and Possible Approval of Comparable Compensation Data for Charter School Superintendents/Principals *Moved by L.M., Seconded by A.R. All approved 3-0.*

2.5 Review of and Possible Approval of Mount Lassen Trip (6th & 7th) *Moved by L.M., Seconded by J.J. All approved 3-0.*

3. CLOSED SESSION

3.1. Public Employment
Title: Superintendent/Principal

4. REPORT OUT FROM CLOSED SESSION

4.1. Council returned from closed session at
Report from closed session (if any) *No report out of closed session.*

5. ADJOURNMENT

Council adjourned at 6:27pm by Nichole Haydon

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ITEM 3.2 (a)

River Oaks Charter School Food Service Worker

Job Description

The food service worker must obtain and maintain a California food handlers certification no longer than 30 days after the hiring date, and pass TB and fingerprint clearance. The food service worker must also be able to read, write and communicate in English clearly with the Food Service Director at Willits Charter School. The food service worker must also complete a certain amount of training per year depending on hours worked in food service, training will be given or selected by the Food Service Director of Willits Charter School. The food service worker will also undergo site monitoring by the Food Service Director of Willits Charter School and inspections by the health inspector at any time. The Food Service Worker is also responsible for rotating and checking expiration dates on all cold/dry food items on site.

Job duties include but are not limited to the following:

- Checking and logging food temperatures upon arrival and holding hot food at the proper temperature in food warmer(s) until and throughout food service times.
- Checking and logging refrigeration temperatures daily.
- Filling soap and sanitation buckets and testing sanitizer.
- Keep all food surfaces clean throughout food service times.
- Serve/monitor students to ensure that they are taking correct amounts of items offered.
- Count students after they have taken the correct amount of items offered.
- Obtain a California driver's license to pick up and deliver prepared food.
- Log reimbursement mileage to obtain the State reimbursement mileage costs.
- Complete transportation log to show servings left over and meal counts to return to the Food Service Director of Willits Charter School.
- Store/discard all cold and hot foods in proper places.
- Rinse dishes(pans and serving utensils) and send them back to Willits Charter School inside of cambros for sanitation.
- Clean and sanitize all food service areas.
- Clean inside of warmers and refrigeration unit(s).
- Communicate need for items with the Food Service Director

ITEM 3.2 (B)

River Oaks Charter School Games Teacher/Athletic Coordinator

General Description

The Games Teacher/Athletic Coordinator is responsible for teaching developmentally appropriate movement games and athletics in the upper grades. This position requires a deep understanding of child development based on the philosophy of Waldorf Education. This dynamic, 100-year-old approach to child development and education—based on the teachings of Rudolf Steiner—is continually reinventing itself to meet the needs of current students. Waldorf education inspires life-long learning in students and enables them to fully develop their unique capacities.

It is expected to be creative in teaching movement curriculum that encourages enthusiastic and friendly participation. Student evaluation reports are to be completed for all grading periods.

Qualifications:

- Waldorf Teacher Training Preferred
- Waldorf Class Teaching Experience Preferred
- California Teaching Credential Required
- Training in Spatial Dynamics and/or Bothmer Gymnastics Preferred
- Excellent classroom management skills
- Ability to connect with students and their families is of vital importance
- Ability to effectively and positively communicate with school staff and families when planning games and athletic activities.
- Provide program highlights for the school social media (website, newsletters, Facebook handbooks)
- Assist in school wide fundraising activities to support the games and athletic programs

Responsibilities

- Manage budget, equipment, and overall program coordination
- Lead the training for the yearly, traditional, multi-school events.
- Assist with all assembly and festival preparations
- Attend weekly Faculty Meetings
- Participate in weekly Subject Teacher's meetings

- Attend Parent Teacher Conferences during conference week and throughout the year as needed. Assist in managing upper grade conferences.
- Classroom Observations
- Be present on campus five days a week, consistent with 1.0 FTE
- Parent Education (Weekend / Evening)
- Substitute teacher, as needed
- Participation in recess duties, school assemblies, and substitutions based on FTE school guidelines

Other Responsibilities

- **Substitution** - Substitute during main lesson when needed. Teachers are expected to be available for more duties when teaching fewer periods and when assigned more prep periods.
- **Observations** - Attend and observe at least two main lesson classes per year
- **Mentoring** - Meet with a mentor teacher weekly throughout the year. The Games Teacher should also meet with the Mentor Teacher before the school year begins to clearly define and discuss goals, expectations, workload, responsibilities, and performance evaluation. In addition, the Games Teacher should share course syllabi, relevant materials, and information pertaining to the curriculum.
- **Street Duties and Recess Duties** - Supervise dismissals and recesses when needed based on FTE school guidelines.
- **Budget** - Manage budget and supplies for the Games and Athletics program.
- **Maintain Classroom/Office/Workspace** - Maintain all materials and equipment for the Games and Athletics Program and store equipment in an organized manner.
- **Mid-Year and End of Year Reports** - The Games Teacher/Athletic Coordinator writes reports for the students during each grading period. This report is a characterization of the student's thinking, feeling and willingness to participate. The approach that is used to address these three aspects of the child's development changes as the child goes through the grades. Student reports contain a course description and the student's performance in the class. Grades are to be entered in the school information system. Narrative evaluations and grades are to be turned into the office one week after the end of the year.
- **Parent Education and Admission Events** (Weekend / Evening) based on FTE school guidelines
- **School Year**: Faculty members are expected to be available to work on assigned teaching days from the start of the school year until the end as defined by the all-school calendar. Faculty members are expected to be in town and available for

meetings, starting mid-August with the all-school faculty meetings and to be in town and available for end of year meetings, the week after 8th grade graduation.

Benefits and Compensation

Benefits include medical, dental, flexible spending plans, voluntary vision, retirement plan. Employer contributions (.5FTE or more) and matching benefits after one month of employment.

Physical Requirements and Work Environment

- Be able to occasionally lift up to 30 lbs.
- Work intermittently in outside weather conditions, including heat and cold
- Regularly standing 4-8 hours

Reports to: Principal

Hired by: ROCS Superintendent

Date: _____

River Oak Charter School is an equal opportunity employer that does not discriminate based on race, ethnicity, age, gender, or any protected class. We recognize that the range of ethnicities, nationalities, languages, socio-economic backgrounds, sexual orientation, learning differences, and life experiences within our community enhances the school's learning environment, and we are committed to fostering equity and inclusion.

ITEM 3.3 (a)

River Oak Charter School
2022-2023 Classified Salary Schedule

	Column A	Column B	Column C	Column D	Column E	Column F
	Office Assistant	Instructional Aide	Custodian	Registrar / Administrative Assistant	Specialty Teacher	Maintenance
STEP	Non-Instructional Aide	Acorn Hut Coordinator	Food Service Lead	Attendance Secretary		
	Food Service	Bilingual Family Liason				
1	\$15.53	\$16.04	\$18.63	\$20.38	\$20.61	\$27.16
2	\$16.04	\$16.56	\$19.46	\$21.21	\$21.43	\$28.30
3	\$16.56	\$17.08	\$20.29	\$22.04	\$22.26	\$29.44
4	\$17.08	\$17.60	\$21.11	\$22.86	\$23.09	\$30.57
5	\$17.60	\$18.11	\$21.94	\$23.69	\$23.92	\$31.71
6	\$18.11	\$18.63	\$22.77	\$24.52	\$24.75	\$32.85
7	\$18.63	\$19.15	\$23.60	\$25.35	\$25.57	\$33.99
8	\$19.15	\$19.67	\$24.43	\$26.18	\$26.40	\$35.13
9	\$19.67	\$20.18	\$25.25	\$27.00	\$27.23	\$36.27
10	\$20.18	\$20.70	\$26.08	\$27.83	\$28.06	X
11	\$20.70	\$21.22	\$26.91	\$28.66	\$28.89	X
12	\$21.22	\$21.74	\$27.74	\$29.49	X	X
13	\$21.74	\$22.25	\$28.57	\$30.32	X	X
14	\$22.25	\$22.77	\$29.39	\$31.14	X	X
15	\$22.77	\$23.29	\$30.22	\$31.97	X	X
16	\$23.29	\$23.81	\$31.05	\$32.80	X	X

Health Benefits Compensation for full time of \$9,800 per year, & free dental.

Non-Instructional Add'l Work	A-1
Classified Support Sub	A-1
Instructional Aide Sub	B-1
Specialty Sub	F-1
Tutoring	\$25 per hour

Approved by Charter Council on June 28, 2022

ITEM 3.3 (b)

River Oak Charter School
2022-23 Certificated Salary Schedule

For the purposes of this Salary Schedule, Waldorf and CA State Credential are equal: Waldorf Programs are 3 Year Programs so 1/2 of a Waldorf Program is equal to 1 and 1/2 verifiable years of Waldorf and CA Credentialing Program takes 2 years to complete so 1/2 of a CA Credential is 1 year of verifiable CA Credentialing Courses. Holding a Masters or Doctorate in any discipline adds \$750.00 to annual salary.

	Column 1	Column 2	Column 3	Column 4	Column 5	Nurse
STEP	BA Only	BA + at least one half of a Waldorf Program or CA Credentialing Program	BA + Waldorf Credential or CA Credential	BA + Either Waldorf Credential or CA Credential and at least one half of the other	BA + Both Waldorf and CA Credential	"Certificated Other"
1	44,506.93	45,726.30	46,945.66	48,165.03	49,384.39	Hourly Rate
2	45,726.30	46,945.66	48,165.03	49,384.39	50,603.76	28.43
3	46,945.66	48,165.03	49,384.39	50,603.76	51,823.13	31.71
4	48,165.03	49,384.39	50,603.76	51,823.13	53,042.50	33.90
5	49,384.39	50,603.76	51,823.13	53,042.50	54,261.86	36.09
6	50,603.76	51,823.13	53,042.50	54,261.86	55,481.23	36.09
7	51,823.13	53,042.50	54,261.86	55,481.23	56,700.60	37.18
8	53,042.50	54,261.86	55,481.23	56,700.60	57,640.16	37.18
9	x	55,481.23	56,700.60	57,919.97	59,139.34	38.27
10	x	x	57,919.97	59,139.34	60,358.71	38.27
11	x	x	x	60,358.71	61,578.08	39.36
12	x	x	x	x	62,797.45	39.36
13	x	x	x	x	64,016.81	x
14	x	x	x	x	65,236.17	x
15	x	x	x	x	66,455.54	x
16	x	x	x	x	67,674.41	x
17	x	x	x	x	68,893.78	x
18	x	x	x	x	70,113.15	x
19	x	x	x	x	71,332.52	x
20	x	x	x	x	72,551.89	x
21	x	x	x	x	73,771.26	x
22	x	x	x	x	74,990.62	x
23	x	x	x	x	76,210.00	x
24	x	x	x	x	77,429.36	x
25	x	x	x	x	78,648.74	x

Certificated Substitute	Certificated Long Term Substitute
\$21.00 per hour up to 7.5 hours per day	\$165 per day effective on the 11th day
	Daily Rate based on Column 1- Step 1 effective on the 21st day

Tutoring: \$35 per hour
Summer Add'l Work \$25 per hour

Approved by Charter Council on June 28, 2022

ITEM 3.3 (c)

River Oak Charter School 2022-23 Management Salary Schedule

	A	B
STEP	Management	Management
	Superintendent & Principal	Business Manager
1	87,400.69	66,110.78
2	89,641.73	67,791.56
3	91,882.78	69,472.35
4	94,123.82	71,153.12
5	96,364.87	72,833.90
6	98,605.90	74,514.69
7	100,846.94	76,195.47
8	103,087.99	77,876.26
9	105,329.03	79,557.03
10	107,570.08	81,237.82
11	109,811.12	82,918.60
12	112,052.16	84,599.38
13	114,293.21	86,280.17
14	116,534.25	87,960.94
15	118,775.30	89,641.73
16	121,016.34	91,322.51

205 days

Health Benefits

\$9,800 and free dental for full-time

Approved by Charter Council June 28, 2022

ITEM 5.2 (a)

I will attach the Willits MOU (SN-P Form) once I contact the CBO Monday morning and review the final agreement with Willits Charter School.

ITEM 5.2 (a)

I will attach the Willits MOU (SN-P Form) once I contact the CBO Monday morning and review the final agreement with Willits Charter School.

ITEM 5.2 (b)

CHARTER ACADEMY OF THE REDWOODS
dba Redwood Collegiate Academy and Sequoia Career Academy

A non-profit corporation
1059 North State Street Ukiah, CA 95482
(707) 467-0500, (fax) 467-4942

This document will serve as an MOU between two charter schools, Charter Academy of the Redwoods dba Redwood Collegiate Academy and Sequoia Career Academy (referred to in this document as "CAR" and River Oak Charter School, referred to as ROC). This MOU will extend for the period of July 1, 2022 to June 30, 2023, but can be extended upon mutual consent.

This authorizes CAR to pick up lunches from Willits Charter and transport them for ROC, and for ROC to then pick up lunches from CAR at its facility on the fairgrounds at the Junior Building. This will be done on a daily basis as long as CAR is in school session; on days when it is not, it will be the responsibility of ROC to transport and procure their own lunches. A calendar will be provided by both schools, and any changes must be provided at least ten days after approval of any calendar changes. Also, if lunches are not available for any reason from Willits Charter due to but not limited to road closures, inclement weather, etc, ROC will have to be responsible for their own lunches.

CAR will bill ROC quarterly for the pickup and transportation of lunches, and the cost will be split evenly between the two schools. Charges for picking up lunches will be accounted in the following manner:

- Mileage will be calculated for the round trip from CAR to Willits Charter School for each day at 41.5 miles times the current IRS rate at that time.
- The hourly rate of the person transporting the lunches will be calculated at a set rate. At this time, it is anticipated that the time will be approximately one hour and thirty minutes. This time will be adjusted after the first month after we know how long it takes.
- Any other transportation costs not figured for here that arise will be discussed as they happen. These costs, as mentioned before, will be split evenly between the two schools.

Both schools will be responsible for keeping temperatures at safe levels during the transporting and exchanging at the Junior Building. Transportation cambrios and bags for ROC will be provided by ROC, and shall be clearly marked along with all utensils, transportation bags used each day by ROC will be to be brought over to CAR by 9:00am to take to Willits Charter each morning.

ROC will maintain \$1,000,000 insurance naming CAR as additionally insured, and also the 12th Agricultural Association, with the additional wording below:

- I. That the State of California, the California Fair Services Authority, the District Agricultural Association, County Fair, the County in which the County Fair is located, Lessor/Sublessor if fair site is leased/subleased, Citrus Fruit Fair, California Exposition and State Fair, or Entities (public or non-profit) operating California designated agricultural fairs, their directors, officers, agents, servants, and employees are made additional insured, but only insofar as the operations under this contract are concerned."

Charter Academy of the Redwoods

date signed

River Oak Charter School

date signed