

**Rocklin Academy Board Meeting Minutes
Meeting Held at 6532 Turnstone Way, Library
Monday, March 21, 2011**

RA Board Members and Staff Present:

Voting Members: Chairwoman Wendy Boyd, Executive Director David Patterson, Stephen Siler, Jarrett Black, Melissa Garrido and Doug Johnson

Voting Members Absent: Jeff Nicolaysen

Non-Voting Members: Scott Crosson, Heather Donovan

Staff: Steven Carney, Robin Stout, and Mary Decker

Call to Order: The meeting was called to order at 6:35 p.m.

II. Hearing of Visitors: None

III. Board Member Comments

Steven Siler: Requested that in order to conserve paper, he asked that we look at ways to reduce the paper in the board packet.

Melissa Garrido: Attended awards ceremony for the end of the first semester. Also attended the Western Sierra middle school ceremony and appreciates the time taken to acknowledge academic achievement. She appreciates the parents who have donated time to solve the facilities issue.

Jarrett Black: Attended Age of Sail and reported, "A good time was had by all", but that the bunks were not designed for someone his size.

Heather Donovan: Conferences and report cards are completed and it is a final push for the end of the semester.

Scott Crosson: Enjoyed the In and Out Lunch for Students of the Quarter. The teachers also enjoy this event.

Wendy Boyd: Asked the board members to consider their willingness to serve on the Board for 2011-2012. The intent to recommit form will be in the next month packet. This information would allow the Board Development Committee to begin the selection process for any open position while the school is still in session.

IV. Consent Agenda

- a. Enrollment Update – Turnstone, Meyers and Western Sierra**
- b. Minutes of February 28, 2011**
- c. Minutes of March 4, 2011 Special Meeting**
- d. A-G Course Descriptions**
- e. Expenditures Report (February)**
- f. Auditor Selection**
- g. Decision Matrix**
- h. Parent Volunteer Hours Report to Board**
- i. Employee Handbook**
- j. Con App II**

Items IV(d), IV(g), IV(h) and IV(i) were pulled from the consent agenda. The consent agenda was approved. Boyd/Garrido 6-0

Item IV(d) was tabled.

Item IV(h) was pulled at the request of Wendy Boyd to discuss her concerns regarding the families who had not yet completed any volunteer hours. Administration will discuss this issue and bring it back to the Board, and it was requested that PSP also be a part of that discussion. This item will return to the Board next month as an Information/Action item. Kim Dvorak clarified that many of the hours have not yet been recorded for WSCA

There was discussion on Item IV(i). Melissa Garrido felt that some of the updates of new changes to the administration should be amended in the Employee Handbook. She will submit those updates to administration. Stephen Siler would like to review the drug policy. ~~the policy and drugs.~~ Patterson/Garrido 6-0.

Item IV(g) was pulled from the agenda because the item was incomplete. The Strategic Planning Committee Meetings will start April 4. Chairwoman Boyd requested that the new dates be sent to the Board.

V. Administration Report

- a. Superintendent – Dr. Patterson**
- b. Director of Education/Western Sierra Principal – Steven Carney**

Verbal Updates:

Patterson: Was an assessor at the Destination Imagination Tournament with representation of ten Rocklin Academy/Western Sierra teams, five of which are going to state. He will be an assessor at state as well. Families at all three schools did a great job. He was also able to be a judge at the science fair which was very enjoyable. Patterson also joined Mary Decker and Robin Stout at the presentation at the Charter School Conference where over 100 people were in attendance and very excited about what is happening at Rocklin Academy. Melissa Garrido asked that Mary and Robin

make the PowerPoint accessible on the website. Patterson is pleased that he has had visitors from many areas of California to observe the good things that are happening at Rocklin Academy.

Carney: Beyond working through the WASC visit and A-G and the daily work of the Principal, 100% of his time has been spent on the facilities, a presentation followed later in the agenda.

VI. PSP Report

Meyers: The election process is starting for the Meyers PSP and a Jamba Fundraiser is occurring March 25. A joint assembly with Rocklin Elementary was approved with the B Street Theatre in May.

Turnstone: Bingo Night was held to aid the fifth graders on their field trip and the sixth graders are raising money at their used book sale for Pigeon Point. A report regarding the parent appreciation will be given next month.

Western Sierra: Their election process is starting as well. They are currently working on the Blue and Gold Gala and are getting donations and selling tickets each day. The Spring Fling dance will be held April 29th and they are in the process of planning the eighth grade promotion ceremony. Volunteer Appreciation will be held May 9.

VI. Information/Action

(a) Employee Recognition

The Board recognized two outstanding employees for their hard work and wonderful gifts that they have brought and shared with Rocklin Academy. The Board of Directors thanked Joanne Moody and Melissa Reese and wished them well.

(b) Facilities Update

Patterson reported a great deal of work has been done at a rapid pace arranging for financing of 660 Menlo. There are three contractors looking to bid on the work and he recommended the board schedule a study session on the bond financing process. All stakeholders are welcome to participate. The Board approved an engagement letter with Piper Jaffray and authorized Patterson to sign on behalf of the Board. The rate and fee are all currently contingent and Patterson will investigate a further reduction in terms and validate all contingency pieces. Johnson/Patterson 6-0

Steven Carney and Peggy Broussard presented a PowerPoint on “Plan B” for next year’s facilities issues – a modified multiple track system for the current school site if the Menlo site is not available or is delayed. From an educational standpoint, all key parts of the school’s educational program will be in-tact with this plan. Boyd thanked the committee for all their work commenting that they accomplished much more than most organizations can in many months. The Board approved “Plan B” of the facilities issue if the Menlo site is not available or is delayed. Patterson/Johnson 6-0

(c) Budget Update

As information about the status of the state budget is received it will be distributed to the Board. Currently the state has not passed the budget.

(d) Board Norms

This item was tabled.

(e) Board Makeup Changes Based on New California Law

A change in the law (AB1233) governing California nonprofit corporations requires RA to make changes to the structure of the Board of Directors and the bylaws. It will no longer allow nonvoting board members. The Board reviewed different approaches and came to a consensus that the faculty members should be continued in whatever appropriate manner necessary. Scott Crosson thanked Chairwoman Boyd for her commitment to the teacher members and is glad they will be kept in some capacity to the Board no matter what their new title will be.

(f) WSCA Enrollment Policy 2011-2012

The Board approved the Enrollment Policy for the 2011-12 year. Lisa Dye asked that Western Sierra administration share with the Turnstone and Meyers campus how they update new parents during mid year.

(g) SMART Goals

This item was tabled until April.

(h) Parent Survey Update

Steven Carney has been in contact with the PSP Presidents and is beginning the process of improving the Parent Survey and will have the final survey for the approval at the April board meeting.

(i) Update on WSCA Principal Position/Search

When Steven Carney agreed to be the founding Principal for Western Sierra and the Director of Education/Assistant Superintendent, it was clear that a permanent principal would be needed eventually. This transition will be occurring for the 2011-12 school year. Carney has done an outstanding job and is looking forward in playing a critical role in the selection of the individual that will continue this work. The Board approved a reconfiguration of the Assistant Superintendent/Principal to two separate positions and for the recruitment process to begin. Siler/Black 6-0.

(j) Administrative Staffing Update and Reconfiguration

Due to the state fiscal crisis, Rocklin Academy is changing the administrative support structure. Faced with more cuts next year the painful decision was made to restructure and contract out major fiscal functions in an effort to reduce costs. The Chief Financial Officer position and Personnel

Coordinator have been eliminated and merged into one position – Business Manager. There will also be an Accounting Clerk position. The Board approved this restructuring and authorized the recruitment process. Garrido/Siler 6-0

(k) Confucius Classroom

Western Sierra is the first school in the Greater Sacramento to be asked to participate in the Confucius Classroom program. Participation will include the offering of Chinese language and culture classes and the opportunity to participate in cultural exchange activities. There was a general level of support from the board to continue to review this program and bring back a proposal for adoption. Melissa Garrido, expressed concern about the overload to teachers and administration.

(l) Development of Formal Policy Regarding RA Corporate Financing and Accounting

As a nonprofit corporation that manages more than one school, Rocklin Academy is now considered a charter management organization. The management structure is consistent with the operations of other non-profit charter management organizations and is also recognized as appropriate by the California Department of Education and consistent with California law. In discussions with RUSD it was agreed that the development of a board policy to detail the way Rocklin Academy the corporation manages the corporation's finances, including how it treats reserves, fund allocation and reallocation and accounting was desirable. The Board approved to move ahead to develop the formal policy regarding RA Corporate Finance and Accounting Policy. Board member Doug Johnson will work with Superintendent Patterson to develop this policy. Johnson/Boyd 6-0

Open Session was adjourned at 10:12

VIII. Closed Session

Closed Session was called to order at 10:25

The Board returned to Open Session at 11:16

Action taken in Closed Session:

The Board authorized the Board President to withdraw RA from the settlement agreement with CEF. Johnson/Black 6-0

The RA Board of Directors on behalf of all of its stakeholders, requests the assistance of the County Superintendent in obtaining a settlement regarding CEF that is satisfactory to this Board. Johnson/Black 6-0

Open Session was adjourned at 11:17

Respectfully submitted,

Nicole Alldredge