



**Approved
6-19-2017**

ROCKLIN ACADEMY
FAMILY OF SCHOOLS

**Board of Directors Meeting Minutes
6:30 pm, Monday, May 15, 2017
Rocklin Academy Gateway, 6552 Lonetree Blvd.
Rocklin, CA 95765**

Voting Members: Chairman Doug Johnson, Adam Schwarz, Larry Stieber, Jarrett Black, Alice Dowdin Calvillo

Voting Members Absent: none

Visitors: Lisa Lucia, Shela Robertson, Wendy Boyd, Griffin Buch, Andrea Sherman, Dana Michaeloff, David Michaeloff, Jason Michaeloff, Maya Michaeloff, Diana Higashi, Marilyn Schwarz, Dustin Allen

Staff Present: Robin Stout, Brigid Perakis, Ace Ensign, Wendy Mitchell, Laura Regan, Jillayne Antoon, Chelsea Bowler-Shelton, Heather Donovan, Suzanne Parrett, Heidi Little, Mriah Peters, Carol Leonard, Eve Fabiaschi

I. Call to Order – 6:35pm

II. Flag Salute – Chairman Johnson led the Board and audience in the Pledge of Allegiance.

III. Hearing of Visitors

Western Sierra's incoming PSP Board members Lisa Lucia, President, Shela Robertson, Vice President and Diana Higashi, Fundraising Coordinator, introduced themselves to the Board.

IV. Board Member Comments

Jarrett Black stated his accolades for Western Sierra's accomplishments in the last few weeks. Alice Dowdin-Calvillo mentioned she was very impressed.

V. Presentation of the Wendy Boyd Beyond the Call Award

Doug Johnson announced that the recipient of the 2017 Wendy Boyd Beyond the Call Award is Dana Michaeloff. Dana Michaeloff was honored for her hundreds of hours of volunteering, most notably, the book donation program she started. Because of her leadership, she and her many volunteers have collected and organized over 7,000+ books. Wendy Boyd spoke of how parent

volunteerism was a core value of Rocklin Academy and it is the partnership that makes this school special. Michaeloff was presented with a plaque and flowers.

VI. Presentation by the Western Sierra and Gateway students regarding their experience at the Charter School Advocacy Day at the Capitol

Western Sierra students Griffin Buch, Andrea Sherman and a Gateway student, Allen Justin, discussed their experiences at Advocacy Day at the state capitol. They met with a representative from Senator Ted Gaines' office and assemblymembers, along with other charter school advocates and students. They discussed the current issues, bills and laws regarding charter schools.

VII. Consent Agenda

- (a) Enrollment: Rocklin Academy Turnstone, Rocklin Academy Meyers, Rocklin Academy Gateway and Western Sierra Collegiate Academy
- (b) Minutes of April 17, 2017
- (c) April Expenditures
- (d) April Check Register
- (e) Acceptance of Donations

The consent agenda was passed. Dowdin Calvillo/Stieber (5-0)

VIII. Administration Reports

No verbal updates.

IX. Committee Reports

No verbal updates.

X. Information/Action Items

(a) Student and Family Privacy Rights Policy

Administration presented the updated Student and Family Privacy Rights Policy to the Board. Brigid Perakis explained legal counsel suggested additional language to be added to the policy. The Student and Family Privacy Rights Policy was approved. Dowdin Calvillo/Schwarz (5-0)

(b) Initial Budget Proposal Report

Ace Ensign presented the initial 2017-2018 budget proposal. The Board discussed specific items regarding the proposed budget including differences by campuses, the state budget and special education funding.

(c) Classified Pay Structure

Robin Stout presented the proposed Classified Pay Structure and explained that every two years we alternatively look at the compensation of classified and certificated staff. This year we examined classified compensation. The consultant recommended some positions to be reclassified

by range and title. Dowdin Calvillo asked for Perakis to email her a list of the districts used in the pay structure study. The Board discussed the budget impact of implementing the new pay structure. The new Classified Pay Structure was approved. Johnson/Black (5-0)

(d) Classified Pay Procedures

Brigid Perakis explained the proposed changes to the classified compensation pay procedure for 21 employees grandfathered into an equalized pay process. Their pay will change from this equalized pay program to pay for their actual hours worked. This type of payroll is typical for 501(c)(3) companies. Employees will be given notice this year that the proposed change will happen in the 2018-2019 year to give the affected employees time to plan financially for the lack of a July paycheck. For the 2018-19 year, these employees will have the option of receiving an advance, which the employee will request in writing, to be repaid over the year. The employees opting for the advance will sign promissory notes.

It was moved to approve the Classified Pay Procedures with the direction that the 21 employees will have one year's notification of the change and another year to receive an advance if requested. Johnson/Stieber (5-0)

(e) Certificated, Non-teacher Compensation

Due to the difficulty in hiring certificated non-teaching staff (psychologists, speech-language pathologists, counselors, nurses), the compensation consultant pulled data on these job families. The recommendations show in order to ensure our competitiveness, we need to change our certificated, non-teacher salary schedule.

The proposed Certificated, Non-teacher Compensation salary schedules were approved. Johnson/Dowdin Calvillo (5-0)

(f) Short Term Disability and Sick Leave Policy

Brigid Perakis stated Rocklin Academy is currently self-insured for short term disability, however most non-profits participate in the State Disability program and many educational institutions do not have disability insurance, due to the continual accrual of sick time. Therefore, Administration is recommending the switch to the State Disability program. It will cost nine-tenths of one percent to the employee. At the same time, it is proposed that we adjust our sick leave policy to allow sick time to remain on the books and be available to employees to use at retirement and/or to transfer to other STRS/PERS employers. This is standard with other school districts and the lack of this benefit has cost us candidates in the past. By switching to this policy we will be more competitive when hiring. The Board discussed a look-back period of allowing employees to buy back their sick time paid to them last year. Also discussed was the clarification of sick leave and personal necessity and the implementation of two "no tell" days per year.

It was moved to implement participation in the state Short Term Disability program and to adopt the changes to the Sick Leave policy as proposed with consideration of cost impact for employees in terms of next year's compensation study. Johnson/Dowdin Calvillo (5-0)

X. The meeting was adjourned at 8:14pm.

Pending Agenda Items

- a. Budget Adoption
- b. Employee Handbook
- c. Parent/Student Handbook
- d. Attendance and Truancy Policy
- e. Meyers/Turnstone MOU and FUA
- f. Suicide Prevention Policy
- g. LCAP
- h. ISP Policy
- i. Conflict of Interest