

**River Charter Schools  
Delta Elementary Charter School  
P.O. Box 127  
Clarksburg, CA 95612**

**March 13, 2015**

To all present:

The regular meeting of the Governing Board of the Delta Elementary Charter School and the River Charter Schools will be held on **Monday, March 16, 2015**, at the Delta Elementary Charter School, 36230 North School Street, Clarksburg, California **beginning at 6:00 p.m.**

I declare under penalty of perjury that this notice and the attached agenda were posted at or before 6:00 p.m. on March 13, 2015 on the Bulletin Board at:

Delta Elementary Charter School

Steve Lewis  
Recorder

The public meeting is wheelchair accessible at the front of the building. Placarded disabled parking is available in front of Delta Elementary Charter School. This is in accordance with the Americans with Disabilities Act effective January 1, 2003 and Section 54953.2 of the Brown Act. If you are a person with a disability and you need disability related modification or accommodations to participate in this meeting, please contact the School at (916) 744-1200.

**Delta Elementary Charter School/ River Charter Schools**  
**Regular Board Meeting**  
36230 North School Street, Clarksburg, California  
**March 16, 2015**  
**6:00 p.m.**

1. Call to Order, Roll Call and Pledge of Allegiance
  - James Darin Hall - President
  - Dominic DiMare - Vice President
  - Jim Lockhart - Chief Financial Officer
  - Don Clark - member
  - Andy Wallace - member
  - Jody Bogle VanDePol - member
  - Phil Ogilvie- member
  - Matt Best - member
  - Jonathan Pratt - Secretary
  - Yvette Hall

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**GENERAL ADMINISTRATION FUNCTION – Part I**

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2. Approval of the Agenda

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**TIME SENSITIVE AGENDA (approximately 6:15pm)**

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3. Student Presentations
4. PTC Update (*Joni Kruger*)
5. 2015 Crab Feed Report & Recognition (*Jody Bogle VanDePol & Victoria Rule*)
6. Public Comment
7. Appointment of Board Member to Fill Out Term of Resigned Board Member (*James Darin Hall*) page 6

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**REPORTS, PRESENTATIONS INFORMATION**

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8. Superintendent/ Principal Report (*Steve Lewis*)
9. Site Update (*Vanessa Belair*)
10. CBO Report (*Peter Stone*)
11. Reports from Board Members

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**CONSENT AGENDA**

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February Meeting Items:

12. Request Approval of the Minutes of the Meeting of January 26, 2015 pages 7-8
13. Request for Approval of January Vendor Payment Report (*Peter Stone*) pages 9-13
  - a. \$65K Total With Following Notable Items:
  - b. \$10K Insight Education Group – Remainder of Consulting Contract

- c. \$9K First Northern Bank - Payment on Two Loans
- d. \$8K Kaiser - Medical Insurance
- e. \$6K Western Health Advantage - Medical Insurance
- f. \$4K Feddersen & Company – Audit Progress Billing
- g. \$3K School Insurance Authority- Dental Insurance
- h. \$2K VSS International – Seal Coat on Pavement
- i. \$1K Staples Advantage - Office Supplies
- j. \$1K Gabriel Macias – Final Payment on River Charter Schools Logos

14. Other Information Only Items (*Peter Stone*)

- a. January YTD Actuals vs Budget *pages 14-16*  
 \$1.18M Revenue and \$1.17M Expenditures Yielding a Gain of \$18K vs Budget:  
 \$1.27M Revenue and \$1.34M Expenditures Yielding a Loss of \$73K  
*Comments: Favorable Expenses Primarily Due to Special Ed Encroachment Timing Issue As Bill Not Yet Received or Paid \$103K.*
- b. Month of January Payroll Costs With Benefits:  
 Total Payroll Expense for the Month is \$146K vs \$149K in December
- c. Month of January Extra Duty Pay & OT:  
 Total Extra Duty is \$.3K vs \$.2K in December  
*Comments: Extra Duty Level is Within Budget.*
- d. Enrollment Update *page 17*  
*Comments: Enrollment at 387 (102% of Budget), Unduplicated count at 118 (30.5% of Enrollment) and Waitlist at 16% of Enrollment*
- e. Independent Study – January YTD Statistics
  - 1. 734 IS Packets Issued vs 600 in December
  - 2. 533 Packets Have Been Returned Vs 406 in December Follow-Up Continues
  - 3. 133 Past Due vs 107 in December  
*Comments: In 2013-2014 Only 80% of IS Packets Were Finally Returned Resulting in Approximately 1.0 Lost ADA. Getting the Packets Back Takes Much Follow-Up By Office Staff. If the 133 Past Due Packets Were Never Turned in This Would Result in an 81% Return Rate Which is 1% Better Than Last Year.*
- f. Bus - 153 Paid Students Are On the DECS Bus \$38K
- g. After School - 40 Paid Students in After School Program (# Includes Staff Children Who Don't Pay) \$10K.
- h. Crab Feed \$33K Revenue and \$11K Expenses Yielding a Profit of \$22K

15. Donations to Receive and Acknowledge (*Peter Stone*)

- a. \$2,000 SH Merwin & Sons - *Delta Elementary Charter School*
- b. \$250 George and Patricia Merwin - *Delta Elementary Charter School*
- c. \$220 "Joshua Alves for WUSD Board 2014" - *Lighthouse Charter School*

March Meeting Items:

16. Request for Approval of February Vendor Payment Report (*Peter Stone*) *pages 18-21*

- a. \$48K Total With Following Notable Items:
- b. \$14K Schools Insurance Authority- Workers Compensation and Liability Insurance
- c. \$9K First Northern Bank - Payment on Two Loans
- d. \$6K Western Health Advantage - Medical Insurance
- e. \$5K Kaiser - Medical Insurance
- f. \$2K Schools Insurance Authority- Dental and Vision Insurance
- g. \$2K Staples Advantage - Office Supplies
- h. \$1K Sac Val Janitorial – Supplies
- i. \$1K Epson – New Classroom Projector

17. Other Information Only Items (*Peter Stone*)

- i. February YTD Actuals vs Budget *pages 22-24*  
 \$1.46M Revenue and \$1.34M Expenditures Yielding a Gain of \$116K vs Budget:  
 \$1.46M Revenue and \$1.56M Expenditures Yielding a Loss of \$98K  
*Comments: Favorable Expenses Primarily Due to Special Ed Encroachment Timing Issue As Bill Not Yet Received or Paid \$103K.*
  - j. Month of February Payroll Costs With Benefits:  
 Total Payroll Expense for the Month is \$154K vs \$146K in January
  - k. Month of February Extra Duty Pay & OT:  
 Total Extra Duty is \$.3K vs \$.07K in January  
*Comments: February Payroll Costs Include Workers Compensation. Extra Duty Level is Within Budget.*
  - l. Enrollment Update *page 25*  
*Comments: Enrollment at 387 (102% of Budget), Unduplicated count at 118 (30.5% of Enrollment) and Waitlist at 16% of Enrollment*
  - m. Independent Study – February YTD Statistics
    - 1. 779 IS Packets Issued vs 734 in January
    - 2. 604 Packets Have Been Returned Vs 533 in January Follow-Up Continues
    - 3. 158 Past Due vs 133 in January  
*Comments: In 2013-2014 Only 80% of IS Packets Were Finally Returned Resulting in Approximately 1.0 Lost ADA. Getting the Packets Back Takes Much Follow-Up By Office Staff. If the 158 Past Due Packets Were Never Turned in This Would Result in an 80% Return Rate Which is the Same as Last Year.*
  - n. Bus - 154 Paid Students Are On the DECS Bus \$38K
  - o. After School - 36 Paid Students in After School Program (# Includes Staff Children Who Don't Pay) \$11K.
18. Donations to Receive and Acknowledge (*Peter Stone*)
- d. \$1,500 Bogle Vineyards - *Delta Elementary Charter School Learning Garden*
19. Ratification of the 2014-2015 Second Interim Forecast Report With Total Revenue of \$2,807,212, Total Expenditures of \$2,603,212 and an Increase in Net Assets of \$204,000 for the Year Which is \$107,779 Over Budget and Yields an Ending Fund Balance of \$935,399 at June 30, 2015 (*Peter Stone*) *pages 26-32*
20. Approval of Revised Master Agreement for Independent Study (*Vanessa Belair*) *pages 33-36*

## **REGULAR AGENDA**

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- 21. Discussion Action on Items Removed from the Consent Agenda (*if needed*).
- 22. Appointment of New Director for Leaders & Scholars, Inc. Per Its Bylaws Article VII Section 3 (*James Darin Hall/Peter Stone*) *pages 37-40*  
*Comments: Leaders & Scholars, Inc Board President Has Resigned Effective February 23, 2015 and a February 18, 2015 Leaders & Scholars, Inc. Board Meeting Has Been Held to Replace the Director in Accord With Its Bylaws Article VII Section 9.*
- 23. Request of Approval to Purchase 32 Additional Chromebooks and Charging Cart (*Vanessa Belair*) *pages 41-42*
- 24. Update on Teacher Evaluations (*Steve Lewis*)
- 25. Update on Student Services (District Occupational Therapist) (*Steve Lewis*)
- 26. Discussion Risk Assessment (Site and Information Security) (*Steve Lewis/Peter Stone*)

27. Discussion Board Meeting Administration "Aristea's Duties" (*Steve Lewis/Peter Stone*)
28. Approval of 2015-2016 After School and Bus Prices (*Peter Stone*) pages 43-44
29. Approval of the 2015-2016 Delta Elementary Master Calendar and discussion of Lighthouse Master Calendar Philosophy (*Steve Lewis*) pages 45
30. Request Ratification of the Lighthouse Charter School Budget for 2014-2015 {Revenue Over Expenditures (\$13,500); Fund Balance of (\$20,375)} and Budget for 2015-2016 {Revenue Over Expenditures \$142,518; Fund Balance of \$122,143} as Submitted to Washington Unified School District October 30, 2014 Including the Approval of the Positions and Hiring Timing Included in Both Budgets as Shown in the Attached Schedules. (*Peter Stone*) pages 46-74
31. Discuss/Approve Auditor/Proposal for 2014-2015 (*James Darin Hall*) pages 75-91

## **GENERAL ADMINISTRATION FUNCTION –PART II**

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32. Adjourn to Closed Session
  - a. Personnel Evaluations, Searches, Appointments, Employment, Complaints, Discipline, Dismissals, Non-reelects and Releases
    - i) Public Employee(s) Evaluation:
      - (a) Administrative
      - (b) Certificated
      - (c) Classified
      - (d) Classified Management/Confidential
      - (e) Management -- Superintendent's Evaluation
    - ii) Public Employee(s): Searches, Appointment, Employment
      - (a) Discussion/Action of Certificated Contracts
        - a. Approved Teacher's Contracts
      - (b) Discussion/Action of Superintendent/ Principal Contract
      - (c) Discussion/Action of Classified Position
    - iii) Public Employee(s): Complaint, Discipline, Dismissal, Non-reelects, & Release
  - b. Possible or Pending Litigation or Litigation [Government Code 54956.9(a) (b) (c)]
33. Reconvene to Open Session and Report of Action Taken, Including Vote Count, During Closed Session
34. Adjournment