Charter Academy of the Redwoods

Minutes of the Regular Meeting of Tuesday, May 2, 2023

Redwood Collegiate Academy

1059 N. State Street, Ukiah

# I. Welcome and Opening

The meeting was called to order at 6:01 p.m. by Chairperson Webb. Board members in attendance:

 Sandra Boyce Yes

Rebecca Brown Yes

 Anne Ford Yes

 Jay Joseph Yes

Kip Webb Yes

Elna Gordon, Selah Sawyer, Jim Switzer, Melinda Decker and Caleb Cimmiyotti were present.

# On a first by J. Joseph and a second by S. Boyce, the Board voted (5-0) to adopt the agenda.

President’s Report ~ Things have been busy at Redwood—with state and now AP testing, as well as planning for some year-end events such as the prom, Bound programs, various field trips, and graduation. Finals will begin on June 2nd and wrap up on June 6th. Redwood will then celebrate with an Achievement Day activity on the 7th while SCA holds their promotion/graduation ceremony and then the next day, the 8th, Redwood holds their ceremony while SCA hosts an Achievement Day. Both ceremonies will be held in Carl Purdy Hall and begin at 10:30am. Other than all of the normal end-of-year activity, the staff is also busy planning for summer school as well as for next year. The staff continues conducting outreach, recently hosted a booth a Dia de Los Ninos this past Sunday, in an effort to bolster enrollment for the 23-24 year. Additionally the schools will have a booth at the upcoming Spring Carnival on the fairgrounds. Redwood’s enrollment for 23-24 sits at 131, much higher than last year’s 102 at this time. The goal is to open next year at 140 students or higher, very close to or at pre-pandemic enrollment levels. Both schools currently have some exciting facility changes in the works. Sequoia’s 7th grade classroom will move onto the Redwood campus in order to open up Home Arts to become a designated fitness building. This will increase students’ athletic opportunities—especially in rainy weather. The staff is also negotiating with the fair to lease the field and building adjacent to the Home Arts building with the goal of turning it into a field area for our soccer team as well as a place for other outdoor sports. Hopefully, these changes will allow the athletic program to grow. The schools are continuing to advertise for a science teacher, as all other positions are officially filled. In the event a science teacher is not found, a retired science teacher, Jeanne Metcalf, has agreed to teach the science classes for the entirety of next year as a long-term sub. Savannah Marlow, a Redwood alumni, was hired to teach mathematics. The school added a new full time SPED teacher, Ana Llamas. In all, we anticipate having a strong staff with which to start the 23-24 school year.

Secretary’s Report ~ Sequoia is finishing CAASPP testing this week. Summer school notices will go out in the next two weeks. The schools’ track team has been practicing regularly and attending meets. Sequoia is looking forward to a BMX assembly next week in addition to them many end of year activities. The Sequoia 7th grade is headed to an overnight field trip on the coast. The seniors are in the middle of observations at the preschool next door and will create circle time plan as part of their Early Childhood Education class. Like Redwood, the staff is preparing for Promotion/Graduation and Achievement Day. Current, enrollment for the 2023-2024 is 104 which is 13 less than at this time last year. Much of the decrease is attributed to 17 students transferring to Redwood, an increase of 7 over the previous year. The staff is actively marketing the school to increase enrollment for next year. In addition to community events, the school is advertising on the radio, sending out a mass mailer, has hung a banner across State Street and will be hanging a banner along Dora Street. The school is also going to hanging new signage on the building to draw additional attention to the school. Finally, the school runs yearlong advertisements in the Mendo Lake Family magazine and on the side of the MTA bus. The school continues to build its career focus with the addition of a new CTE teacher, Kim Allen. She will be teaching a Marketing Pathway to the 9th and 10th grade. This will lead into dual enrollment college courses in their 11th and 12th grade focused on business communications and customer service taught by Ms. Decker. Kim will also provide art support to the other grades and run the ELOP after school program to students in grades 4-6. In addition to managing some special education caseloads, Ana Llamas will be temporarily providing intervention groups to address the school’s CSI status.

Treasurer’s Report ~ Current Budget Report and Cash in the County Treasury Report of 4/25/23 shows current cash of $3,729,659—about $138,415 less than last year at this time. The April apportionments have yet to be posted. The cashflow at the end of March was $3,797,070—$422,310 more than projected. According to the budget report, the expenses are at appropriate levels for this time of year. Several revenue streams appear higher than budgeted, much of this will be deferred to next year’s budget. The budget will be revised for the Estimated Actuals. The salary scheduled represents a 5% COLA for next year.

Safety and Facilities Report ~Movers have been scheduled to move out of Home Arts, Junior Building and Flower Building for the summer.

##### Consent Items

a. On a motion by S. Boyce and a second by R. Brown, the board voted (4-0-1) to approve the minutes of the regular meeting of March 7, 2023.

b. On a motion by S. Boyce and a second by R. Brown, the board voted (4-0-1) to approve the internal fiscal year management system and calendar for fiscal services for 2023-2024.

**III. Regular Meeting—Action Items**

1. On a motion by A. Ford and a second by R. Brown, the board voted (5-0) to approve the 2023-2024 salary schedule.
2. On a motion by S. Boyce and a second by J. Joseph, the board voted (5-0) to approve an overnight trip to Baxter Environmental Camp for *Redwood Collegiate Academy* students.
3. On a motion by S. Boyce and a second by R. Brown, the board voted (5-0) to approve a resolution to raise the spending limit of the California Credit Union Visa Credit Card.
4. On a motion by J. Joseph and a second by A. Ford, the board voted (5-0) to approve revisions to BP 104, detailing CAR’s Conflict of Interest Policy.

# IV. Board Training

1. Caleb Cimmiyotti providing training regarding the LCAP. Training time 00:36. Total year to date is 1:36.

# V. Discussion Item

1. The Board reviewed the Local Control and Accountability Plan (LCAP).

**VI. Public Comment For Items Not on the Agenda~** No member of the public requested to speak.

##### VII. Next Meeting— The next regular meeting of the Board of Directors is scheduled for Tuesday, June 13, 2023 at 6:00 p.m. on the campus of *Redwood Collegiate Academy.*

##### VII. Adjournment

## As acclaimed by the chair, the meeting was adjourned at 7:18 p.m.

Respectfully submitted,

Selah Sawyer

Secretary

*For the Record:*

Before 6:00 p.m. on Thursday, April 27, 2023, this meeting agenda was:

Hand-delivered with back-up to all five board members and both corporate officers and management staff;

Posted in the offices of *Redwood Collegiate Academy* and *Sequoia Career Academy*, and classrooms of Flower Building and Home Arts

Building,

Posted on the [www.caredwoods.org](http://www.caredwoods.org) governance channel; and

E-mailed to Scott Paulin