Charter Academy of the Redwoods

Minutes of the Regular Meeting of Tuesday, May 7, 2024

Redwood Collegiate Academy

1059 N. State Street, Ukiah

# I. Welcome and Opening

The meeting was called to order at 6:08 p.m. by Chairperson Boyce. Board members in attendance:

Sandra Boyce Yes

Rebecca Brown Yes

Rachel Donham Yes

Jay Joseph Yes

Kip Webb Yes

Elna Gordon, Selah Sawyer, and Caleb Cimmiyotti were present.

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

President’s Report ~ Sequoia will complete CAASPP testing by this Friday. Summer school notices went out today. Sequoia’s ADA was higher than anticipated with attendance rates reaching pre-pandemic rates improving the budget outlook for this year. The schools’ middle school track team has their first meet tomorrow. The Sequoia seniors toured College of the Redwoods a couple weeks ago and the juniors just returned from visiting old Sacramento and Sacramento City College. The SCA 9s and 10s will be visiting Mendocino College in just over a week. The SCA 8th graders just returned from a field trip to the coast, and the 4th and 5th graders are headed to the Lawrence Hall of Science later this month. While all this is going on, the staff is also preparing for Promotion/Graduation and Achievement Day and planning for next year. Current, enrollment for the 2024-2025 is 115 which is 11 more than at this time last year. Another enrollment window will close on Thursday and 5 more students will be added. The staff continues to actively market the school at community events and on social media. The schools have hired a new science teacher to fill the vacant position. The staff anticipates hiring one additional paraprofessional for next year. At which point, staffing for the 24-25 school year will be complete. Next year Sequoia will be submitting its charter renewal. Currently, Sequoia qualifies for a two year renewal. The staff will work closely with UUSD to ensure a smooth renewal process.

Secretary’s Report ~ Things have been busy at Redwood Academy—with state and now AP testing, as well as planning for year-end events such as the prom, Bound programs, various field trips, and graduation. Student life at Redwood seems healthy overall. However, Redwood’s enrollment has dropped this year since CBEDS—Redwood went from an enrollment of 133 to 125 this year, which impacted ADA negatively. Redwood’s ADA came in below budget targets predicted earlier this year. And, Redwood’s enrollment for 24-25 sits at 121, which is 10 less than last year. Redwood will likely see more 7th grade enrollment, which will help, but 8th grade is full, so there cannot be any more growth there. The staff will need to continue to actively market to grow RCA enrollment in grades with open seats.

Treasurer’s Report ~ Current Budget Report and Cash in the County Treasury Report of 5/6/24 shows current cash of $4,408,383—about $678,724 more than last year at this time. The April apportionments have yet to be posted. 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. It appears that the expences are lower than ancticipated, particularly in the 4000 and 5000 series. Therefore, the June budgets will look better than those presented at 2nd Interim. Additionally, the P2 ADA was slightly higher for SCA and slightly lower fo RCA than expected. The Internal Fiscal Management Plan is required and outlines the procedures for financial transactions as well as the separation of duties. There were some changes to staff duties due to the retirement of Sharon Ward at the end of June.

Safety and Facilities Report ~Movers and painters are being scheduled for the move out of Home Arts, Junior Building and Flower Building for the summer. SCA will be installing some additional accordion doors for space separation over the summer. There will also be routine maintenance occurring over summer.

# II. Board Training

1. Elna Gordon provided training regarding educational funding and budgeting projections. Training time 00:23. Total year to date is 1:23.

##### Consent Items

a. On a motion by K. Webb and a second by R. Brown, the board voted (5-0) to approve the minutes of the regular meeting of March 12, 2024.

b. On a motion by K. Webb and a second by R. Brown, the board voted (5-0) to approve the internal fiscal year management system and calendar for fiscal services for 2024-2025.

**IV**. **Regular Meeting—Action Items**

1. On a motion by R. Brown and a second by J. Joseph, the board voted (5-0) to approve the 2024-2025 salary schedule.
2. On a motion by R. Brown and a second by K. Webb, the board voted (5-0) to approve the 2024-25 Designation of CIF Representatives to League.
3. On a motion by K. Webb and a second by R. Donham, the board voted (5-0) to approve a resolution to close inactive funds.

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# V. Sunshined Items

a. The board members previewed revisions to BP 401.66, detailing CAR’s Leave policy.

# VI. Discussion Item

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

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

##### VIII. Next Meeting— The next regular meeting of the Board of Directors is scheduled for Tuesday, June 11, 2024 at 6:00 p.m. on the campus of *Redwood Collegiate Academy.*

##### VII. Adjournment

## As acclaimed by the chair, the meeting was adjourned at 7:33 p.m.

Respectfully submitted,

Elna Gordon

Secretary

*For the Record:*

Before 6:00 p.m. on Thursday, May 2, 2024, 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