

**RIDGECREST CHARTER SCHOOL
GOVERNING BOARD**
Special Meeting
Tuesday January 5, 2010
Time 6:30 pm
325 South Downs Street, Ridgecrest, CA 93555

I. AGENDA

A. CALL TO ORDER

B. ROLL CALL

	Present	Absent
Rick Smith, <i>President</i>	_____	_____
Craig Bradley, <i>Vice-President</i>	_____	_____
Jerry Perez, <i>Treasurer-Secretary</i>	_____	_____
Debby Kurti, <i>Member</i>	_____	_____
Robert Pritchard, <i>Member</i>	_____	_____

C. APPROVAL OF AGENDA

Motion: _____ Second: _____ Vote: _____

D. FLAG SALUTE

E. MOMENT OF SILENCE

II. COMMUNICATIONS

A. PUBLIC COMMENT

Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

Oral Communications was opened at _____ and closed at _____.

III. ITEMS SCHEDULED FOR ACTION/DISCUSSION/INFORMATION

A. ADMINISTRATION

1. RESOLUTION 2010-001 - Staff Parking

Motion: _____ Second: _____ Vote: _____

B. BUSINESS

1. Approval of New Categorically Funded Position

Motion: _____	Second: _____	Vote: _____
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2. Approval of New Categorically Funded Position

Motion: _____	Second: _____	Vote: _____
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IV. FUTURE MEETINGS

1. January 22, 2010
2. February 18, 2010
3. March 18, 2010

V. FUTURE AGENDA ITEMS

1. Per Diem Rate
2. Streaming Board Meetings
3. Student Representative to the Board

VI. CLOSING BOARD COMMENTS

VII. ADJOURNMENT

The meeting was adjourned at _____.

In compliance with the Americans with Disabilities Act (ADA) and upon request, the School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modifications of the agenda in order to participate in Board meetings are invited to contact the Director's office. Per Brown Act 54954.3(a) at any special meeting the public has the right to address any item described in the agenda before or during consideration of that item.

Subject:	XX Action Item
	<input type="checkbox"/> Consent Agenda
	<input type="checkbox"/> First Read
Resolution 2010-001 Staff Parking	<input type="checkbox"/> Information Discussion
	<input type="checkbox"/> Presentation
	<input type="checkbox"/> Public Hearing
	<input type="checkbox"/> Roll Call Vote Required

Background:

A Board Directive was given at the December 17, 2009 Governing Board Meeting to establish a policy for staff parking to ensure safety for students, staff and visitors.

A Resolution is attached.

RESOLUTION 2010-001

AUTHORIZING THE DIRECTOR TO IMPLEMENT A SCHOOL SITE STAFF PARKING PLAN

WHEREAS, Ridgecrest Charter School seeks to maintain a safe environment for students, staff and visitors;

BE IT RESOLVED by the Governing Board Members of the Ridgecrest Charter School and hereby ordered that the Director, Tina Ellingsworth, or designee;

BE AUTHORIZED to implement a requirement that all Staff park in an established and designated Staff Parking Section within the grounds of Ridgecrest Charter School;

WHEREAS, Staff parking will be designated as the parking spaces on the East side of the Parking lot closest to South Downs Street;

BE IT FURTHER RESOLVED, that this parking directive is to be utilized during the school hours of 7:30 AM to 8:AM and 2:30 PM to 3:30 PM Monday through Friday and 7:30 AM to 8:00 AM and 11:30 AM to 12:30 PM on Alternating Flex Fridays and also during minimum days while school is in session.

PASSED AND ADOPTED by the RCS Governing Board of Directors at a meeting held at a special meeting held on Tuesday January 5, 2010 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Richard I. Smith
President, Governing Board,
Ridgecrest Charter School, Kern County
State of California

ATTEST;

Gayle J. Pietrangelo
Clerk, RCS Governing Board

Subject:	XX Action Item
	<input type="checkbox"/> Consent Agenda
	<input type="checkbox"/> First Read
Approval of New Categorically Funded Position	<input type="checkbox"/> Information Discussion
	<input type="checkbox"/> Presentation
	<input type="checkbox"/> Public Hearing
	<input type="checkbox"/> Roll Call Vote Required

BACKGROUND: Restricted categorical funds have been provided to California public schools, including Ridgecrest Charter School to augment services through Title I and the American Recovery and Reinvestment Act of 2009. A primary goal of the federal economic stimulus monies is to create jobs. At this time the funding is provided on a one time basis.

In concert with the intended use of the monies and the educational service needs of Ridgecrest Charter School the Director has proposed the creation of a limited term pupil personnel staff effective January 15, 2009. The new post would work with students and their families on counseling, discipline, and student goal setting. In-service would also be provided to school staff on effective ways to assist students who exhibit disruptive behavior in class. Additionally, this position includes the responsibility of overseeing the creation of a food service program to be implemented for the 2010-11 school year.

The pay for proposed position would be on a daily rate basis, with the rate ranging between \$173-\$298

Report Prepared by: Vogel and Associates, Business Services Provider

RECOMMENDED BY: Tina Ellingsworth, Director

Attachments: Job Description Coordinator of Family and Student Support Services

Ridgecrest Charter School
Job Description
Pupil Personnel (Subject to Receipt of Title I/ARRA Funds for 2009-2010)

Work Year:	185 to 200 days for full-year	2009-10 Work Year estimate 119 days
Reports to:	Director	2009-10 Daily Rate between \$173 and \$298
Board Approval:	01/06/2010	

BASIC FUNCTION:

Serves as the administrator of Pupil Personnel Services which includes attendance programs and services, student records, student counseling, discipline and the creation of a food service program. Interprets and implements state and federal requirements; provides leadership in the development of district policies, regulations and procedures for all segment levels.

REPRESENTATIVE DUTIES:

Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position, but are intended to accurately reflect the principle job elements.

Administer and supervise student attendance and behavior. Meet with staff and parents on student support matters. Oversight of the implementation a food program to be effective for the 2010-2011 school year.

Develop, implement and maintain school standards of student behavior. Specific functions include the development, maintenance and distribution of a student behavior standards handbook which serves as a guide for staff; co-develop parent handbook; prepare and distribute letters to parents under the School Director's signature related to changes in school or legal standards of student behavior, and meet with teachers.

Maintain, store and retrieve student records. Specific functions include the development of mandatory, permanent student record forms; advise school staff of maintenance requirements; coordinate the collection of active and non-active student records; provide records upon request by authorized persons and by court orders.

Administrator to provide oversight to the Food Services Manager: to develop, implement and supervise a school lunch program. Specific duties include the development, maintenance and distribution of forms, reports and budget preparation for the CDE, SBE and Governing Board.

Attend Governing Board meetings, and advise the School Director and Board Members regarding student expulsions, exclusions and suspensions. Specific functions include the quarterly student suspension and exclusion report for the Board; meet with the Board in closed session on student matters; prepare board agendas; represent the School at appeal hearings at the County Board of Education meetings.

Monitor legislative and judicial decisions related to students and parent's rights and inform the Director. Specific functions include in-service of staff; annually prepare and disseminate Parent's/Guardian's Rights Notification, which reflects federal and state mandates; serve as advisor to director on matters of parent and student rights, as requested.

Co-develop the School's annual school calendar; monitor legislation affecting school holidays and work year; annually (mid spring) prepare draft calendar for Governing Board approval.

Assist Director in the observation of staff performance.

TRAINING, EDUCATION AND EXPERIENCE:

Bachelor's degree and four years of experience in public or private school, including at least three years increasingly responsible experience in leadership role.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile. Possession of Standard Teaching Credential preferred.

KNOWLEGDE AND ABILITIES:

KNOWLEGDE OF:

State and local laws about school attendance, discipline, transfers, student due process and SARB.

Outside agencies available to serve needs of 'at-risk' students and local law enforcement and social service agencies.

School organization, operations, policies, regulations and procedures.

Budget preparation and control.

Computer operation and related software.

Interpersonal skills using tact, patience and objectives.

Oral and written communication skills.

Research methods and report writing techniques.

Policies and objectives of assigned program and activities.

Ability to:

Provide forceful support of school policies and procedures and existing laws.

Organize and work with school, students, parents and community individuals and groups.

Understand how various multicultural backgrounds and economic conditions affect child welfare and student attendance.

Operate a computer and related software.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Establish and maintain cooperative and effective working relationships with others.

Work effectively with people in difficult situations.

Meet school standards of professional conduct.

WORKING CONDITIONS:

Sample Environment: Office environment; drive a vehicle to conduct work.

Sample Physical Abilities:

Hear and speak to make presentations and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; lift light objects.

Sample Hazards:

Contact with dissatisfied or abusive individuals.

Subject:	XX Action Item
	<input type="checkbox"/> Consent Agenda
Authorization to Create Limited Term Food services Manager Position	<input type="checkbox"/> First Read
	<input type="checkbox"/> Information Discussion
	<input type="checkbox"/> Presentation
	<input type="checkbox"/> Public Hearing
	<input type="checkbox"/> Roll Call Vote Required

BACKGROUND: Restricted categorical funds have been provided to California public schools, including Ridgecrest Charter School to augment services through Title I and the American Recovery and Reinvestment Act of 2009. A primary goal of the federal economic stimulus monies is to create jobs. At this time the funding is provided on a one time basis.

In concert with the intended use of the monies and the educational service needs of Ridgecrest Charter School the Director has proposed the creation of a limited term Food Services Manager staff effective January 15, 2009. The new post would work with students and their families on implementing, managing and reporting to the State all food service related responsibilities. Informational meetings would also be provided to parents on program implementation. Additionally, this position includes the responsibility of creating a full functioning breakfast, lunch and snack food service program to be implemented for the 2010-11 school year.

The pay for proposed position would be on a daily rate basis, with the rate ranging between \$96-\$150

Report Prepared by: Tina Ellingsworth, Director

RECOMMENDED BY: Tina Ellingsworth, Director

Attachments: Job Description Food Services Manager

Ridgecrest Charter School
Job Description
Food Services Manager (Subject to Receipt of Title I/ARRA Funds for 2009-2010)

Work Year: 181 to 185 days for full-year 2009-10 Work Year estimate 119 days
Reports to: Director 2009-10 Daily Rate between \$96 and \$150
Board Approval: 01/06/2010

BASIC FUNCTION:

Serves as the Manager of a the Ridgecrest Charter School Food Service Program which includes leadership, support and guidance to ensure that food quality standards, inventory levels, food safety guidelines and customer service expectations are met. Maintains records of income and expenditures, food, supplies and equipment.

REPRESENTATIVE DUTIES:

Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position, but are intended to accurately reflect the principle job elements.

Develop, implement and supervise a school lunch program. Specific duties include the development, maintenance and distribution of forms, reports and budget preparation for the CDE, SBE and Governing Board.

Attend Governing Board meetings, and advise the School Director and Board Members regarding food service program, enrollment and participation.

Develop food services Monthly Newsletter for parents with nutrient information and menu's.

Principle Tasks:

- Coordinates all preparing and serving of food, and cleaning facilities and utensils in a production kitchen.
- Conducts planning and budgeting.
- Manages a cost-effective program.
- Forecasts and plans the purchase of food, supplies and equipment.
- Facilitates menu planning.
- Responds to customer preferences and industry trends to plan menus that encourage participation in the food program.
- Maintains required records including food production, inventory, income/expense, meal counts and records.
- Ensures that established sanitation and safety standards are maintained.
- Facilitates the preparation and serving of food.
- Interacts with students, other personnel and the public.

TRAINING, EDUCATION AND EXPERIENCE:

A high school diploma or equivalent is required. Specialized training in food service management and nutrition is desirable. The Manager is required to complete an approved Sanitation and Safety course. The Manager is also required to complete the mandatory trainings required by the State and CDE.

Experience

Experience in quantity food production/service is desired.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile.

KNOWLEDGE AND ABILITIES:

The foodservice manager must possess the following:

- General knowledge and understanding of nutrition.
- Knowledge of a nutrient analysis spreadsheet of school meals.
- Knowledge of food service program requirements.
- Basic computer skills.
- Written and oral communication skills.
- Considerable knowledge of quantity food production and serving techniques, food safety/sanitation requirements and procedures.
- An understanding of food service program finances.
- Skill in using public relations techniques to promote the food service program to children, school personnel and the public.

Ability to:

Ability to maintain records and complete reports as required, including web-based reporting.

Organize and work with school, students, parents and community individuals and groups.

Understand how various multicultural backgrounds and economic conditions affect child welfare and food service program requirements.

Operate a computer and related software.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Establish and maintain cooperative and effective working relationships with others.

Work effectively with people in difficult situations.

Meet school standards of professional conduct.

Ability to interact positively with children, other school personnel and the public.

WORKING CONDITIONS:

Sample Environment: Office environment; drive a vehicle to conduct work.

Sample Physical Abilities:

Hear and speak to make presentations and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; lift light objects.

Sample Hazards:

Contact with dissatisfied or abusive individuals.

