



VISTA OAKS
CHARTER SCHOOL

**Board of Directors
Meeting Agenda**

4:30 PM, Monday, September 22, 2014

1812 W. Kettleman Lane, Suite 1, Lodi, California 95242

- I. Call to Order and Roll Call
- II. Adoption of Agenda
- III. Hearing of Parties Desiring to Address the Board and/or Present Petition
- IV. Unfinished Business – None
- V. Adoption of Minutes
 1. August 25, 2014 – Regular Meeting
Motion: _____ Second: _____ Vote: _____
- VI. Reports and Presentations to the Board
 1. Presentations
 - Recognition of Student – Adrian Flores
 2. Reports
 - Report 1: Update on Facilities, Financials, and General Progress
- VII. Action Items
 1. Work Experience Education Plan
Motion: _____ Second: _____ Vote: _____
 2. Illness and Injury Prevention Program
Motion: _____ Second: _____ Vote: _____
 3. Sexual Harassment Policy
Motion: _____ Second: _____ Vote: _____
- VIII. Next Meeting:
 - Monday, October 27, 2014 at 4:30
14301 Byron Highway, Byron, California 94514
 - Items for Next Meeting:
 - Discussion of Goals for the Year – Part 1
 - Allergy-Friendly Food Policy
- IX. Adjournment



Board of Directors

Susan Williams Shanda Warddrip Christie Rieder Tiffany Violich

Meeting Minutes

4:30 PM, Monday, August 25, 2014

14301 Byron Highway, Byron, California 94514

- I. Call to Order and Roll Call-**Called to order by Rieder at 4:40PM**
Present: **Rieder, Violich, Warddrip, Williams** Absent:
- II. Adoption of Agenda – **Rieder adopted agenda**
- III. Hearing of Parties Desiring to Address the Board and/or Present Petition-**No other parties addressed the board at this time.**
- IV. Unfinished Business – None
- V. Adoption of Minutes
 1. July 29, 2014 – Regular Meeting
Motion: **Warddrip** Second: **Williams** Vote: **Ayes: Rieder, Violich, Warddrip, Williams; No: None**
- VI. Reports to the Board
 1. Report: Update on Facilities, Financials, and General Progress – Joy Groen updated the board on enrollment numbers and our goal is to stop enrollment at 425 students. She also talked about communication and how we will add Shandra Warddrip and Susan Williams to the Smore email list. Joy Groen also gave an update of the Byron site. High school classes started last week and K-8 will begin the week of 8/25/15. Al Seyford and Joy Groen also provided information about the Implementation Grant and when it needs to be submitted.
 2. Report: Update on Using Technology to Improve the School
Al Seyford gave an update on an upcoming Google App's Training on Feb. 7th and Feb. 8th. Training is on a weekend and everyone is encouraged to attend.
- VII. Action Items
 1. Independent Study Board Policy – Amending
Motion: **Warddrip** Second: **Williams** Vote: **Ayes: Rieder, Violich, Warddrip, Williams; No: None**

2. Bullying Policy and Prevention Guide

Motion: **Rieder** Second: **Violich** Vote: **Ayes: Rieder, Violich, Warddrip, Williams; No: None**

VIII. Next Meeting:

Monday, September 22, 2014, at 4:30

1812 West Kettleman Lane, Suite 1, Lodi, California 95242

IX. Adjournment - Meeting was adjourned by Violich and seconded by Rieder at 5:45 PM

Secretary

Executive Director

Date Approved: _____

UPDATE ON GENERAL PROGRESS OF THE SCHOOL

REPORT ITEM #1

OVERVIEW:

The Board of Directors will be given an update on the following items:

- Enrollment Updates
- Financial Update
- Update on Public Charter School Grant Program
- Update on Communication
- Update on Technology
- Byron – Update on Onsite Opportunities
- Lodi – Update on Onsite Opportunities
- Update on Staffing

WORK EXPERIENCE EDUCATION PLAN

ACTION ITEM #1

OVERVIEW:

The State of California requires that schools that give Work Experience credit must have an approved Work Experience Education Plan. This Plan must be submitted to the State and needs to include VOCS Board approval for a policy regarding hours worked, credit assigned and curriculum completed. The following is Vista Oaks' proposed plan.

RECOMMENDATION:

Vista Oaks recommends that the VOCS Board approve this plan so that the school can move forward to submit their Work Experience Education Plan for State approval.

Work Experience Education Plan * Vista Oaks Charter School

Work Experience at VOCS is an elective class in which students are able to earn 5 or 10 credits depending on the number of hours in which they have worked, not to exceed more than 20 credits per year for 2 years. Students can earn 5 credits for every 75 hours worked, or 10 credits for 150 hours.

Week Number	Lesson Assignment	Work Experience Standards
Semester 1A		
1	Employability Skills	1.4, 4.4, 5.1
2	Knowing Yourself	1.7, 1.8, 6.3, 5.1
3	Setting Goals	3.0, 3.1
4	Understanding The Labor Laws for Minors	2.1, 3.1, 5.1, 5.2, 5.3, 5.4
5	Starting a Job	2.5, 6.2
6	Dressing for Work	2.5, 6.2
7	Getting to Work on Time	1.8, 2.4, 6.1
8	Being Organized and Managing Time	1.8, 2.4, 6.1
9	Understanding the "Big Picture"	2.5, 6.2
10	Following Instructions	2.5, 6.2
11	Being Responsible	2.5, 6.2
12	Interest Inventory	1.7, 1.8, 6.3
13	Career Trends/Clusters	5.0
14	Job Safety	5.1, 5.2, 5.3
15	Making Decisions/Solving Problems	2.0
16	Using Computers	7.2, 7.3
17	Learning Skills for the Job	2.2, 2.3
18	Protecting yourself at Work/Dealing with Harassment	2.2, 2.3, 3.1, 5.4, 5.5
	Final Exam	
Semester 1B		
1	Payroll	3.2, 3.3
2	Labor Laws	2.1, 3.1, 5.1, 5.2, 5.3, 5.4
3	Taxes and the 1040 EZ	3.2, 3.3, 3.4
4	Resume and References	1.2, 1.3
5	Cover Letters	1.2, 1.3, 1.1, 4.1, 7.4
6	Interviews	1.4, 1.5, 1.6, 2.1, 4.5
7	Following Up	1.4, 1.5, 1.6, 2.1, 4.5
8	Using Verbal Communication	1.8, 2.4, 6.1
9	Using Written Communication	1.8, 2.4, 6.1
10	Listening Skills on the Job	1.8, 2.4, 6.1
11	Building Relationships at Work	1.8, 2.4, 6.1
12	Managing Conflict	1.8, 2.4, 6.1
13	Technology in the Workplace	7.2, 7.3
14	Benefits	3.2, 3.3
15	Relieving Job Stress	5.1, 5.2, 5.3
16	Employees Rights	5.1, 5.2, 5.3
17	Losing a Job	1.2, 4.2
18	Moving on/Resigning	1.2, 4.2
	Final Exam	

ILLNESS AND INJURY PREVENTION POLICY

ACTION ITEM #2

OVERVIEW:

Included you will find the proposed Illness and Injury Prevention Policy. One of our goals as an organization is to have an environment and site where students, staff, and visitors are safe from injury and illness. This policy is taken from templates and information found through the California Department of Education.

RECOMMENDATION:

The Vista Oaks Administrative Team recommends approval of this board policy.

Vista Oaks Charter School

Illness and Injury Prevention Policy

Vista Oaks Charter School (VOCS) has created and implemented the following Injury and Illness Prevention Program (IIPP) to promote and monitor a safe workplace.

Every California employer must establish, implement and maintain a written IIPP and a copy must be maintained at each worksite or at a central worksite if the employer has non-fixed worksites. The requirements for establishing, implementing and maintaining an effective written Injury and Illness Prevention Program are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consist of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

RESPONSIBILITY

The Safety Team Leader is responsible for implementing and maintaining this IIPP for VOCS. Site Managers are responsible for implementing and maintaining the IIPP at their site and for answering any questions about the IIPP that an employee may have. A copy of this IIPP is available from each Site Manager upon request.

COMPLIANCE

All employees, including the Executive and Associate Directors are responsible for complying with safe and healthy work practices. VOCS's system of ensuring that all employees comply with these practices include one or more of the following practices:

- Informing employees of the provisions of VOCS's IIPP.
- Evaluating the safety practices of all employees.
- Recognizing employees who perform safe and healthy work practices.
- Providing training to employees whose safety practices need improvement.

COMMUNICATION

The Safety Team Leader is responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. VOCS's communication system encourages all employees to inform their Site Manager or Executive/Associate Directors about workplace hazards. Our communication system includes the following items:

- Review of our IIPP.
- Regularly scheduled safety team meetings.
- Posted or distributed safety information.
- A system for employees to anonymously inform management about workplace hazards (the Uniform Complaint Form can be found on the VOCS website).

HAZARD ASSESSMENT

The Site Manager along with the Safety Team Leader will frequently identify and evaluate workplace hazards.

- Hazard Assessment Checklist will be used annually to review the safety of each site.
- Periodic inspections are performed according to the following schedule:
 - When VOCS initially established our IIPP;
 - When new substances, processes, procedures or equipment which present potential new hazards are introduced into VOCS's workplace;
 - When new, previously unidentified hazards are recognized;
 - When occupational injuries and illnesses occur; and
 - Whenever workplace conditions warrant an inspection.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

HAZARD CORRECTION

Any unsafe or unhealthy work conditions and/or practices or procedures will be corrected in a timely manner based on the severity of the hazards. Hazards will be corrected according to the following procedures:

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition.

- Employees who are required to correct the hazardous condition will be provided with the necessary protection.

TRAINING AND INSTRUCTION

All employees, including the Executive and Associate Directors, will have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- When the IIP Program is first established;
- To all new employees;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard;
- To Site Managers to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed; and
- To all employees with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIPP.
- Emergency action and fire prevention plan.
- Provisions for medical services and first aid including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tends to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- Proper reporting of hazards and accidents to the Site Manager.
- Hazard communication, including employee awareness of potential chemical hazards, and proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

RECORDKEEPING

We have checked one of the following categories as our recordkeeping policy.

 Category 1. Our establishment has twenty or more workers or has a workers' compensation experience modification rate of greater than 1.1 and is not on a designated low hazard industry list. We have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form.

Inspection records and training documentation will be maintained according to the following checked schedule:

 For one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment; or

 Since we have less than ten workers, including managers and supervisors, we only maintain inspection records until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they are first hired or assigned new duties.

 Category 2. Our establishment has fewer than twenty workers and is not on a designated high hazard industry list. We are also on a designated low hazard industry list or have a workers' compensation experience modification rate of 1.1 or less, and have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections; and
2. Documentation of safety and health training for each worker.

Inspection records and training documentation will be maintained according to the following checked schedule:

 For one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment; or

 Since we have less than ten workers, including managers and supervisors, we maintain inspection records only until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they are first hired or assigned new duties.

Category 3. We are a local governmental entity (county, city, district, or and any public or quasi-public corporation or public agency) and we are not required to keep written records of the steps taken to implement and maintain our IIPP.

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice:

Corrective Action Taken:

ACCIDENT/EXPOSURE INVESTIGATION REPORT

Date & Time of Accident: _____

Location: _____

Accident Description:

Employees Involved: _____

Preventive Action Recommendations: _____

Corrective Actions Taken: _____

Site Manager Responsible: _____ Date Completed: _____

WORKER TRAINING AND INSTRUCTION RECORD

EMPLOYEE NAME	TRAINING DATES	TYPE OF TRAINING	TRAINERS

SEXUAL HARASSMENT POLICY

ACTION ITEM #2

OVERVIEW:

Included you will find the proposed Sexual Harassment Policy. Vista Oaks expects to be a school where students, staff, and community members are safe. This policy is taken from templates and information found through the California Department of Education and the Charter Schools Development Center.

RECOMMENDATION:

The Vista Oaks Administrative Team recommends approval of this board policy.

Vista Oaks Charter School Sexual Harassment Policy

Vista Oaks Charter School (VOCS) is committed to maintaining a learning and working environment free of sexual harassment and intimidation. Sexual harassment of or by any VOCS board member, administrator, staff member, student, parent, volunteer or guest is strictly prohibited. VOCS teachers will explain this policy to their students in an age-appropriate manner and clearly explain that students do not need to endure any form of sexual harassment.

Sexual Harassment Defined

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (*Education Code 212.5*)

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.
- Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through VOCS.

Other types of conduct which are prohibited at VOCS and which may constitute as sexual harassment include but are not limited to:

- Unwelcome leering, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, stories, drawing, pictures or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students.
- Touching an individual's body or clothes in a sexual way.
- Cornering or blocking of normal movements for sexual purposes.
- Displaying sexually suggestive objects in the educational or work environment.

REPORTING PROCEDURE

Any person who believes he/she has been the victim of sexual harassment by a board member, an administrator, a staff member, a student, a parent, a volunteer or a guest of VOCS is to immediately and confidentially report and discuss the alleged acts with one or more of the following Designated Parties:

- Executive Director
- Chief Operations Officer
- Site Manager, or
- Teacher.

Any party who feels that he/she is being discriminated against or sexually harassed should immediately contact one of the parties listed above. Written complaints can be filed in accordance with the Uniform Complaint Procedures (UCP) which are available at each site and on the VOCS website.

INVESTIGATIVE PROCEDURE

Each complaint of sexual harassment will be promptly investigated in a way that respects the privacy of all parties concerned. Following discussion with one or more of the Designated Parties, and the agreement of the reporting party that an investigation should be undertaken, the complaint will be made fully known to the Executive Director and to VOCS's attorney (if he/she has not been previously involved). Once so advised, immediate follow-up in the form of a full investigation by the Executive Director and attorney will be performed. In determining whether alleged conduct constitutes sexual harassment, the totality of circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred, will be considered. To assist in the investigation, incidents will be documented,

including specifics such as dates, times, witnesses, if any, and a full and clear statement of what transpired. The Executive Director (with the assistance and advice of VOCS's attorney), will determine the appropriateness (or lack thereof) of the particular action and then a decision will then be made from the facts and appropriate action will be pursued expeditiously in each case.

RESPONSIVE ACTION

Any board member, administrator, staff member, student, parent, volunteer or guest of VOCS who engages in sexual harassment is subject to immediate and appropriate discipline, up to and including discharge or expulsion. The Executive Director will report the results of the investigation of each complaint filed under this Policy to the complaining party. The report will document any disciplinary action taken by VOCS as a result of the complaint, and will become part of the personnel file or record of the disciplined individual.

REPRISAL

VOCS strictly forbids and will not tolerate any retaliation against any individual who complains of sexual harassment, and anyone who practices such retaliation will be subject to immediate discipline, up to and including discharge or expulsion.

NON-HARASSMENT

VOCS recognizes that not every advance or comment of a sexual nature constitutes harassment. Whether a particular action or incident constitutes sexual harassment or not requires an objective determination based upon all of the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties, are prohibited by the school, and can be cause for disciplinary action up to and including discharge or expulsion.

The Sexual Harassment Policy will be available in the following locations:

- The Parent and Student handbook, which parents/guardians and students will receive on an annual basis during their orientation meeting at the beginning of each semester, and/or upon initial enrollment. (Education Code 231.5)
- The VOCS's website.
- The main administrative building or other area of the campus or school site where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted. (Education Code 231.5)

Questions or complaints regarding sexual harassment can also be raised with or be directed to the Executive Director or Chief Operations Officer.

Legal Reference: EDUCATION CODE

200-240 Prohibition of discrimination on the basis of sex, especially:

212.5 Sexual harassment

212.6 Sexual harassment policy

230 Particular practices prohibited Students BP 5145.7(d)

48900(n) Suspension or expulsion for sexual assault/battery

48900.2 Suspension or expulsion for sexual harassment

48980 Notice at beginning of term

UNITED STATES CODE, TITLE 42

2000d & 2000e et seq. Title VI & Title VII, Civil Rights Act of 1964 as amended

2000h-2 et seq. Title IX, 1972 Education Act Amendments

Franklin vs. Gwinnet County Schools (1992) 112 S. Ct. 1028

Adopted:

Amended: