

**BLUE OAK CHARTER SCHOOL**  
**450 W. East Ave., Chico, CA 95926**  
**Charter Council**  
**Regular Meeting**

**Tuesday, September 4th, 2012**

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All times noted on the agenda are approximate and listed solely for convenience. The Board may hear items earlier or later than is noted and may move the order of agenda items.

*The Blue Oak Charter Council reserves the right to take action on any item on the agenda.*

**UNAPPROVED MINUTES**

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**OPEN SESSION – 6:00 PM**

1. CALL MEETING TO ORDER

Chair called meeting to order at 6:10pm

2. INVOCATION

3. ROLL CALL OF COUNCIL MEMBERS

	Present	Absent
Tighe O’Neill	<u>  x  </u>	_____
Heather Altfeld	<u>  x  </u>	_____
Louthea Griffin	<u>  x  </u>	_____
Lyn Herrod	<u>  x  </u>	_____
Claire Hutkens Seda	<u>  x  </u>	_____
Jeff Plotnick	<u>  x (6:15pm)  </u>	_____

4. AGENDA MODIFICATIONS

Tighe moved unaudited actuals from 9.7 to 9.2

5. AUDIENCE TO ADDRESS THE COUNCIL

No comment

6. REPORTS

6.1 Administrative

-Nathan presented list of attachments needed for charter renewal petition followed by discussion regarding adding “Academic Performance Data” showing Blue Oak CST results as compared to schools determined to be ‘similar’.

-Assignments of who is accountable for each appendix item to be decided by charter review committee.

-Finance Committee would be responsible for working on any updated budget using newest enrollment & attendance data.

-Traffic flow working well using drive around the building for drop off – Great first week of school.

-Attendance tracking now electronic on iPads.

-Weekly communication going home on from Laurie via OneCallNow email.

-All school meeting scheduled for Sept 11<sup>th</sup>- introducing entire faculty & staff, reviewing CST accomplishment and what contributed to the achievement. School is feeling very strong – teachers & specialty teachers.

-Discussion re: current enrollment and opportunities for increasing both enrollment and attendance.

6.2 Parent Council Report

First meeting last week (8/28). Co-chair is leaving and seat is vacant. Effective practices research was completed that highlighted parent role in governance. Bylaws include the Parent Council role in school operation. Structure is established and has been underutilized. Lyn reported that the meeting was quite useful and shared the suggestions that parents ‘meet the board’ and that bios of the board members be available; Lyn also recommended a brief summary of what happens at board meetings be sent out to parents, perhaps in ‘leaves’. Board can end meeting in Comments from Charter Council with brief discussion about what should be reported out from monthly meetings as ‘notes from Laurie’.

6.3 Teacher Report

Hearing good things from faculty – they are feeling prepared and unified. Spanish and music are going extremely well. Faculty meetings have been streamlined and are ending at 3:15pm.

6.4 Committee Reports

- Charter Review

Committee has not met. Admin or member of Council should take lead on reforming and reactivating the group. Bylaws clarify role of advisory committees vs. board committees. Charter review committee will operate as an advisory committee. Current members would include: Jeff, Louthea, Nathan, Laurie, Caryl Brown, Brianna Lee. A second parent and confirmation of Sarah Lee is desired.

ACTION: Nathan will coordinate inviting & scheduling next meeting

ACTION: Revise website references to committees

- Finance

Laurie sent out minutes. Nathan discussed budget as “work-in-progress” needing adjustment. Will ongoingly be looking at where income can be increased and expenses can be decreased. Credit line may be tapped as early as February to cover required expenses.

7. CONSENT AGENDA

7.1 Approval of BOCC July 10, August 21 and 30th minutes

7.2 Removal of Signatures from bank accounts-former chair

Heather moved to approve consent agenda item. Louthea seconded.

Ayes 6 Nays 0 Abstained 0 – motion passed unanimously

8. UNFINISHED BUSINESS

8.1 2012-2013 Math Program

Discussion regarding status of leveled math program. “Flex” math continues with assessment early in the year and appropriate placement. Intervention is available when needed. CPM curriculum has been approved – incorporates Common Core standards. Trainer will be scheduled

to work with 7<sup>th</sup> & 8<sup>th</sup> grade teachers before end of this calendar year. Everyday Math for grades 2-6 was covered with CUSD trainer over the summer.

8.2     2012-2013 Reading Program

Broad review of reading program and assessment methods presented. Discussion followed about developmental education and practices in grades for reading support. Faculty is using research to guide appropriate additions to curriculum. Discussion regarding CST results and their reflection of successful implementation of our curriculum – lower scores in 2<sup>nd</sup> & 3<sup>rd</sup> with a large increase in proficiency beginning in 4<sup>th</sup> grade.

8.3     Title I Parent Advisory Committee

Nathan described required structure of committee – comprised of parents that are members of the SED population – schoolwide improvement plan needs to be approved then presented to Board. Funds are tied to compliance. Nathan is responsible for creating and scheduling the committee to approve the plan.

9.     NEW BUSINESS

9.1     Election of new charter council officers

There is an opening for Chair.

Heather nominated Tighe. Claire seconded.

Ayes   5       Nays   0       Abstained   1       – *motion passed*

Vice Council Chair opening remains.

Jeff nominated Heather. Lyn seconded.

Ayes   5       Nays   0       Abstained   1       – *motion passed*

9.2     Approval of 2011-2012 unaudited actuals

Discussion regarding relationship with CSMC and confidence in accuracy of this data. Insight is limited.

Jeff moves to approve unaudited actuals as presented. Lyn seconds.

Ayes   6       Nays   0       Abstained   0       – *motion passed*

9.3     Field Trip Approval- Rebecca Ginney

Jeff moves to approve field trip. Heather seconds.

Ayes   6       Nays   0       Abstained   0       – *motion passed*

9.4     Approval of adding signatures to bank account - chair

Jeff moves to approve addition of new chair's signature to bank account; Claire seconds

Ayes 5 Nays 0 Abstained 1 – *motion passed*

9.5 Open board seat – open application process for appointment

According to bylaws the Board may appoint a new member. Standard application can be used to assess candidate to fill the open parent seat. Discussion regarding communication to parent body and potential acquisition of teacher recommendations (communicated at faculty meeting). Applications will be accepted through Sept 20<sup>th</sup> and appointment scheduled at October 2<sup>nd</sup> BOCC. Interview & vote for appointment must be completed in open session.

9.6 Creation of Community Coordinator position

Nathan described this position as internal communication/parent liaison role – hourly position @ \$20/hr (\$10,000 annual). Some external promotion is included however not as all-encompassing as the Development Director. Emphasis will be placed on rebuilding internal trust between community at-large and school leadership (Board & Administration).

Heather moves to approve creation of Community Coordinator position. Claire seconded.

Ayes 4 Nays 1 (Louthea) Abstained 1 (Tighe) – *motion passed*

Heather left the meeting at 8:55pm

9.7 2012/2013 reporting calendar

Tighe requested that a reporting calendar be created with due dates of compliance items so that the occurrences of special meetings are reduced.

9.8 Administrative review process

Mid-year reviews were discussed last school year in order to ensure continued alignment of mission and practices. Also provides a venue for administration to communicate long-term issues to the Board. Jeff suggests the use of a tool that defines the evaluation process using the job description as a creation guide – clarifies expectations and evaluation process. Possibly doing one in December timeframe, again in March and then the usual annual review at the end of the year, June. Louthea recommends a Charter Council committee to create the process.

Louthea moves that the council authorizes a section 21 committee to create an administrative review process & nominates Jeff to chair. Claire seconded.

Claire accepted seat on the committee with Jeff.

Ayes   5        Nays   0        Abstained   0        – *motion passed*

10.      **FUTURE CHARTER COUNCIL MEETING**

10.1      Date of Next Meeting October 2nd, 6:00pm

11.      **COMMENTS FROM THE CHARTER COUNCIL**

Board directed Laurie to communicate through weekly parent notes that Tighe is new chair and that, at administration’s recommendation, the BOCC approved the position of Community Coordinator.

12.      **ADJOURNMENT**

Chair adjourned meeting at 9:11pm