

**BLUE OAK CHARTER SCHOOL**  
**450 W. East Ave., Chico, CA 95926**  
**Charter Council**  
**Special Meeting**  
**November 14, 2013**

**APPROVED MINUTES**

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**OPEN SESSION - 6:00 PM**

1. CALL MEETING TO ORDER  
Chair called the meeting to order at 6:02 pm

2. INVOCATION

3. ROLL CALL OF COUNCIL MEMBERS

	Present	Absent
Louthea Griffin	<u>  x  </u>	_____
Lyn Herrod	<u>  x  </u>	_____
David Lunde	<u>  x  </u>	_____
Jeff Plotnick	<u>  x  </u>	_____
Jonathan 'Joc' Clark	<u>  x  </u>	_____
Rebekah Casey	<u>  x  </u>	_____
Heather Halterbeck	<u>  x  </u>	_____

4. AGENDA MODIFICATIONS  
No agenda modifications.

5. AUDIENCE TO ADDRESS THE COUNCIL  
Lyn expressed confusion about the posting and email breakdown for this month's meeting.  
Louthea commented that this is the 2<sup>nd</sup> time in a month that the BOCC email has been an issue.  
Tighe O'Neill discussed concerns about fiscal oversight and Executive Director role as defined by administrative design team. Summer O'Neill commented as an employee and discussed concerns about the verbal warning she received from her supervisor today.  
Jennifer McCardle (parent & part-time employee) requested that her son be placed in 2<sup>nd</sup> grade rather than 1<sup>st</sup> grade. She discussed his background and expressed frustration for how her enrollment was handled by the Principal and feels strongly that he is misplaced in his current grade. Shannon requested to be present at the meeting with Jennifer McCardle's meeting with Nathan regarding appropriate placement.  
Louthea commented that at the last meeting she was not in favor of approving the consultant - and wanted to clarify that it was process issue and not a personal issue. She met with two teacher leaders and learned that they are VERY satisfied, are pleased with the process and feel very supported.

6. REPORTS  
6.1 Teachers

Michael Antuzzi - 8<sup>th</sup> Grade Teacher - teachers asked him to bring comment that the new process of making requests and freeing up Laurie & Nathan to spend more time in the classrooms has been received well, except for a couple of requests that were not fulfilled as quickly as requested.

## 6.2 Parents

A mission statement has been established to focus on parent education and the health & well-being of the community. Working with Laurie on parent education nights - coming up. Very strong, positive group and doing well. Jeff requested the schedule. Lyn requested that someone attend next Tuesday; Heather agreed to attend.

## 6.3 Community

Summer prepared a redacted report of exit interview results.

The feedback about shifting focus from 'volunteering' to 'participation' has been positive. Parents are understanding how the time they are investing counts toward the hours they promise to complete. The participation tracking binders outside each classroom are being updated well. Working on updating the website. Orientations have been added to the school tour that Nathan & Summer deliver which seems to help get new parents more information.

Joc requested clarification on exit dates. Heather inquired about how data is gathered (called before they left or after). Louthea asked about how it is handled when students leave mid-year. Discussion about the process followed. Jeff requested that 5-days be the maximum time that passes prior to locating an absent child.

## 6.4 Principal - The Break Through Coach

Laurie presented a brief overview of the training attended by Nathan, Laurie, Kate, Cyd & Amber. Training brings best practices in business to school administration in order to increase efficiency. Primary functions of managers is coordinating the actions of others and being a coach - supporting others. Fundamental practices - clean out the office; secretary handles all mail/paperwork & daily meeting with secretary; using a request form (alleviates the need to remember what people say/ask for).

Louthea requested clarification on the request process. Jeff commented that the bigger picture makes a difference in understanding why controlling the time is important. Sees that it is a mindful approach to getting time in the classroom.

Joc wants to be sure that ongoing evaluation occurs - doesn't want to have the school be "all business"; wants to make sure the high-touch experience remains.

Heather wonders if there was discussion/differentiation between Laurie & Nathan roles. Wants to be sure the business needs of the school are being met but doesn't want the 'business' to overshadow the focus on educating and serving children.

Rebekah is looking for the same differentiation and is looking for an organization chart with job descriptions so she can better understand.

6.5 Executive Director- Consultant Position, Fire Marshall's Report, Policies Binder & Form  
700

Shannon reported that she has attended 7 classrooms and observes a full main lesson and then meets with the teacher for feedback for 45-60 minutes to go over what is being done successfully and what/how improvements could be made. She shared about a particular classroom, the challenges the teacher faced and what she did to provide support. That class has already received positive feedback from parents seeing good changes. Louthea expressed satisfaction that Shannon is taking notes and providing the feedback to the teachers and that it is kept confidential. Jeff encouraged the administrators to find opportunities for threat-free environments.

Nathan requested the new Board Members complete Form 700.

Fire Marshal noted 17 violations that needed correcting. The Marshal brought 12 students along for training; the school was thoroughly inspected. A reinspection is scheduled in December.

Policy binders were completed and provided to each Board Member.

Jeff asked Susan Powers of CSMC about the changes in our budget in light of the expenses that were approved last month. Discussion about receiving reports and knowing our actual status. Susan reported that updated information is always available online ([chartervision.net](http://chartervision.net)). Our interim report will be ready prior to the December meeting & go out with the packet with time allowed for review prior to approval.

Dave commented that the mission is to be supported by the budget, not the other way around. These two items in question were discussed at length. Takes offense at all this stuff that is being discussed as a distraction to what is important - that is making a difference for the kids in the classroom and supporting our teachers. Regarding the computers - this is a mandate and was also discussed at length before approval. He felt they were duly handled and well handled.

Jeff reiterated the importance of budget control. Next Finance Committee meeting is December 3<sup>rd</sup>. Rebekah would like to hear from the Finance Committee prior to the December 10<sup>th</sup> meeting about the state of the budget so that a substantive conversation can be had. Susan Powers explained that State Finance Department will not be telling anyone what the actual budget is until the end of this fiscal year - the budget can only be an estimate until then - there is a FCMAT estimator considered to be fairly good and within the next couple of week we should have a clearer idea of what will be coming.

7. CONSENT AGENDA

7.1 Approval of Meeting Minutes, 10/8/13 Regular Meeting & 11/2/13 Special Meeting

7.2 Public Employment: Yard Duty - 1

7.3 Acceptance of donation from North Valley Community Foundation - Annie B's Drive \$20,471.42

Dave moved to ratify the consent agenda. Joc seconded.

	Aye	Nay
Louthea Griffin	<u>  x  </u>	<u>      </u>
Lyn Herrod	<u>  x  </u>	<u>      </u>
David Lunde	<u>  x  </u>	<u>      </u>
Jeff Plotnick	<u>  x  </u>	<u>      </u>
Jonathan 'Joc' Clark	<u>  x  </u>	<u>      </u>
Rebekah Casey	<u>  x  </u>	<u>      </u>
Heather Halterbeck	<u>  x  </u>	<u>      </u>

Motion carried by roll call vote.

8. NEW BUSINESS

8.1 Creation of committees to benefit various structures and goals of the Blue Oak School; Facilities Committee, Finance Committee, Home School Committee, Board Governance and Communication Committee.

Jeff clarified that these committees, some of which will be ongoing, are a function of needs identified at the Board retreat. Jeff described the potential function of each. Louthea identified that the "Special Education relationship with CUSD" is missing from the five goals identified at the retreat. She also clarified the details of the Board Governance committee addressing agenda control, aligning priorities, being clear about policies, and annual self-evaluations (that Cyd provided and that we all need to get back to her). Nathan clarified that the Board needs to approve a shift in focus for the Finance Committee (adding two parents from the population of FRLP qualified households), in order to satisfy the requirements of the LCFF funding.

Now these six committees need to be formed - each should have at least one board member sitting on the committee. These are being established as Board committees,

Louthea moved that the Board approve the formation of the following committees: Facilities, Finance, Home School, Board Governance, Communication & Special Education. Rebekah seconded.

Ayes   7   Nays   0   Abstained   0   – motion carried

- Facilities Committee - David Lunde (need to begin site-selection work immediately)
- Finance Committee - Nathan Rose
- Home School Committee - Nathan Rose
- Board Governance - Louthea Griffin
- Communication Committee - Lyn Herrod will initiate may not chair
- Special Ed Committee - Heather Halterbeck

2. Change in Blue Oak School corporate documents to include ability to expand to more than 1 school, cost associated with attorney's fees and filing with Secretary of the State.

This constitutes technical changes to corporate documents to allow for governance over multiple schools.

*Item tabled until group shows sufficient interest & activity to justify time and fiscal expenditure.*

3. Change in Facilities Use Policy- reduce fee structure from \$50 per hour to employee cost associated with event, depending on size, location, availability, equipment use, etc.

Nathan distributed current policy. Jeff discussed the potential community outreach potential of allowing the use of our facility for events. It has the ability to increase our exposure to the community at large. Cyd explained that potential liability is covered under our current insurance policy. Discussion about the benefits of a more flexible pricing structure.

Louthea moved to approve the update the Facilities Use Policy. Joc seconded.

Lyn thinks it may be better to make it a flat rate rather than a flexible.

Ayes 5 Nays 2 (Rebekah & Lyn) Abstained 0 – *motion carried*

- 8.4 Change in daily sub pay rate from \$90/day to \$120/day and from \$50 half day to \$60 half day.

Nathan requested an approval of this increase so that he has an incentive to offer subs that may turn our offer down for a higher paying offer elsewhere. Louthea asked how we screen potential subs for compatibility with our model and Nathan described the process.

Lyn moved to approve the daily sub pay rate to \$120/day and \$60/half day. Louthea seconded.

Ayes 7 Nays 0 Abstained 0 – *motion carried*

4. Review of timeline, structure, roles and responsibilities for Administrative Evaluations to be completed by the January 14<sup>th</sup> Board Meeting.

Louthea expressed the importance of having enough time to get feedback from stakeholder groups in order to get thorough input and provide a more complete review. Nathan suggested the Board use the December meeting to draft a review in closed session and then present to him more formally in January. Jeff proposed creating a timeline for the process including getting feedback from the various constituencies. He requested that one other work with him to establish the timeline to be presented at the

December meeting. Jeff & Lyn will work on this together and Heather will support the possible use of SurveyMonkey to collect the data.

8.6 Assemblies concerning issues of Bullying and Gender education - Board to help create direction for these areas of parental and board concern.

*Item tabled until December meeting.*

9. FUTURE CHARTER COUNCIL MEETING

9.1 Date of Next Regular Meeting - December 10th, 2013, 6:00pm

10. COMMENTS FROM THE CHARTER COUNCIL - Agenda items for next meeting  
Discussion about Summer's complaint and the process of handling it appropriately. Clarification of the procedure was discussed. Nathan recommended that the Board consult with the school attorney to verify compliance with applicable. Joc expressed that in his experience these situations do occur in small communities and requested that people, to the extent possible, remain kind in their words and actions - we are still in the middle of the process of resolution.

11. ADJOURNMENT

Chair adjourned the meeting at 9:18 pm