

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

**Tuesday, November 6th, 2012**

**APPROVED MINUTES**

*(12/4/12)*

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**OPEN SESSION – 6:00 PM**

1. CALL MEETING TO ORDER

Chair called the meeting to order at 6:06pm

2. INVOCATION

3. ROLL CALL OF COUNCIL MEMBERS

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

4. AGENDA MODIFICATIONS

No modifications

5. AUDIENCE TO ADDRESS THE COUNCIL

Eric Berg addressed Council re: application for appointment to the vacant seat.

6. REPORTS

6.1 Administrative –

- Financial Audit resulted in zero significant findings – audit report due at next meeting for Board approval preceding Dec 15 submission to CUSD.
- Work on Charter Petition has been completed and reviewed by attorneys.
- Laurie presented teacher evaluation process & forms
- Discussed Teacher In-service day – Nov 5<sup>th</sup> (4 workshops – CST/Nurtured Heart/Reading Assessment Results – including reading instruction in all grades to make the shift to Common Core standards/Teacher meetings with Laurie about teacher evaluations.)
- Teachers rated the day as valuable and appreciated the advance information about the evaluation process and expectations.

- 6.2 Parent Council Report –  
Voting members approved Summer’s service as Chair coinciding with her employment. Lyn commented that the meeting included discussion of the reading program and questions regarding nurtured heart practices aligning with Waldorf education methodology.
- 6.3 Teacher Report –  
No teacher report presented
- 6.4 Committee Reports –
- Charter Review- discussion to follow in Item 8.1
  - Finance – discussion to follow

7. CONSENT AGENDA

- 7.1 Approval of October 2<sup>nd</sup> Regular meeting minutes
- 7.2 Acceptance of Donation - North Valley Community Foundation from Annie B’s Drive Donation total \$22,940.28
- 7.3 Resignation – Reading Aide

Jeff moved to approve consent agenda items. Louthea seconded.

Ayes   5   Nays   0   Abstained   0   – *motion carried*

8. UNFINISHED BUSINESS

- 8.1 Charter Petition Renewal – Final Approval of Petition and Appendix  
ACTION: Review f/r population to verify match again State Data.

Jeff moved to approve the Charter petition with the recommended changes. Lyn seconded.

Further discussion: Jeff thanked Nathan for his work in picking up the Charter and pulling the complex document together.

Ayes   5   Nays   0   Abstained   0   – *motion carried*

- 8.2 Title 1 resolution for School wide plan

Jeff moved to amend the Title 1 Plan to accommodate a school wide plan. Lyn seconded.

Ayes   5   Nays   0   Abstained   0   – *motion carried*

8.3 Finance Committee- Parent rep ratification – Melanie Ensign.  
Summer reports Melanie attended Parent Council and is willing to serve.

Claire moved to approve the ratification of Melanie Ensign. Louthea seconded.

Ayes   5   Nays   0   Abstained   0   – *motion carried*

8.4 Board Member Parent Rep Appointment- open seat on Blue Oak Charter Council

Nathan presented Eric Berg as Parent rep applicant. Louthea commented about her confidence in his prior service and professional experience. Claire requested confirmation that there is no conflict with Board Members being related to paid staff members.

Jeff moved to approve Eric Berg’s appointment to the BOCC. Louthea seconded.

Nathan clarified that seat is temporary position – term ends in May at which time normal elections will occur.

Ayes   5   Nays   0   Abstained   0   – *motion carried*

8.5 Administrative Review Process - committee, tools, time line, etc.

Claire reported that she has not completed the work needed on the drafted tools. Jeff has completed the draft. Nathan recommends that Claire forward the tool to Laurie & Nathan and then schedule closed session review of both of them at December meeting.

Tighe wants to have open session review of process prior to closed-session meetings with Laurie & Nathan.

**ACTION:** Jeff will forward tools to Laurie & Nathan.

Eric discussed that he & Tighe need to be cognizant of the appearance of conflict when evaluating administration who are supervising spouses.

9. **NEW BUSINESS**

9.1 Revising Credit Card Limits for Wells Fargo- Up limit to \$10,000 and order 2<sup>nd</sup> card with a split account limit of \$9,000 and \$1,000 for Exec. Director and Business Services Coordinator.

Justification: to avoid the use of personal credit cards on larger purchases and enable ordering in the case of Nathan’s absence.

Jeff moved to approve the increase and division as stated. Claire seconded.

Ayes   6   Nays   0   Abstained   0   – *motion carried*

9.2 Approval of Tax Exemption Application for Parking Lot in front of school at 440 W. East Ave

Nathan described discussion with tax representative. They will send someone to view parking lot and advise necessary actions to qualify for exemption.

Jeff moved to approve Tax Exemption Application for Parking Lot in front of school at 440 W. East Avenue. Lyn seconded.

Ayes   6   Nays   0   Abstained   0   – *motion carried*

9.3 Approval of costs to attend Alliance for Public Waldorf Education Conference

Application was due to publish on Nov 1<sup>st</sup>. It has not been released. Item tabled until costs can be determined. Conference schedule is January 18, 19 & 20, 2013.

9.4 Approval of costs associated with hosting Brown Act Training on Nov 15<sup>th</sup> – 6pm

Lisa Core is scheduled to present training from 6pm – 8pm. Nathan recommends all attend. Other charter schools will be invited to attend the training.

Lyn moved to approve costs associated with hosting Brown Act Training on Nov 15<sup>th</sup>. Jeff seconded.

Ayes   6   Nays   0   Abstained   0   – *motion carried*

9.5 Approval of additional duties as Faculty Chair to include Lead Teacher responsibilities – Sub for Admin as needed. To include stipend on days worked as Lead Teacher.

In the rare case that both administrators are absent – Lead Teacher would step out of the classroom and a sub would be scheduled for that class. The Lead Teacher would be responsible for all discipline and management issues and be paid a stipend of \$50.

Jeff moved to approve additional duties as Faculty Chair to include Lead Teacher responsibilities. Claire seconded.

Ayes   6   Nays   0   Abstained      – *motion carried*

9.6 Approval of revised Conflict of Interest Code – to include Gov Code 1090 language and in line with all requirements.

Jeff moved to approve of revised Conflict of Interest Code – to include Gov Code 1090 language and in line with all requirements. Louthea seconded.

Ayes   6   Nays   0   Abstained   0   – *motion carried*

9.7 Request to include 15 training days under the admin work year calendar – attendance to Steiner College for summer training.

Louthea moved to approve administrative training days under the admin work year calendar. Jeff seconded.

Ayes   6   Nays   0   Abstained   0   – *motion carried*

10. FUTURE CHARTER COUNCIL MEETING

10.1 Date of Next Meeting December 4th, 2012, 6:00pm

11. COMMENTS FROM THE CHARTER COUNCIL – Agenda items for next meeting

Items for next month's agenda:

Admin review tool

Board education in Waldorf Education

12. ADJOURNMENT

Chair adjourned the meeting at 8:12pm