

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

Tuesday, June 19th, 2012

UNAPPROVED MEETING MINUTES

1. CALL MEETING TO ORDER

The Chair called the meeting to order at 5:13pm

2. INVOCATION

3. ROLL CALL OF COUNCIL MEMBERS

	Present	Absent
Marc Kessler	<u> x </u>	_____
Tighe O'Neill	<u> x </u>	_____
Heather Altfeld	<u> X(5:16pm) </u>	_____
Claire Hutkens Seda	<u> X (5:29pm) </u>	_____
Jeff Plotnick	<u> x </u>	_____

4. AUDIENCE TO ADDRESS THE COUNCIL

No Address.

5. UNFISHED BUSINESS

5.1. Parent Council Bylaws amendments

Claire moved to approve the parent council bylaws. Heather seconded the motion.

Ayes 5 Nays 0 All in favor – *motion passed*

5.2. CARD MOU / Fee Structure

2012-13 fee structure was reviewed.

Heather moved to approve the MOU as written; Jeff seconded the motion.

Ayes 5 Nays 0 All in favor – *motion passed*

Nathan presented fiscal impact of school covering cost of CARD for employees. Budget portion of discussion moved to future agenda.

5.3. Pupil promotion and retention policy

Nathan reviewed FAQ and informed that EdCode requires Boards to adopt retention policy.

Jeff moved to approve policy as presented; Tighe seconded the motion.

Comment: Heather requested teachers have input and revisions made, as necessary

Ayes 5 Nays 0 All in favor – *motion passed*

5.4. BOSF Orientation of Foundation

Christine Rowe invited all to attend meeting on July 2nd @ 12:30pm at G'rilla Bites. She discussed the process that the foundation is following to establish clarity of roles and operations and to establish the Governing Board.

5.5. Personnel Policies Revisions

Nathan reported that the Handbook is in compliance with labor law and has been reviewed by our attorney and by himself and Cyd for consistency. Nathan recommended that Board approve policies as written.

Tighe moved to approve the Employee Handbook for 2012-13. Heather seconded the motion.

Ayes 4 Nays 0 Abstained 1 (Claire) – *motion passed*

5.6. Dissolution of Capital Development Committee

Claire discussed dissolution of committee; the new Foundation essentially replaces the function of raising capital for the school. Annie B's will be coordinated this year by the Development Director as it was last year. The Foundation is not quite ready to take on managing the drive for this school year. Discussion about the material donation being presented at Registration Days in August and having an Annie B's table set up and available for donations.

Heather moved to dissolve the Capital Development Committee. Jeff seconded the motion.

Ayes 5 Nays 0 All in favor – *motion passed*

6. NEW BUSINESS

6.1 Monthly Financial Report / Cash flow Analysis

Nathan presented Charter Vision Year-to-Date Actual to Budget Detail & Balance Sheet Detail
Marc requested that Nathan inquire as to how CUSD (Peter Van Buskirk) would like the monthly financial report and the cash flow report. Marc described process of the Board receiving the monthly report for approval and then the school is required to send to CUSD.
Discussion regarding budget format requests followed. Nathan will coordinate with CSMC.

Jeff moved to approve the presented financials. Tighe seconded the motion.

Ayes 5 Nays 0 All in favor – *motion passed*

6.2 2012-13 Budget Revision

Nathan presented revised budget – 94.5% ADA proposed to balance budget. Use of PowerSchool & better Independent Study practices proposed to capture previously lost ADA. Inquiry about material changes to budget – reported that most material changes are contained in the employee section.

Jeff moved to approve 2012-13 Budget Revision. Claire seconded motion

Ayes 5 Nays 0 All in favor – *motion passed*

6.3 Creation of Business Services Coordinator position DISCUSSION/ACTION

Nathan presented position for liaison to CSMC. Recommend bump from \$42,000 in budget to \$48,000. Question and discussion regarding posting the position vs. “head hunting” & placement of personnel. Discussion regarding need for position and budget concerns followed.
Nathan expressed confidence in his ability to locate the funds to cover recommended salary.

Claire moved to approve position at recommended pay rate. Heather seconded motion.

Ayes 5 Nays 0 All in favor – *motion passed*

6.4 Increase 7th Grade Enrollment Cap from 28 to 32

Discussion regarding admission policy class size cap of 28. Nathan presented that current enrolment is 32 and has determined the teacher is capable of holding a class of that size. Clarification provided that in the event the class enrollment drops below 32, students would not be added.

Heather moved to approve class size at 32 with functional cap of 28. Jeff seconded the motion.

Tighe expressed parental concern regarding class sizes above the 28 cap. Discussion followed about the likelihood of attrition and the history of the class sizes both in this class of 2014 and the class of 2013.

Ayes 4 Nays 1 – *motion passed*

6.5 Charter Council Applicant Forum

Marc described process of posting an ad seeking applicants for the two open community seats on Board. Three applications were received. This is a forum for candidates to answer and ask questions. Appointment takes effect at adjournment of this meeting. Tonight a Corporate meeting follows and so any appointed members would immediately serve on the meeting that follows. Lyn Harrod & Louthea Griffin were presented as potential candidates for the Board. Discussion followed about the history of Blue Oak School. Questions were posed by Board Members, Administration, Parent Council representative & in return by the candidates. Topics included the applicants' views on education, board experience, availability and implications of charter renewal.

6.6 Charter Council Member Appointments (2)

Heather moved to appoint Lyn Harrod & Louthea Griffin to the Board. Jeff seconded motion.

Ayes 5 Nays 0 All in favor – *motion passed*

Two-minute break requested & granted
*Jeff Plotnick left the meeting at 6:57pm

6.7 Professional Development Training Plan

Laurie presented training plan to Board. Questions asked by Board for clarification of the plan and whether it meets the needs of the faculty in lieu of the Education Director position being filled. Claire asked to know about administrative training which was described by admin team. Concern regarding lodging costs for training were discussed. Expenditure was justified by use of funds previously allocated to Education Director salary – as this position is unfilled, the funds are being rechanneled to enhance the training plan – including the school's ability to fully fund lodging and per diems for training.

Tighe moved to approve the presented plan. Claire seconded the motion

Ayes 4 Nays 0 All in favor – *motion passed*

6.8 Charter Review Committee Recommended changes to Charter Sections:

- I. Mission, Vision, Goals
- II. Education Program
- III. Measurable Student Outcomes

Marc presented charter review committee process over the previous 5 months. Renewal timeline as follows: The committee meets again July 11th. Upon approval of Board, charter will be submitted to

attorney & CSMC for recommendations. Late July, our STAR scores arrive – Marc, Nathan & Cyd will crunch data. Final draft submitted to Board at Aug 7th mtg. When approved by Board, it will be submitted to CUSD within a few days – they have 30 days to hear us & 30 days beyond that to grant or deny renewal. This item is a recommendation and request for approval pending legal review & grammar/spelling/syntax/punctuation corrections. Questions and discussion about edits followed.

Tighe moved that the Charter is approved pending corrections to grammar/syntax/spelling/ punctuation/formatting and legal review. Claire seconded the motion.

Ayes 4 Nays 0 All in favor – *motion passed*

7. **CLOSED SESSION**

7.1.Conference with Labor Negotiators, CA Code 54957.6
Unrepresented employee: Strings Teacher
Board moved into Closed Session at 7:58pm

Returned to open session at 8:53pm

8. **FUTURE CHARTER COUNCIL MEETING**

8.1. Proposed Date of Next Regular Meeting: July 10th, 2012
Claire will not be here.

9. **COMMENTS FROM THE AUDIENCE**

None made

10. **COMMENTS FROM THE CHARTER COUNCIL**

None made

11. **ADJOURNMENT**

The Chair adjourned the meeting at 8:53pm