

Blue Oak Charter School
450 W. East Avenue, Chico, CA 95926
CHARTER COUNCIL
SPECIAL MEETING

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Meeting ID: 838 8281 0720

Passcode: t39y2H

Tuesday, February 28th, 2023 - 6:00 PM

Vision: To be a model for successful education of the whole child.

Mission: To nurture and deepen each child's academic and creative capacities using methods inspired by Waldorf education in a public school setting.

Notice: Any person with a disability may request the agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting at, 450 W. East Ave., Chico, CA or by calling (530) 879-7483 between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday (at least 48 hours before the meeting). All efforts will be made for reasonable accommodations.

Update: On September 16, 2021, Governor Gavin Newsom signed Assembly Bill 361 (AB 361) into law which allows public agencies to continue to conduct meetings remotely during the COVID-19 pandemic and other proclaimed emergencies. This means there will be no specific physical meeting place; the meeting will be held remotely. Public participation continues to be welcomed and encouraged to those who join via Zoom and raise their hand. The chat bar will not be available to the public during the Zoom meetings to support the sanctity of the meeting.

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

AGENDA

OPEN SESSION - 6:00 PM

1. OPENING

1.1. Call Meeting to Order

➤ Kristen Woods called the meeting to order at 6:12PM.

1.2. Roll Call of Council Members and Establish Quorum

➤ Present: Trisha Atehortua, Leanna Glander, Kristen Woods, Vicki Wonacott, and Laurel Hill-Ward

➤ Absent: Chelsea Parker

1.3. Invocation - School Verse Read

“This is our school, May peace dwell here, May the rooms be full of contentment. May love abide here, Love of one another, Love of our school, and Love of life itself. Let us remember that as many hands build a house, So many hearts build a school.”

➤ Kristen Woods read the school invocation

1.4. Agenda Modifications

- Item 3.2 was tabled at this time. This item will be postponed for another meeting agenda.

1.5. Audience to Address the Council

This is an opportunity for members of the community to address the committee concerning items not on the agenda. Persons addressing the Committee will be allowed a maximum of three (3) minutes for their presentation. The chair may establish a maximum speaking time for any item.

Persons may not yield their time to another speaker (Gov. Code § 54954.3)

- No audience members to address the council.

2. CONSENT AGENDA

2.1. Approve Minutes from January 17th, 2023

2.2. Charter Impact Monthly Report

Jim Weber, Charter Impact

2.2.1. Attendance and Enrollment

2.2.2. Cash Flow

2.2.3. Balance Sheet Detail

2.2.4. Warrants/Aged Payable

2.2.5. Actual to Budget Summary

2.3. Point of Sale Transactions/Check Register

2.4. Credit Card Statement

**2.5. Teleconferencing During State of Emergency
State of Emergency (§ 8625)**

2.6. Accept Offers of Employment

2.7. Approve Donations

- Trisha Atehortua made a motion to accept the consent agenda. Vicki Wonacott seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Chelsea Parker				X
Vicki Wonacott	X			
Laurel Hill-Ward	X			
Leanna Glander	X			
Trisha Atehortua	X			
Kristen Woods	X			

- Vote passes.

3. FACULTY

3.1. Grade Level Report

Sarah Lee & Nick Meier

- Nick Meier presented the faculty grade level report via Google Slides. These Slides will be available on the school website under Parent Resources.

3.2. Test Scores Update

Chairun Combs

4. GOVERNANCE

4.1. Finance Committee Report

Trisha Atehortua

- Trisha Atehortua reported that this year the school had additional grants to help cover our expenses. Those grants will start to dry up this year so we want to push to get our enrollment up to help cover expenses. Some of the items addressed at the BOFC meeting will be covered on the agenda tonight such as the classified pay scale, ASES grant, and more.

4.2. Parent Council Report

Kristen Woods

- The PC is still discussing the terms of the Cal Java fundraiser for the whole school. The PC also talked about approval for funds to purchase a rug for the music room among other things.

4.3. Equity & Inclusion Task Force Report

Susan Domenighini

- There is not a lot going on for the task force at the moment as the group has not been able to meet. We are working on having school-wide assemblies each month to discuss different topics. Last month we talked about black history month as a school and this month we will go over women's history month.

4.4. COVID-19 Response

Susan Domenighini

- The school has had about 2 to 3 weeks of illnesses and absences among our staff this month. We are quite under staffed at this point due to this issue. We have had to do a lot of floating around to cover all of the positions. We are hoping for a healthy March.

4.5. School Site Update

4.5.1. Letter of Intent to Renew Lease

- The BOCC talked last month about this and looked at the lease. Now, we are in the final process of accepting the new lease. There have been two changes since we last reviewed it. One was an increase in rent for one of the two years; ultimately the increase still holds us to a lower percentage than COLA, so that is okay. The other change was that they do not want to give us an easy out after one year. After talking with Charity, we don't think we'll be ready to move next year anyways so we are going to sign the lease for two more years. Next year will be a 5.5% rent increase and the year after that it will be 3% increase. The COLA is 8-12% at this time.
- Trisha Atehortua made a motion to approve the LOI as presented. Vicki Wonacott seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Chelsea Parker				X
Vicki Wonacott	X			
Laurel Hill-Ward	X			
Leanna Glander	X			
Trisha Atehortua	X			

Kristen Woods	X			
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➤ Vote passes.

4.6. Policy Review

4.6.1. Travel Expense Policy (1st Reading)

- We presented this to the BOFC to review details. We haven't updated the information in this policy recently for how we pay staff during travel. Maggie and Susan did some research about current rates; the information presented came from the Human Resources department for the state of California. The BOFC will be doing some detail work between now and then. Trisha's only comment from the BOFC is that she didn't feel like some of the prices were high enough so staff may need to adjust the policy again if we want to reimburse in full. Many of the classroom teachers go to summer training; they are usually gone for about 5 days. We want to focus on keeping them close but it is highly encouraged for teachers to find a professional development training that fits them well. Trisha also pointed out that maybe adding a flat rate reimbursement for ride shares/taxis, etc. would be a good idea. What is presented in the state standard so this is simply a starting point; we can do with it what we want after that.
- This is only the first reading so there will be no vote tonight.

4.7. Contracts

4.7.1. E-Therapy

- The school has a need to hire an online, distance therapist to replace our School Psychologist. Our SELPA agency recommended this organization to us. Susan has had a few interviews with them; they are knowledgeable, licensed appropriately, and will work with students virtually. They will mostly be helping with assessment plans to support our SPED team. Their cost is lower than hiring someone on-site for now. We also have talked with them about providing actual counseling to a couple of our students for the families who feel that is the best fit. We are also still using Emma Todd's services as well but this will be an additional option.
- Additionally, Mandy Kling and Susan are really working on making the school counselor position sustainable. She feels that with so much trauma in the community, the on-campus counseling job is a pretty big load so they are considering moving our group work counseling over to Emma Todd services for our school. We are also working on best practices for emergency services for our school. Board members appreciate having a variety of options like this.
- E-Therapy gives other options that our school currently doesn't provide as well such as giving counseling in Spanish, etc.
- Vicki Wonacott made a motion to accept the E-Therapy contract. Trisha Atehortua seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Chelsea Parker				X
Vicki Wonacott	X			

Laurel Hill-Ward	X			
Leanna Glander	X			
Trisha Atehortua	X			
Kristen Woods	X			

➤ Vote passes.

4.8. Updated Classified Pay Scale

- The Classified pay scale wages were approved and updated in August. However, we did see that we had some descriptions in the classifications that were no longer accurate. We added festival support, wellness coordinator, HR coordinator, and a few other additions to Range 3. This is essentially a clerical change but we wanted to make sure it was clear. The range is a grouping of classification and the steps are years of experience. For classified staff, education/training/certification is based on the focus of the job; this is different than it is for the credentialed staff. This pay scale is pretty standard for the industry.
- Vicki Wonacott made a motion to approve the updated classified pay scale. Leanna Glander seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Chelsea Parker				X
Vicki Wonacott	X			
Laurel Hill-Ward	X			
Leanna Glander	X			
Trisha Atehortua	X			
Kristen Woods	X			

➤ Vote passes.

4.9. 2023-2024 School Calendar

- This proposed calendar has gone through the Leadership Team and has been approved by the Faculty as well. The one major change that is different from other years is for the Parent-Teacher (PT) Conferences. Previously, we had 3 half days for PT conferences. The teachers asked that they would prefer one half day and one whole day to complete PT conferences because they were struggling with the original model. This change comes with the clarification that teachers don't have to squeeze all PT conferences in on these days alone; they can start as early as they'd like but this should help get them all finished before the Thanksgiving break. What that does, however, is it drops up from 177 school days to 176. It will still be the same number of instructional minutes in the school year, though, so we are still within requirements. We wanted to express that as we continue our work with after school learning programs so we can be sure to provide childcare to

offset the issues that come along with giving that additional in-service day. Teachers decided to line up with CUSD for next year's winter break since this year our schedules varied and it caused some challenges.

- Trisha Atehortua made a motion to accept the school calendar for next year. Vicki Wonacott seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Chelsea Parker				X
Vicki Wonacott	X			
Laurel Hill-Ward	X			
Leanna Glander	X			
Trisha Atehortua	X			
Kristen Woods	X			

- Vote passes.

4.10. 2nd Interim Report

- This is the same information we go through during our financial reports. This formal document is for the authorizer and the state. If the BOFC didn't meet every month to go over things, this would be a critical review; however, we already hear and see this information every month. This document is the formal reporting format and breaks down the 1st interim budget, the actuals and the 2nd interim budget.
- Vicki Wonacott made a motion to accept the 2nd Interim Report. Trisha Atehortua seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Chelsea Parker				X
Vicki Wonacott	X			
Laurel Hill-Ward	X			
Leanna Glander	X			
Trisha Atehortua	X			
Kristen Woods	X			

- Vote passes.

4.11. Audit Report

- This report was a little late this year because we had to ask for an extension through CUSD; the auditors didn't realize they had to look at our Independent

Study work and we wanted the auditors to be able to complete their due diligence appropriately. CUSD was very gracious to extend it. The front office staff worked hard to get it done; thank you very much for that. There were no findings this year so we are completely in compliance.

- Trisha Atehortua made a motion to approve the audit report. Vicki Wonacott seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Chelsea Parker				X
Vicki Wonacott	X			
Laurel Hill-Ward	X			
Leanna Glander	X			
Trisha Atehortua	X			
Kristen Woods	X			

- Vote passes.

4.12. After School Education and Safety Program Grant Application

- These funds have been available to schools for years so only money that isn't going out to schools already will be available. Last year, these funds only went out to schools with over 60% low income and we aren't that high so we may not get it but they did encourage us to apply. Knowing that enrollment is down, Susan is hopeful that we might get it but if we don't we can reapply next year. These funds will go towards helping provide more after school options for our after school programs. This will help extend what clubs are offered, how many days they are offered, or possibility to help pay/compensate the volunteers who help run those clubs.
- No approval is needed now since the application was already approved; this is just an update from Susan that she has sent in the application.

4.13. Establish Annual Performance Review Committee for Executive Director

- The BOCC needs to appoint at least one person to head up the review of the Executive Director but up to three is acceptable. The review will take place between now and the next meeting and will be addressed at the next meeting with the Executive Director.
- Vicki Wonacott and Laurel Hill-Ward volunteered to be on the committee. Board members will reach out to ask Chelsea if she would like to be added to the committee as well.

5. ADMINISTRATION

5.1. Executive Director's Report

Susan Domenighini

- Susan Domenighini gave an Executive Directors report that will be available on the schools website under the Councils and Committees Learn More page.

6. **NEXT MEETING - Tuesday, March 21st, 2023 at 6:00PM**

7. **ADJOURNMENT**

➤ Kristen adjourned the meeting at 7:13PM.

Minutes Taken By: Alexandra Archer

Approved by: *Leanna R Glander* Date: 3/22/23
[Leanna R Glander \(Mar 22, 2023 14:11 PDT\)](#)