

**Blue Oak Charter School**  
**450 W. East Avenue, Chico, CA 95926**  
**CHARTER COUNCIL**  
**REGULAR MEETING**  
**Band Room / Meeting Room**

**Minutes**  
**Tuesday, December 17, 2019 - 6 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.*

*LCAP Goal Summary: Build the parent community, support success for all students, and prepare students for high school*

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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.**

**AGENDA**

**OPEN SESSION - 6 PM**

**1. OPENING - 5 Minutes**

**1.1. Call Meeting to Order**

- 6:06PM Monica McDaniel called the meeting to order.

**1.2. Roll Call of Council Members and Establish Quorum**

- Present: Laura Swanson, Trisha Atehortua, Chelsea Parker, Vicki Wonocott, Monica McDaniel, Laurel Hill-Ward

**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, Love of life itself. Let us remember that as many hands build a house, So many hearts build a school."*

- All present stood and recited the verse together.

**1.4. Agenda Modifications**

- No modifications

**1.5. Welcome to new Blue Oak Charter Council member**

**1.6. 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 to address the Council

**2. CONSENT AGENDA - 10 Minutes**

**2.1. Approve November 19, 2019 and November 22, 2019 minutes**

- 2.2. Warrants
- 2.3. Point of Sale Transactions
- 2.4. Cash Flow
- 2.5. Actual to Budget Summary
- 2.6. Balance Sheet Detail
- 2.7. Donations
- 2.8. Overnight Field Trips
  - 2.8.1. Brittany Jones Shady Creek in February 2020
  - 2.8.2. Kate McDonald Big Basin Redwoods in May 2020
  - 2.8.3. Riley Murray Full Belly Farm in Yolo County in May
  - 2.8.4. Hunter Stiglitz Full Belly Farm in Yolo County in May
- 2.9. Calendar for 2020/2021
- 2.10. Resignations
  - 2.10.1. Nikolai Novikov
  - 2.10.2. John Thomas Runyan
  - 2.10.3. Summer O'Neill

- Chelsea Parker requested to pull 2.9 Calendar for 2020/2021 for further discussion
- Chelsea Parker made a motion to accept the consent agenda, minus 2.9 Calendar for 2020/2021. Trisha Atehortua seconded.
- No discussion
- Vote

Name	Yes	No	Abstain	Absent
Monica McDaniel	X			
Chelsea Parker	X			
Trisha Atehortua	X			
Laura Swanson	X			
Vicki Wonacott	X			
Laurel Hill-Ward	X			

- Vote passes.
- Questions were brought up regarding similarities between the Blue Oak 2020/2021 calendar and the Chico Unified School District (CUSD) calendar. The Blue Oak calendar was aligned with the CUSD calendar as much as possible. Changes were discussed: parent teacher conferences changes from three half days to one half day and one whole day, a friday for parent teacher conferences. Appreciation was expressed for keeping the calendar aligned with CUSD.
- Vicki Wonacott made a motion to approve 2.9 Calendar for 2020/2021. Chelsea Parker seconds.
- No discussion
- Vote

Name	Yes	No	Abstain	Absent
Monica McDaniel	X			
Chelsea Parker	X			

Trisha Atehortua	X			
Laura Swanson	X			
Vicki Wonacott	X			
Laurel Hill-Ward	X			

➤ Vote passes.

**3. FACULTY - 15 minutes**

**3.1. Grade Level Reports**

➤ The co-chairs are presenting a different grade level at each meeting for the remainder of this school year. This meeting the kindergarten program was reviewed with a slide show presentation prepared by the kindergarten teachers. The slide show highlighted the daily and seasonal happenings in the kindergarten program. Mealtimes, birthdays, soup day, seasonal day, creative play time, light spiral, and holiday crafts. The January “Saturdays in the Kindergarten” were shared, where the next years’ kindergarten students come and visit on a Saturday in January with their parents to review the program together. This will happen on two different Saturdays in January 2020.

**4. GOVERNANCE - 15 minutes**

**4.1. Strategic Plan**

➤ The final strategic plan report was received from our consultant and shared in the packet. There were three main goals listed for each year for the next three years. The three current goals were reviewed at our All Staff meeting with connections between fundraising and outreach. Direction was sought from the board regarding further work on the strategic plan. The goals through June 1, 2020 were discussed as being essential and needing to get started on immediately. This would mean three task forces would need to be formed by June 1, 2020. Volunteers will be sought for the task forces from within the Blue Oak community. Each task force will have a board contact associated with it. Chelsea Parker will be the contact for goal 1. Monica McDaniel will be the contact for goal 2. Trisha Atehortua will be the contact for goal 3, with support from Laurel Hill-Ward. Board members will work closely with administration and faculty for direction and collaborative decision making to ensure that the task forces stay on track.

**4.2. Policy**

**4.2.1. Homework**

➤ The pedagogical team did research on homework policies. The policy was polished by the faculty. This is a requested update, not a new policy. This is the first read. We will bring it back in January for a vote. The parent role in homework was discussed with the suggestion of changing the verbiage from encouraged to expected in regards to the parent/ guardian's role in homework.

**5. FINANCE COMMITTEE - 25 minutes**

**5.1. First Interim Report**

➤ Finance Committee held a special meeting to review the first interim report, but did not have a quorum, so the first interim report was not voted on but there was a lot of discussion.

➤ Susan Domenighini worked with our interim consultant Steven Rudy and our contact at Charter Impact, Jim Weber, to come up with the following four recommendations:

- Recommendation 1 - Special Education funding should be raised from \$37,000 to \$45,000.
- Recommendation 2 - Benefits reduction of \$3,500 as one employee opted out of their benefits.
- Recommendation 3 - A reduction in professional consulting and operations expenses resulting in a savings of \$10,750.
- Recommendation 4 - At least \$47,000 in expenses were counted twice as CSMC was using an accrual basis accounting method and in the interim we were using a cash basis accounting method.
- We will have more numbers to go through and double check as we complete the process, we should have better report in January. The Finance Committee is confident the report is not understated. Chelsea Parker recommends the board to accept the interim report with the four recommendations presented by Susan Domenighini. The board recognized and thanks our interim consultant Steven Rudy and our Charter Impact contact Jim Weber for their diligent work on the first interim report.
- Chelsea Parker moves to accept the first interim budget with the recommended changes. Laurel Hill-Ward seconds.
- No further discussion.
- Vote

Name	Yes	No	Abstain	Absent
Monica McDaniel	X			
Chelsea Parker	X			
Trisha Atehortua	X			
Laura Swanson	X			
Vicki Wonacott	X			
Laurel Hill-Ward	X			

- Vote passes.
- 5.2. Audit Report**
- The Audit report was reviewed and discussed. No exceptions were reported on the audit. The Finance Committee had previously noticed that the instructional minutes were reversed by grade level. Susan Domenighini reached out to the audit team to double check the instructional minutes. The audit team reported back that although there was a slight discrepancy in the instructional minutes that we are still in compliance. The audit team recommended that the report stand as is because the change would be insignificant and the school is in compliance.
- Trisha Atehortua made a motion to approve the audit. Vicki Wonacott seconded.
- No further discussion
- Vote

Name	Yes	No	Abstain	Absent
Monica McDaniel	X			
Chelsea Parker	X			

Trisha Atehortua	X			
Laura Swanson	X			
Vicki Wonacott	X			
Laurel Hill-Ward	X			

- Vote passes.

### 5.3. Factoring

- The factoring proposal was reviewed. The board discussed the appraisal that is needed by the state treasure. Jodi White will have an appraisal done by the January due date. The state treasure was thankful and positive. Jodi will try to have the appraisal completed early. In the meantime we will not receive our SB470 funding until after the state has the appraisal. Charter impact has experience helping charter schools to get out of factoring cycles. We are looking forward to their support in this area. It is the intention of the finance committee to support and relook at where else we can tighten up and look at potential reductions. In January we have a finance training and regular meetings.
- Laurel Hill-Ward moves to accept the factoring proposal. Vicki Wonacott seconds.
- No discussion.
- Vote:

Name	Yes	No	Abstain	Absent
Monica McDaniel	X			
Chelsea Parker	X			
Trisha Atehortua	X			
Laura Swanson	X			
Vicki Wonacott	X			
Laurel Hill-Ward	X			

- Vote passes.

## 6. DATA REPORT

### 6.1. California School Dashboard

- Together the group looked at the dashboard online.  
<https://www.caschooldashboard.org/reports/04614246119523/2019>
- Changes from last year to this year were reviewed and discussed. Our suspension rate and absenteeism percentages were discussed. Chronic absenteeism is a long term problem for Blue Oak. The board discussed strategies for improving absenteeism and the importance of parents working with their teachers to have their students complete independent study work when they have been absent. All present were encouraged to go and look deeper at the dashboard for greater understanding and to be able to answer questions about Blue Oak.

## 7. ADMINISTRATION - 30 Minutes

### 7.1. Executive Director's Report

- Favorite moments from staff were shared. A Walk into Winter: Holiday Faire was a great success and an exceptional family event. The board recognizes and appreciates the hard work of the parent council in preparing the event.

**7.1.1. Enrollment and Attendance**

- The registrar has provided enrollment and attendance reports for the council to review.

**7.1.2. Marketing**

- 8:16PM Laura Swanson left the meeting.

**8. NEXT MEETING - Tuesday, January 21, 2020**

**ADJOURNMENT**

- Monica McDaniel adjourned the meeting at 8:22PM.

Minutes taken by: Tess Slaton

Approved by : 