

Approved Meeting Minutes

Blue Oak Charter School Parent Council

450 W. East Ave, Chico Ca 95926

Tuesday, November 17

5:30 p.m.

Attendees:

✓ Chris Grettum – Chair/K Columbine/Susan	✓ Bernadette Ross – 3 rd Elska K.	✓ Caryl Brown – 3 rd Barbara O.
✓ Portia Ceruti – Co Chair (Parent Mem.)	✓ Summer O’Neil – K. Lavender/ Melissa	✓ Elizabeth Jennings – 4 th Carol F.
x Heather Jensen – Secretary (1 st Kurt G.)	✓ Susie Nightowl – K. TigerLily / Sarah	x Amanda Rose – 5 th Shannon O.
✓ Julie Quinn – Treasurer (Parent Mem.)	x Nicole Meyers – 1 st Brianna L	✓ Maria Amatuccio – 6 th Alexia A.
x Stephen Montana – Director	✓ Erica Charlesworth – 2 nd Natalie W.	x Sarah Pape – 7 th Nicole B.
✓ Marc Kessler – Charter Council Rep.	✓ Jessica Hunt – 2 nd Rebecca G.	✓ Martin Schwabe - 8 th Edward P.
✓ Natalie White – Faculty Rep.	x Monica McDaniel Berg – K. Calendula Rose / Claudia	✓ Kelly Angel – Parent Mem.

✓ = present x = absent

1. Opening:	<p>1.1 Meeting called to order at: <u>5:36</u></p> <p>1.2 Roll Call/Quorum: <u>Y</u> (yes/no)</p> <p>1.3 Agenda Modifications: No</p>										
2. School Verse	<table border="0"> <tr> <td>This is our school</td> <td>Love of one another</td> </tr> <tr> <td>May peace dwell here</td> <td>And love of life itself</td> </tr> <tr> <td>May the rooms be full of contentment</td> <td>Let us remember</td> </tr> <tr> <td>May love abide here</td> <td>That as many hands build a house</td> </tr> <tr> <td>Love of our school</td> <td>So, many hearts build a school</td> </tr> </table>	This is our school	Love of one another	May peace dwell here	And love of life itself	May the rooms be full of contentment	Let us remember	May love abide here	That as many hands build a house	Love of our school	So, many hearts build a school
This is our school	Love of one another										
May peace dwell here	And love of life itself										
May the rooms be full of contentment	Let us remember										
May love abide here	That as many hands build a house										
Love of our school	So, many hearts build a school										
3. Public Comments	<p>3.1 Public Comments and Announcements</p> <p>Kelly Munson (2 children in Kindergarten) asked if agenda and minutes could be posted online. Portia responded that they are working on getting access and it was agreed minutes should be official and will be posted after the following meeting.</p>										
4. Officer Reports	<p>4.1 Chair</p> <p>4.1.1 Would like to start a new tradition of sharing praise at the start of his report by thanking Tighe O’Neill for his work in coordinating the work done in the backspace play area. Jessica Hunt mentioned Photo Day was a great success, thanks to Karin Fisk.</p> <p>Portia gave praise and gratitude to those who went before us who raised funds which ended up going toward cabinets and the back space.</p> <p>4.1.2 Agenda items, especially requests for funds, will need to be submitted using the new form which Chris will email to the group. For now, there is a basket for agenda item requests in the Parent Guild room.</p> <p>4.1.3 Please submit agenda items by 9am the Friday before the next meeting. The agenda will be posted by 12pm the same day (the Friday before the meeting).</p> <p>4.1.4 Re: Consent Agenda: would like to institute a new process for items requiring little discussion to be passed without deliberation. This will also allow several motions to be passed at one time.</p> <p>4.1.5 Minutes: One person should provide unofficial notes as there has been inconsistency. Official minutes draft should be sent to the group for revision within 48 hours.</p> <p>Discussion: Martin Schwabe requests BCC rather than CC on emails.</p> <p>4.1.6 Robert’s Rules of Order: Kelly Munson does this as part of her job (RRO and Brown Act) and explains: Basically an item comes up for discussion, is clarified, a motion is made, seconded, discussed, voted on, amended (if necessary) and voted on again.</p> <p>4.2 Co-Chair</p> <p>4.2.1 Goals – 1. Organization: a. In-Reach, b. Education – online, get documents (bylaws, etc) inline, c. Officer binders for each position and committee.</p> <p>2. Strengthen Community – there seems to be a lot of enthusiasm but little follow-through. Need someone to call committee volunteers. Festival Committee needs a chair.</p> <p>Discussion about making this committee chair in charge of other people who head up specific festivals: Harvest and May.</p>										

3. Revise Parent Council Bylaws to ensure they are in sync with the recently updated Charter Council bylaws.

4.501C3 or Non-Profit task force to find out the best solution.

4.3 Treasurer

4.3.1 Signature cards have changed and online banking is updated to allow the new treasurer to access accounts.

4.3.2 There are two deposits that are unaccounted for, possibly from Pizza Day or Harvest Festival.

4.3.3 Transferred \$10,000 from savings to cover approved backspace check.

4.3.4 Cash boxes settled and deposited. Some time was taken to discuss the lack of records from '08-'09.

4.3.5 Need more controls in the cash handling system. 2 people should be counting money before depositing

4.3.6 Need to add Mercurious funding (\$800) to the balance sheet (paid out).

Question: What kind of interest do our accounts get? Answer: minimal, and there's a \$2500 minimum on the savings account.

4.3.7 Would like to cut checks as funds are approved, during meetings.

4.3.8 Chris will have a checkbook, too. Chris commented that individuals/committees requesting funds MUST be present to receive checks.

4.4 Secretary –Not Present

5. School Reports

5.1 School Administrator --Stephen Montana absent, report given by Linda Hovey

5.1.1 Praises efforts for the backspace, both physical and financial.

5.1.2 Thanks for the check for the cabinets.

5.1.3 Final audit (of 5 audits this school year) done (as of 11/17)

5.1.4 Administration has some concerns with issuing hold harmless blanket agreement for various work done. Specific insurance for the school was discussed. Resolution can be passed at the next Council meeting.

5.1.5 Custodial awareness... current custodian is much more reasonably priced than any other offer. We want to keep this person happy by respecting her work and keeping the school clean, especially after she's just cleaned. There have been major problems with the bathrooms on work days and festival days.

Comment (Martin): There needs to be a responsible adult monitoring where groups meet and to use space which hasn't yet been cleaned to ease the cleaner's load.

Volunteers shouldn't be charged money, but held accountable. This will be added to the unofficial highlights sent to class reps: Cleaning supplies will be requested for donation for use at the school. Hospitality Committee should be responsible for cleaning up: Kelly M. steps forward to chair that committee.

5.2 Faculty Representative --Natalie White

5.2.1 Thank you for the money to purchase and install cabinets and back space.

5.2.2 Faculty agreed that parents (and anyone) may use their common area, but please clean it up!

5.2.3 Children left unsupervised after school will be escorted to Aftercare. Child who are not within visual proximity of their parent will be taken to Aftercare. Faculty has a big problem, mainly with the younger (1st-2nd) kids being unsupervised.

Martin mentioned Aftercare for parents who are volunteering used to be free. Portia assured him that this is no longer possible.

Proposed solution: Guidelines posted in the halls so parents can help more. School rules must be posted, and positively stated: "walk" instead of "Don't Run." If necessary, hold meetings in a space where kids can be watched.

5.3 Charter Council Representative --Marc Kessler

5.3.1 Marc – Announces new Charter Council Board member: Sid Lewis (owns the School of Rock) replaced Eric Berg who had served many successful years on the Council.

5.3.2 Funding & School Budget: Efficiency. Trying to find ways to lower the monthly bills. Last month the PG&E bill was \$6000! Marc described the many ways he is looking into cutting that down. However, we are heating over an acre of indoor space. Lighting is the most expensive. An electrician has been consulted to help with this. There are 18 HVAC units on the school schedule. Dressing kids for cooler weather would be helpful. M-W&F 8am-3pm, Th 8-12: 65F

5.3.3 Security? Discussion of lockdown gates, wide open doors at 4am. Getting used to the new

facility will take time, but we all need to think about security.

6. Committee Reports

6.1 Fundraising --Wendy Kaplan, Chair

6.1.1 Held their 2nd meeting and there was lots of enthusiasm. Overview of current fundraisers:

CLASSES: Coffee & gift baskets: Lee, Ginney, Ott & King

Tamales and Winter Concert: O'Laughlin

Thursday drinks: Afalzi, Book Sale: Phillipi

SCHOOL: Pizza, Scripts, Box Tops (NEW).

6.1.2 Looking for events with more bang for the buck. Looking at past events to gauge which will be most successful. Last year's records are not available, but prior years' are.

6.1.3 Some suggestions from their meeting are: Scripts (Safeway, S&S), Good Shop

(www.goodsearch.com) gives a % of purchases made to the school as well as a small amount if their site is used as a search engine,

6.1.4 Wendy (Chair) would like to focus on more community-wide events to relieve the parent group of the whole burden.

6.1.5 The committee would like to see a profit and loss report. Again, there is none for last year, but prior years there is.

6.1.6 "Capitol Campaign" will be initiated for the remainder of the funds needed for the backspace.

Question: What is a Capitol Campaign?

Answer: A onetime effort for a predetermined lump sum.

The sum determined by the Garden & Grounds committee to do everything they want done was projected as \$100,000. Some ideas for this campaign are: Fashion Show, Talent Show, Ma Muse concert, engraved bricks in the backspace, Hole-in-One, Craft Fair, etc.

6.1.7 New email address established for Fundraising: fundraising@blueoakcharterschool.org

6.1.8 Next meeting set for 11/23 at 5:30pm

6.1.9 Mercurious Table needs a person to be in charge of it.

6.2 Garden & Grounds --Summer O'Neill, Co-Chair

6.2.1 Having fun spending the money the Fundraisers are bringing in! ☺ 30 people showed up Saturday (11/14) for the work day and 15 on Sunday (11/15). It was a great success!

6.2.2 Accounting of the costs \$3500 for fill, wood, hay, paint and food. Donations were made as discounts by vendors saving a considerable amount.

6.2.3 There are still a few unfinished projects: more painting for the ground outside Kindergarten area (hopscotch, etc.), opening up the parent waiting area outside the far western door on the north wall.

6.2.4 The final design for the backspace will be complete by year end.

6.2.5 Donations made were discounts, the ball wall, swings, play structure, plants and discounts at paint store and on wood/fill, etc.

6.3 In-Reach --Erica Charlesworth, Chair

6.3.1 Three bulletin boards have been placed throughout the most traveled corridors: Outside the K classrooms, by Aftercare and outside Stephen's office. These are for official Parent Council and Charter Council communications and duplicate info will be posted on all 3 boards. There is also a moveable board use TBD.

6.3.2 Communications: Ways we communicate with parents are by email, phone tree, emergency phone system, newsletter, posters, Friday coffee, Pizza Day, kids. Which way is best? All of them. We will be working to streamline communications using all of the methods we already use.

6.3.3 Chart was made to represent the school and how it is fed by the committees, Parent Council, etc. It is available for everyone to see and will be posted to help new parents learn.

6.4 Parent Volunteer Coordinator --Karin Fisk – No report.

7. Consent Agenda

7.1 Approval of minutes October 20, 2009 Parent Council - Passed

8. New Business

8.1 Vote regarding retaining Chair as class rep (Portia Cerruti)

Vote to retain Chair as class rep – PASS

It was mentioned at this time that the Chair has a vote if he's a class rep., this was not disputed, but there was some discussion regarding the tie-breaking vote (for which the chair would have a vote, otherwise does not). It was agreed we would cross that bridge if/when we come to it.

8.2 Funding request music equipment (Erica Charlesworth)

Funding request for music equipment (\$700)– PASS
8.3 Reimbursement request Harvest Festival (Erica Charlesworth)
Reimbursement request for Harvest Festival (\$308.50 to Erica C. for covering costs above the \$500)–
PASS
8.4 Reimbursement request Harvest Festival (Erica Charlesworth)
Reimbursement request for Harvest Festival (\$44.80 for Monica McDaniel Berg who made awards for
Administration Staff) - PASS
8.5 School Security clarification and communication to parents (Erica Charlesworth)
School Security: clarification and communication. TABLED until the next meeting.
8.6 Alignment of Charter Council and Parent Council Bylaws – TASK FORCE instituted by the
Chair to discuss this. Task Force Members: Kella Munson, Portia (chair), Martin, Marc (charter
council rep), Jessica Hunt, Danielle Harwood. Meeting schedule TBD.

**9. Honorable
Close**

Next Meeting: Dec. 15th, 2009 @ 5:30
Adjourn at time: _____ 8:02 _____
