



Approved Minutes

Parent Guild Meeting
 450 W. East Ave, Chico Ca 95926

When: Tuesday, June 15th 2010 5:30 p.m.
Where: 7th grade classroom

Council Attendees:

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

1. Opening	1.1 Meeting called to order at: <u>6:35</u> 1.2 Roll Call/Quorum (10): Yes 1.3 Agenda Modifications: Yes, move item 9.8 to after school verse.										
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
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9. New Business	9.8 Approval of Karin Fisk as Parent Guild Secretary. Motion unanimously passed. Note: According to our bylaws she is a voting member, which brings our total of voting members from 18 to 19. Our quorum is still 10, and is still met after voting her in.										
3. Public Comments	<p>3.1 Portia: We wouldn't be this school without all of the amazing volunteering we get from parents. So, I'd like to take a moment and go through the list of Chairs and Coordinators to recap all of the incredible achievements we have had this year (& I'm sure that I won't even remember everything). NOTE: Comments will be included before each report in section 4, for the respective chairperson.</p> <p>3.2 Dean thanks Portia and Chris for everything they both have done to keep things together over the school year. Many long hours and late nights were spent organizing and planning.</p>										
4. Committee Reports	<p>4.1 Fundraising Committee (Chris Grettum for Wendy Kaplan, who had to leave before the quorum was reached): Portia: First off I'd like to thank Wendy for the fantastic job she has done chairing Fundraising. She oversaw this committee which is multifaceted in the areas it reaches, and she has helped give that some clarity and structure, which is really important. We had many successful fundraisers this year, including school pictures, the Thursday Market, the Holiday Fair, our Festivals, the Rummage Sale, and eScrip. I also really appreciate her helping to coordinate all of the various schoolwide fundraisers going on, so that they don't overlap. And of course there is also her beautiful binder. So, I'm sad to see you go for next year, but with your organized legacy I am certain that we can carry on in this same vein. Thank you for all your effort.</p> <p>Chris: Wendy is resigning as chair and found Carrie Gausmel to chair for 2010-11. The Outlaws game</p>										

was a great success and lots of fun. Deadline for ordering photos is June 25th, 50% of the cost goes to the school.

4.2 Garden and Grounds Committee (Tighe O'Neill):

Portia: Tighe took on the monumental task of sheparding along the parking lot to playground, which is huge to even think about. This has involved many meetings with granting writing, administration and design, outside of committee meetings, PC meetings and CC meetings. I also really appreciate all the effort you put into some extremely successful workdays – the backspace, despite not being out ideal yet, has provided priceless entertainment for our kids with what little resources we had on hand. I thank you for all your effort to date, and look forward to what surprises the backspace will hold for us at the end of the summer!

Tighe: Postpones explanation of parking lot to playground plan for the fund request (sections 9.1-9.3).

4.3 Green Committee (Portia for Stephanie Ladwig-Cooper):

Portia: Stephanie is the Green Committee. She has been passionately involved for many years, and came with an already organized binder. I'd like to thank her for the structure she has put in place with the following. She's been instrumental in getting an IPM program going at our school, she has created a great protocol for festivals with regards to waste, compost and recycling, as well as dishwashing, and lastly has created resolution with regards to trash and recycling in classroom. She is stepping aside for next year, and I'd really like to thank her for her many years of service.

Portia again: Last Green meeting was held to discuss the waste and recycling receptacle plan, the money for which, was granted at the last meeting, contingent on the aforementioned planning meeting. Doreen, the janitor for the school, attended the meeting and requested the larger bins have wheels and a rack for her cleaning supplies to assist in her weekly cleaning. Essentially, it's a win/win.

4.4 Hospitality: (Amy van Vorst): No Report

Portia: Amy is new to our school this year and she jumped right in with Hospitality and Faculty Appreciation Lunches. She started this phenomenal event in the midst of a chaotic year, and it created smiles on some faces that I hadn't seen smiling much. Thank you, Amy, for doing this.

4.5 Site Maintenance Committee (Kelly Munson):

Portia: I remember when she said yes to helping organize some cleaning supplies in a cabinet, so that we could clean up after ourselves on workdays and such. Instead she ended up chairing Site Maintenance for an almost 50,000 square foot building, a huge task! I really appreciate the thought and diligence you have put into this not glamorous, but essential part of our school. From the maintenance reports you created to marshalling parents (& others) to install & fix toilets, sinks, doors, holes in the walls, etc., you've done a great job, thank you. I also appreciate the beautiful cards you made for the Parent Guild earlier in the year. And I look forward to seeing the artwork hung next year on the beautiful new wire system.

Kelly: There's a long list of repairs still pending for the Summer. Wire Art System is going to happen. \$962 approved to be done by the end of June. Requests that Stephen pass the word along to the staff, so they're aware this project is happening and remind them about it.

Portia asks if there's a date set for this installation yet? Kelley replies, no.

Kelly revisits the project of assigning each class a task to help keep the school looking good. She will be asking around to find out which tasks are already being done by classes.

Dean has purchased a professional drain snake to help keep the toilets flushing.

Out of order signs are being removed by children after being placed there by front office staff. Kelly suggests that we consider instilling stewardship in our students through service learning taken on by each grade for a specific task.

4.6 Library (Portia for Holly Nielsen):

Portia: To Holly I'd like to say thank you for doing a beautiful job organizing our library, cataloging and shelving books, creating the Adopt-A-Book program with Tiffany (for which they have had a table out every Thur), and for our first local Book Fair. I look forward to next year and the plans to make

the library more cozy, and to hang some of our special BO art. Thanks for all you accomplished., it's so wonderful to have an expanding library.

This year the library committee:

- logged books into the data base & shelved them
- created book stands
- straightened books on a routine basis
- created a book plate stamp
- created an "Adopt A Book" program
- put on a book fair with Lyon Books to support purchasing books for the library

Next year we plan to continue

- logging and shelving books
- running the Adopt A Book program at the Thursday Market Place (Pizza Day)
- to put on another book fair with Lyon Books to generate additional credit for book purchasing
- we hope to get an advance from the school to start the Adopt a Book program and library funding from the general school budget (~\$500 according to Linda)
- get a volunteer program running first thing in the fall with times for volunteers scheduled on a weekly basis. Volunteer positions will be preceded by training facilitated by the Library Chair and Carol Fegte.

Portia: again: The committee logged books, straightened books on a routine basis, built stands, and created a stamp for purchased books from the "Adopt a Book" program. They're hoping for \$500 next year from the school budget. They also put on a book fair with Lyon Books to support purchasing books for the library. We earned \$217.20 in credit. We spent \$80.75 adopting books. We have \$136.45 credit left. And, of course, everything we buy will be at 20% discount. Their plan is to push for volunteers early next year to fill a weekly schedule in the library. Volunteer positions will be preceded by training facilitated by the Library Chair and Carol Fegte.

4.7 Acorn (Jenny Johnston):

Portia: Jenny, not yet an enrolled parent and here you are – wow! Thank you for your obvious enthusiasm and commitment. It's been fantastic to have someone in charge of editing the Acorn each month and keeping us all on a deadline. It's also been wonderful to see the Acorn grow in its electronic form and cut down on paper use. So, thank you and I hope you consider carrying on next year because we think you're doing an awesome job.

Jenny: Received an email from someone wanting to help (good news). Confirmed that there will be no July issue. September issue will contain new class reps, meeting dates...Council Officers/Committee Chairs are active through September... so the following issue will include this info.

Kelly suggests having a schedule of the year's festival dates, etc. so the Acorn can run upcoming dates as a reminder for the coming month.

It is also suggested that each month have a specific topic.

4.8 Outreach Committee (Dean Fairbanks):

Portia: Well, I get to see you at home and know all the hard work you have done, and I'm really happy to get the opportunity to recognize what an incredible job you have done. Thank you for so successfully getting BO in the paper when needed for events, as well as getting some beautiful new advertising out. I also want to thank you for the excellent job you did with both the Kindergarten and Endangered Species Fairs, as well as revamping and updating the school Handbook, and lastly for your thoughtful articles for the Acorn. Now that you have all this down, I hope you will carry on for next year!

Dean: Wound down now that the school is at 400 students for next year. There will still be ad run on July's Northstate Parents magazine because it was already set to run.

Any material for the Parent Handbook needs to be in by this Friday, June 18th.

Caryl/Bernadette ask about media/lunch choices being mentioned.
Website also needs updating, in general.

Next year the library will have video streams available of the visits from famous Waldorf instructors who have visited the school.

4.9 Inreach (Portia for Erica Charlesworth):

Portia: Erica has a genius for the written word and provided us with brilliant Quick Notes each month, thank you for doing that like no one else could have! I'd also like to recognize the governance/organizational mural she created at the start of the year, as well as her effort coordinating the 501.c.3 document, and for keeping the ball rolling for our organization for next year. As if this weren't enough, let's not forget that she chaired the wonderful Harvest Festival at the beginning of the year. Thank you for all that you continue to do!

Portia again: Erica has been working with InReach on training for Class Reps at the beginning of next year to get the year started as smoothly as possible. The document, which is for each class meeting, includes information on school governance, parent volunteers, Class Representatives, Parent Council Officers, classroom volunteers, and committee signups.

4.10 Events (Summer O'Neill):

Portia: Summer is another new parent who has jumped right in with our school. She has been involved with sorting out vendors for the various Market Places held in the back, the Thursday Market, Holiday Fair and Festivals. She did an amazing job with our massive cleaning and reorganizing of space, which gave us our new much better sited PG room and a separate storage. Summer also facilitated the first BO Rummage Sale which was a wild success, and I look forward to this annual, "easy" fundraiser. Outside, and inside I'd say we've only seen the beginning of Summer. ☺

Summer: No events listed on the events board yet, but there's a plan to have a few sections for the board. One as a kind of weekly calendar in list form, monthly meeting section and an Admin section that can be edited by anyone.

Kelly mentions the magnetic nature of the chalkboard, might be helpful to post laminated signs for recurring events/meetings.

September 25th is suggested as the Harvest Festival date- faculty needs to discuss and approve.

4.11 History (Sarah Pape):

Portia: I'd really like to thank you for taking on coordinating the first BO "year book" (it's actually more like a decade book!). It's exciting to watch the culmination and celebration of everything that's been done for the past 9 years to get to this monumental commencement. Thank you for honoring and creating a living history.

Sarah: Next year the yearbook will be started earlier. Year books for the 7th and 8th grades are almost complete. They aren't quite what they had hoped for, but they're done.

4.12 Parent Volunteer Coordinator (Jessica Hunt): No report.

Portia: Jessica, you said yes to a huge, not very well defined role, and I'd like to applaud and acknowledge your courage for stepping up to this job. I can see that you put your heart and soul into your commitment (despite what your finicky car might throw your way). I think that we have our most complete volunteer records yet, so thank you. And I'd also like to thank you for all the work you have done getting the fantastic Faculty Appreciation Lunches up and running. You've brought a beautiful light to our school and I'm looking forward to next year's lunches!

4.13 Election (Chris Grettum):

Portia: I'd like to acknowledge what a great job Chris did running the elections, along with his fine team. I also really appreciate the work he has done documenting this, along with the elections for the PC and for Class Reps, if necessary. I know it has been a lot on top of his Chairing the PC. Speaking of Chairing the PC, I'd like to acknowledge the thought and effort he has put into creating an organized agenda and an efficient (and timely) as possible meetings. I'd also like to acknowledge his professional skill in running the meetings. So, thank you for shouldering this role and guiding us along, it's been a great year.

Chris: Charter Council approved the 3 new members. Thanks to Bob Kruger and Nancy Ballard for 2 wonderful years of change and growth in the school. Their terms are up and they will be missed. Processes of class elections and charter council elections for next year are being thought about and worked on. Recommendations listed from this year will be referenced for next year to streamline the process.
Thanks to Joc Clark, Brianna Lee and Mark Kessler for their help with the Election Committee.

5. Class Reps

5.1 (New Section): Will evolve over the next couple of meetings.
Elizabeth reports that there will be no Pizza sales this week or next. We will follow up with Stacey to see if we can staff the booth.
Portia would like to thank Elizabeth, for doing the school store reliably every week. It's been so great to have it open consistently each week. I love seeing the kids lining up for beeswax each week, and your smiling face helping them. A huge thank you for doing that and the contribution it makes to the Parent Council!
Stephen notes that closure for outgoing faculty will take place at the faculty lunch rather than closing ceremony. Thursday 1pm. Handshake and closing ceremony Friday at 11am.

6. School Reports

6.1 School Report (Stephen Montana): Wednesday 6/16 is the "Kindergarten Fly-away" at 6:30pm. There is a potluck 1pm Thursday, the last faculty luncheon. Graduation is Thursday evening at the amphitheater by Children's Park.
There was a concept of what the school should be when we started. We have a concept of who our kids are going to be and they typically don't turn out the way we expect. It's the same with this school; it might not have turned out the way we expected it to be, but the kids are learning and enjoying their education, and that's what success is all about.
11am Friday 6/18 is the closing ceremony. The last 4 days aren't optional, but they are... The school is required to be open a certain number of days. Attendance is checked twice a year and has already been checked for the second time this year. We expect smaller numbers and are combining classes to accommodate the children who are in attendance.
A decision has been made to recognize that one mentor teacher is not enough. Next year we will have three mentors: O'Laughlin, Ott, and Fegte. Weekly meetings will ensure that the mentors are supported by and encouraging of each other.
Two new positions have been added to the Administrative staff: Assistant Director and Clerk positions. The Clerk position is actually an addition of three positions, two of which are being filled by Beth and Syd. The administrative tasks will now be divided three ways, rather than two, in anticipation of the school's growth over the coming years.
All new teachers have been hired. 1st grade will have teacher's aids and will be capped at 28 children. 2nd grade will have no aids and will be capped at 26. 3rd will be capped at 28, as will most other grades except 7th and 8th, which will remain smaller, as it is more difficult to integrate children into the Waldorf method, the older they are.
The office will be closed on July, but messages will be checked and Stephen will be available by phone and email.
We are waiting on a permit to start construction on the great room to add a stage and classrooms. Thank you to Portia and Chris for bringing a level of professionalism the council hadn't yet seen. There was more internal conflict among colleagues than ever before, but the parents really pulled the school up and kept it real.
Dean asks whether the great room build-out would be completed by September. Stephen responds that he won't allow construction to occur unless it would be done by the time school starts.
Will there be enough classrooms? Stephen says yes and will post a map of the new classrooms outside his office.

6.2 Faculty Representative (Natalie White, not present): There was a request for proxy if a teacher is unable to attend, due to the faculty rep having missed 3 consecutive meetings.

6.3 Charter Council Representative (Marc Kessler): Met June 1 and approved the Clerk positions Stephen referred to in his report. These three positions are intended to replace the one office manager position. The council voted on faculty salary schedule additional salary for the number of years faculty have been employed by Blue Oak. The schedule recognizes years of experience as

well as additional salary for staying with Blue Oak. They also added 2 vacation days. A Capitol Development Committee was created an the upcoming year's budget was passed. The next Charter Council meeting will be held at 6:30pm 6/29. It has been a stormy year, but 1 year ago we were deciding where the school would be. Lots of hard work made it a great year supporting the mission of the school. Thanks to the Parent Council. Chris thanks Marc for helping so much with the Parent Council. Caryl asks about conflict resolution. Dean/Marc says it's in the parent handbook but it's been amended to be more systematic and clear, to create a paper trail for each issue. Portia thanks Marc for his hard work throughout the school year and asks if he will be our rep next year. Marc replies that the Charter Council votes on who will fill which roles.

7. Officer Reports

- 7.1 Chair (Chris Grettum):** Chris gives a BIG thank you to Portia for trooping through the year after her nomination in October as co-chair before he was nominated as chair. She has kept him focused and offers her a gift of a lovely handmade craft apron with pocket.
- 7.2 Co-Chair (Portia Ceruti):** Thanks everyone for an amazing year. A card is read from Mrs. Diven/faculty for raising the money for the stage and accompanist for the Spring Concert. Would like to plan a Committee Chair wrap up meeting.
- 7.3 Treasurer (Chris for Julie Quinn):** Report is passed around and shows \$10,000 to work with. Chris thanks Julie (though not present) for taking the Parent Council from a cardboard box to P&L statements in QuickBooks.
- 7.4 Secretary (Karin Fisk)** Thanks the group for voting her in.

8. Consent Agenda

- 8.1 Approval** of PG Minutes May 18th, 2010.
- 8.2 Funding request** reimbursement for Kelly Angel for May Faire supplies. Portia moves to pass and Monica 2nds. Unanimous.

9. New Business

- 9.1 Funding Request (Tighe O'Neill):** Backspace: relocate/recharge existing swings/structure/sandboxes. Up to \$1700. Tighe explains that volunteer labor lowered the initial estimate for the asphalt removal price. He broke the full request in 3 parts to try and help spread out the cost of the project. This first request in mainly maintenance of existing material and equipment, as well as moving some equipment to accommodate the other planned projects. Request is moved by Heather to approve full amount, 2nded by Karin, and approved unanimously.
- 9.2 Funding Request (Tighe O'Neill):** Kindergarten Swings: up to \$3000. Kindergarten swings are 10ft tal, lower than what we already have, which saves us on the fall mat, which requires less than the existing swings. The \$3000 includes all materials required for the installation of the swings. Request is moved by Portia for the full amount, 2nded by Bernadette and approved unanimously.
- 9.3 Funding Request (Tighe O'Neill):** 1-8 Grade Climbing Structure: up to \$7000. The kits are explained in the handout, but come with hardware and everything but lumber, the cost of which is included in the request (larger lumber will be used: 6x6 instead of 4x4, etc). Slides are expensive and optional (can be added later), they run around \$600-800. Chris asks if there are any other potential funding options. Tighe answers that there are not. Has Linda been asked if we have approval to cut the asphalt? Stephen answers that the rent required to do so will be paid in Sept. or Oct. and reminds the group that it not all of the ground is going to be broken. Technically the landlords (Lien bros.?) can't stop us, because it is part of the agreement that we be allowed to do this, but we want to maintain a good relationship with them. They had asked that our account be current with them before we broke ground. Heather asks about the required size of lumber to build the equipment. Could we adjust the size to lower the cost? Tighe answers that this is more for longevity than safety. Discussion about what could be omitted from the structure initially and added later. Tighe tells us that because of the way it is built, more can be added at anytime throughout the year. 2 of the towers could be omitted for now and would cut the cost to \$4500. Portia asks:
1.If the measurements of the area were ever completed. Tighe answers, "yes."
2. Whether we need to move the existing equipment and why we need curb (she's just looking at cutting costs)? Tighe answers, that it would cost more to not move the current equipment

because of the new plans considering a more efficient fall space. We need curbs to marry the asphalt with the new play areas. The costs of materials for recharging the bark and sand, etc., can't really be cut either.

3. Has the faculty approved the current plan, which is slightly different from the original plans they saw. Tighe answers, "No."

Bernadette pleads for the play structure to be built and thanks Tighe for planning it all.

Dean suggests the money from the Outlaws fundraiser go toward the play structure.

Discussion ensues regarding what other costs we have to cover. Council members are concerned we are spending all of our money. Stephen encourages us to spend it because the people he is in talks with are groups who fund and it helps to spend what you have to show need and efficiency.

Bernadette asks what money is left to spend and it is decided we can cut \$2000 off of the play structure and leave around \$400 in the bank.

Portia moves to approve the request for up to \$5000, it is 2nded by Heather and unanimously approved.

9.4 Request for funding (Chris Gettum): Quickbooks: \$150 to install on the Parent Council computer for bookkeeping consistence with the school, info can be shared more easily with Linda.

Portia moved to approve full amount, Monica/Amanda 2nd and it is unanimously approved.

9.5 Finding Request (Portia Ceruti): Live Scribe for PC and Charter Council note taking, up to \$200. This ingenious software records meetings while a special pen is used to take notes. When transcribing the notes the pen may be touched to the section of words if there is a question of what was said and the software will play the recorded portion o the meeting that is desired.

Monica asks if this could be postponed. Portia replies that is is important for the Charter Council to catch up on their minutes (they are already a month behind) and we should get it going before next year, for consistency's sake as well as giving us time to learn how to use the software.

Heather motions to not fund the LiveScribe, there is no second, motion dies on the floor.

Susie Nightowl volunteers to pay for the software and equipment outright. (THANKS SUSIE!)

9.6 Funding Request (Portia Ceruti): Parent mailer, up to \$150. 1/2 page card printed with dates and information for parents to get started planning the school year.

Bernadette asks if we can send this info out through the teachers. Stephen replies that it's better to send the info out both ways, rather than one or the other. He will pass the info out to the teachers and ask that they include the same information in their welcome packets. He also replies that the school can cover the postage cost.

Karin moves for up to \$50 to be approved for materials, Heather 2^{nds} and it is unanimously approved.

9.7 Funding Request (Stephen Montana): Upper grades Curriculum (Science) Support. Up to \$500. Brand new teachers need supplies. This request is moved the be tabled until August by Karin, 2nded by Summer and Stephen agrees it would be better to purchase these materials when the specific needs of the teachers are more clear.

**10.
Close**

Next Meeting: August 17, 2010 @ 5:30

Adjourn time: 9:15pm