



Approved Minutes

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

When: Tuesday, September 21, 2010 6 p.m.
Where: The Great Room

Council Attendees:

✓ Chris Grettum – Chair	✓ Maggie Buckley – 2 nd Brianna Lee	✓ Grace La Tegola – Director
✓ Portia Ceruti – Co Chair	✓ Heather Jensen – 2 nd Kylee Knowles	✓ Dan La Bar – Assistant Director
✓ Karin Fisk (InReach) - Secretary	✓ Elizabeth Cadd Fadale – 3 rd Jennifer G.	✓ Heather Altfeld – Charter Council Rep.
✓ Julie Quinn – Treasurer	✓ Jessica Hunt – 3 rd Rebecca Ginney.	✓ Carrie Gausemel – Fundraising
✓ Amy Kao – Lavender K/Melissa	✓ Caryl Brown (Grn Chair) – 4 th Barbara Ott	✓ Tighe O’Neill –Garden & Grounds
✓ Genesis Oswalt. – Tiger Lily K/Sarah	✓ Martha McDermott – 4 th Elska King	✓ Chris Rasmussen – Site Maintenance
✓ Jolene Moore – Maple Rose K/Cheryl	✓ Elizabeth Jennings – 5 th Carol Fegté	✓ Summer O’Neill – Events Chair
✓ Jenny Johnston (Acorn) – Columb K/Susan	✓ Nena Anguiano – 6 th Shannon O.	✓ Holly Nielson – Library Chair
✓ Sarah Parada – 1 st Jen Robertson.	✓ Syama Newman – 7 th Miguel Russo	✓ Dean Fairbanks – Outreach
✓ Kelly Munson – 1 st Michelle Miller	✓ Sarah Pape – 8 th Ally Welch	✓ Monica – History

✓ = present x = absent

1. Opening

1.1 Meeting called to order at: 6:11pm
 1.2 Roll Call/Quorum (10): Yes (Quorum is explained for those who are new to the process)
 1.3 Agenda Modifications: 5.2 and 5.7 move to the end of section 5.
 Section 7 (School Reports) move before section 5 (Committee Reports)
Kelly Munson explains Robert’s Rules briefly. Motion is needed with a 2nd and a vote is then taken. This process is used in most municipalities and governances to ensure that all people get a say).
 Caryl Brown makes a motion to approve the 2 agenda modifications, Kelly 2nds and they are unanimously approved.
 1.4 Welcome – Chair Chris Grettum welcomes and thanks all who chose to attend and takes a few minutes to explain the Agenda and how meetings typically go during Parent Council meetings. New business is usually the time to make requests, which need to be added to the agenda prior to the meeting and will then be voted on using the parliamentary system. 1 week prior, an agenda request form must be turned in to Chris in order to get a vote on the agenda.
 The expectation of Class Representatives is as explained in the orientation packet. Parent Council attendance is required. No more than 3 absences are allowed, as is stated in the bi-laws. Substitutes are not counted in the quorum, as they are not voting members.
 Bi-laws were greatly reduced last year from 15 pages to 3 pages..
 Robert’s Rules of Order determines how meetings run. Kelly M. explains that the rules are meant to protect the rights of all parents. There is a small pamphlet available to those who want to know more.
 There were no questions from the Council.

2. School Verse

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	3.1 Kelly Munson created a “Good-bye” book for Stephen Montana, which will be available for people to send messages to him for 1 week in the front office.
4. Consent Agenda	4.1 Approval of Parent Guild meeting minutes August 17 th , 2010. Heather Jensen makes a motion to approve and Jessica 2nds. Motion is approved unanimously.
7. School Reports	<p>7.1.1 School Administrators – Grace La Tegola, Director: 3rd week on the job, trying to meet as many students as she can. The difference between Blue Oak students and others is they are beautiful to each other, here. Glad to be a part of the partnership. Charter renewal year (every 5 years). Every Monday at 3pm in the Library, Marc Kessler is helping lead the Charter Renewal Task Force. The Charter will be considered for renewal in January, for a January-October (2011) comment period (comments from the County are accepted and implemented during this period.). This means we have time to revise/modify the Charter.</p> <p>The focus is building on performance & strength. Change process – growth – causes flux in staff. New teachers are learning Waldorf, their classes, and integrating testing standards into the school as well as attending the beginning teacher support program. That’s a lot of change and we need to support out new teachers. There are 4 mentors for new teachers. Faculty meets every Thursday to communicate and navigate through this Change Process, incorporating support for all staff. Grade levels meet 3-4 times weekly in their range of grades (1-3, 4-5, 6-8) until January.</p> <p>Linda Hovey, Grace and Dan are the leadership team. Distributing duties based on their strengths. Susan W. and Barbara O. join them to meet as a leadership group. Profound, Stable; it is a win/win.</p> <p>7.1.2 Dan La Bar, Assistant Director: Strategies, existing models of public Waldorf Charters. Referencing their processes, methods and strategies; let’s not reinvent the wheel. Thinking about what we are doing well, especially as our charter renewal is upon us. Waldorf trains us to show our strengths.</p> <p>Amazing community, problems solved and solutions found. Volunteers here communicate. 4 Task Forces, 3 Meetings: 1. define the issue, 2. propose solution, 3. create proposal. Asking for input on these 4 topics: 1. Childcare, 2. After School Program, 3. Safety/Emergency & 4. Wellness Policy (organization of school lunches/bento boxes). Faculty involvement has already been established, we need parent involvement.</p> <p>Kelly M. asks if there are Chairs assigned for the Task Forces? Dan answers that there are none, yet and he will coordinate the groups.</p> <p>Elizabeth asks how he is planning to get the word out? Dan replies he will email the Class Reps.</p> <p>Caryl asks how we can give feedback if we can’t join a Task Force? A suggestion Box is... suggested... dan@blueoakcharterschool.org</p> <p>Sarah Parada asks if other issues will go to Task Force deliberation. If it works and makes sense.</p> <p>Grace asks to communicate with admin about job responsibilities in admin. Strategic planning process needs a rep from each grade to help look at the current model, identify the strengths, gaps & etc., set 3-5 major goals for this year. Schools usually take 4-6 sessions of this Strategic group; sessions will be multiple hours long. She is only asking for 1 rep per grade level to help shorten meetings.</p> <p>Melissa mentions that the Task Force updates will filter through reps and these reps should try and answer questions as the arise, rather than forwarding all reports.</p> <p>Task Forces will submit their proposals to Admin, Parent Council and Faculty Review. Charter Council adopts policy/protocol.</p> <p>7.2 Faculty Representative, Melissa Oliver: Thanks the Parent Guild for organizing the orientation. It worked well and made all of the important information available. Communications may be emailed to melissaoliver@blueoakcharterschool.org.</p> <p>7.3 Charter Council Representative – Heather Altfeld thanks Kelly and Chris for clarification process as this is the process used by the Charter Council. Public dialogue</p>

can become unwieldy.
If you don't get called on, it's not personal, it's Robert's Rules.
Office hours will be held in the front office of the school every Friday from 2:15-3pm to facilitate Board/Chair correspondence.
bocc@blueoakcharterschool.com. Board development: publicly elected officials considering Waldorf training.
Grace covered the Charter renewal. Japanese program is suspended due to budget limitations and scheduling. Revisiting this in the larger concept. This is by no means a permanent suspension.
STAR test results - public charter depends on them.
Capital Development Committee is focusing on grant writing. The 13th was their first meeting.
Elizabeth asks where the office hours are going to be? Heather replies she will be in the front office for visibility, but there is a private office available if privacy is needed.

5. Committee Reports

5.1 Fundraising: Carrie Gozumel - Capital Campaign is the larger fundraising and the PC related committee is more for class and PC fundraisers.
Meetings are 2nd Mondays at 6pm. Please fill out Fundraising Request forms for ANY fundraising activity. All activities must be renewed for the current year. Forms may be turned in to Carrie or the PG basket in the front lobby. Grace must approve all fundraising activities. Class money stays with the class. Grade level fundraising was attempted last year with some success, but it makes more sense to keep it in the class. Of course it can be addressed on a case by case basis. There are currently 2 classroom fundraisers, school wide: Mrs. Robertson's 1st grade flowers and 4th grade snow-cones. There's a Spaghetti Feed planned for November 13th.
Teachers and Admin are not allowed to handle cash, but Linda or your class rep can! Make sure to get it to Linda so she can put it in the bank. She keeps accounts for every class.
Tighe asks how teachers get the money if they can't handle it? They can withdraw it, just not deposit it.
Caryl asks if Melissa would find out which classes prefer to pool money by grade and which would prefer to keep it by class?
Kelly A. mentions some prefer to keep specific funds for their class, like the 3rd grade.
Nena asks for the meeting time again.
5.3 Site Maintenance - Chris Rasmussen is not present. Tighe mentions that he is a contractor working with G&G committee to keep needs in balance.
5.4 Green committee: Caryl and Stephanie are working together to "Green" the Harvest Festival by facilitating a cleaning station recycling, compost. Trash and recycling for classrooms will be figured out this year, too. Julie mentions the money for this was approved last year and is still sitting in Limbo.
5.4 Events - Summer is responsible for parent sponsored events. She also keeps the chalkboard calendar and may end up with a form to get items on the board, but this hasn't happened, yet, so email works for now. Summer is not in charge of coordinating every event, she just happens to be in charge of the Harvest Festival.
Festival will open with the George and the Dragon play, Faculty Chorus and then a Drum Circle throughout. Soup will be by donation to cover the cost of the tables. Crafts need volunteers! Soup ingredients needed. Shade tents needed.
No class fundraising allowed at the festival.
Melissa suggests the younger kids being led to the harvest table with flute like a procession. Summer responds that she is trying to keep things simpler than before.
Chris: Thanks to Summer for handling all of this.
5.5 Library - 2nd Wednesday of odd months. Need table lamps and tall shelves..
Heather mentions the parent resource library and asks how to check books out. Holly tells us we leave a note in the book to borrow with your name and child's class. Book will be delivered.
Sarah asks if this is posted in the Library? Holly asks if we would like it to be? Yes.
Portia mentions that the Library is available after school for meetings.

5.6 Jenny announces the Acorn deadline is Monday the 27th.

Tighe thanks Jenny for having the Acorn out for the first week of school.

5.8 In Reach: Karin Fisk – Vision for the InReach committee is to facilitate internal communication by collecting parent volunteer information, establishing a secure and sustainable system for this.

Collecting and tracking volunteer hours quarterly. Hopefully the new system will simplify the process.

Still looking for a good meeting time. This committee has grown to include the Acorn and Volunteer Coordinator, among other things like Rest & Recovery and History.

Parent volunteer forms/orientation packets. How did this all go? We will be looking at this and improving upon the process next year. One parent requested this info be circulated before the meeting so the time could be spent focused on the teacher.

5.9 Parent Volunteer Coordinator: Jessica Hunt – would like to clarify that in the handbook it states that the families are asked to contribute 50 hours per family – not per child. Hours are collected 3x annually, Fall Spring and Summer. Please turn in your hours for last year, she is still accepting for hours volunteered from July and will until the end of October.

Faculty appreciation luncheon will be October 7th and hosted by the Kindergarten.

She would like to work on getting a crosswalk in the parkinglot.

She was thinking also of making a binder or cards with small jobs – listing available volunteer opportunities. Will work with G&G and Site Maintenance.

Carrie asked to clarify the dates she is collecting hours for.

5.10 Elections: Chris Grettum – He was chairing this position by default until someone else offers to chair it, it is a conflict of interest for him to chair a committee he is an elected official of.

June is the only busy time, when Charter Council elections happen. Class and PC elections were added to this committee to flesh it out a bit, last year.

5.12 Hospitality: Position Available

5.13 History: Monica recently offered to chair this committee and is interested in creating a school wide year book. Portia mentions Kevin a Kindergarten parent who is interested in starting an online catalogue for all Blue Oak pics.

Monica enjoys and is good at creating photo collages and plans to use the online images to print and make some collages for the school.

Sarah P. mentions some of the older kids bring their cameras to school and would probably like to share their images with the school.

Caryl mentions a student council meeting taking place Monday at 3pm.

Facebook is discussed. Jessica suggests turning the Blue Oak page into a fan site so we can post events. **Monica Dirkus** is the originator.

Nena suggests a sign at festivals and events with the website where photos can be posted.

Heather Jenkins asks about signing a release for using kids' pictures? Dean replies that this is part of the application when you signed your child up, you signed the waiver to use their image.

5.2 Garden & Grounds: Tighe – Where are we now with the back space? What did we accomplish?

Meetings are held every 2nd Wednesday of the month, last meeting 9/15. There is a work day coming Saturday 10/2 to get the yard winterized.

He has word that any overage on the back space budget will be covered by donations and we may even get 10 gallons of sealant for free to finish the play structure.

See attachment.

He has heard concerns about the trees being covered with dirt and wants to assure all concerned parties that the plan is to utilize this dirt in the expansion to the neighboring lot, but we need a Use Permit before that can happen.

Site maintenance has expressed interest in working together with G&G to get a better grip on maintaining the property.

Jessica comments that her daughter appreciated the climbing structure.

5.7 Out Reach: Dean Fairbanks – mentions Annie B's promotions is open until the end of the month. Will enhance materials fee w/enrollment

Linda asked Jessica to share that the fee is not required and to give what you can when you can.

Tighe mentions that using the electronic funds transfer, the total can easily be broken out

to \$15/mo for 12 month = \$180.

Melissa mentions the income survey forms need to be filled out and given to teachers by Friday to help the school qualify for more grant money.

Sarah asks that reps redistribute these lunch program forms since they seem to have been lost in the shuffle.

Melissa will email form.

8. Officer Reports

8.1 Chair: Chris Grettum – shared everything he wanted to at the beginning.

8.2 Co-Chair: Portia Ceruti – Thanks to everyone. Portia is the Committee Organizer and focused on committee communication. Make sure to cc:her and Chris when communicating with Admin/Staff.

Bi-laws were revised last year, and she was on that team. If you have any questions, please direct them her way.

Bulletin boards: Trader Joe's donated a bunch of chalk boards which she will cork over and is working with Dan to coordinate exit/entrance strategy to ensure proper placement of boards.

Storage Room was moved back to the front office space, which is a bigger space anyway. Teachers facilitated this move. She is working on re-keying all of the doors and turning the door handle around in the PG office to make it less accessible.

Caryl was unable to access the snow cone machine because the key was missing and no one had one. Summer admitted to not putting it back due to busy Harvest Festival preparation.

Portia proposes that every chair have a key.

As the school grows and changes, we have the best intentions, but sometime we need to re-evaluate.

Summer asks about cc:ing them on communication with Admin, it is clarified. **Jessica** asks if phone calls are ok to keep communications open, **Portia** agrees that they are. The point is for everyone to know what has been said by whom to avoid any communication break downs.

8.3 Treasurer: Julie Quinn – We had much more money at the beginning of last year, but the parent council had expected to need a lot after the move and with the development of the back space, we have much less. It is her goal this year to have a budget, so it will be easier for us in coming years. Year before last there was no treasurer, which made it hard last year, too. If we budget for the rummage sale and pizza and know how much we can expect, we can forecast and plan better where to put the money. Rummage sale and pizza brought in \$10K last year, \$6K donated to cover chairs, stages and music for concerts, as well as \$1500 for specialty teachers.

Julie finally has the computer and software and is ready to get started with synching the books.

Caryl mentions that the department of fish and wildlife has old computers they would donate.

Summer asks about the blackboard which **Kelly** forgot to get reimbursed for. That was all worked out and is covered in the spreadsheet.

Summer asks what the procedure is for money that is spoken for but not spent. Perhaps this should be discussed at another meeting and decided with a vote.

Kelly mentions the \$900 for the art hanging system should probably be reabsorbed until the faculty decides what they want for this.

Melissa thought we were going to paint first, but the window for that is closed for the year.

Portia mentions that string and clips were not preferred by Admin...

This needs to be added to the next agenda so we can pull back unclaimed money.

8.4 Secretary: Karin Fisk – Please email any handouts to Karin to be included in the notes to attachments may be referred to.

Minutes will be circulated 1 week following the meeting, with a 1 week comment p[er]iod and then the final draft circulated with the next agenda.

9. New Business

9.1 Funding request: Elizabeth Jennings would like to replenish the school store, up to \$350 for crayons, wax and knitting needles. Prtia makes a motion to fund up to \$350 for the school store. Julie 2nds it. It is discussed whether more is needed, but it is too late too add this to the agenda (per Robert's Rules), so a vote is taken and it is

approved unanimously to fund the school store for \$350.

9.2 Elections: Chris tells the Council that there are 4 open positions (Chair, Co-Chair, Secretary and Treasurer) and 4 people have expressed an interest in these positions. All four of the current officers would like to continue.

Kelly makes a motion to maintain the current officers in their positions. **Caryl** 2nds. All officers are unanimously voted back in to their positions.

Chair: Chris Grettum, Co-Chair: Portia Ceruti, Treasurer: Julie Quinn and Secretary; Karin Fisk.

10. Close

Portia makes a motion to adjourn and **Jessica** 2nds. Unanimous decision to close the meeting,

Next Meeting: October 19th, 2010 @ 6pm

Adjourn time: 9:10pm

Garden & Grounds Committee Report - September 21st, 2010

1. Committee Meeting held 9/15 – next meeting 10/13 @6pm, 7th grade
2. Summer Project Report
3. Next work day – 10/2/2010
4. Committee Org

School Funded projects					
Project	Budgeted Cost	Current Expenditures	Remaining costs	Total Expected Cost	Remaining Budget
Asphalt Removal/Site Prep	\$3,165.00	\$3,053.33	\$0.00	\$3,053.33	\$111.67
Fall Material	\$5,000.00	\$5,028.78	\$0.00	\$5,028.78	(\$28.78)
(over)/under budget					\$82.89

Parent Guild Funded Projects					
Project	Budgeted Cost	Current Expenditures	Remaining costs	Total Expected Cost	Remaining Budget
KG Swings	\$3,000.00	\$3,028.30	\$0.00	\$3,028.30	(\$28.30)
KG Monkey Bar relocation	\$500.00	\$589.34	\$0.00	\$589.34	(\$89.34)
Grade Climbing structure	\$5,000.00	\$4,987.96	\$200.00	\$5,187.96	(\$187.96)
Grade Swing Relocation	\$700.00	\$655.19	\$0.00	\$655.19	\$44.81
Maintenance	\$500.00	\$338.41	\$0.00	\$338.41	\$161.59
(over)/under budget					(\$99.20)

Unfunded projects					
Project	Budgeted Cost	Current Expenditures	Remaining costs	Total Expected Cost	Remaining Budget
KG fence	\$0.00	\$540.30	\$400.00	\$940.30	(\$940.30)
Water Fountains		\$348.12	\$0.00	\$348.12	(\$348.12)
(over)/under budget					(\$1,288.42)

Potential Work Day Projects – 10/2

1. Sand and seal jungle gym (may also include some E-W shear bracing)
2. Form and pour concrete curbs for new planting beds
3. Complete KG fence
4. Irrigation – planting beds and fence line, plus misc repair
5. Erosion prevention – soil stockpile
6. Equipment maintenance
7. General clean-up