

**VISTA OAKS CHARTER SCHOOL  
BOARD OF DIRECTORS MEETING  
October 3, 2016, 4:30 PM  
14301 Byron Highway, Byron, CA 93401**

**MINUTES**

**A. CALL TO ORDER - 4:32 pm**

<b>Present</b>	<b>Board Member</b>	<b>Position</b>
	Susan Williams	President
X	Shanda Warddrip	Secretary
X	Tiffany Violich	Member at Large
X	Mary Wright	Member at Large

**B. ADOPTION OF AGENDA** – *A motion was made by Shanda Warddrip and seconded by Mary Wright to approve the agenda.*

*Aye: S. Warddrip, M. Wright, T. Violich*

*Nays: None*

**C. HEARING OF PARTIES** - *None*

**D. UNFINISHED BUSINESS** - *None*

**E. ADOPTION OF MINUTES** – *A motion was made by Tiffany Violich and seconded by Mary Wright to approve the minutes*

*Aye: S. Warddrip, M. Wright, T. Violich*

*Nays: None*

**F. WARRANTS** – *A motion was made by Shanda Warddrip and seconded by Mary Wright to approve the warrants.*

*Aye: S. Warddrip, M. Wright, T. Violich*

*Nays: None*

**G. REPORTS AND PRESENTATION TO THE BOARD**

- a. Overview of Insurance Coverage – Tom Boobar, Vice President, Alliant – *Mr. Tom Boobar gave an overview of Vista Oaks coverage included coverage for board members.*
- b. Budget/Financials – Peter Laub, EdTec – *Mr. Peter Laub gave an update on financials for quarter one.*

- c. Facilities/School Progress – Joy Groen, Executive Director - *Update on potential Byron learning center to complement existing facility*
- d. Math Placement Data Review – Alton Seyford, Associate Director – *Mr. Alton Seyford gave an overview of Freshman Placement results. 33 of 35 students correctly placed. Two students will be additionally assessed to see if they should be moved to a more rigorous course.*
- e. Uniform Complaint Policy (UCP) Report – Joy Groen, Executive Director – *No complaints to report.*

**H. ACTION ITEMS**

- a. School Visitation and Removal Policy – *A motion was made by Shanda Warddrip and seconded by Mary Wright to approve the School Visitation and Removal Policy*

*Aye: S. Warddrip, M. Wright, T. Violich*

*Nays: None*

- b. Certificate of Completion Policy - *A motion was made Mary Wright and seconded by Shanda Warddrip to approve the agenda.*

*Aye: S. Warddrip, M. Wright, T. Violich*

*Nays: None*

- c. Application for Credit Card through F&M Bank – *Edtec requested that Vista Oaks apply for a credit card making expense tracking easier. A motion was made by Shanda Warddrip and seconded by Tiffany Violich to approve the application for a credit card through F&M Bank.*

*Aye: S. Warddrip, M. Wright, T. Violich*

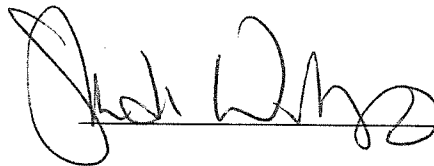
*Nays: None*

- I. **NEXT MEETING:** Monday, December 5, 2016 at 4:30 pm | 14301 Byron Highway, Byron, CA 94514

- J. **ADJOURN** - The meeting was adjourned at 5:37 pm.



**Executive Director**



**Board Secretary**

*12/5/2016*

**DATE**