

Blue Oak Charter School
450 W. East Avenue, Chico, CA 95926
CHARTER COUNCIL
REGULAR MEETING

Join Zoom Meeting:

<https://zoom.us/j/99715488751?pwd=dHlwY2eW9pbmZsWklMRFFrWEh0QT09>

Meeting ID: 997 1548 8751

Pass: c91ziZ

Tuesday November 17th, 2020 - 6:00 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*

Notice: Any person with a disability may request the agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting at, 450 W. East Ave., Chico, CA or by calling (530) 879-7483 between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday (at least 48 hours before the meeting). All efforts will be made for reasonable accommodations.

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 - 6:00 PM

1. OPENING - 5 Minutes

- 1.1. Call Meeting to Order
- 1.2. Roll Call of Council Members and Establish Quorum
- 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."

- 1.4. Agenda Modifications
- 1.5. 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)*

2. CONSENT AGENDA - 10 Minutes

- 2.1. Approve Minutes from October 20th, 2020
- 2.2. Charter Impact Monthly Report
 - 2.2.1. Attendance and Enrollment
 - 2.2.2. Cash Flow
 - 2.2.3. Balance Sheet Detail

Jim Weber, Charter

- 2.2.4. Warrants/Aged Payable
- 2.2.5. Point of Sale Transactions/Check Register
- 2.2.6. Actual to Budget Summary

3. GOVERNANCE - 15 Minutes

- 3.1. Finance Committee
- 3.2. Medical Insurance Premium Options
- 3.3. Policy Review
 - 3.3.1. COVID-19 Personnel Policy (2nd Reading)
- 3.4. Board Training Discussion
 - 3.4.1. Brown Act & Governance Training
- 3.5. Hybrid Reopening Model
 - 3.5.1. Special Classes (16+)
- 3.6. BCOE Memorandum of Understanding
- 3.7. Accept Offers of Employment
 - 3.7.1. Samantha Huefner, Instructional Aide
 - 3.7.2. Amber Saetern, Instructional Aide
- 3.8. Accept Resignations
 - 3.8.1. Maria Cabrera, Instructional Aide

Chelsea Parker
Leanne and Dayna
Susan Domenighini

4. FACULTY

- 4.1. Grade Level Report

Riley Murray

5. ADMINISTRATION - 30 Minutes

- 5.1. Executive Director's Report
 - 5.1.1. CUSD Annual Oversight Checklists

Susan Domenighini

6. NEXT MEETING - Tuesday, November 17th, 2020

ADJOURNMENT

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AGENDA

OPEN SESSION - 6:00 PM

1. OPENING - 5 Minutes

1.1. Call Meeting to Order

- Monica McDaniel called the meeting to order at 6:01 PM.

1.2. Roll Call of Council Members and Establish Quorum

- Present: Monica McDaniel, Trisha Atehortua, Chelsea Parker, Heather Bonea, Vicki Wonacott, Laurel Hill-Ward, and Laura Swanson
- Absent: None

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."

- Monica McDaniel read the school verse.

1.4. Agenda Modifications

- Susan Domenighini requested the agenda be modified to remove item 5.1.1. This agenda item is not ready to be presented and it as only informational; no action would need to be taken.
- The item was removed.

1.5. Audience to Address the Council

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- Monica McDaniel read the governing code above aloud to remind the public about the specific rules to address the council.
- No members of the audience addressed the council at this time.

2. **CONSENT AGENDA - 10 Minutes**

- Trisha Atehortua made a motion to approve the consent agenda. Vicki Wonacott seconded the motion. No further discussion.
- Vote.

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

- The vote passes.

2.1. **Approve Minutes from September 15th, 2020; September 23rd, 2020; and October 7th, 2020**

2.2. **Charter Impact Monthly Report**

Jim Weber, Charter Impact

- 2.2.1. **Attendance and Enrollment**
- 2.2.2. **Cash Flow**
- 2.2.3. **Balance Sheet Detail**
- 2.2.4. **Warrants/Aged Payable**
- 2.2.5. **Point of Sale Transactions/Check Register**
- 2.2.6. **Actual to Budget Summary**

3. **GOVERNANCE - 15 Minutes**

3.1. **Finance Committee**

Chelsea Parker

- Chelsea Parker updated the Council members regarding the last Finance Committee meeting. Recent updates include submission of a new grant (to be covered in the Executive Report later), reevaluation of the realities for meeting the application deadline and requirements for the CTE grant, discussion of employee sick time for testing, and the review of potential funding sources for COVID moving forward. Overall, Blue Oak finances are on track.

3.2. **Policy Review**

Susan Domenighini

3.2.1. **COVID-19 Personnel Policy**

- The Personnel Policy that was presented to the Council primarily ensures that teachers are not using up all of their sick time in order to take time off for COVID testing and/or precautionary quarantines which would allow teachers the opportunity to continue to work from home if they feel okay and are not presenting any symptoms. This is a policy that is already informally in place for Blue Oak faculty and staff, and has been reviewed by Maggie Buckley and Nick Meier from the Finance Committee. At their last meeting, the Finance Committee discussed putting a policy in place that would protect and support teachers while also ensuring it is not disqualifying staff and faculty from state compensation.
- Susan Domenighini made a note of a few statements that the Council agreed would need further clarification. In order to be voted on, this policy will need to appear on a future BOCC agenda for a second reading.

3.3. Re-Entry Plan

- The documents presented contain adjustments made by the Ad Hoc Committee composed of Susan Domenighini, Vicki Wonacott, and Chelsea Parker. The adjustments were based on the questions, concerns, and suggestions brought up at the last BOCC meeting as well as those forwarded to Susan by BOCC members. Of the two versions presented: one version visually shows which changes, additions, or removals were made based on color and markings, and the other version is the final result after those adjustments were made.
- The floor was opened for discussion. Conversation topics included: concerns regarding the lack of specific cohort size, questions about the limited time and days students will be back on campus, how teachers will manage on-site and distance learners, and differences in hybrid execution based on grade and class size.
- Monica McDaniel reminded everyone that this focuses on campus safety not how we will be reopening. Reopening details are up for discussion on the next agenda item.
- Laurel Hill-Ward spoke to the importance of ensuring any policy that is created and/or passed during such serious circumstances needs to be flexible and fluid in order to change in the case that new information should arise.
- There were no additional audience members to address this agenda item.
- Laurel Hill-Ward made a motion to accept the plan as presented. Chelsea Parker seconded the motion.
- There was no further discussion.
- Vote.

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

- Vote passes.

3.3.1. Hybrid Implementation Date

- In June, BOCC members discussed beginning the school year using the distance learning model, and decided to re-evaluate that model in mid-October for small at-risk groups. Recent survey results show that roughly 50% of Blue Oak families are ready to return to on-site instruction. In order to ensure Blue Oak is balancing the needs of all students in an equitable way, the document presented is a proposal to implement a Hybrid learning model. The details of this proposal were created by Susan Domenighini and a special team of faculty and staff members.
- Many BOCC members voiced concerns and suggestions such as wanting to ensure this model honors the “togetherness” aspect of the Waldorf pedagogical model, continuing “friendship clubs” to ensure on-site and distance learners can socialize with one another, possibly increasing the number of days students are on campus based on class/cohort size, and wondering if the distance learning model will suffer if teachers are asked to juggle on-site and distance learning instruction.
- A few BOCC members felt that bringing back this many students was not honoring the plan that was originally discussed. However, the remaining BOCC members felt that this does honor the plan because, as surveys have shown, a large number of families feel it is in their child’s best interest to return to campus and it is the Councils job to address that need.

- Chelsea Parker encouraged Susan and her team to allow teachers the flexibility to increase the number of days their students are on campus with them based on their class/cohort size. She wanted to ensure that asking students to come back was going to be more helpful than disruptive to family rhythms and student learning. She also wanted BOCS faculty and staff to take childcare into consideration when decided on what will work best for their students.
- Tighe, a member of the audience, is in support of students returning to campus. Tighe voiced that this will give each Waldorf teacher a new chance to meet their students where they are and knows they will rise to the occasion.
- Mitchell, a member of the audience, wanted to know if this plan would still be assessed in January; the answer is yes.
- Gerard, a member of the audience, spoke to the hardship that distance learning imposes on parents and children, and feels that the proposed Hybrid model is unhelpful. Gerard suggested that the students who are returning should be on campus at least 4 days a week, and feels that we should be focusing more on the “offline” Waldorf standard.
- Karissa, a member of the audience, urged the Council to allow teachers to decide individually what would work best for them. Karissa also added that, as a parent, she will decide whether or not to send her student back based on what options are being offered.
- Jackie, a member of the audience, asked if she decides to keep her student in the distance learning model now, will her student have the option to join an on-campus cohort later. Chelsea Parker suggested that we ask parents to make a decision for the rest of the semester and allow them to reevaluate in January.
- Brianna Lee, a Blue Oak teacher, reminded the audience that it may be unproductive to compare Blue Oak to other CUSD schools because they have more resources to utilize.
- There was a consensus among the BOCC members to vote to modify the proposal by breaking the vote down into two parts.
- Chelsea Parker made a motion to approve opening the campus for students to return on November 9th for those that desire to. Vicki Wonacott seconded the motion. No further discussion.
- Vote.

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

- This vote passes.
- Many people expressed unhappiness in regards to the amount of days/time being proposed in this document. It was recommended that the second part of the vote amend the document to state a minimum number of days in order to allow flexibility for teachers to increase this number if they choose.
- Heather Bonea had a question for Brianna Lee, she wanted to know what the consensus was among faculty about what type of schedule is most feasible for them. Brianna explained that a two day minimum is feasible for all teachers; adding more days will vary based on class/cohort size. An AM/PM model is not possible for BOCS teachers if they are still going to continue distance learning as well, which is why half days in the morning was proposed. The thought

process behind this proposal was to ensure that whatever model we enact, we enact it in a sustainable way for our teachers and our school.

- Susan Domenighini reminded Council members that the details of how each class will carry out this policy is up to faculty, staff, and administration. For now, BOCC members simply need to pass a policy that is broad enough to allow for flexibility. Susan also requested the approval for a maximum size of cohorts so it is clearly stated.
- Chelsea Parker made a motion to accept the opening date for the on-site Hybrid option document with the modification to the A/B schedule proposal that we instead state that students be offered “at minimum” two days on campus a week. Trisha Atehortua seconded the motion.
- However, Chelsea Parker urged BOCS faculty and staff to find a way to offer more than two days a week to their on-site students once official planning begins.
- There was no further discussion or comments from the public.
- Vote.

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

- This vote passes.

3.4. Board Training

3.4.1. Brown Act & Governance Training

- Susan Domenighini recommended that all Council members complete an online Brown Act and Governance Academy training course(s) through Charter Schools Development Center (CSDC). At the next BOCC meeting, Council members will come back to this agenda item to discuss the course content. This option is also open to parents and/or teachers who are interested. Executive Assistant, Alexandra Archer, will register all Council members as well as any other interested parties, and send out course registration information and instructions.

4. FACULTY

4.1. Grade Level Report

- Riley Murray gave a power point presentation with updates from BOCS teachers including notes, photos, and videos.

5. ADMINISTRATION - 30 Minutes

5.1. Executive Director's Report

Susan Domenighini

- Susan Domenighini reported the submission of an anti-racism and equity grant to the California Department of Education (CDE). She felt the grant was in line with the work the Blue Oak Social Justice and Equity Task Force has begun.
- Other updates include staff members participating in book clubs for “How to Be an Anti-Racist” and “White Supremacy and Me”; last week’s Acorn included information on the “My Culture is Not a Costume” campaign to encourage thoughtfulness as the holidays grow near; donations can be made to BOCS via our website now; the Finance Committee is looking to participate in the Giving Day put on by the North Valley Community Foundation in early December; and we

currently are preparing the distribution of 40 Dell laptops to be handed out to our 7th and 8th Grade students.

- Susan reminded everyone present that BOCC meeting agendas, minutes, and packet materials can be found on the BOCS website and recorded versions of the meetings will be posted to the Blue Oak YouTube channel soon.

~~5.1.1. CUSD Report~~

6. NEXT MEETING - Tuesday, November 17th, 2020

ADJOURNMENT

- Monica adjourned the meeting at 8:32PM

Approved by: _____ Minutes Taken By: Alexandra Archer
Date: _____

Blue Oak Charter School

Monthly Financial Presentation – October 2020

October Highlights

Highlights

- Forecast surplus **+\$118K**, recommended to reserve surplus for future shortfalls.
- Revenue forecast near budget, **(\$2K)**.
- Expenses forecast below budget **\$22K**.
- Cash ended month **\$579K**, utilizing PPP loan to cover payroll during funding delay.
- State payment deferrals and ongoing economic uncertainty influence 2020/21 planning.

Compliance and Reporting

- Reporting uses of Learning Loss funding begins in September and October.
- Quarterly grant reporting will be submitted in October.
- 1st interim report and LCFF Budget Overview will be presented at Dec meeting.

Enrollment and Revenues

- 2020/21 funding is based on 2019/20 P-2 ADA (293.37), no ADA will be reported for 2020/21.
- 2020/21 CALPADS data will update rolling UPP for 2020/21, current forecast 58% (3 yr).

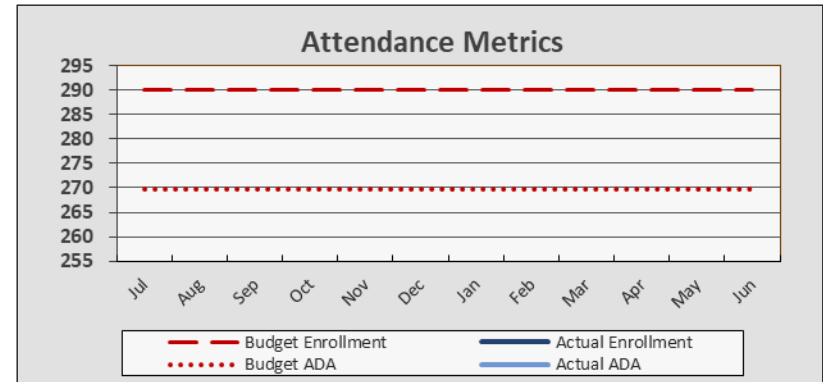
Attendance Data and Metrics



Enrollment and Per Pupil Data

Enrollment & Per Pupil Data			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Average Enrollment	n/a	290	290
ADA	n/a	293	293
Attendance Rate	n/a	101.2%	101.2%
Unduplicated %		58.0%	58.0%
Revenue per ADA		\$12,563	\$12,570
Expenses per ADA		\$12,162	\$12,237

Attendance Metrics



2020/21 funding is based on 2019/20 P-2 ADA (293.37), no ADA will be reported for 2020/21.

Revenue

- **October Updates**
 - **Learning Loss Mitigation and ESSER Funds:**
 - **\$153K** use by Dec 2020 - \$92K reported as of Oct
 - **\$23K** use by June 2021
 - **\$80K** recommended hold surplus until 2021/22 to maintain/expand current services.

Revenue

State Aid-Rev Limit
Federal Revenue
Other State Revenue
Other Local Revenue

Total Revenue

<i>Year-to-Date</i>		
Actual	Budget	Fav/(Unf)
\$ 607,954	\$ 575,075	\$ 32,879
37,287	210,501	(173,214)
-	22,823	(22,823)
60,299	59,732	567
\$ 705,540	\$ 868,130	\$ (162,590)

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 2,678,690	\$ 2,678,690	\$ -
368,503	372,705	(4,202)
414,765	414,765	-
223,643	221,543	2,100
\$ 3,685,601	\$ 3,687,703	\$ (2,102)



Expenses

- **October Updates**
 - **Expenses update** – Expense forecast includes increased LLMF expenses for equipment and staffing.

Expenses

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
Certificated Salaries	\$ 492,064	\$ 548,143	\$ 56,080
Classified Salaries	93,229	106,449	13,220
Benefits	153,024	171,736	18,712
Books and Supplies	124,339	107,100	(17,239)
Subagreement Services	25,481	35,351	9,870
Operations	41,977	44,492	2,515
Facilities	200,544	203,801	3,257
Professional Services	64,177	45,972	(18,205)
Depreciation	7,221	6,475	(746)
Interest	1,631	-	(1,631)
Total Expenses	\$ 1,203,687	\$ 1,269,519	\$ 65,832

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 1,392,621	\$ 1,428,037	\$ 35,415
385,846	399,225	13,379
490,982	499,280	8,299
206,449	198,500	(7,949)
127,641	129,620	1,979
134,637	134,421	(216)
610,270	611,404	1,134
200,146	169,988	(30,158)
19,426	19,426	0
-	-	-
\$ 3,568,019	\$ 3,589,901	\$ 21,882

Surplus / (Deficit) & Fund Balance

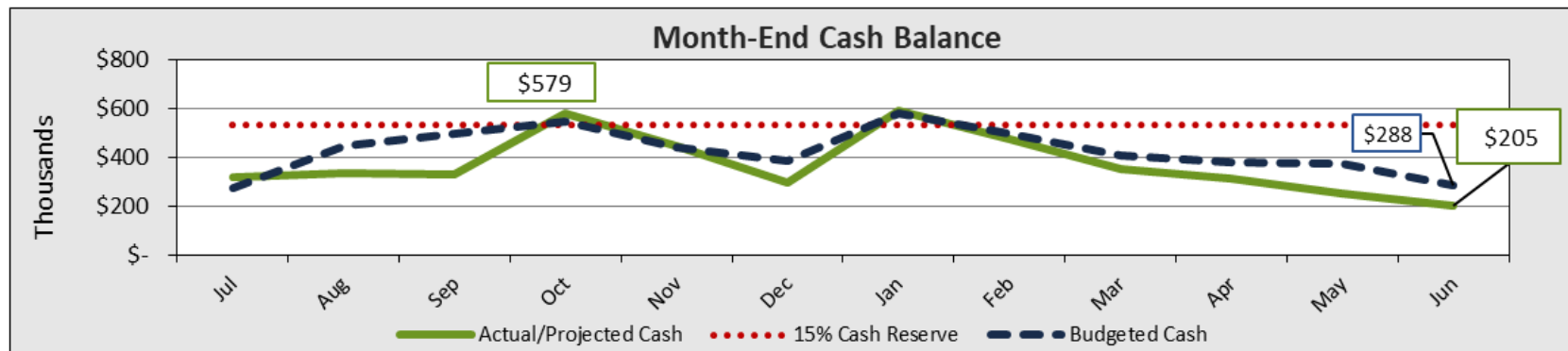
- Current forecast surplus **+\$118K**.
- Recommend holding **\$80K** surplus (LLMF and ESSER) eligible for use during 2021/22.
- Fund balance forecast **\$649K**, 18%, 66 days expenses.
- Deferred funding reduces fund balance available as cash reserves.

	Year-to-Date		
	Actual	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (498,147)	\$ (401,389)	\$ (96,758)
Beginning Fund Balance	<u>531,327</u>	<u>531,327</u>	
Ending Fund Balance	<u>\$ 33,181</u>	<u>\$ 129,938</u>	
<i>As a % of Annual Expenses</i>	0.9%	3.6%	

	Annual/Full Year		
	Forecast	Budget	Fav/(Unf)
	\$ 117,582	\$ 97,802	\$ 19,780
	<u>531,327</u>	<u>531,327</u>	
	<u>\$ 648,909</u>	<u>\$ 629,129</u>	
	18.2%	17.5%	

Cash Balance

- Current cash is \$579K, including \$530K PPP loan and excluding \$283K outstanding AR.
- PPP loan ensures school meets payroll and rent and is potentially forgivable after twenty-four-week period.
- State payment deferrals and ongoing economic uncertainty influence 2020/21 planning.
- **Due to slow collections, short term borrowing may be recommended before June 2021.**
- Management and Charter Impact are monitoring activities to ensure adequate cash availability.



Compliance Deadlines (next 60 days)



Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
DATA TEAM	Nov-01	Kindergarten Immunization Assessment - To review and submit required vaccine doses and report on permanent medical exemptions.	BOCS	No	No	https://www.shotsforschool.org/reporting/kindergarten/#
FINANCE	Nov-02	Mental Health Plans due to SELPA - Schools requesting Level 2 and Level 3 mental health funding must file their annual plan with their SELPA by this date. Specific due dates may vary by SELPA.	BOCS	No	Yes	https://www.cde.ca.gov/fg/aa/se/sep1appnform04.asp
DATA TEAM	Nov-15	Complete Nutrition Verification process (requirement of School Nutrition Program) - Verification is the annual, mandatory process that confirms the eligibility of a sample of completed household meal eligibility applications in the National School Lunch and School Breakfast Programs. Each LEA must select and verify a sample of applications approved for free and reduced-price meal benefits. The required sample size of applications to be verified is based on the number of approved applications on file on October 1.	BOCS	No	Yes	https://www.cde.ca.gov/ls/nu/sn/verificationreport.asp
FINANCE	Nov-15	Review and/or Update Non-Profit IRS Form 990 Policies - The IRS Form 990 is the annual information return filed by most non-profit charter schools. The IRS Form 990 includes a Governance, Management and Disclosure section. Charter Schools are required to disclose the following policies: Conflict of Interest Policy, Whistleblower Policy, Document Retention and Destruction Policy, Expense Reimbursement Policy, Gift Receiving Policy, and Compensation Approval Policy. A Form 990 must be filed by the 15th day of the 5th month after the close of the NPO's fiscal year. Most schools extend this deadline to the following May 15th.	BOCS	Yes	No	http://www.publiccounsel.org/useful_materials?id=0025
FINANCE	Set by Authorizer (by Dec 15)	1st Interim Financial Report - Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report for the period ending October 31 is due by the date set by the charter authorizer (no later than December 15th).	Charter Impact	Yes	Yes	https://www.cde.ca.gov/fg/fi/ir/interimstatus.asp
FINANCE	Set by Authorizer (by Dec 15)	LCFF Budget Overview for Parents - Senate Bill (SB) 98 added ECSection 43509, which changed the adoption date for the Budget Overview for Parents for the 2020–21 school year. For 2020–21, local governing boards or governing bodies are required to adopt and submit the Budget Overview for Parents on or before December 15, 2020, in conjunction with the LEA's first interim budget report.	Charter Impact	Yes	No	https://www.cde.ca.gov/re/lc/
FINANCE	Dec-18	Annual Audit Review and Board Approval - Charter Schools are required to submit an independent audit report to the CDE, the State Controller's Office (SCO), the local County Superintendent of Schools, and, if applicable, the chartering entity, by December 15 of each year. Note that the audit report due date was automatically extended to March 31, 2021, due to COVID-19.	BOCS with Charter Impact support	Yes	No	https://www.cde.ca.gov/fg/au/ag/submitaudittrpt.asp
DATA	Dec-18	CALPADS - Fall 1 Certification deadline - Please be mindful that Level-2 certification within CALPADS means that these data have been reviewed and approved by your superintendent or IRC administrator. Failure to properly review and amend these data in CALPADS within the allotted amendment window will result in the improper certification of official Fall 1 data within CALPADS, which can impact a number of things, including LCFF funding, reclassified fluent-English proficient (RFEP) counts/rates, and A–G graduate counts.	BOCS	No	No	https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp

Appendices

As of October 31, 2020

- Cash Flow – Monthly and Annual Forecast
- Statement of Financial Position (Balance Sheet)
- Statement of Cash Flows
- Detailed Month and YTD Budget vs. Actual
- Accounts Payable Aging
- Check Register

Blue Oak Charter

Financial Package
October 31, 2020

Presented by:



Blue Oak Charter School

Monthly Cash Flow/Forecast FY20-21

Revised 11/06/2020

ADA = 293.37



Revenues

State Aid - Revenue Limit

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Forecast	Revised Budget	Favorable / (Unfav.)
8011 LCFF State Aid	-	69,481	69,481	125,066	125,066	125,066	125,066	125,066	58,839	22,534	22,534	22,534	499,507	1,390,241	1,699,234	(308,992)
8012 Education Protection Account	-	-	-	138,207	-	-	138,207	-	-	138,206	-	-	138,207	552,827	243,834	308,992
8019 State Aid - Prior Year	-	-	-	11,477	-	-	-	-	(2,295)	(2,295)	(2,295)	(2,295)	(2,295)	-	-	-
8096 In Lieu of Property Taxes	-	44,825	89,650	59,767	59,767	59,767	59,767	59,767	100,771	50,385	50,385	50,385	50,385	735,622	735,622	-
	-	114,306	159,131	334,517	184,833	184,833	323,040	184,833	157,315	208,830	70,624	70,624	685,804	2,678,690	2,678,690	-

Federal Revenue

8181 Special Education - Entitlement	-	-	-	-	-	-	-	-	19,938	-	-	4,984	14,953	39,875	39,875	-
8290 Title I, Part A - Basic Low Income	-	-	-	-	-	-	37,588	-	-	18,794	-	-	18,794	75,175	77,683	(2,508)
8291 Title II, Part A - Teacher Quality	-	-	-	-	-	-	4,878	-	-	2,439	-	-	2,439	9,755	11,449	(1,694)
8296 Other Federal Revenue	-	-	-	37,287	-	115,877	45,267	-	-	22,634	-	15,994	6,640	243,698	243,698	-
	-	-	-	37,287	-	115,877	87,732	-	19,938	43,866	-	20,978	42,825	368,503	372,705	(4,202)

Other State Revenue

8545 School Facilities (SB740)	-	-	-	-	-	-	156,308	-	-	-	78,154	-	78,154	312,615	312,615	-
8550 Mandated Cost	-	-	-	-	-	4,946	-	-	-	-	-	-	-	4,946	4,946	-
8560 State Lottery	-	-	-	-	-	-	14,595	-	-	14,595	-	-	29,190	58,381	58,381	-
8599 Other State Revenue	-	-	-	-	-	-	-	-	-	-	8,000	22,823	8,000	38,823	38,823	-
	-	-	-	-	-	4,946	170,903	-	-	14,595	86,154	22,823	115,344	414,765	414,765	-

Other Local Revenue

8689 Other Fees and Contracts	-	1,500	-	600	-	-	-	-	-	-	-	-	-	2,100	-	2,100
8699 School Fundraising	20	6,580	2,207	660	5,219	5,219	5,219	5,219	5,219	5,219	5,219	-	-	46,000	46,000	-
8792 Transfers of Apportionments	7,818	15,791	15,799	9,324	15,799	15,799	15,799	7,465	2,859	2,859	2,859	-	63,372	175,543	175,543	-
	7,838	23,871	18,006	10,584	21,018	21,018	21,018	12,684	8,078	8,078	8,078	-	63,372	223,643	221,543	2,100

Total Revenue

	7,838	138,177	177,137	382,388	205,851	326,674	602,692	197,517	185,330	275,369	164,856	114,426	907,346	3,685,601	3,687,703	(2,102)
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Expenses

Certificated Salaries

1100 Teachers' Salaries	91,139	106,143	108,402	110,925	115,710	115,710	115,710	115,710	115,710	115,710	25,166	-	-	1,136,035	1,164,716	28,681
1170 Teachers' Substitute Hours	-	-	-	-	3,471	3,471	3,471	3,471	3,471	3,471	3,471	1,736	-	26,035	34,941	8,907
1175 Teachers' Extra Duty/Stipends	699	736	1,506	1,140	1,287	1,287	1,287	1,287	1,287	1,287	-	-	-	11,800	11,800	-
1200 Pupil Support Salaries	-	583	7,574	6,457	4,070	4,070	4,070	4,070	4,070	4,070	4,070	2,035	-	45,139	40,700	(4,438)
1300 Administrators' Salaries	14,086	14,294	14,190	14,190	14,607	14,607	14,607	14,607	14,607	14,607	14,607	14,607	-	173,612	175,879	2,267
	105,924	121,755	131,672	132,712	139,145	139,145	139,145	139,145	139,145	139,145	47,313	18,377	-	1,392,621	1,428,037	35,415

Classified Salaries

2100 Instructional Salaries	229	221	14,186	10,356	12,591	12,591	12,591	12,591	12,591	12,591	12,591	6,295	-	119,421	125,907	6,485
2400 Clerical and Office Staff Salaries	6,264	11,854	8,861	12,544	12,669	12,669	12,669	12,669	12,669	12,669	12,669	12,669	-	140,873	147,445	6,571
2900 Other Classified Salaries	2,518	1,516	13,576	11,105	12,105	12,105	12,105	12,105	12,105	12,105	12,105	12,105	-	125,552	125,873	322
	9,011	13,591	36,623	34,004	37,364	37,364	37,364	37,364	37,364	37,364	37,364	31,069	-	385,846	399,225	13,379

Benefits

3101 STRS	16,034	18,530	19,824	19,554	22,907	22,907	22,907	22,907	22,907	22,907	7,789	3,025	-	222,199	230,628	8,429
3202 PERS	4,155	3,393	9,480	9,214	7,998	7,998	7,998	7,998	7,998	7,998	7,998	6,651	-	88,880	82,640	(6,240)
3301 OASDI	848	735	2,872	2,721	2,396	2,396	2,396	2,396	2,396	2,396	2,396	1,992	-	25,937	24,752	(1,185)
3311 Medicare	1,544	1,831	2,377	2,312	2,617	2,617	2,617	2,617	2,617	2,617	1,256	733	-	25,756	26,495	740
3401 Health and Welfare	12,044	3,695	10,107	7,425	9,525	9,525	9,525	9,525	9,525	9,525	9,525	9,525	-	109,471	114,300	4,829
3501 State Unemployment	53	63	82	80	110	110	550	440	220	110	110	110	-	2,037	2,193	156
3601 Workers' Compensation	953	953	953	953	1,805	1,805	1,805	1,805	1,805	1,805	866	506	-	16,014	18,273	2,259
3901 Other Benefits	51	64	67	56	56	56	56	56	56	56	56	56	-	688	-	(688)
	35,683	29,263	45,762	42,315	47,414	47,414	47,854	47,744	47,524	47,414	29,995	22,598	-	490,982	499,280	8,299

Books and Supplies

4100 Textbooks and Core Materials	-	3,490	4,674	12,540	-	-	-	-	-	-	-	-	-	20,704	16,000	(4,704)
4200 Books and Reference Materials	-	4,198	1,002	(4,707)	188	188	188	188	188	188	188	188	-	2,000	6,000	4,000
4302 School Supplies	-	14,883	2,535	2,679	1,988	1,988	1,988	1,988	1,988	1,988	1,988	1,988	-	36,000	46,000	10,000
4305 Software	129	129	9,954	(768)	756	756	756	756	756	756	756	756	-	15,495	-	(15,495)
4310 Office Expense	-	3,768	4,507	2,805	1,115	1,115	1,115	1,115	1,115	1,115	1,115	1,115	-	20,000	10,000	(10,000)
4312 School Fundraising Expense	-	-	-	-	313	313	313	313	313	313	313	313	-	2,500	2,500	-
4400 Noncapitalized Equipment	-	-	17,770	44,752	23,614	23,614	-	-	-	-	-	-	-	109,750	118,000	8,250
	129	26,468	40,442	57,301	27,974	27,974	4,360	4,360	4,360	4,360	4,360	4,360	-	206,449	198,500	(7,949)

Blue Oak Charter School

Monthly Cash Flow/Forecast FY20-21

Revised 11/06/2020

ADA = 293.37



	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Forecast	Revised Budget	Favorable / (Unfav.)
Subagreement Services																
5101 Nursing	-	-	3,958	1,979	1,979	1,979	1,979	1,979	1,979	1,979	1,979	1,979	-	21,766	-	(21,766)
5102 Special Education	-	150	4,530	14,437	10,657	10,657	10,657	10,657	10,657	10,657	10,657	10,657	-	104,375	128,120	23,745
5105 Security	-	-	428	-	134	134	134	134	134	134	134	134	-	1,500	1,500	-
	-	150	8,915	16,416	12,770	12,770	12,770	12,770	12,770	12,770	12,770	12,770	-	127,641	129,620	1,979
Operations and Housekeeping																
5201 Auto and Travel	-	-	-	-	375	375	375	375	375	375	375	375	-	3,000	3,000	-
5300 Dues & Memberships	-	-	50	885	8	8	8	8	8	8	8	8	-	1,000	1,000	-
5400 Insurance	2,175	922	5,541	3,643	3,268	3,268	3,268	3,268	3,268	3,268	3,268	3,268	-	38,421	38,421	-
5501 Utilities	5,081	5,387	8,318	4,775	5,805	5,805	5,805	5,805	5,805	5,805	5,805	5,805	-	70,000	70,000	-
5502 Janitorial Services	-	-	1,846	-	1,144	1,144	1,144	1,144	1,144	1,144	1,144	1,144	-	11,000	11,000	-
5900 Communications	652	742	563	240	975	975	975	975	975	975	975	975	-	10,000	10,000	-
5901 Postage and Shipping	-	533	433	192	7	7	7	7	7	7	7	7	-	1,216	1,000	(216)
	7,908	7,584	16,750	9,734	11,583	11,583	11,583	11,583	11,583	11,583	11,583	11,583	-	134,637	134,421	(216)
Facilities, Repairs and Other Leases																
5601 Rent	48,867	48,867	48,867	48,867	48,867	48,867	48,867	48,867	48,867	48,867	48,867	48,867	-	586,404	586,404	-
5603 Equipment Leases	1,395	1,524	962	786	1,450	1,450	1,450	1,450	1,450	1,450	1,450	1,450	-	16,266	17,400	1,134
5610 Repairs and Maintenance	-	120	50	240	899	899	899	899	899	899	899	899	-	7,600	7,600	-
	50,262	50,511	49,879	49,893	51,216	51,216	51,216	51,216	51,216	51,216	51,216	51,216	-	610,270	611,404	1,134
Professional/Consulting Services																
5801 IT	-	-	427	7,037	2,817	2,817	2,817	2,817	2,817	2,817	2,817	2,817	-	30,000	12,200	(17,800)
5802 Audit & Taxes	-	-	2,730	6,405	2,865	-	-	-	-	-	-	-	-	12,000	3,500	(8,500)
5803 Legal	-	-	416	296	848	848	848	848	848	848	848	848	-	7,500	7,500	-
5804 Professional Development	-	5,487	678	945	36	36	36	36	36	36	36	36	-	7,400	5,000	(2,400)
5805 General Consulting	-	375	5,087	1,696	1,836	1,836	1,836	1,836	1,836	1,836	1,836	1,836	-	21,847	20,347	(1,500)
5806 Special Activities/Field Trips	-	-	-	-	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	-	10,000	10,000	-
5809 Other taxes and fees	1	449	1,221	987	43	43	43	43	43	43	43	43	-	3,000	3,000	-
5810 Payroll Service Fee	150	555	578	718	362	362	362	362	362	362	362	362	-	4,900	4,900	-
5811 Management Fee	5,579	5,862	5,862	5,862	6,318	6,318	6,318	6,318	6,318	6,318	6,318	6,318	-	73,712	73,754	42
5812 District Oversight Fee	-	695	695	2,633	1,848	1,848	3,230	1,848	1,573	2,088	706	706	8,915	26,787	26,787	-
5815 Public Relations/Recruitment	-	750	-	-	281	281	281	281	281	281	281	281	-	3,000	3,000	-
	5,730	14,173	17,694	26,579	18,506	15,641	17,023	15,641	15,366	15,881	14,499	14,499	8,915	200,146	169,988	(30,158)
Depreciation																
6900 Depreciation Expense	1,619	1,619	1,619	2,365	873	1,619	1,619	1,619	1,619	1,619	1,619	1,619	-	19,426	19,426	0
	1,619	1,619	1,619	2,365	873	1,619	1,619	1,619	1,619	1,619	1,619	1,619	-	19,426	19,426	0
Interest																
7438 Interest Expense	451	451	437	292	-	-	-	-	-	-	-	(1,631)	-	-	-	-
	451	451	437	292	-	-	-	-	-	-	-	(1,631)	-	-	-	-
Total Expenses																
	216,717	265,565	349,794	371,611	346,844	344,725	322,933	321,441	320,946	321,351	210,719	166,459	8,915	3,568,019	3,589,901	21,882
Monthly Surplus (Deficit)																
	(208,879)	(127,388)	(172,656)	10,777	(140,993)	(18,051)	279,760	(123,924)	(135,616)	(45,981)	(45,863)	(52,034)	898,431	117,582	97,802	19,780
Cash Flow Adjustments																
Monthly Surplus (Deficit)	(208,879)	(127,388)	(172,656)	10,777	(140,993)	(18,051)	279,760	(123,924)	(135,616)	(45,981)	(45,863)	(52,034)	898,431	117,582		
Cash flows from operating activities																
Depreciation/Amortization	1,619	1,619	1,619	2,365	873	1,619	1,619	1,619	1,619	1,619	1,619	1,619	-	19,426		
Public Funding Receivables	9,140	88,186	152,479	94,809	-	248,968	-	-	-	-	-	34,316	(907,346)	(279,447)		
Grants and Contributions Rec.	9,909	12,248	3,957	-	-	-	-	-	-	-	-	-	-	26,115		
Prepaid Expenses	3,279	7,801	(38,576)	1,779	3,987	3,580	3,580	3,580	3,580	3,580	3,580	3,580	-	3,329		
Accounts Payable	(21,726)	-	-	-	-	-	-	-	-	-	-	-	8,915	(12,811)		
Accrued Expenses	16,998	31,219	40,953	(21,936)	-	(274,335)	-	-	-	-	-	30,569	-	(176,532)		
Summer Holdback	-	5,492	5,204	5,774	5,204	5,204	5,204	5,204	5,204	5,204	(23,845)	(23,845)	-	-		
Deferred Revenues	-	-	-	154,694	-	(115,877)	-	-	-	-	-	(38,817)	-	-		
Cash flows from financing activities																
Proceeds(Payments) on Debt	451	451	437	292	-	-	-	-	-	-	-	(1,631)	-	-		
Total Change in Cash	(189,209)	19,628	(6,583)	248,553	(130,929)	(148,893)	290,162	(113,522)	(125,213)	(35,579)	(64,510)	(46,244)				
Cash, Beginning of Month	506,855	317,646	337,274	330,691	579,244	448,315	299,422	589,584	476,062	350,849	315,270	250,760				
Cash, End of Month	317,646	337,274	330,691	579,244	448,315	299,422	589,584	476,062	350,849	315,270	250,760	204,516				

Blue Oak Charter

Statement of Financial Position

October 31, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 579,244	\$ 506,855	\$ 72,389	14%
Accounts Receivable	11,651	37,766	(26,115)	-69%
Public Funding Receivables	283,284	627,898	(344,615)	-55%
Prepaid Expenses	96,037	70,320	25,717	37%
Total Current Assets	970,215	1,242,838	(272,623)	-22%
Long-Term Assets				
Property & Equipment, Net	33,996	40,472	(6,475)	-16%
Deposits	28,000	28,000	-	0%
Total Long Term Assets	61,996	68,472	(6,475)	-9%
Total Assets	\$ 1,032,212	\$ 1,311,310	\$ (279,098)	-21%
Liabilities				
Current Liabilities				
Accounts Payable	\$ -	\$ 21,726	\$ (21,726)	-100%
Accrued Liabilities	311,024	227,320	83,704	37%
Deferred Revenue	154,694	-	154,694	0%
Notes Payable, Current Portion	235,711	235,711	-	0%
Total Current Liabilities	701,429	484,757	216,671	45%
Long-Term Liabilities				
Notes Payable, Net of Current Portion	296,856	295,225	1,631	1%
Total Long-Term Liabilities	296,856	295,225	1,631	1%
Total Liabilities	998,285	779,983	218,303	28%
Total Net Assets	33,927	531,327	(497,401)	-94%
Total Liabilities and Net Assets	\$ 1,032,212	\$ 1,311,310	\$ (279,098)	-21%

Blue Oak Charter

Statement of Cash Flows

For the period ended October 31, 2020

	Month Ended 10/31/20	YTD Ended 10/31/20
Cash Flows from Operating Activities		
Change in Net Assets	\$ 11,523	\$ (497,401)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	1,619	6,475
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	94,809	344,615
Grants, Contributions & Pledges Receivable	-	26,115
Prepaid Expenses	1,779	(25,717)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	-	(21,726)
Accrued Expenses	(16,162)	83,704
Deferred Revenue	154,694	154,694
Total Cash Flows from Operating Activities	248,262	70,758
 Cash Flows from Financing Activities		
Proceeds from (payments on) Long-Term Debt	292	1,631
Total Cash Flows from Financing Activities	292	1,631
 Change in Cash & Cash Equivalents	248,553	72,389
Cash & Cash Equivalents, Beginning of Period	330,691	506,855
 Cash and Cash Equivalents, End of Period	\$ 579,244	\$ 579,244

Blue Oak Charter

Statement of Activities

For the period ended October 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 125,066	\$ 152,931	\$ (27,865)	\$ 264,028	\$ 322,855	\$ (58,827)	\$ 1,699,234
Education Protection Account	138,207	60,959	77,248	138,207	60,959	77,248	243,834
State Aid - Prior Year	11,477	-	11,477	11,477	-	11,477	-
In Lieu of Property Taxes	59,767	58,850	917	194,242	191,262	2,980	735,622
Total State Aid - Revenue Limit	334,517	272,739	61,778	607,954	575,075	32,879	2,678,690
Federal Revenue							
Special Education - Entitlement	-	-	-	-	-	-	39,875
Title I, Part A - Basic Low Income	-	19,421	(19,421)	-	19,421	(19,421)	77,683
Title II, Part A - Teacher Quality	-	2,862	(2,862)	-	2,862	(2,862)	11,449
Other Federal Revenue	37,287	18,494	18,794	37,287	188,218	(150,931)	243,698
Total Federal Revenue	37,287	40,777	(3,490)	37,287	210,501	(173,214)	372,705
Other State Revenue							
School Facilities (SB740)	-	-	-	-	-	-	312,615
Mandated Cost	-	-	-	-	-	-	4,946
State Lottery	-	-	-	-	-	-	58,381
Other State Revenue	-	-	-	-	22,823	(22,823)	38,823
Total Other State Revenue	-	-	-	-	22,823	(22,823)	414,765
Other Local Revenue							
Other Fees and Contracts	600	-	600	2,100	-	2,100	-
School Fundraising	660	5,980	(5,320)	9,467	10,580	(1,113)	46,000
Transfers of Apportionments	9,324	15,799	(6,475)	48,732	49,152	(420)	175,543
Total Other Local Revenue	10,584	21,779	(11,195)	60,299	59,732	567	221,543
Total Revenues	382,388	335,295	47,093	705,540	868,130	(162,590)	3,687,703
Expenses							
Certificated Salaries							
Teachers' Salaries	110,925	116,472	5,546	416,609	465,886	49,277	1,164,716
Teachers' Substitute Hours	-	3,494	3,494	-	8,735	8,735	34,941
Teachers' Extra Duty/Stipends	1,140	1,180	40	4,081	4,720	639	11,800
Pupil Support Salaries	6,457	4,070	(2,387)	14,614	10,175	(4,438)	40,700
Administrators' Salaries	14,190	14,657	467	56,760	58,626	1,867	175,879
Total Certificated Salaries	132,712	139,872	7,160	492,064	548,143	56,080	1,428,037
Classified Salaries							
Instructional Salaries	10,356	12,591	2,235	24,991	31,477	6,486	125,907
Clerical and Office Staff Salaries	12,544	12,669	125	39,523	46,095	6,571	147,445
Other Classified Salaries	11,105	12,124	1,019	28,714	28,878	163	125,873
Total Classified Salaries	34,004	37,384	3,379	93,229	106,449	13,220	399,225
Benefits							
State Teachers' Retirement System, certificated	19,554	22,589	3,035	73,942	88,525	14,583	230,628
Public Employees' Retirement System, classified	9,214	7,738	(1,475)	26,242	22,035	(4,207)	82,640
OASDI/Medicare/Alternative, certificated	2,721	2,318	(403)	7,176	6,600	(577)	24,752
Medicare/Alternative, certificated	2,312	2,570	258	8,064	9,492	1,428	26,495
Health and Welfare Benefits, certificated	7,425	9,525	2,100	33,271	38,100	4,829	114,300
State Unemployment Insurance, certificated	80	110	30	278	439	161	2,193
Workers' Compensation Insurance, certificated	953	1,773	819	3,813	6,546	2,733	18,273
Other Benefits, certificated positions	56	-	(56)	238	-	(238)	-
Total Benefits	42,315	46,623	4,308	153,024	171,736	18,712	499,280
Books & Supplies							
Textbooks and Core Materials	12,540	4,000	(8,540)	20,704	12,000	(8,704)	16,000
Books and Reference Materials	(4,707)	1,200	5,907	493	4,800	4,307	6,000
School Supplies	2,679	3,833	1,155	20,097	15,333	(4,763)	46,000
Software	(768)	-	768	9,443	-	(9,443)	-
Office Expense	2,805	833	(1,972)	11,080	3,333	(7,747)	10,000
School Fundraising Expense	-	208	208	-	833	833	2,500
Noncapitalized Equipment	44,752	23,600	(21,152)	62,522	70,800	8,278	118,000
Total Books & Supplies	57,301	33,675	(23,626)	124,339	107,100	(17,239)	198,500

Blue Oak Charter

Statement of Activities

For the period ended October 31, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Subagreement Services							
Nursing	1,979	-	(1,979)	5,936	-	(5,936)	-
Special Education	14,437	11,647	(2,790)	19,118	34,942	15,824	128,120
Security	-	136	136	428	409	(18)	1,500
Total Subagreement Services	16,416	11,784	(4,632)	25,481	35,351	9,870	129,620
Operations & Housekeeping							
Auto and Travel	-	273	273	-	818	818	3,000
Dues & Memberships	885	83	(802)	935	333	(602)	1,000
Insurance	3,643	3,202	(441)	12,281	12,807	526	38,421
Utilities	4,775	5,833	1,059	23,561	23,333	(228)	70,000
Janitorial Services	-	917	917	1,846	3,667	1,821	11,000
Communications	240	833	593	2,197	3,333	1,137	10,000
Postage and Shipping	192	100	(92)	1,158	200	(958)	1,000
Total Operations & Housekeeping	9,734	11,241	1,507	41,977	44,492	2,515	134,421
Facilities, Repairs & Other Leases							
Rent	48,867	48,867	-	195,468	195,468	-	586,404
Equipment Leases	786	1,450	664	4,666	5,800	1,134	17,400
Repairs and Maintenance	240	633	393	410	2,533	2,123	7,600
Total Facilities, Repairs & Other Leases	49,893	50,950	1,058	200,544	203,801	3,257	611,404
Professional/Consulting Services							
IT	7,037	1,017	(6,021)	7,465	4,067	(3,398)	12,200
Audit & Taxes	6,405	1,167	(5,238)	9,135	1,167	(7,968)	3,500
Legal	296	625	329	712	2,500	1,788	7,500
Professional Development	945	500	(445)	7,110	1,000	(6,110)	5,000
General Consulting	1,696	2,035	339	7,157	4,069	(3,088)	20,347
Special Activities/Field Trips	-	-	-	-	-	-	10,000
Other Taxes and Fees	987	300	(687)	2,658	600	(2,058)	3,000
Payroll Service Fee	718	408	(309)	2,001	1,633	(368)	4,900
Management Fee	5,862	6,146	284	23,165	24,585	1,420	73,754
District Oversight Fee	2,633	2,727	94	4,023	5,751	1,728	26,787
Public Relations/Recruitment	-	300	300	750	600	(150)	3,000
Total Professional/Consulting Services	26,579	15,225	(11,354)	64,177	45,971	(18,205)	169,988
Depreciation							
Depreciation Expense	1,619	1,619	-	6,475	6,475	-	19,426
Total Depreciation	1,619	1,619	-	6,475	6,475	-	19,426
Interest							
Interest Expense	292	-	(292)	1,631	-	(1,631)	-
Total Interest	292	-	(292)	1,631	-	(1,631)	-
Total Expenses	370,865	348,373	(22,492)	1,202,941	1,269,519	66,578	3,589,901
Change in Net Assets	11,523	(13,078)	24,601	(497,401)	(401,389)	(96,012)	97,802
Net Assets, Beginning of Period	22,404			531,327			
Net Assets, End of Period	\$ 33,927			\$ 33,927			

Accounts Payable Aging

October 31, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
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\$ _____ - \$ _____ - \$ _____ - \$ _____ - \$ _____ - \$ _____ -

Total Outstanding Invoices \$ - \$ - \$ - \$ - \$ - \$ -

Blue Oak Charter

Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
10316	Synco/Amazon	10/9/2020	\$ 1,679.33
10317	Blue Shield of California	10/9/2020	383.14
10318	The Door Company	10/9/2020	240.00
10319	Evergreen Janitorial Supply Inc	10/9/2020	77.33
10320	STREAM Charter School	10/9/2020	431.25
10321	Charter Impact	10/16/2020	5,862.00
10322	Cheryl Grant	10/16/2020	300.00
10323	CliftonLarsonAllen LLP	10/16/2020	6,486.38
10324	Comcast	10/16/2020	4,610.81
10325	Curriculum Associates, LLC	10/16/2020	7,340.00
10326	Department of Justice	10/16/2020	111.00
10327	Full Circle Speech Therapy	10/16/2020	9,600.00
10328	Granite Data Solutions	10/16/2020	44,751.54
10329	Law Offices of Young, Minney & Corr, LLP	10/16/2020	296.40
10330	Lotus Educational Services, Inc.	10/16/2020	1,874.70
10331	Mercurius Art Makes Sense	10/16/2020	343.16
10332	Office Depot Inc	10/16/2020	225.16
10333	Philadelphia Insurance Companies	10/16/2020	1,871.68
10334	Tahoe Pure Water Co	10/16/2020	15.00
10335	Charter Impact	10/23/2020	717.73
10336	Kelley Chandler	10/23/2020	38.00
10337	Leen Brothers Enterprises	10/23/2020	48,866.97
10338	Advanced Document Concepts for Business	10/29/2020	153.99
10339	Alexandra Archer	10/29/2020	38.00
10340	Anthem Blue Cross	10/29/2020	14,596.77
10341	California Water Service	10/29/2020	708.24
10342	Chico Country Day School	10/29/2020	1,978.76
10343	Comcast	10/29/2020	2,426.64
10344	Comcast	10/29/2020	38.74
10345	Department of Justice	10/29/2020	79.00
10346	E3 HCI Audiometrics	10/29/2020	149.49
10347	Evergreen Janitorial Supply Inc	10/29/2020	849.26
10348	Maggie Buckley	10/29/2020	10.68
10349	Office Depot Inc	10/29/2020	109.31
10350	PG&E	10/29/2020	4,066.39
10351	Seesaw Learning, Inc.	10/29/2020	1,650.00
10352	STREAM Charter School	10/29/2020	2,531.25
10353	Synco/Amazon	10/29/2020	2,040.20
10354	TIAA Commercial Finance, Inc.	10/29/2020	616.69
ACH	Sprint	10/6/2020	21.31
ACH	Postal Plus	10/8/2020	36.40
ACH	Edpuzzle	10/13/2020	11.50
ACH	Lifeways	10/13/2020	90.00
ACH	Benefit Resource, Inc	10/13/2020	137.50
ACH	Employment Development Dept	10/13/2020	189.25
ACH	Employment Development Dept	10/13/2020	284.22
ACH	Humana Insurance Co	10/13/2020	1,893.58

Blue Oak Charter

Check Register

For the period ended October 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Internal Revenue Services	10/13/2020	3,639.85
ACH	CalPERS	10/14/2020	34.63
ACH	CalPERS	10/14/2020	2,655.93
ACH	CalPERS	10/14/2020	8,600.12
ACH	Benefit Resource, Inc	10/15/2020	98.50
ACH	The Bookstore	10/16/2020	493.14
ACH	CSDC	10/19/2020	885.00
ACH	The Breakthrough Coach	10/21/2020	695.00
ACH	Employment Development Dept	10/27/2020	1,379.38
ACH	Employment Development Dept	10/27/2020	3,394.70
ACH	Internal Revenue Services	10/27/2020	18,578.85
ACH	Staples	10/28/2020	138.35
ACH	Lifeways	10/28/2020	160.00
ACH	Benefit Resource, Inc	10/28/2020	1,373.33
ACH	Stamp.com	10/29/2020	17.99
ACH	Employment Development Dept	10/30/2020	193.09
Total Disbursements Issued in October			<u>\$ 213,166.61</u>

Blue Oak Charter School Insurance Renewal Comparison (Illustrative)

Network Benefits	Anthem 2020 Prudent Buyer	Anthem 2020 Prudent Buyer
	Current (6 Employees)	Current (11 Employees)
	Silver PPO 50/2000/40%	Bronze PPO 60/6350/40%
Calendar Year Deductible		
Individual	\$2,000	\$6,350
Family	\$4,000	\$12,700
Calendar Year Out-of-Pocket Max	(Includes Deductible)	(Includes Deductible)
Individual	\$7,900	\$8,150
Family	\$15,800	\$16,300
Primary Office Visit Copay	\$50	\$60 - Limit 3/year
Specialist Office Visit Copay	\$85	\$80 - Limit 3/year
Urgent Care Office Visit Copay	\$85	40% After Deductible
Livehealth Online	\$0-1st 3 Visits then \$5	\$0-1st 3 Visits then \$5
Coinsurance	40% After Deductible	40% After Deductible
Diagnostic Lab	\$50	40% After Deductible
Diagnostic X-Ray	\$85	40% After Deductible
Preventive Services	No Charge	No Charge
Outpatient Surgery		
Surgery Center	40% After Deductible	40% After Deductible
Hospital	40% After Deductible	40% After Deductible
Inpatient Hospitalization	40% After Deductible	40% After Deductible
Emergency Room Visit Copay	\$350 + 40% After Deductible	\$350 + 40% After Deductible
Prescription Drugs	Retail Mail Order	Retail Mail Order
Tier 1: Level 1/Level 2	\$20 \$50	\$20 \$50
Tier 2: Level 1/Level 2	\$55 \$165	\$60 \$180
Tier 3: Level 1/Level 2	\$95 \$285	\$100 \$300
Tier 4: Level 1/Level 2	30% up to \$250 N/A	30% up to \$500 N/A
Drug Deductible EE/FAM	\$150 / \$300	\$625/\$1,250
Monthly Premium	\$2,927.86	\$11,710.09
TOTAL MEDICAL	\$14,637.95	
TOTAL DENTAL	\$1,755.07	
TOTAL VISION	\$320.80	
TOTAL LIFE	\$65.00	
TOTAL FSA	\$975.00	
TOTAL PACKAGE COST	\$17,753.82	
TOTAL PACKAGE COST TO SCHOOL	\$10,703.65	

Blue Oak Charter School Insurance Renewal Comparison (Illustrative)

Network Benefits	Anthem 2021 Prudent Buyer	Anthem 2021 Prudent Buyer
	Renewal (6 Employees)	Renewal (11 Employees)
	Silver PPO 50/2200/40%	Bronze PPO 60/6350/40%
Calendar Year Deductible		
Individual	\$2,200	\$6,350
Family	\$4,400	\$12,700
Calendar Year Out-of-Pocket Max	(Includes Deductible)	(Includes Deductible)
Individual	\$8,150	\$8,150
Family	\$16,300	\$16,300
Primary Office Visit Copay	\$50	\$60 After Deductible
Specialist Office Visit Copay	\$85	\$80 After Deductible
Urgent Care Office Visit Copay	\$85	40% After Deductible
Livehealth Online	\$0-1st 3 Visits then \$5	\$0-1st 12 Visits then \$5
Coinsurance	40% After Deductible	40% After Deductible
Diagnostic Lab	\$20/\$0/40% After Deductible	\$0/40% After Deductible
Diagnostic X-Ray	\$20/40% After Deductible	40% After Deductible
Preventive Services	No Charge	No Charge
Outpatient Surgery		
Surgery Center	40% After Deductible	40% After Deductible
Hospital	\$200 + 40% After Deductible	\$200 + 40% After Deductible
Inpatient Hospitalization	40% After Deductible	40% After Deductible
Emergency Room Visit Copay	\$350 + 40% After Deductible	\$250 + 40% After Deductible
Prescription Drugs	Retail Mail Order	Retail Mail Order
Tier 1: Level 1/Level 2	\$20/\$25 \$50/NA	\$20/\$25 \$50/NA
Tier 2: Level 1/Level 2	\$60/\$100 \$180/NA	\$65/\$100 \$195/NA
Tier 3: Level 1/Level 2	\$100/\$140 \$300/NA	\$105/\$140 \$315/NA
Tier 4: Level 1/Level 2	30% up to \$250/40% up to \$250	30% up to \$500/40% up to \$500
Drug Deductible EE/FAM	\$250/\$500	\$625/\$1,250
Monthly Premium	\$2,569.28	\$12,139.31
TOTAL MEDICAL	\$15,086.93	
TOTAL DENTAL	\$1,755.07	
TOTAL VISION	\$320.80	
TOTAL LIFE	\$65.00	
TOTAL FSA	\$975.00	
TOTAL PACKAGE COST	\$18,202.80	
TOTAL PACKAGE COST TO SCHOOL	\$10,773.65	

Blue Oak Charter School Insurance Renewal Comparison (Illustrative)

Network Benefits	Anthem 2021 Prudent Buyer	
	Renewal Option (6 Employees)	
	Silver PPO 55/2500/45%	Bronze PPO 40/5600/40%
Calendar Year Deductible		
Individual	\$2,500	\$5,600
Family	\$5,000	\$11,200
Calendar Year Out-of-Pocket Max	(Includes Deductible)	(Includes Deductible)
Individual	\$8,150	\$8,400
Family	\$16,300	\$16,800
Primary Office Visit Copay	\$55	\$40 After Deductible
Specialist Office Visit Copay	\$85	\$80 After Deductible
Urgent Care Office Visit Copay	\$85	40% After Deductible
Livehealth Online	\$0-1st 3 Visits then \$5	\$0-1st 12 Visits then \$5
Coinsurance	45% After Deductible	40% After Deductible
Diagnostic Lab	\$20/\$0/45% After Deductible	\$0/40% After Deductible
Diagnostic X-Ray	\$20/45% After Deductible	40% After Deductible
Preventive Services	No Charge	No Charge
Outpatient Surgery		
Surgery Center	45% After Deductible	40% After Deductible
Hospital	\$200 + 45% After Deductible	\$200 + 40% After Deductible
Inpatient Hospitalization	45% After Deductible	40% After Deductible
Emergency Room Visit Copay	\$100 + 45% After Deductible	\$250 + 40% After Deductible
Prescription Drugs	Retail Mail Order	Retail Mail Order
Tier 1: Level 1/Level 2	\$20/\$25 \$50/NA	\$20/\$25 \$50/NA
Tier 2: Level 1/Level 2	\$65/\$100 \$195/NA	\$70/\$115 \$210/NA
Tier 3: Level 1/Level 2	\$110/\$140 \$330/NA	\$110/\$150 \$330/NA
Tier 4: Level 1/Level 2	30% up to \$250/40% up to \$250	30% up to \$500/40% up to \$500
Drug Deductible EE/FAM	None	Subject to Medical Deductible
Monthly Premium	\$2,554.14	\$11,634.87
TOTAL MEDICAL	\$14,565.11	
TOTAL DENTAL	\$1,755.07	
TOTAL VISION	\$320.80	
TOTAL LIFE	\$65.00	
TOTAL FSA	\$975.00	
TOTAL PACKAGE COST	\$17,680.98	
TOTAL PACKAGE COST TO SCHOOL	\$10,654.18	

Anthem Bronze PPO 60/6350/40% (5SSR)

		EE Buy In (15%)
0-14	\$262.53	\$39.38
15	\$285.86	\$42.88
16	\$294.78	\$44.22
17	\$303.71	\$45.56
18	\$313.31	\$47.00
19	\$322.92	\$48.44
20	\$332.87	\$49.93
21	\$343.17	\$51.48
22	\$343.17	\$51.48
23	\$343.17	\$51.48
24	\$343.17	\$51.48
25	\$344.54	\$51.68
26	\$351.41	\$52.71
27	\$359.64	\$53.95
28	\$373.03	\$55.95
29	\$384.01	\$57.60
30	\$389.50	\$58.43
31	\$397.73	\$59.66
32	\$405.97	\$60.90
33	\$411.12	\$61.67
34	\$416.61	\$62.49
35	\$419.35	\$62.90
36	\$422.10	\$63.32
37	\$424.84	\$63.73
38	\$427.59	\$64.14
39	\$433.08	\$64.96
40	\$438.57	\$65.79
41	\$446.81	\$67.02
42	\$454.70	\$68.21
43	\$465.68	\$69.85
44	\$479.41	\$71.91
45	\$495.54	\$74.33
46	\$514.76	\$77.21
47	\$536.37	\$80.46
48	\$561.08	\$84.16
49	\$585.45	\$87.82
50	\$612.90	\$91.94
51	\$640.01	\$96.00
52	\$669.87	\$100.48
53	\$700.07	\$105.01
54	\$732.67	\$109.90
55	\$765.27	\$114.79
56	\$800.62	\$120.09
57	\$836.31	\$125.45
58	\$874.40	\$131.16
59	\$893.27	\$133.99
60	\$931.36	\$139.70
61	\$964.31	\$144.65
62	\$985.93	\$147.89
63	\$1,013.04	\$151.96
64	\$1,029.51	\$154.43
65+	\$1,029.51	\$154.43

Anthem Silver PPO 50/2200/40% (5SYL)

		Difference Amount	EE Cost For Silver
0-14	\$282.64	\$20.11	\$59.49
15	\$307.77	\$21.91	\$64.79
16	\$317.37	\$22.59	\$66.81
17	\$326.98	\$23.27	\$68.83
18	\$337.33	\$24.02	\$71.02
19	\$347.67	\$24.75	\$73.19
20	\$358.39	\$25.52	\$75.45
21	\$369.47	\$26.30	\$77.78
22	\$369.47	\$26.30	\$77.78
23	\$369.47	\$26.30	\$77.78
24	\$369.47	\$26.30	\$77.78
25	\$370.95	\$26.41	\$78.09
26	\$378.34	\$26.93	\$79.64
27	\$387.20	\$27.56	\$81.51
28	\$401.61	\$28.58	\$84.53
29	\$413.44	\$29.43	\$87.03
30	\$419.35	\$29.85	\$88.28
31	\$428.22	\$30.49	\$90.15
32	\$437.08	\$31.11	\$92.01
33	\$442.63	\$31.51	\$93.18
34	\$448.54	\$31.93	\$94.42
35	\$451.49	\$32.14	\$95.04
36	\$454.45	\$32.35	\$95.67
37	\$457.40	\$32.56	\$96.29
38	\$460.36	\$32.77	\$96.91
39	\$466.27	\$33.19	\$98.15
40	\$472.18	\$33.61	\$99.40
41	\$481.05	\$34.24	\$101.26
42	\$489.55	\$34.85	\$103.06
43	\$501.37	\$35.69	\$105.54
44	\$516.15	\$36.74	\$108.65
45	\$533.51	\$37.97	\$112.30
46	\$554.21	\$39.45	\$116.66
47	\$577.48	\$41.11	\$121.57
48	\$604.08	\$43.00	\$127.16
49	\$630.32	\$44.87	\$132.69
50	\$659.87	\$46.97	\$138.91
51	\$689.06	\$49.05	\$145.05
52	\$721.21	\$51.34	\$151.82
53	\$753.72	\$53.65	\$158.66
54	\$788.82	\$56.15	\$166.05
55	\$823.92	\$58.65	\$173.44
56	\$861.97	\$61.35	\$181.44
57	\$900.40	\$64.09	\$189.54
58	\$941.41	\$67.01	\$198.17
59	\$961.73	\$68.46	\$202.45
60	\$1,002.74	\$71.38	\$211.08
61	\$1,038.21	\$73.90	\$218.55
62	\$1,061.49	\$75.56	\$223.45
63	\$1,090.68	\$77.64	\$229.60
64	\$1,108.41	\$78.90	\$233.33
65+	\$1,108.41	\$78.90	\$233.33

Anthem Bronze PPO 40/5600/40% (5SWH)

		EE Buy In (15%)
0-14	\$251.62	\$37.74
15	\$273.98	\$41.10
16	\$282.53	\$42.38
17	\$291.09	\$43.66
18	\$300.29	\$45.04
19	\$309.50	\$46.43
20	\$319.04	\$47.86
21	\$328.91	\$49.34
22	\$328.91	\$49.34
23	\$328.91	\$49.34
24	\$328.91	\$49.34
25	\$330.23	\$49.53
26	\$336.80	\$50.52
27	\$344.70	\$51.71
28	\$357.53	\$53.63
29	\$368.05	\$55.21
30	\$373.31	\$56.00
31	\$381.21	\$57.18
32	\$389.10	\$58.37
33	\$394.03	\$59.10
34	\$399.30	\$59.90
35	\$401.93	\$60.29
36	\$404.56	\$60.68
37	\$407.19	\$61.08
38	\$409.82	\$61.47
39	\$415.08	\$62.26
40	\$420.35	\$63.05
41	\$428.24	\$64.24
42	\$435.81	\$65.37
43	\$446.33	\$66.95
44	\$459.49	\$68.92
45	\$474.95	\$71.24
46	\$493.37	\$74.01
47	\$514.09	\$77.11
48	\$537.77	\$80.67
49	\$561.12	\$84.17
50	\$587.43	\$88.11
51	\$613.42	\$92.01
52	\$642.03	\$96.30
53	\$670.98	\$100.65
54	\$702.22	\$105.33
55	\$733.47	\$110.02
56	\$767.35	\$115.10
57	\$801.55	\$120.23
58	\$838.06	\$125.71
59	\$856.15	\$128.42
60	\$892.66	\$133.90
61	\$924.24	\$138.64
62	\$944.96	\$141.74
63	\$970.94	\$145.64
64	\$986.73	\$148.01
65+	\$986.73	\$148.01

Anthem Silver PPO 55/2500/45% (5SRI)

		Difference Amount	EE Cost For Silver
0-14	\$280.98	\$29.36	\$67.10
15	\$305.95	\$31.97	\$73.07
16	\$315.50	\$32.97	\$75.35
17	\$325.05	\$33.96	\$77.62
18	\$335.34	\$35.05	\$80.09
19	\$345.62	\$36.12	\$82.55
20	\$356.27	\$37.23	\$85.09
21	\$367.29	\$38.38	\$87.72
22	\$367.29	\$38.38	\$87.72
23	\$367.29	\$38.38	\$87.72
24	\$367.29	\$38.38	\$87.72
25	\$368.76	\$38.53	\$88.06
26	\$376.10	\$39.30	\$89.82
27	\$384.92	\$40.22	\$91.93
28	\$399.24	\$41.71	\$95.34
29	\$411.00	\$42.95	\$98.16
30	\$416.87	\$43.56	\$99.56
31	\$425.69	\$44.48	\$101.66
32	\$434.50	\$45.40	\$103.77
33	\$440.01	\$45.98	\$105.08
34	\$445.89	\$46.59	\$106.49
35	\$448.83	\$46.90	\$107.19
36	\$451.77	\$47.21	\$107.89
37	\$454.71	\$47.52	\$108.60
38	\$457.64	\$47.82	\$109.29
39	\$463.52	\$48.44	\$110.70
40	\$469.40	\$49.05	\$112.10
41	\$478.21	\$49.97	\$114.21
42	\$486.66	\$50.85	\$116.22
43	\$498.41	\$52.08	\$119.03
44	\$513.10	\$53.61	\$122.53
45	\$530.37	\$55.42	\$126.66
46	\$550.94	\$57.57	\$131.58
47	\$574.07	\$59.98	\$137.09
48	\$600.52	\$62.75	\$143.42
49	\$626.60	\$65.48	\$149.65
50	\$655.98	\$68.55	\$156.66
51	\$685.00	\$71.58	\$163.59
52	\$716.95	\$74.92	\$171.22
53	\$749.27	\$78.29	\$178.94
54	\$784.16	\$81.94	\$187.27
55	\$819.06	\$85.59	\$195.61
56	\$856.89	\$89.54	\$204.64
57	\$895.09	\$93.54	\$213.77
58	\$935.85	\$97.79	\$223.50
59	\$956.06	\$99.91	\$228.33
60	\$996.83	\$104.17	\$238.07
61	\$1,032.08	\$107.84	\$246.48
62	\$1,055.22	\$110.26	\$252.00
63	\$1,084.24	\$113.30	\$258.94
64	\$1,101.87	\$115.14	\$263.15
65+	\$1,101.87	\$115.14	\$263.15

Agenda Item: Quarantine Personnel Policy

Prepared by: Susan Domenighini

Charter Council Date: 11/17/2020

Background Information:

At the Finance Meeting held on October 13th, Finance Committee members discussed the need for a Quarantine Personnel Policy. The consensus from the last meeting was to continue researching current practices surrounding sick time for school faculty and to find out whether or not employees will need to use up their sick time before they qualify for state relief.

This is the second reading.

Blue Oak COVID 19 Quarantined Personnel Policy

The Blue Oak Charter Council understands the need for staff to quarantine due to potential COVID 19 exposure during the pandemic. The Charter Council is committed to supporting staff during this time of crisis.

Blue Oak employees are not required to use sick leave for the purposes of testing for Covid-19 and any quarantine related to testing. Instead employees will be paid per their regular rate and hours during the period of time in which they are isolated. This includes the time spent in isolation that is required while waiting for results of Covid-19 test. Employees not experiencing symptoms will be permitted to work from home during the isolation period while waiting for Covid-19 test results.

- If Covid-19 results are negative employees will be permitted to return to work in their usual capacity.
- If Covid-19 results are positive employees will continue to quarantine according to present Public Health and CDC guidelines. Regular use of sick time will resume upon report of verified Covid-19 results.
- For extended illness employees may apply for Covid-19 pay through Families First Coronavirus Response Act (FFCRA). The sick leave program and extended leave program are available to qualified workers affected by Covid-19.

Qualifying reasons for leave related to Covid-19

Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid extended family and medical leave for qualifying reason #5 in Table 1.

Part-time employees are eligible for leave based on the number of hours an employee is normally scheduled to work on average over the previous 10-week period.

Table 1

- | |
|--|
| <ol style="list-style-type: none">1.) Employee is subject to Federal, State, or local quarantine or isolation order related to Covid-19;2.) Employee has been advised by a health care provider to self-quarantine related to Covid-19;3.) Employee is experiencing Covid-19 symptoms and is seeking a medical diagnosis.4.) Employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);5.) Employee is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to Covid-19 related reasons; or6.) Employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services. |
|--|



Mary Sakuma

Superintendent
msakuma@bcoe.org

**Student Programs
and Educational
Support**

Michelle Zevely

Associate
Superintendent
mzevely@bcoe.org

Board of Education

Amy Christianson
Mike Walsh
Brenda J. McLaughlin
Roger Steel
Alan White
Karin Matray
Alastair Roughton

1859 Bird Street
Oroville, CA 95965
(530) 532-5757
Fax (530) 532-5794
<http://www.bcoe.org>

An Equal Opportunity
Employer

August 18, 2020

Susan Domenighini
Blue Oak Charter School
Executive Director
450 W East Ave
Chico CA 95926

MEMORANDUM OF UNDERSTANDING

Butte County Office of Education (BCOE) and Blue Oak Charter School a Butte County Office of Education program, agree as follows:

BCOE will provide funding in the amount of \$10,920.00 for therapeutic supports provided by Blue Oak Charter School staff to students, parents and staff directly impacted by the fire disasters throughout the county.

Blue Oak Charter School will invoice BCOE quarterly for rendered services with a total for the 2020-2021 school year not to exceed \$10,920.00.

Mary Sakuma
Superintendent
Butte County Office of Education

Susan Domenighini
Executive Director
Blue Oak Charter School

"WHERE STUDENTS COME FIRST"

AGREEMENT FOR SPECIAL SERVICES BETWEEN LOCAL EDUCATION AGENCIES

This Agreement for Services ("Agreement") is made and entered into as of August 18, 2020 by and between the **Butte County Office of Education**, ("BCOE") and **Butte County Office of Education** ("Blue Oak Charter School"), (together, "Parties").

The terms of this Agreement are as follows:

1. **Purpose.** The duties, obligations and agreements to provide the services under this Agreement are set forth in the attached **Exhibit "A"** ("Services").
2. **Term.** Services shall commence on August 18, 2020 and will continue until June 30, 2021, unless this Agreement is terminated and/or otherwise canceled prior to that time.
3. **Payment.** Compensation shall be as set forth in **Exhibit "B"** as the proposed fee for Services.
4. **Termination.** Either party may, at any time, with or without reason, terminate this Agreement with a reasonable explanation. Written notice by the terminating party shall be sufficient to stop further provision of Services. Notice shall be deemed given when received by the non-terminating party or no later than three (3) days after the day of mailing, whichever is sooner.
5. **Additional Services.** In the event either Party requires services from the other Party in addition to those set forth in this Agreement, the Party requiring additional services shall compensate the other Party for costs incurred by those additional services. If either Party believes that additional services are necessary or desirable, that Party shall submit a written description of the additional services to the other Party, along with the reasons the additional services are required or reasonable, and the specific cost of the additional services. Such services shall be performed only after both Parties agree in writing to proceed with the additional services.
6. **Indemnification.** The Blue Oak Charter School agrees to indemnify, defend, and hold harmless BCOE, its officers, agents and employees against any claim, liability, loss, injury or damage imposed on BCOE arising out of the Blue Oak Charter School's performance on this Agreement, except for liability resulting from the negligent or willful misconduct of BCOE, its officers, agents and employees. If obligated to indemnify, defend, or hold harmless BCOE under this Agreement, the Blue Oak Charter School shall reimburse BCOE for all costs, attorney's fees, expenses and liabilities associated with any resulting legal action. The Blue Oak Charter School shall seek BCOE approval of any settlement that could adversely affect the BCOE, its officers, agents or employees.

The BCOE agrees to indemnify, defend, and hold harmless Blue Oak Charter School, its officers, agents and employees against any claim, liability, loss, injury or damage imposed on Blue Oak Charter School arising out of the BCOE's performance on this Agreement, except for liability resulting from the negligent or willful misconduct of Blue Oak Charter School, its officers, agents and employees. If obligated to indemnify, defend, or hold harmless Blue Oak Charter School under this Agreement, the BCOE shall reimburse Blue Oak Charter School for all costs, attorney's fees, expenses and liabilities associated with any resulting legal action. The BCOE shall seek Blue Oak Charter School approval of any settlement that could adversely affect the Blue Oak Charter School, its officers, agents or employees.

7. **Insurance.** Each party shall obtain, pay for and maintain in effect during the life of this Agreement a Commercial General Liability insurance policy that includes coverage for Premises Operations, Products/Completed Operations, Contractual, Independent Contractors, Broad Form Property Damage, and Personal Injury; with a minimum combined single limit of no less than \$1,000,000 for Bodily Injury and Property Damage (each occurrence) at a \$2,000,000 aggregate.

Nothing in this Insurance section shall reduce a party's liabilities or obligations under the Indemnification section of this Agreement.

Upon request, each Party shall provide proof of said insurance to the other Party.

8. **Anti-Discrimination.** It is the policy of the BCOE that in connection with all work performed under contracts there be no discrimination against any person engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore Program agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735.
9. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
10. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

If to BCOE:

Butte County Office of Education
Attn: Mary Sakuma
1859 Bird Street
Oroville, CA 95965
Email: msakuma@bcoe.org

If to Blue Oak Charter School:

Blue Oak Charter School
Attn: Susan Domenighini
450 W East Ave
Chico CA 95926
Email: sdomenighini@blueoakcharterschool.org

Any notice personally given or sent by email transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective five (5) days after deposit in the United States mail.

11. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
12. **Assignment.** The obligations and/or interests of either party under this Agreement shall not be assigned or transferred in anyway without written consent from the other party.
13. **Arbitration.** The Parties agree that should any controversy or claim arise out of or relating to this Agreement they will first seek to resolve the matter informally for a reasonable period of time not to exceed forty-five (45) days. If the dispute remains, it

shall be subject to mediation with a mediator agreed to by both parties and paid for by both parties, absent an agreement otherwise. If after mediation there is no resolution of the dispute, the parties agree to resolve the dispute by binding arbitration administered by the American Arbitration Association ("AAA") in accordance with its Commercial Arbitration Rules, and judgment on an arbitrator's award may be entered in any court having jurisdiction thereof.

- a. The Parties shall select one arbitrator pursuant to the AAA's Commercial Arbitration Rules.
- b. The arbitrator shall present a written, well-reasoned decision that includes the arbitrator's findings of fact and conclusions of law. The decision of the arbitrator shall be binding and conclusive on the Parties.
- c. The arbitrator shall have no authority to award punitive or other damages not measured by the prevailing Party's actual damages, except as may be required by statute. The arbitrator shall have no authority to award equitable relief. Any arbitration award initiated under this clause shall be limited to monetary damages and shall include no injunction or direction to either Party other than the direction to pay a monetary amount. As determined by the arbitrator, the arbitrator shall award the prevailing Party, if any, all of its costs and fees. The term "costs and fees" includes all reasonable pre-award arbitration expenses, including arbitrator fees, administrative fees, witness fees, attorney's fees and costs, court costs, travel expenses, and out-of-pocket expenses such as photocopy and telephone expenses. The decision of the arbitrator is not reviewable, except to determine whether the arbitrator complied with sections (b) and (c) of this section.

14. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Butte County.

15. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

16. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

17. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.

18. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

19. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that

party or its legal representative drafted such provision, and this Agreement shall be construed as being jointly prepared by the Parties.

20. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

21. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

22. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date(s) indicated below.

BCOE:

Dated: _____

BUTTE COUNTY OFFICE OF EDUCATION

Signed By: _____

Print Name: Mary Sakuma

Title: Superintendent

Blue Oak Charter School:

Dated: _____

Blue Oak Charter School

Signed By: _____

Print Name: Susan Domenighini

Title: Executive Director

Exhibit "A"

Scope of Services

Butte County Office of Education (BCOE) and Blue Oak Charter School, agree as follows:

BCOE will provide funding for therapeutic supports provided by Blue Oak Charter School staff to students, parents and staff directly impacted by the fire disasters throughout the county.

For students, the counselor could be involved in classroom discussions about trauma, resilience, mindfulness, etc.

For referred students, the counselor would offer individual and group counseling.

For the most intense, the counselor may help facilitate referrals out for services.

For staff, counselors will support or facilitate conversations at staff meetings or in groups that support knowledge, skills and healing.

For more intense needs, BCOE supports the referral to outside mental health resources, including EAP.

Avoiding duplication of services for those who might be eligible for Medi-Cal or special education counseling is our goal. BCOE offers to provide a set of referral and permission forms, if needed. Data collection will be used for evaluation and accountability and counselors will complete BCOE logs for services provided and will turn in monthly.

Blue Oak Charter School counselor is invited to attend monthly training and supervision meetings provided by BCOE.

Exhibit "B"
Fee for Services

Blue Oak Charter School will invoice BCOE quarterly for rendered services with a total for the 2020-2021 school year not to exceed \$10,920.00.



Chico Unified School District Charter School Annual Oversight Checklist

Charter School: Blue Oak Charter School

Date: 10/01/2020

1. GENERAL REQUIREMENTS

In the column to the right indicate a finding of Y (yes), N (no), or N/A (not applicable) in response to each question below.		Y N N/A	Use the space below to comment on the item and/ or to indicate where information used to make the Y/N determination can be found.	Date(s) Completed
A. Authorizer Requirements				
1.	Has Authorizer identified its staff person who is a contact person for the Charter School? [EC 47604.32 (a)]	Y	Susan Domenghini, Executive Director Alexandra Archer, Executive Assistant	10/01/2020
2.	Has a schedule or plan been made to visit the Charter School at least annually? [EC 47604.33]	N	Cancelled due to COVID-19	10/01/2020
3.	Has Authorizer identified the individual or entity responsible for ensuring that Charter School submits all fiscal reports required by law? [EC 47604.33]	Y	Jaclyn Kruger	10/01/2020
4.	Has Authorizer identified the individual or entity responsible for monitoring the fiscal condition of the Charter School? [EC 47604.32(d)]	Y	Jaclyn Kruger	10/01/2020
5.	If applicable, have legally required notifications pursuant to EC 47604.32 been provided to CDE in a timely manner:			
a)	A renewal of the Charter School is granted or denied?	Y	2018-2023	10/01/2020
b)	The Charter School is revoked?	N/A		10/01/2020
c)	The Charter School will cease operation for any reason?	N/A		10/01/2020
6.	Has the authorizer identified the individual or entity responsible for ensuring that the charter school completes all data submissions as required by law? [EC 47604.32(c)]	Y	Ashley Da Silva, BCOE SIS Data Coordinator	08/01/2019
B. Charter School Education Code Requirements				
1.	Have material revisions made to the approved charter been approved by the governing board of the Charter School and the Chico Unified School Board?	N/A	N/A	
2.	Has the Charter School upheld the assurances in their charter petition - listed in EC 47605(d) stating that the Charter School:			
a)	Shall be nonsectarian in programs admission policies, employment practices, and all other operations	Y	Written in our Charter	07/01/2020
b)	Shall not charge tuition	Y	Written in our Charter	07/01/2020
c)	Shall not discriminate against any pupil on the basis of ethnicity, national origin, gender, or disability	Y	Written in our Charter	07/01/2020

d)	Shall admit all students who reside in California who wish to attend (up to the Charter School's capacity based upon space, staff, or Charter School policy)	Y	Contiguous counties only, written in our Charter	07/01/2020
e)	Shall determine by public random drawing, which students, other than those already enrolled, will be allowed to enroll if the number of pupils who wish to attend the Charter School exceeds the Charter School's capacity	Y	Written in our Charter	07/01/2020
f)	Shall, in the event of a drawing, make reasonable efforts to accommodate the growth of the Charter School and not take any action to impede the Charter School from expanding enrollment to meet demand	Y	Written in our Charter	07/01/2020
g)	Shall notify the superintendent of the Charter School district of the pupil's last known address within 30 days if a pupil is expelled or leaves the Charter School without graduating or completing the school year for any reason	Y	Written in our Charter	07/01/2020
h)	Shall, upon request, provide the school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card, and health information	Y	Written in our Charter	07/01/2020
3.	Is there evidence that the Charter School is providing supports and services that are consistent with its stated mission?	Y	Block plan, SST process, Leadership Team, special programs including: 504 plans, IEP's	07/01/2020

C. Memorandum of Understanding

1.	Is there a current MOU on file?	Y		07/01/2020
2.	What school years does the current MOU cover?	Y	2018-2023	07/01/2020

D. To be completed by Team Leader

Comments: The stated mission of Blue Oak School is "To nurture and deepen each child's academic and creative capacities using Waldorf Methods in a public school setting." Blue Oak School delivers this mission by administering a rich academic, music and arts program using the Waldorf methods in a public school setting with a diverse population of students. (As described in the 'Unique Aspects' section of the Educational Program described in the charter page 15)

Review conducted by:

Susan domenighini

Print Name


SDomenighini Oct 30, 2020 13:25 PDT

Signature

Oct 30, 2020

Date



Chico Unified School District Charter School Annual Oversight Checklist

Charter School: Blue Oak Charter School

Date: 10/01/2020

This section to be completed by Team Leader

2. FISCAL AND BUSINESS OPERATIONS

In the column to the right indicate a finding of Y (yes), N (no), or N/A (not applicable) in response to each question below.		Y N N/A	Use the space below to comment on the item and/ or to indicate where information used to make the Y/N determination can be found.	Date(s) Completed
A. Student Attendance				
1.	What attendance accounting system is used?	Y	Aeries	07/01/2020
2.	Has the charter school obtained approval of its attendance forms and procedures from the CDE in accord with EC44809 and 5 CCR, Section 401?	Y		07/01/2020
3.	Does the staff person primarily responsible for attendance reporting appear to be adequately trained?	Y	Our Attendance Clerk has received training with our Registrar	07/01/2020
4.	Are there approved policies addressing student attendance, including short-term Independent Study?	N/A	Addressed in separate fiscal MOU	
5.	Is there an approved Charter School calendar?	Y	See online calendar	02/01/2020
6.	Is there an approved class (bell) schedule?	Y	See online schedules for regular and minimum days	07/01/2020
7.	Is there a process to monitor compliance with the minimum instructional minute requirements? Who is responsible?	Y	The calendar is created by the Leadership Team. It is approved by the Charter Council annually. The instruction minutes are audited annually.	07/01/2020
8.	Is there a minimum of 175 instructional days?	Y	Yes, the school days are currently 177	07/01/2020
9.	Does the Charter School maintain a class list for all students?	Y	Yes, through Aeries	07/01/2020
10.	Is attendance taken daily by individuals responsible for reporting attendance?	Y	Classroom teachers take attendance daily through their Chromebooks	07/01/2020
11.	Are absences excluded from the apportionment days?	N/A	Addressed in separate fiscal MOU	
12.	Is there a process to compile school wide ADA	Y	Yes, through Aeries	07/01/2020
13.	Has ADA only been claimed for teachers who hold an appropriate certificate, permit or other document issued by CTC? [EC 47605(I)]	N/A	Addressed in separate fiscal MOU	
Student Attendance- Independent Study				

14.	Are records maintained for audit?	Y	Yes, these are kept in the office of the Registrar	07/01/2020
15.	Does the independent study ADA appear to meet all state requirements?	Y		07/01/2020
16.	Does the charter school meet the requirement related to the ratio of ADA to full-time equivalent (FTE) certificated employees as prescribed under 5CCR 11704.25-to-1, or; The ratio of pupils to FTE certificated employees for all other educational programs operated by the largest unified school district, as measured by average daily attendance, as reported at the second principal apportionment in the prior year, in the county or counties in which the charter school operates?	Y		07/01/2020
17.	Does the Charter School adhere to the geographic restrictions set forth in EC 7605.1(c)?	N/A	Addressed in separate fiscal MOU	
18.	Does the Charter School have written policies related to Independent Study that reflect compliance with EC 51747?	N/A	Addressed in separate fiscal MOU	
19.	Does the Charter School have records that demonstrate adherence to policies related to EC 51747?	N/A	Addressed in separate fiscal MOU	
B. Cash Receipts				
1.	Are there approved policies addressing cash receipts?	Y	Yes, see Fiscal Policies and Cash Handling Procedures	07/01/2020
2.	Are receipts issued for all monies received?	Y	Yes, see Fiscal Policy	07/01/2020
3.	Is an audit trail maintained to assure deposit of all monies?	N/A	Addressed in separate fiscal MOU	
4.	Is cash stored in a secure place prior to deposit?	Y	Yes, in the Business Office with a secure locked safe.	07/01/2020
5.	Are deposits made in a timely manner?	N/A	Addressed in separate fiscal MOU	
6.	Is cash counted by at least two employees, and both or all of these employees are required to sign documentation?	Y	Front office staff supports the Business Office Assistant	07/01/2020
7.	Is there a segregation of duties for receipt of monies, deposit of monies, and reconciliation of banks statements?	Y	Yes, all funds are accepted and receipted at the front office. Deposits are prepared by the Business Office Assistant, and statement reconciliation is done by back office provider TBD.	07/01/2020
8.	Are records maintained for audit?	N/A	Addressed in separate fiscal MOU	
C. Disbursements				
1.	Are there approved policies addressing disbursements?	Y	Yes.	07/01/2020
2.	Do disbursements require:			
a)	An original invoice from the vendor?	Y	Yes	07/01/2020
b)	A receiving document?	Y	Yes	07/01/2020

c)	Appropriate approval of the purchase?	Y	Yes	07/01/2020
3.	Does the accounting software permit encumbrances to be made?	N	TBD	
4.	Are checks signed by authorized employees?	Y	Yes. Checks are only signed by our Executive Director.	07/01/2020
5.	How many signatures are required for outgoing checks?	Y	One	07/01/2020
6.	Is a signature stamp used, and if yes, under what circumstances?	Y	Used by back office provider, TBD	07/01/2020
7.	Is there a system to maintain vendor payment information for preparation of 1099s?	N/A	Addressed in separate fiscal MOU	
8.	Is there a segregation of duties between purchasing, receiving, and accounts payable?	Y	Yes	07/01/2020
9.	Are disbursements approved/ratified by the Council?	Y	Yes, the check register is reviewed on a monthly basis by the Charter Council	07/01/2020
10.	Are records maintained for audit?	N/A	Addressed in separate fiscal MOU	
D. Records Retention				
1.	D0 records retention policies comply with California Code of Regulations (CCR) Title 5, sections 16023-16026 have been established for student records, federal grants, or in preparation for school closing?			
E. Payroll				
1.	Is approved salary schedule reflected in the board minutes?	Y		07/01/2020
2.	Are tax deposits made in a timely manner?	Y		07/01/2020
3.	Are earnings recorded for retirement reporting to Social Security, PERS, STRS?	N/A	Addressed in separate fiscal MOU	
4.	Is there a system to provide STRS and PERS data to the BCOE?	N/A	Addressed in separate fiscal MOU	
5.	Is there a system to maintain employee earning records for preparation of W-2s?	N/A	Addressed in separate fiscal MOU	
6.	Is there segregation of duties between maintenance of employee data, salary schedules, and payroll payments?	Y	See Fiscal Policy	07/01/2020
7.	Are records maintained for audit?	N/A	Addressed in separate fiscal MOU	
8.	Does the charter school use a position control system or spreadsheet that reconciles with budget and payroll?	Y	Yes	07/01/2020
9.	Are salaries for the central office staff comparable to those of charter or school districts of similar size and structure?	Y	Yes	07/01/2020

F. Budget, Accounting, and Financial Reporting				
1.	Are there approved policies addressing budget, long-term debt, accounting and financial reporting?	Y	Yes. Please refer to Fiscal Policies.	07/01/2020
2.	Has the budget been approved by the governing board?	Y	Yes. Approved by Board and forwarded to CUSD	07/01/2020
3.	Is there a process to review and revise the budget for changes in student enrollment and operations?	Y	Yes. Budget is reviewed by the Finance Committee and Charter Council.	07/01/2020
4.	Are budget revisions approved/ratified by the governing board?	Y	Yes	07/01/2020
5.	Are financial obligations provided for in the budget?	Y	Yes	07/01/2020
a.	Does the charter school maintains a list of short- or long-term debt obligations.	Y	Yes	07/01/2020
6.	Are separate accounts maintained for unrestricted and restricted revenues and expenditures and expenditures in accordance with California School Accounting Manual (CSAM)?	Y	Yes	07/01/2020
7.	Are financial reports prepared and reviewed by the Council on a regular basis?	Y	Yes. Charter Council reviews reports monthly after the Finance Committee has reviewed them.	07/01/2020
a.	What financial system does the charter school use for accounting and financial reporting?		See Charter Impact	
8.	Are financial reports provided to the BCOE on a regular basis?	N/A	Addressed in separate fiscal MOU	
9.	Are cash flow projections prepared and updated on a regular basis to assure sufficient funds are available to meet the Charter School’s financial obligations?	Y	Yes. Reports by Charter Impact are regularly monitored by the Business Office Assistant.	07/01/2020
a.	The charter school’s financial condition is such that it will not require short-term borrowing for the current fiscal year from the sale of receivables or other financing mechanisms.	N/A	We are unsure due to proposed deferrals	07/01/2020
b.	What level of funding will be required to sustain the charter school’s cash flow to meet its current financial obligations?	N/A	We are unsure due to proposed deferrals	07/01/2020
c.	What is the source of repayment?	N/A	We are unsure due to proposed deferrals	07/01/2020
10.	Are cash flow projections provided to the BCOE on a regular basis?	Y	Addressed in separate fiscal MOU	07/01/2020
F. Audit				
1.	Which audit firm from the state-approved list has been selected?	Clifton, Larson, Allen, LLP		
2.	Has an audit schedule/timeline been developed and was the annual audit submitted on or before December 15 of the subsequent fiscal year?	Y	Yes. Ongoing.	07/01/2020

3.	Has a copy of the audit for the prior year been provided to BCOE, the state controller's office and the California Department of Education?	Y	Yes	07/01/2020
4.	Has a corrective plan of action been developed and implemented for each finding and recommendation? Has the action plan been presented to the governing board by January 31 each year in accordance with EC 41020.3. Request a copy	N/A	No findings	07/01/2020
5.	Have the prior year findings and recommendations been implemented?	N/A		07/01/2020
6.	Are records maintained for audit?	Y	Yes	07/01/2020
7.	Verify that the Charter School is up-to-date with payments due for insurance coverage and that the coverage continues to be consistent with the common practice for enterprises of like magnitude.	Y		07/01/2020
8.	Has the accounting system used to record financial transactions is in accordance with EC 41010 and includes definitions, instructions and procedures published in the CSAM?	Y	Yes	07/01/2020
G. Financial Condition				
1.	Is a prudent level of reserves maintained for economic uncertainties?	Y	See budget	07/01/2020
2.	Are multi-year financial projections prepared?	Y	Yes	07/01/2020
3.	Are the projections and assumptions reasonable?	Y	Yes	07/01/2020
4.	Have all long-term debt obligations been included in the multi-year financial projection?	Y	Yes	07/01/2020
5.	Based on the projections, will the Charter School be able to meet its financial obligations and maintain a prudent level of reserves in the current and two subsequent fiscal years?	Y	Yes	07/01/2020
H. Equipment Inventory				
1.	Are there approved policies addressing the purchase and maintenance of equipment?	Y	Yes	07/01/2020
2.	Is an equipment inventory:			
a)	Maintained?	Y	Yes	07/01/2020
b)	Physically on site?	Y	Yes	07/01/2020
3.	Is equipment purchased with federal funds identified?	Y	Yes	07/01/2020
4.	Are records maintained for audit purposes?	Y	Yes	07/01/2020
I. Summary statements				

1.	Ensure that Charter School complies with and submits all fiscal reports required by law [EC 47604.33]	Y		07/01/2020
2.	Review required fiscal reports as specified in the Charter's MOU and chartering documents. These documents include the budget which specifies the ending fund balance, cash flow projection and assumptions, multi-year projection, budget narrative and budget assumptions.	N/A	Addressed in separate fiscal MOU	
3.	Review the September 15 th final unaudited report for the full prior year. The chartering authority shall use any financial information it obtains from the charter school to assess the fiscal condition of the charter school pursuant to subdivision (d) of EC 47604.32.	N/A	Addressed in separate fiscal MOU	
4.	Review the September 15 th final unaudited report for the full prior year. The chartering authority shall use any financial information it obtains from the charter school to assess the fiscal condition of the charter school pursuant to subdivision (d) of EC 47604.32.	N/A	Addressed in separate fiscal MOU	
5.	Review the independent audit report received by December 15th. (EC 47605(m))	Y	Yes	07/01/2020
6.	Verify that the Charter School's plans and systems to manage its business affairs are reasonable and are operating effectively; e.g. payroll, purchasing, grants, contributions, any other financial transactions, and inventory	Y	Yes	07/01/2020

J. To be completed by Team Leader

Comments:

Review conducted by:

Susan Domenighini

Print Name

 (Oct 30, 2020 13:25 PDT)

Signature

Oct 30, 2020

Date




Chico Unified School District Charter School Annual Oversight Checklist

Charter School: Blue Oak Charter School **Date:** 10/01/2020

3. EDUCATIONAL PROGRAM AND ONGOING ASSESSMENT

In the column to the right indicate a finding of Y (yes), N (no), or N/A (not applicable) in response to each question below.		Y N N/A	Use the space below to comment on the item and/ or to indicate where information used to make the Y/N determination can be found.	Date(s) Completed
A. Educational Program				
1.	Is the Charter School following its curricular and instructional plan as presented in the approved Charter petition?	Y	Yes	Ongoing
2.	Is the Charter School staffing sufficient to carry out the educational program?	Y	Yes	Ongoing
3.	Are students who are achieving either significantly below or significantly above grade level receiving instruction that addresses their learning differences?	Y	Leadership team and grade level PLC teams review data and strategize.	Ongoing
4.	Are parents of high School students informed about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements?	N/A		
5.	Is the Charter School implementing a framework for instructional design that is aligned with the needs of the students identified as the target population in the approved charter petition?	Y	Yes	Ongoing
6.	Has the Charter School sought WASC accreditation?	N/A		
7.	Does a cross-reference with the budget indicate that there is sufficient funding to operate the program delineated in the charter petition as addressing the mission of the Charter School?	Y	Yes	Ongoing
B. Services to Special Populations – The charter school also completes an internal Special Education Review which is submitted to the team leader.				
1.	Has the Charter School adopted policies and practices that reflect compliance with all laws related to the provision of Special Education including: a. Appropriate placement for students who are enrolling with IEPs. b. Referral and assessment of students suspected of requiring special education and related services. c. Compliance with timelines related to special education.		Yes	Ongoing
2.	Are students who are identified as eligible for special education receiving services required by their	Y	Yes	Ongoing

	IEPs?			
3.	Does the charter school provides for the inclusion of all required members in IEP team meetings?	Y	Yes	Ongoing
4.	Does the charter school have a plan for providing transportation for special education students who require this related service?	Y	Yes	Ongoing
5.	Does Charter School have a process for determining a student's eligibility for services under Section 504?	Y	Yes	Ongoing
6.	Does Charter School develop and implement accommodation plans for students who are 504 eligible?	Y	Yes	Ongoing
7.	Does Charter School ensure that Special Education funds are not used to serve students identified under Section 504?	Y	Yes	Ongoing
8.	Does the Charter School follow a process for identification and reclassification of students who are English Learners?	Y	Yes	Ongoing
C. Curricular Materials				
1.	Is the Charter School aligning instructional materials to state standards?	Y	Yes	Ongoing
2.	Is the Charter School utilizing instructional materials that address the specific needs of Special Education students?	Y	Yes	Ongoing
3.	Is the Charter School utilizing instructional materials that address the specific needs of English Learners?	Y	Yes	Ongoing
4.	Does the Charter School refrain from the use of faith-based instructional materials?	Y	Yes	Ongoing
D. Professional Development & Teacher Qualifications				
1.	Has Charter School staff received legally required trainings?	Y	Yes. Mandated Reporting, blood borne pathogens, pesticide use and sexual harassment.	Ongoing
2.	Is Charter School staff provided opportunities for professional development necessary to carry out the instructional program?	Y	Teachers attend annual training and all staff engage in in-services around behavior and other school aid programs at the monthly all staff meetings.	Ongoing
3.	Are students identified as Special Education and/or English Learner receiving services from teachers holding the legally required credentials, certificates, and/or authorizations?	Y	Yes	Ongoing
4.	Does a cross-reference of the master schedule and teacher credentials ensure that core subjects are being taught by qualified teachers?	Y	Yes	Ongoing
5.	Does the Charter School have an ongoing professional development program to ensure that teaching and non-teaching staff maintain the skills required for the performance of their jobs?	Y		Ongoing
6.	Does the Charter School participate in trainings that are made available through the sponsoring LEA?	Y	Yes, ELD.	Ongoing
E. Ongoing Assessment				
1.	Is the Charter School participating in the state testing as required for all K-12 schools in California?	Y	CAASPP testing / ELPAC	Ongoing

2.	Does a review of pupil achievement data indicate that the Charter School is on target for meeting renewal requirements as set forth in EC 47607(b)?	Y	Yes	Ongoing
3.	Has the Charter School submitted a SARC containing required elements?	Y	Yes	Ongoing
4.	Regarding state testing: a. Does the charter school have evidence of training, dated sign in sheet? b. Are all the affidavits signed and kept for one year? c. Have they addressed security appropriately; double locked cupboard or room with locked cupboard?	Y	A and B, yes. C, N/A.	Ongoing
5.	Is student achievement data regularly reported to parents and staff?	Y	Yes	Ongoing
6.	Is the Charter School implementing a plan for collecting, analyzing, and reporting data on pupil achievement and utilizing the data continuously to monitor and improve the Charter School's educational program?	Y	Yes	Ongoing
7.	(See guidance below)			
* (CDE Guidance)				
8.	(See guidance below)			
* (CDE Guidance)				
D. To be completed by Team Leader				
.				
Review conducted by:				
Susna Domenighini				Oct 30, 2020
Print Name		Signature		Date



Chico Unified School District Oversight & Monitoring Checklist

Charter School: Blue Oak Charter School

Date: 10/01/2020

3.a. EDUCATIONAL PROGRAM: Local Control Accountability Plan*

In the column to the right indicate a finding of Y (yes), N (no), U (unknown), or N/A (not applicable) in response to each question below.		Y N U N/A	<i>Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.</i>	If correction required; date(s) completed
A. Timely Submission				
1.	Did the Charter School submit an LCAP (or annual update) by July 1 st ?	N/A	LCP	
2.	Did the Charter School use the SBE LCAP template?	N		
3.	<i>Was signed certification included indicating Charter School governing board approval prior to submission?</i>	N/A	The LCP was submitted and approved by the Charter Council for submission to CUSD	
B. Stakeholder Engagement				
1.	Did the Charter School consult with the following groups in developing the LCAP? (Cal. Ed. Code §47606.5(e))	N/A	<i>Evidence of consultation may include dates and descriptions of events, identifying various stakeholder groups consulted and outreach methods employed.</i>	
a.	Teachers	N/A	Spring 2020 Survey; Community Cafe and All Staff	05/01/2020
b.	Principals	N/A	Spring 2020 Survey; Community Cafe and All Staff	05/01/2020
c.	Administrators	N/A	Spring 2020 Survey; Community Cafe and All Staff	05/01/2020
d.	Other school personnel	N/A	Spring 2020 Survey; Community Cafe and All Staff	05/01/2020
e.	Parents	N/A	Spring 2020 Survey; Community Cafe and All Staff	05/01/2020
f.	Pupils	N/A	Spring 2020 Survey; Community Cafe and All Staff	05/01/2020
2.	<i>Were events publicized in a manner likely to be effective (media, languages)?</i>	N/A	Spring 2020 Survey; Community Cafe and All Staff	05/01/2020
3.	<i>Did Charter School governing board members receive stakeholder input directly?</i>	N/A	Spring 2020 Survey; Community Cafe and All Staff	05/01/2020
C. Goals and Progress Indicators				
1.	Does the Charter School LCAP include identified needs and metrics?	N/A		
2.	Does the Charter School LCAP address all applicable state priorities? (Cal. Ed. Code §47605(b)(5)(ii) and §47605.6(b)(5)(ii))		<i>Far right column of template references state priorities.</i>	
a.	Priority 1: credentials, materials and facilities	N/A		

b.	Priority 2: academic standards, incl. EL	N/A		
c.	Priority 3: parental involvement	N/A		
d.	Priority 4: pupil achievement	N/A		
e.	Priority 5: pupil engagement	N/A		
f.	Priority 6: school climate	N/A		
g.	Priority 7: course of study	N/A		
h.	Priority 8: other pupil outcomes	N/A		
i.	School priorities (<i>optional</i>)	N/A		
2.	If all priorities are not addressed, is this reasonably justified by grades served and/or the nature of the program operated? (<i>Charter schools only</i>)	N/A		
3.	Are schoolwide goals included for applicable priorities? (<i>Separate subgroup goals optional for 2014</i>)	N/A		
4.	Are all numerically significant racial/ethnic subgroups listed, based on prior year demographic data? (Cal. Ed. Code §52052)	N/A		
5.	Are all numerically significant educationally disadvantaged subgroups listed, based on prior year demographic data? (Cal. Ed. Code §52052)	N/A		
b.	Socioeconomically disadvantaged (req. if at least 30; optional below 30)	N/A		
c.	English learners (req. if at least 30; optional below 30)	N/A		
d.	Pupils with disabilities (req. if at least 30; optional below 30)	N/A		
e.	Foster youth (req. if at least 15; optional below 15)	N/A		
6.	Where achievement gaps are identified from prior year data, are separate goals included for identified subgroups?	N/A		
D. Actions, Services and Expenditures				
1.	Are specific annual actions identified for each goal? (Cal. Ed. Code §47606.5)	N/A		
2.	Are anticipated expenditures listed and described for the annual actions?	N/A		
3.	Does the description of expenditures for the annual actions include where those expenditures can be found in the budget?	N/A		
4.	Are the funding sources for anticipated expenditures for annual actions identified?	N/A		

5.	Are specific <u>additional</u> annual actions identified for each goal for <u>educationally disadvantaged students</u> ?	N/A		
6.	Are anticipated expenditures listed and described for the <u>additional</u> annual actions?	N/A		
7.	Does the description of expenditures for the <u>additional</u> annual actions include where those expenditures can be found in the budget?	N/A		
8.	Are the funding sources for anticipated expenditures for <u>additional</u> annual actions identified?	N/A		
9.	Is the narrative description of the expenditure of supplemental and concentration revenue reasonable and consistent with the table/s of annual actions?	N/A		
10.	Is the use of funds in a charter-wide manner justified by the LCAP description?	N/A		
11.	Does the narrative description of services for educationally disadvantaged students demonstrate how such services will increase or improve in proportion to increased funding? (<i>Charter schools need not reference specific % relative to specific restricted funds.</i>)	N/A		

E. CONSISTENCY WITH ANNUAL BUDGET

1.	Is the amount of supplemental and concentration revenue ("increase in funds") described in the LCAP consistent with the July 1 st annual budget?	N/A		
2.	Are the annual actions in the LCAP consistent with the Charter Alternative Form budget assumptions worksheet (i.e., class size, schedule or calendar changes, staffing ratios, new positions)?	N/A		
3.	Are the expenditures associated with the annual actions, as shown on the LCAP expenditures worksheet, consistent with the amounts in the budget?	N/A		

Note: The LCAP was suspended this year due to COVID-19

Review conducted by:

Susan Domenighini


SDomenighini (Oct 30, 2020 13:25 PDT)

Oct 30, 2020

Print Name

Signature

Date

** California Education Code §47604.32 states: "Each chartering authority, in addition to any other duties imposed by this part, shall do all of the following with respect to each charter school under its authority: ...*

(c) Ensure that each charter school under its authority complies with all reports required of charter schools by law, including the annual update required pursuant to Section 47606.5."



Chico Unified School District Charter School Annual Oversight Checklist

Charter School: Blue Oak Charter School **Date:** 10/01/2020

4. FACILITIES AND OPERATIONS			
In the column to the right indicate a finding of Y (yes), N (no), or N/A (not applicable) in response to each question below.	Y N N/A	<i>Use the space below to comment on the item and/ or to indicate where information used to make the Y/N determination can be found.</i>	Date(s) Completed
A. Facilities Adequacy to Meet Educational Program Requirements			
1. Is there a designated staff person responsible for overseeing facilities maintenance and operations? If yes, who?	Y	Yes, Buck Ernest - Maintenance & Safety Manager	Ongoing
2. Is there a custodial schedule that reflects appropriate and timely attention to providing students with a clean and safe learning environment?	Y	Yes, we have 100 hours of custodial support on staggered schedules	Ongoing
3. Is the custodial, grounds and other facilities staffing at each site sufficient and appropriate?	Y		Ongoing
4. Does the charter school apply a staffing formula to guide its custodial, grounds and other staffing?	N	Blue Oak has a small staff, historic data guides staffing	
5. Do all facilities in which the Charter School is housed meet the American with Disabilities Act requirements in serving its pupils and employees?	Y	Yes, ADS requirements are adhered to per site visit by Chico Building Inspector visit.	Ongoing
6. Has the charter school conducted an inspection of the facilities and developed a management plan in accordance with the Asbestos Hazard Emergency Response Act (AHERA)?			
7. Is there a process for providing routine maintenance to ensure that charter school facilities including playgrounds remain in good condition?	Y	Extra custodial duties as assigned, contracted services when necessary, occasional repairs by landlord per lease agreement	Ongoing
8. If facilities are not currently in good condition, is there a schedule for making needed improvements?	Y	Yes. The most pressing issues were taken care of. There is a list.	Ongoing
9. Have the charter school's facilities been modified during the past year?	N		

10. Are the charter school's facilities adequate for the number of students and types of programs assigned to each site?	Y	Yes, within Chico City use Permit Guidelines	Ongoing
In the column to the right indicate a finding of Y (yes), N (no), or N/A (not applicable) in response to each question below.	Y N N/A	<i>Use the space below to comment on the item and/ or to indicate where information used to make the Y/N determination can be found.</i>	Date(s) Completed
11. Does the charter school have on file: 1) Certificate of Occupancy; 2) Conditional Use Permit for each site?	Y	Yes. Posted.	Ongoing
12. Are the charter school's facilities free from mold and/or other hazardous substances?	Y		Ongoing
13. Does the charter school have the following documents in place? Review these plans and obtain copies. <ul style="list-style-type: none"> • MSDS • IIPP • Crisis Response Plan • Comprehensive School Site Safety Plans • Right to Know 	Y		Ongoing
14. Request copies of fire and safety drills and extinguisher checks.	Y		Ongoing
15. Does the charter school have plans to modernize or add facilities to the existing site?	N		
16. Does the charter school plan to add a new site?	N		
17. Has the charter school requested facilities pursuant to Proposition 39 and EC section 47614?	N		
18. Has the charter school received grant funding for the purchase, renovation or lease of facilities?	N		
19. In accordance with EC section 41365, has the charter school has borrowed funds from the Charter School Revolving Loan Fund through the California School Finance Authority (CSFA) to improve facilities?	N		
20. Request a copy of the school's evacuation map.	Y		Ongoing
21. Review employee job specific trainings; e.g. ergonomics, proper lifting procedures, blood borne pathogens, etc.	Y	Cover in all staff meetings and/or department meetings.	Ongoing
22. Verify that the charter school has obtained and is maintaining sufficient facilities to accommodate its operations, that the facilities have received all necessary local agency clearances, which have involved an inspection by a structural engineer.	Y		Ongoing

<p>In the column to the right indicate a finding of Y (yes), N (no), or N/A (not applicable) in response to each question below.</p>	<p>Y N N/A</p>	<p>Use the space below to comment on the item and/ or to indicate where information used to make the Y/N determination can be found.</p>	<p>D a t e (s) C o m p l e t e d</p>
<p>B. Health & Safety</p>			
<p>1. Does the charter school have a health, safety, and emergency plan for students and employees addressing fire emergencies, earthquakes, civil disorder, accidents, injuries, and other threats to the health and safety of students and staff?</p>	<p>Y</p>		<p>07/01/2020</p>
<p>2. Is there evidence that staff has been trained in health, safety, and emergency procedures?</p>	<p>Y</p>		<p>07/01/2020</p>
<p>3. Does the charter school maintain a calendar of emergency drills for each site in which it operates?</p>	<p>Y</p>		<p>07/01/2020</p>
<p>Comments:</p>			
<p>Review conducted by: Susan Domenighini</p>			
<p>Print Name</p>		<p>Signature _____ Date <u>Oct 30, 2020</u></p>	



Chico Unified School District Charter School Annual Oversight Checklist

Charter School: Blue Oak Charter School **Date:** 10/01/2020

5. GOVERNANCE

In the column to the right indicate a finding of Y (yes), N (no), or N/A (not applicable) in response to each question below.		Y N N/A	Use the space below to comment on the item and/or to indicate where information used to make the Y/N determination can be found.	Date(s) Completed
A. Organizational Management				
1.	If the Charter School is constituted as a non-profit corporation, are the corporate papers, including articles of incorporation available to the authorizer?	Y	See Board Policy #3	07/01/20
2.	Is there a list or roster of governing board members?	Y	See website	07/01/20
3.	Does the Governing Board have a comprehensive plan to conduct oversight of the academic program?	Y	See Board Governance Policies #1-11	07/01/20
4.	Is the Governing Board equipped to execute their fiduciary responsibility with regards to the disbursement of public funds?	Y	School Improvement Plan, LEA plan	07/01/20
5.	Does the Governing Board understand the annual budget and demonstrate knowledge about the short and long-term financial outlook of the Charter School?	Y	The Finance Committee representative reports to the Charter Council during regular meetings.	07/01/20
6.	Does the organizational structure of the Charter School provide clear delineation between the responsibilities of the Governing Board and Charter School management staff?	Y	See Charter Governance as well as Board Policy 1 and 2	07/01/20
B. Capacity/Composition				
1.	Do some of the Governing Board members have previous governance experience?	Y	Yes. At least 3 members have previous governance experience	07/01/20
2.	Is the Governing Board free of real or perceived conflicts of interest?	Y		07/01/20
3.	Does the Governing Board represent strong diversity relevant to the community & Charter School population?	Y		07/01/20
4.	Do the Governing Board members have expertise in key fields such as finance, legal, real estate, fundraising and education?	Y	The BOCC includes those with finance, education, and art.	07/01/20
C. Structure				
1.	Is the composition of the Governing Board consistent with the approved charter?	Y		07/01/20
2.	Does the Governing Board have bylaws that are comprehensive, and include reasonable term limit?	Y		07/01/20
3.	Does it appear that the Governing Board fully understands the bylaws and their implications?	Y	BOCC members received online training through Charter School Development Center (CSDC)	07/01/20
4.	Has the Governing Board identified officers?	Y		07/01/20
5.	Are there written job descriptions for Governing Board officers that clearly describe the roles and responsibilities of each?	Y	See Board Governance Policies in #1-11	07/01/20

6.	Do the bylaws delineate committees and provide detailed job descriptions for these committees?	Y	See Board Governance Policies in #1-11	07/01/20
D. Clarity				
1.	Does Charter School leadership team demonstrate a strong understanding of their role related to effective governance?	Y		07/01/20
2.	Do the Governing Board members understand their role in developing supporting and evaluating the Charter School Leader?	Y	See Board Policy 1	07/01/20
3.	Is there a strong working relationship between Charter School Leader, Governing Board Chair and full Governing Board?	Y	Executive Director meets regularly with Council leadership	07/01/20
E. Meetings				
1.	Does the Governing Board conduct public meetings at such intervals as are necessary to ensure that the Board is addressing business required to provide sufficient direction to the Charter School?	Y	Regular meetings are held the 3rd Tuesday of the month. Special Meetings are held as needed	07/01/20
2.	Does the Governing Board comply with the following:			
a)	Regularly scheduled meetings with appropriate public notice?	Y	Public notice is compliant to Brown Act requirements of 72 hour posting on building and website/notice prior to meeting	07/01/20
b)	Brown Act training and meeting compliance?	Y		08/01/20
c)	Availability of meeting minutes?	Y	Posted online	07/01/20
3.	Does the Governing Board have resolutions and Governing Board –adopted policies related to:			
a)	Conflict of interest	Y		07/01/20
b)	Handbooks- Parent, Student, Employee	Y		07/01/20
c)	Student & Employee discipline and due process	Y		07/01/20
d)	Parent complaint resolution and due process	Y		07/01/20
e)	Internal controls policies and related forms and systems	Y		07/01/20
f)	Bank signature authorizations, etc.	Y		07/01/20
g)	Harassment- student, staff	Y		07/01/20
h)	Safety Plan	Y		07/01/20
i)	Immunization records	Y		07/01/20
j)	Family Educational Rights and Privacy Act (FERPA) – policy and notices	Y		07/01/20
k)	Section 504 compliance	Y		07/01/20
l)	Allowable purchases and purchasing authority.	Y		07/01/20
3.	Have material revisions to the charter been approved by the Governing Board?	N/A		07/01/20
F. Parent /Staff Involvement				
1.	Is there a process in place that ensures that parents, teachers and staff may provide input regarding the effectiveness of the Charter School?	Y	LCAP, Committee, Annual Parent Survey for parent feedback, suggestions, and areas of concern	07/01/20

D. To be completed by Team Leader

Comments:

Review conducted by:

Susan Domenighini

Print Name


SDomenighini (Oct 30, 2020 13:25 PDT)

Signature

Oct 30, 2020

Date



Chico Unified School District Charter school Annual Oversight Checklist

Charter School: Blue Oak Charter School

Date: 10/01/2020

6. PERSONNEL

In the column to the right indicate a finding of Y (yes), N (no), or N/A (not applicable) in response to each question below.		Y N N/A	Use the space below to comment on the item and/ or to indicate where information used to make the Y/N determination can be found.	Date(s) Completed
A. All Employees				
1.	Does the charter school have documentation of Department of Justice background checks on all employees?	Y	Yes, DOJ records are maintained by the Front Office	Ongoing
2.	Does the charter school have policies or procedures related to fair hiring practices?	Y	Policies in our Charter	Ongoing
3.	Does the charter school have an Employee Handbook?	Y		Ongoing
4.	Does the charter school have documentation of TB test results for all employees?	Y	Personnel files are maintained by the Business Office Assistant, including TB test results.	Ongoing
5.	Does the charter school have approved personnel policies that cover such issues as sick leave, personal necessity, and overtime?	Y	These policies are covered in our Employee Handbook	Ongoing
6.	Do employee contracts designate that employees are "At Will"?	Y	When appropriate	Ongoing
7.	Does the charter school have clear guidelines that differentiate between employees and independent contractors?	Y		Ongoing
8.	Does the charter school provide Professional Development opportunities to staff?	Y		Ongoing
9.	Are employee evaluations being completed on a timely/regular basis?	Y		Ongoing
10.	Are personnel actions approved by the Board?	Y	Hiring and resignations are brought before and voted on by the Board	Ongoing
11.	Verify that faculty and staff have received any specific training required by law and that they are provided opportunities for professional development necessary to carry out the instructional program.	Y	Yes, staff and faculty have received training required by law.	
B. Collective Bargaining				
1.	Have one or more of the charter school's employee groups unionized?	N		Ongoing
2.	Have all parties to bargaining agreements, including the charter school, properly sunshined (that is, made public) their bargaining proposals for the current year?	N/A		Ongoing

3.	Has the charter school analyzed the fiscal effects of agreements reached with its employee bargaining units?	N/A		Ongoing
C. Certificated Employees				
1.	Does the charter school employ sufficient teaching staff to have, at a minimum, a comparable teacher/student ratio when compared to the largest unified school district in the county OR county average?	Y		Ongoing
2.	Do teachers providing instruction in core classes have the required credentials and certifications to meet the criteria for the area in which they are teaching?	Y		Ongoing
3.	Do teachers have the legally required CLAD or B-CLAD certification to provide instruction to the students enrolled in their classes?	Y		Ongoing
4.	Do teachers who are providing Special Education and Related Services have the appropriate credentials and certifications?	Y		Ongoing
D. Classified Employees				
1.	Do classified employees who are providing instructional support in the areas of Special Education and English Language Learner Services meet the qualifications for these positions?	Y		Ongoing
2.	Does the charter school employ a sufficient number of classified staff to ensure that the necessary clerical and recordkeeping tasks are completed in a timely manner?	Y		Ongoing
3.	Does the Charter school provide adequate staffing for:			
a)	Custodial	Y		Ongoing
b)	Food Service	Y		Ongoing
c)	Information Technology	Y		Ongoing
d)	Lunch/Break Supervision	Y		Ongoing
e)	Other	Y		Ongoing
E. Audit Areas				
1.	Audit this charter school's retirement reporting process	Y		Ongoing
2.	Audit the charter school's hiring of Independent Contractors. [EC 45125.1]	Y		Ongoing

F. To be completed by Team Leader

Comments:

Review conducted by:
Susan Domenighini


SDomenighini Oct 30, 2020 13:25 PDT

Oct 30, 2020

Print Name

Signature

Date




Chico Unified School District Charter School Annual Oversight Checklist

Charter School: Blue Oak Charter School

Date: 10/01/2020

7. STUDENT SERVICES

In the column to the right indicate a finding of Y (yes), N (no), or N/A (not applicable) in response to each question below.		Y N N/A	Use the space below to comment on the item and/ or to indicate where information used to make the Y/N determination can be found.	Date(s) Completed
A. Admissions				
1.	Is the Charter School complying with the admissions practices described in the approved charter?	Y	Yes, Charter Pg. 86	07/01/2020
2.	Does the Charter School facilitate admissions for a student with an IEP in the same manner as for a student without an IEP?	Y	Yes, per EC 51746 and Charter Pg. 86	07/01/2020
3.	If the charter school is an independent study charter school, does it facilitate admissions for a student with an IEP in the same manner as for a student without an IEP and in accordance with EC 51746 (b) and 5 CCR 11700 related to the enrollment of students with IEPs in an independent study program?	N/A		07/01/2020
4.	Do the charter school enrollment forms indicate compliance with all applicable laws and with the approved charter?	Y		07/01/2020
5.	If the charter school has needed to use the lottery system to determine which students will be allowed to enroll, is there is documentation that the process was held in the manner described in the approved petition?	Y	No lottery was required	07/01/2020
6.	Does the charter school have records documenting immunizations to the extent required for enrollment in public schools?	Y	See health files	07/01/2020
7.	Has the charter school documented efforts to have its enrollment match the racial and ethnic makeup of enrollment districtwide?	Y	Yes. Outreach to preschools and fairs	07/01/2020
B. Discipline				
1.	Does the governing council have policies relative to student discipline including:			
a)	List of the offenses for which students may be suspended or expelled?	Y	See Charter and Parent Handbook	07/01/2020
b)	Procedures for suspension or expulsion?	Y	See Charter and Parent Handbook	07/01/2020
c)	Procedures by which parents and students will be informed about reasons for suspension or expulsion?	Y	See Charter and Parent Handbook	07/01/2020

d)	Procedures for suspension or expulsion that protect the required due process rights of students with IEPs or 504 Plans?	Y	See Charter and Parent Handbook	07/01/2020
e)	Procedures that ensure parents and students will be informed of their due process rights in regard to suspension or expulsion that reflect an awareness that charter students are entitled to the same due process rights held by students enrolled in non-charter public schools?	Y	See Charter and Parent Handbook	07/01/2020
C. Health & Safety				
1.	Does the charter school have a health, safety, and emergency plan for students and employees that addresses fire emergencies, earthquakes, civil disorder, accidents, injuries, and other threats to the health and safety of students and staff?	Y	See Safety Plan	07/01/2020
2.	Is there evidence that staff have been trained in health, safety, and emergency procedures?	Y	All Staff Meetings.	07/01/2020
3.	Does the charter school maintain a calendar of emergency drills for each site at which it operates?	Y		07/01/2020
4.	Does the Charter School have a policy related to supervision of students before and after school, and while on campus, student pick-ups, as well as a procedure for visitors to enter and leave campus?	Y	Yes. see Parent Handbook	07/01/2020
5.	Do records reflect that the Charter School provides for the screening of pupils' vision and hearing and screening for scoliosis to the same extent as would be required if the pupils attended a non-charter public school?	Y	Our School Nurse provides these screenings	07/01/2020
D. Parent Notifications				
1.	Does the Charter School provide a notice to all parents/guardians regarding their rights under the Family Educational Rights and Privacy Act (FERPA)?	Y		07/01/2020
2.	Are parents provided with a copy of the Charter School's Parent Handbook?	Y	See signature documents	07/01/2020
E. To be completed by Team Leader				
Comments:				
Review conducted by:				
Susan			Oct 30, 2020	
Print Name		Signature	Date	



Charter School Special Education and 504

Item #	Element/Statement	Describe / Produce Evidence / Comment
1.	The special education school personnel responsible for IEP case management and special education oversight (Actual names and titles)	Rachel Ceja, Special Education Director Emily Smith, Education Specialist
2.	School's (minimum) IEP team.	Special Education Director, General Education Teacher, Education Specialist, Parent of Student
3.	School's trained Behavior Specialist	Jackie Rico, School Psychologist
4.	School's Section 504 designee	Susan Domenighini, Executive Director
5.	Willingness to accept and serve all students, including those with disabilities.	Interim IEP meetings, 504's for medical disabilities
6.	Methods for monitoring progress of students with disabilities.	Observation, teacher interview, informal and formal assessments, 504 meetings, and IEP meetings
7.	The school reviews all new student enrollments for possible previous Special Ed service/IEP.	Registrar, registration application request for information, request special education files with every student
8.	The school provides site level staff development which includes special education issues.	Faculty meeting and at in-service days
9.	The school facilitates parent involvement to improve services and results for students with disabilities.	Call parents before IEP meetings to make sure needed issues are addressed for the IEP meeting. Ask after meeting if parents felt heard and that their issues were addressed.
10.	The school provides special education related forms in the parents' primary language when requested.	Yes. Located on the SEIS documents page and we can get an interpreter.
11.	Pre-identification interventions used to reduce the number of students inappropriately referred for special education assessment.	Leadership meeting and SST meeting.
12.	The specific curriculum and /or educational approach for providing interventions.	Full inclusion school
13.	The review process, which includes initial and follow-up data to determine the effectiveness of pre-identification interventions provided prior to referral for special education assessment.	Leadership team, intervention and follow-up, additional interventional if needed
14.	Documentation of the school's process/attempts to get parents to attend IEP meetings.	Call parents, send meeting makers, mail home meeting notice.
15.	The school's plan to ensure required school participants are in attendance at the IEP meeting or "excused" appropriately.	Email staff, interview staff in person to set up dates, send them meeting makers, request permission from the person to excuse those school participants who cannot be in attendance.

16.	All staff responsible for implementing the student's program will have access to the IEP.	Yes. General Education Teacher and Education Specialist meet to review IEP. The General Education Teacher gives a copy of the at-a-glance IEP. Access is granted in the Special Education Office by appointment.
17.	The school provides all instructional and behavioral accommodations, modifications, supports, and services that are documented in the student's IEP.	Yes. The Education Specialist reviews accommodations and modifications with teachers and paraprofessionals.
18.	The school provides secondary transition services for students 16 years or older.	N/A
Item #	Element/Statement	Describe / Produce Evidence / Comment
19.	Plan for providing or accessing (self-contained) special education classes, where appropriate, to meet the students' unique needs (i.e. by accessing regional programs, or contracting for services)	Blue Oak utilizes a full inclusion model. However, we have contracted out for BCBA to conduct an FBA. Have a BCBA come in to conduct a FBA.
20.	Procedures for identifying and locating appropriate placements for students needing a higher level of service than can be provided by the charter school. (including funding source for home/hospital, state special schools, residential placement and NPS placements)	Review continuum of service to see if it meets student needs. Use Butte County Office of Education and Chico Unified School District offices as resources for placement needs.
21.	When a behavior emergency intervention is used for a student with a disability.	The IEP and/or 504 would be referenced. Manifestation determination, were the child's actions because of their disability. We would call for an IEP meeting.
22.	Plan for the provision of transportation of Special Education students who require this related service	We would reach out to the county office to see if we could do an MOU with them in the transportation due to their disability.
23.	District's nondiscrimination statement and sexual harassment policy. (parent handbook)	<p>Parent Handbook: Blue Oak is committed to maintaining an educational environment that is free from harassment. Sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities is prohibited. Students found guilty of sexual harassment will be suspended and possibly expelled. Definition of sexual harassment: Any unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone at school.</p> <p>Charter: It is understood and agreed that all children will have access to the Charter School and no student shall be denied admission nor</p>

		counseled out of the Charter School due to the nature, extent, or severity of his/her disability or due to the student's request for, or actual need for special education services.
24.	Written notice regarding Uniform Complaint Procedures or similar complaint process. Notice may be in any form that will reach the school community, e.g. newsletter, parent-student handbook, memorandum or brochure.	Procedure is in the Parent Handbook and on our Website.
25.	Providing the parent a copy of "Notice of Procedural Safeguards" upon enrollment, with initial referral for special education assessment and at each IEP.	Yes, this is done. Given at a transition meeting within 30 days of enrollment and at every IEP.
26.	The school develops a "Summary of Performance" (SOP) and provides it to the student during the final year of high school, or upon aging out at 22. (form located on SELPA web page)	N/A
27.	Provide copies of assessment reports to the parent prior to the date of the IEP meeting.	School Psychologist emails assessment reports to the parent before the IEP and after the assessment for tri-annual and initials.
28.	Description of Charter Schools process for determining a student's eligibility for services under Section 504	A 504 team will be assembled by the Executive Director of the Charter School and shall include parents/guardians, the student (where appropriate), and other qualified persons knowledgeable about the student, the meaning of the evaluation data, and placement options, and accommodations.
29.	Description of the Charter Schools process to develop and implement accommodation plans for students who are 504 eligible?	Teachers and any supporting staff given a copy of the 504 plan and/or made aware of its contents, which includes the student's accommodation.
30.	Description of process for new student enrollments for possible previous Special Ed service/IEP.	Enrollment form requests parents to notify us of any previous IEP. Fax request to prior school to have any IEP records forwarded. In SEIS we look up any records for students who might have had special education services.
31.	At the IEP meeting, explains the "Notice of Procedural Safeguards" to the parent/Ed rep and provides a copy of same.	Yes. We always have a physical copy present at IEP meetings.
32.	The school documents the request for special education assessment on a "Request for Special Education Assessment" form and maintains a copy in the student's confidential folder.	Yes. Assessment plan is located on SEIS and a copy is maintained in their confidential file.
33.	The school provides the parent with a "Special Education Assessment Plan" in the language requested by the parent, unless clearly not feasible to do so, within 15 calendar days of the written request for assessment.	Yes. Alternate language forms are provided on SEIS website and thus provided to parents upon request within 15 days.

Item #	Element/Statement	Describe / Produce Evidence / Comment
34.	If requested by the parent, the school provides copies of assessment reports to the parent 4 working days before the date of the IEP meeting. (The reports should be translated into the parent's primary language, upon written request from the parent, unless clearly not feasible to do so).	Yes. Upon request we comply and provide assessment reports and do so in the parent's primary language when feasible.
35.	The school develops an IEP within 60 calendar days of receipt of written parental consent to the assessment plan.	Yes, we comply with this regulation. Document with assessment plan, the date it was received, and the date that is due, scanning it and uploading it to SEIS.
36.	The school follows the appropriate timelines for conducting annual and three-year review IEPs.	Yes. We send out meeting makers at the beginning of the school year to ensure all deadlines are met and conversed with parents to ensure they can attend the meetings.
37.	When a student transfers into the school with an IEP, the school provides the pupil with FAPE including services comparable to those in the IEP for a period not to exceed 30 calendar days of enrollment.	Yes. We have a transition IEP within the first 30 days to make sure services are still appropriate.
38.	Within 30 days the school holds an IEP to adopt the previously held IEP or develop a new IEP.	Yes. We have a transition IEP within the first 30 days to make sure services are still appropriate, including goals, services, and accommodations.
39.	For an initial assessment and a three-year reassessment, the school conducts vision and hearing screenings within the previous 12 months of the IEP meeting date and documents the screening dates in the IEP.	Yes. The school nurse conducts vision and hearing screenings in the 12 months prior to the IEP meeting.
40.	Referral and assessment of students suspected of requiring special education and related services	Teacher brings concerns to the Leadership Team where interventions are formulated. Follow up meetings are held to assess interventions and determine if special education assessments would be appropriate.
41.	Compliance with timelines related to special education?	Yes. Special Education providers have a copy of all timelines to ensure they are all met on time throughout the year.
42.	Ensuring that Special Education funds are not used to serve students identified under Section 504?	Review of 504 plans, related to staffing responsibilities and budget.

Attach a list of special education staff employed or hired by the charter school, including the FTE and job assignment.

Additional comments:

Review conducted by:

Susan Domenighini	/ 	/ Oct 30, 2020
Print Name	Signature	Date