

Blue Oak Charter School
450 W. East Avenue, Chico, CA 95926
FINANCE COMMITTEE
REGULAR MEETING

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Meeting ID: 983 4791 9501

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MINUTES

Tuesday, October 13th 2020 - 4:15 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

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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.

AGENDA

OPEN SESSION - 4:15 PM

1. OPENING - 15 Minutes

1.1. Call Meeting to Order

➤ Chelsea Parker called the meeting to order at 4:24PM

1.2. Roll Call of Committee Members and Establish Quorum

➤ Present: Chelsea Parker, Franki Boisseree, Chairun Combs, Maggie Buckley, Nick Meier, and Susan Domenighini

➤ 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 make a school."

➤ Nick Meier read the school verse.

1.4. Audience to Address the Committee

This is the 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. Persons may not yield their time to another speaker (Gov. Code § 54954.3)

➤ No audience members addressed the committee.

1.5. Agenda Modifications

➤ No agenda modifications were made.

1.6. Approve Minutes from September 8, 2020

➤ Franki Boisseree made a motion to approve the minutes from September 8th, 2020. Chairun Combs seconded the motion.

- There was no further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenihini	X			
Chelsea Parker	X			
Franki Boisseree	X			
Chairun Combs	X			
Nick Meier	X			
Maggie Buckley	X			

- Vote passes.

2. FINANCIAL REPORTS - 15 minutes

2.1. Charter Impact Monthly Report

J. Weber

2.1.1. Attendance and Enrollment

2.1.2. Cash Flow

2.1.3. Balance Sheet Detail

2.1.4. Warrants/Aged Payable

2.1.5. Point of Sale Transactions/Check Register

2.1.6. Actual to Budget Summary (part of the Financial Forecast in the Charter Impact Report)

- Jim Weber from Charter Impact presented the Blue Oak Monthly Report by powerpoint presentation; explaining in detail the changes in revenue, cash flow, and expenses. The main changes from this month stemmed from the Learning Loss Mitigation plan, however, these expenditures were already in the budget. Jim reported that early expenses were low, which is favorable, and Blue Oak seems to be on track so far in the school year. Compliance items and deadlines were also reviewed.
- Chairun Combs made a motion to accept the September financial reports as presented. Susan Domenighini seconded the motion.
- There was no further discussion.
- Vote

Name	Yes	No	Abstain	Absent
Susan Domenihini	X			
Chelsea Parker	X			
Franki Boisseree	X			
Chairun Combs	X			
Nick Meier	X			
Maggie Buckley	X			

- Vote passes.

3. BUSINESS - 25 minutes

S. Domenighini

3.1. Spending Plan for COVID-19

- Blue Oak continues to track COVID-related expenditures and detailed reports for COVID funding are still being developed. A report will be sent out to committee members when it is available.
- Susan Domenighini presented a document that was received from Steve Monohan in the IT Department at BCOE. This document outlined annual bid recommendations obtained by BCOE for Blue Oak. The items on this list can be paid for using CARES funds and will improve Blue Oak's current technology needs such as upgrading the internet connectivity and providing off-site storage for our digital records. The main reason behind upgrading our current technology systems is to ensure that Blue Oak information and servers are protected in the event of a natural disaster or other emergency.
- Franki Boisseree voiced concerns about the possibility of changing school locations after the purchase of these items. Some of these items will be able to physically change locations while others may not.
- Jim Weber recommended that, because we have the Learning Loss Mitigation Funds plan in place, Blue Oak should make a one-time payment for these items up front as opposed to spreading out the payments over a period of time.
- Susan Domenighini reminded the committee that there is no action needed for this document at this time because the purchase of these technology enhancements was already approved in the 2018-2019 school year.
- Chelsea Parker then opened discussion among committee members, asking if the Finance Committee should begin to research ways to improve financial support for Blue Oak staff and faculty during the current pandemic period; referring specifically to modifying sick time and/or sick pay.
- Nick Meier feels that teachers would be more willing and/or interested in coming back to campus if they felt secure knowing they would not face financial ruin if they were to get sick during the school year. He would appreciate it if the Charter Council put a new policy in place stating non-sick, COVID-related leave will be separate from regular sick time.
- Maggie Buckley and Susan Domenighini announced that they would meet with the Charter Impact Payroll Director to obtain more information regarding current policies and procedures surrounding COVID-related sick time and non-sick leave that supports staff and faculty but still meets state regulations.
- Chairun Combs wanted to know what policies and procedures are in place for the students if a teacher were to get sick when the school returns to in-person instruction. This information, which involves contract tracing and COVID testing, is being added to the Re-Entry Plan.
- Franki Boisseree made a motion to continue research on this topic.
- Susan Domenighini amended the motion 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.
- Franki Boisseree made a motion to accept the amendment. Nick Meier seconded the amendment.
- There was no further discussion.

Name	Yes	No	Abstain	Absent
Susan Domenihini	X			
Chelsea Parker	X			
Franki Boisseree	X			
Chairun Combs	X			
Nick Meier	X			
Maggie Buckley	X			

➤ Vote passes.

3.2. Memorandum of Understanding with BCOE

- Susan Domenighini shared that BCOE offered Blue Oak a MOU that includes a budget of about \$10,000 from BCOE to utilize for counseling purposes. This contract has not been sent in writing yet; it will hopefully be sent over in the next two weeks.
- There was a general consensus from committee members that a vote should not be taken until the written contract can be reviewed. A special meeting can be called if the document needs to be approved before the next regular meeting
- No further action was taken on this agenda item.

3.3. Executive Director's Report

- Grants
 - Susan Domenighini reported the submission of an anti-racism and equity grant to the California Department of Education (CDE) without the approval of the Finance Committee due to a short 5-day turnaround period. She felt the grant was inline with the work the Blue Oak Social Justice and Equity Task Force has begun. If Blue Oak is awarded the grant, Susan will be sure to obtain approval from the Finance Committee before accepting the offer to review any agreements that may be required.
 - Regarding the workforce grant that was approved at the last meeting, Susan Domenighini explained that it may be unrealistic to meet the deadline coming up this Friday.
- Annual Fundraising Campaign
 - As discussed in the last committee meeting, the online donations page is now live on the Blue Oak website. Parents were informed about the page via a recent Acorn post on ParentSquare.
 - Maggie Buckley, Susan Domenihini, and Rachel Ceja compose the current Blue Oak fundraising committee. Maggie Buckley recently attended a webinar that demonstrated ways to better address the general public in order to secure donations. Information taught during this webinar included how long donation request letters should be, what type of language to use, and how to send specific and clear messages. Eventually, these types of marketing techniques can be used down the line to help market Blue Oak and increase attendance.
 - Chelsea Parker suggested that Blue Oak pursue the North Valley Community Foundation (NVCF) Giving Week that takes place in early December. The

Giving Week comes at no cost to Blue Oak, includes fundraising tips and training, and provides exposure to NVCF donors. Susan Domenighini expressed interest in this idea.

- Chelsea Parker made a motion to pursue the Giving Week put on by NVCF. Susan seconded the motion.
- Vote.


Name	Yes	No	Abstain	Absent
Susan Domenihini	X			
Chelsea Parker	X			
Franki Boisseree	X			
Chairun Combs	X			
Nick Meier	X			
Maggie Buckley	X			

- Vote passes.

4. NEXT MEETING - November 10th, 2020

ADJOURNMENT

- Chelsea Parker adjourned the meeting at 5:38PM.

Minutes Taken By: Alexandra Archer
Approved by:  Date: 11/10/20