

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

Join Zoom Meeting

<https://zoom.us/j/98347919501?pwd=ZXRYRHUybG5WMVRCbUg5bzZ2cVlwdz09>

Meeting ID: 983 4791 9501

Passcode: PUvR9p

Tuesday, December 8th, 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.

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.

Update: In Compliance with the Governor of California's "Safer-at-Home Order" due to COVID-19, the Blue Oak Finance Committee will be conducting meetings virtually until further notice. This means there will be no specific physical meeting place; the meeting will be held remotely. However, public participation continues to be welcomed and encouraged..

Blue Oak Finance Committee (BOFC) may tape, film, stream, or broadcast any open BOFC Meeting. The BOFC chair may announce that a recording or broadcasting is being made at the direction of BOFC members and that the recording or broadcast may capture images and sounds of those attending the meeting. Any district recording may be erased or destroyed 30 days after the meeting.

AGENDA

OPEN SESSION - 4:15 PM

1. OPENING 15 Minutes

1.1. Call Meeting to Order

- Chelsea Parker called the meeting to order at 4:18PM.

1.2. Roll Call of Committee Members and Establish Quorum

- Present: Chelsea Parker, Chairun Combs, Franki Boisseree, Maggie Buckley, Nick Meier, 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."

- Chelsea Parker 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

- There were no agenda modifications.

1.6. Approve Minutes from November 10th, 2020

- Franki Boisseree made a motion to approve the minutes from November 10th. Chairun Combs seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini	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. Approval of 1st Interim Report
- 2.1.7. Approval of LCFF Budget Overview for Parents
- 2.1.8. 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. The presentation also included the 1st Interim report as well as the LCFF Budget Overview for Parents. Overall, expenses have been low due to low staffing in the first half of the year but will continue to pick up in the second half of the year. There is continued optimism that Blue Oak would be able to get through the whole deferral cycle with little to no borrowing.
- Chairun Combs made a motion to accept the Charter Impact report presented to the BOFC. Franki Boisseree seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
------	-----	----	---------	--------

Susan Domenighini	X			
Chelsea Parker	X			
Franki Boisseree	X			
Chairun Combs	X			
Nick Meier	X			
Maggie Buckley	X			

- Vote passes.
- There was a general consensus to amend the vote to remove 2.1.5 and 2.1.6 to review and vote on as separate items.
- Vote.

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

- Vote passes.
- Jim Weber reviewed agenda item 2.1.6 with BOFC members. Overall, the 1st Interim Report is very favorable and CUSD should not be displeased with anything we have to report.
- Susan Domenighini made a motion to send the 1st Interim Report from agenda item 2.1.6 to the BOCC for approval. Nick Meier seconded the motion.
- No further discussion.
- Vote.

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

- Vote passes.
- Jim Weber reviewed agenda item 2.1.7 with BOFC members, detailing that the LCFF Budget Overview for Parents does not match the full budget because there was no LCAP this year. The document presented only shows a limited scope of expenses but that is normal due to changes made during the pandemic.
- Franki Boisseree made a motion to send the LCFF Budget Overview for Parents from agenda item 2.1.7 to be approved by the BOCC. Maggie Buckley seconded the motion.
- No further discussion.
- Vote.

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

- Vote passes.
- Many BOFC members voiced their gratitude to Jim Weber for presenting all of this financial information in such a clear and digestible way.

2.2. Audit

- Annually, Blue Oak contracts an outside agency to review the schools financial position; the final audit is now ready for the BOFC to review and the BOCC to approve. Blue Oak has been with this auditing firm for the past three years, changing head auditors every year of course, but if members see it fit to change auditing firms the process would have to begin very soon. It is best practice to continuously change auditors. The report shows that this year is another year with no findings which is the most ideal outcome from an audit.
- Chairun Combs made a motion to recommend that the BOCC accept the audit. Franki Boisseree seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini	X			
Chelsea Parker	X			
Franki Boisseree	X			
Chairun Combs	X			
Nick Meier	X			

Maggie Buckley	X			
----------------	---	--	--	--

➤ Vote passes.

3. BUSINESS - 25 minutes

3.1. Management Pay Scale, Classified Pay Scale, and Minimum Wage

- Beginning January 2021, the California state minimum wage goes up to \$14 an hour which means that Blue Oak needs to make changes to the Classified Pay Scale in order to meet the new standards. Susan Domenighini presented three possible options for how to do so.
- After discussion among the committee members, Chelsea Parker recommended Option 2; to eliminate the row, raise the starting wage to \$14, and distribute the .35 cent increase throughout the rest of the payscale accordingly.
- Susan Domenighini made a motion to recommend to the BOCC to accept Option 2 for Jan. 2021 with the caveat that we need to review this in Jan. 2022 which will be part of our budgeting process in the spring.
- Chairun Combs asked if these ranges had been compared to CUSD pay scales. Susan explained that, originally when it was created, comparisons were made per classification and reminded committee members that all schools in California will be raising their wages to meet the new minimum wage standards.
- Nick Meier clarified that Option 2 does include bumping everyone's wage amount, not just the bottom tier. Chelsea Parker also clarified that this discussion is only for the 2021 pay scale, further discussions regarding the 2022 pay scale will not happen until discussions of the Blue Oak budget takes place in March.
- Nick Meier seconded the motion.
- No further discussion.
- Vote.

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

- Vote passes.
- In addition to the Classified Pay Scale, Susan Domenighini also proposed that the Facilities Manager wage be increased because it is not currently at the white collar minimum wage. She is recommending that this increase begin Jan 2021; the overall cost to Blue Oak would be about \$1,600
- Franki Boisseree made a motion to increase the Facility Managers monthly pay starting in Jan 2021. Maggie Buckley seconded the motion.
- No further discussion.

➤ Vote.

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

➤ Vote passes.

➤ The administration pay scale was not ready for presentation and will be brought to the BOFC when it is ready.

3.2. Facility Grant Program Award Notice

➤ Susan Domenighini presented a Facility Grant Program Award Notice for informational purposes to the BOFC. There was no action required on this agenda item, just an opportunity for committee members to ask questions if they wanted.

3.3. Donation Acceptance

➤ Chairun Combs made a motion to accept both generous donations. Franki seconded the motion.

➤ No further discussion.

➤ Vote.

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

➤ Vote passes.

3.4. Executive Director's Report

S. Domenighini

➤ Susan Domenighini shared that she is still moving forward with both the marketing and the full day kindergarten projects.

➤ For the full day kindergarten project, Susan has been meeting with all of the past and present Kindergarten teachers currently still teaching at Blue Oak and has reached out to a friend to discuss what next steps for opening a preschool program would look like as well.

3.4.1. Marketing

- Susan Domenighini spoke with a local firm who will be able to help us with our messaging. Hopefully by the next BOFC meeting, Susan will be ready with a comparison of offers.

3.4.2. Real Estate

- Susan Domienighi also met with another broker for possible facilities for Blue Oak in the next 18 months.

4. NEXT MEETING - Tuesday, January 12th, 2021

5. ADJOURNMENT

- Chelsea Parker adjourned the meeting at 5:41PM.

Minutes Taken By: Alexandra Archer

Approved by: _____



Date: _____

1/13/21

