

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, April 13, 2021 - 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 Charter Council will be conducting meetings virtually until further notice. This means there will be no specific physical meeting place; the meeting will be held remotely. Public participation continues to be welcomed and encouraged to those who join via Zoom and raise their hand. The chat bar will not be available to the public during the Zoom meetings to support the sanctity of the meeting.

Blue Oak Charter Council (BOCC) may tape, film, stream, or broadcast any open BOCC Meeting. The BOCC president may announce that a recording or broadcasting is being made at the direction of BOCC members and that the recording or broadcast may capture images and sounds of those attending the meeting. Any BOCC 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
- 1.2. Roll Call of Committee 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 make a school."

- 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)

- 1.5. Agenda Modifications
- 1.6. Approve Minutes from March 9th, 2021.

2. FINANCIAL REPORTS - 15 minutes

2.1. Charter Impact Monthly Report

Jim Weber, Charter Impact

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*)

2.2. E-Rate Filings Summary

3. BUSINESS - 25 minutes

Susan Domenighini

3.1. Review Donations

3.2. MOU from BCOE

3.3. Paid Advertising & Social Media Proposal from MC2 Design

3.4. Salary Schedules

3.5. Executive Director's Report

4. NEXT MEETING - Tuesday, May 11th 2021 at 4:15PM

5. ADJOURNMENT

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

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AGENDA

OPEN SESSION - 4:15 PM

1. OPENING

1.1. Call Meeting to Order

- Chelsea Parker called the meeting to order at 4:17PM.

1.2. Roll Call of Committee Members and Establish Quorum

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

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- No audience to address the committee.

1.5. Agenda Modifications

- No agenda modifications were made.

1.6. Approve Minutes from February 9th, 2021.

- Franki Boisseree made a motion to approve the minutes from February 9th, 2021. 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

2.1. Charter Impact Monthly Report Impact

Jim Weber, Charter

- 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 CharterImpact reported on the Blue Oak February financials via PowerPoint presentation. In the current model, if you exclude timing-related funding, Blue Oak is over budget which is good news. There are a lot of new funding sources being circulated for reopening and expanded learning for the next school year. There were no updates on enrollment or ADA. The deferrals are looking favorable this year; Blue Oak will continue to watch the timing of the deferrals but, at this point, there should be no need for borrowing if things continue at this rate.
- Chairun Combs made a motion to approve items 2.1.1 through 2.1.6. 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.

2.2. 2nd Interim Report

- The 2nd Interim Report is simply the January Financial Update formally presented for the State to confirm the status of the school for this year. This information was previously reviewed at last month's meeting. This report needs to be approved by the BOCC in order to be sent to the authorizer. Jim does not think Blue Oak should expect any pushback from the authorizer.
- Franki Boisseree made a motion to recommend the BOCC approve the 2nd Interim Report. Susan Domenighini 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

Susan Domenighini

3.1. Payscale

- This is the agenda item that was put on hold last month. This agenda includes Classified, Certified, and Administrative pay schedules. These documents are simply to reflect the increase in minimum wage by 2022 for the Classified and Certified pay schedules. Additionally, an Administrative pay schedule was created, which Blue Oak has not had before, in order to be more transparent.
- Administrative Pay Scale - This document was created to allow for adjustments in how many days each position can work and reflects the current number of days assigned to each position. If Blue Oak were to hire another Education Director in the future, that position would be added at the same level of the Assistant Director. Administrative schedules are receiving a 1.8% annual increase.
- Certified Pay Scale - There are two options presented; one with a 5% annual increase and another with a 2% annual increase. BOFC members were curious

to know if the salaries near the end of the schedule are sustainable for our school. Our current structure is 5% annual increase at the moment, so Option A was presented for a comparison. However, after increasing the overall amount of each step, a 5% annual increase would put Certified employees at a higher pay rate than Administrators near the end of the schedule. Additionally, since Blue Oak is increasing the whole schedule overall in adjustment to minimum wage increases, reducing the annual increase to 2% still covers cost of the living.

- Year 1 and 2 are the same because they are still considered “At Will” during those two years and their additional salary goes towards training; this model mirrors the district. Chairun asked if we could maybe see an Option with a 3% annual increase. Nick was curious if there can be a specific increase for the first 10 years and then a different increase after that. Nick's idea was to have a 5% increase for the first 10 years and then a 3% increase after that. Susan will work to make additional options to discuss further at the next BOFC meeting.
- Classified Pay Scale - Similar to the last two minimum wage increases, Blue Oak will start this increase in January when the requirements start. The first column, first row will start at minimum wage and then the increase is distributed evenly throughout the rest of the schedule. Additionally, for informational purposes at the next BOFC meeting, Susan will review what percent annual increase for longevity of Classified employees.
- A decision of this agenda item does not have to be made today. Chelsea would like to see what the budget impact would be for each of these schedule options before making a decision. Franki would like to hear more about the information that will be shared in the Closed Session before making a decision.
- No action was taken.

3.2. Executive Director’s Report

- Kindergarten - Susan is still looking at an extended day program to allow Kindergarteners to stay until all grades are picked up during an average school year. In order to do this, Blue Oak is looking at creating an afterschool model with trained aides. This would allow an option for families who want to have their student go to a full day Kindergarten but also caters to families who still like the half day program. Depending on how many children we have in the program, the cost is looking to be about \$40-50,000 to cover a program such as this. This program should not come at a cost to parents, but if the school did charge for this option, it would be minimal. Blue Oak wants to offer this option because it is what our competitors are offering and what many of our families need. BOFC members were asked to think about ways, over the next few months, for how to fit this into the budget so we can move forward with this plan next year.
- Marketing - Now that we have established our message with MC2, Blue Oak is looking at creating a marketing strategy for where and how to place ads most effectively. The school may be asking the BOFC for another contract in the future in order to continue this important work.
- Programs - Additionally, Susan will be bringing forward some requests for stipend positions for potential work over the summer such as a summer school program and/or other summer work for teachers and staff.

4. CLOSED SESSION

4.1. Real Estate Update

Conference with Real Property Negotiations (§ 54956.8)

Susan Domenighini

- BOFC Members and the Blue Oak Assistant Director, Rachel Ceja, moved into Closed Session for a real estate update from Susan. No action was taken.

5. NEXT MEETING - Tuesday, April 13th, 2021 at 4:15PM

6. ADJOURNMENT

- Chelsea Parker adjourned the meeting at 5:35PM.

Minutes Taken By: Alexandra Archer

Approved by: _____ Date: _____

DRAFT



Blue Oak Charter School

Monthly Financial Presentation – March 2021

March Highlights

Highlights

- Forecast surplus **+\$628K**, includes PPP forgiveness, recommended to reserve surplus for future shortfalls.
- Revenue forecast exceeds budget, **+\$474K**. Excluding CARES Act and PPP timing **+\$29K**.
- Expenses forecast below budget **\$56K**.
- Cash ended month **\$478K**.
- **New and proposed funding not included in 20/21 forecast:**
 - ESSER II **\$251K** awarded late 20/21 and 21/22
 - Potential reopening **\$88K** and expanded learning **\$188K**
 - ESSER III **\$550K+** awarded 21/22 (additional terms for use of funding)

Compliance and Reporting

- Expanded Learning Opportunities Grant plan approval by June 1st
- Quarterly compliance reporting will be completed in April.
- Form 990 annual information return (6/30/20) is due by May 15th

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 maintained rolling UPP at 58%.

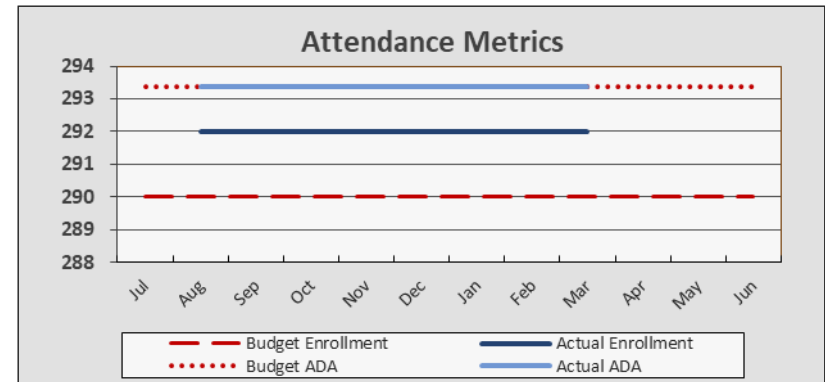
Attendance Data and Metrics



Enrollment and Per Pupil Data

Enrollment & Per Pupil Data			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
<i>Average Enrollment</i>	292	292	290
<i>ADA</i>	293	293	293
<i>Attendance Rate</i>	100.5%	100.5%	101.2%
<i>Unduplicated %</i>		58.1%	58.0%
<i>Revenue per ADA</i>		\$14,187	\$12,570
<i>Expenses per ADA</i>		\$12,046	\$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

- **March Updates**
 - **Forecast PPP loan forgiveness \$529,920.**
 - **Learning Loss Mitigation and ESSER Funds:**
 - **\$153K** use by Dec 2020 (completed)
 - **\$23K** use by June 2021
 - **\$80K** removed from forecast until 2021/22 to maintain/expand current services.

Revenue

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 1,645,407	\$ 1,670,256	\$ (24,849)
Federal Revenue	241,009	271,215	(30,206)
Other State Revenue	237,196	198,672	38,525
Other Local Revenue	127,789	145,858	(18,069)
Total Revenue	\$ 2,251,402	\$ 2,286,000	\$ (34,599)

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 2,679,097	\$ 2,678,690	\$ 407
Federal Revenue	817,792	372,705	445,087
Other State Revenue	441,115	414,765	26,350
Other Local Revenue	224,143	221,543	2,600
Total Revenue	\$ 4,162,146	\$ 3,687,703	\$ 474,443



Expenses

- **March Updates**
 - **Expense update** – Current trend favorable to budget **+\$56K**, reduced from prior month. Trend may continue to revert with program expansion.
 - **2021/22 planning** – Including improved LCFF funding and \$80K federal funds, future budget balances at enrollment 308+.

Expenses	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 1,147,444	\$ 1,247,505	\$ 100,061	\$ 1,333,936	\$ 1,428,037	\$ 94,100
Classified Salaries	250,679	293,368	42,690	357,208	399,225	42,017
Benefits	374,772	405,728	30,957	473,157	499,280	26,123
Books and Supplies	196,587	183,875	(12,712)	222,988	198,500	(24,488)
Subagreement Services	99,792	94,269	(5,523)	133,998	129,620	(4,378)
Operations	104,163	100,698	(3,465)	149,557	134,421	(15,135)
Facilities	452,220	458,553	6,333	609,804	611,404	1,599
Professional Services	157,963	125,911	(32,052)	233,810	169,988	(63,822)
Depreciation	14,570	14,570	0	19,426	19,426	0
Interest	3,999	-	(3,999)	-	-	-
Total Expenses	\$ 2,802,187	\$ 2,924,477	\$ 122,290	\$ 3,533,885	\$ 3,589,901	\$ 56,016

Surplus / (Deficit) & Fund Balance

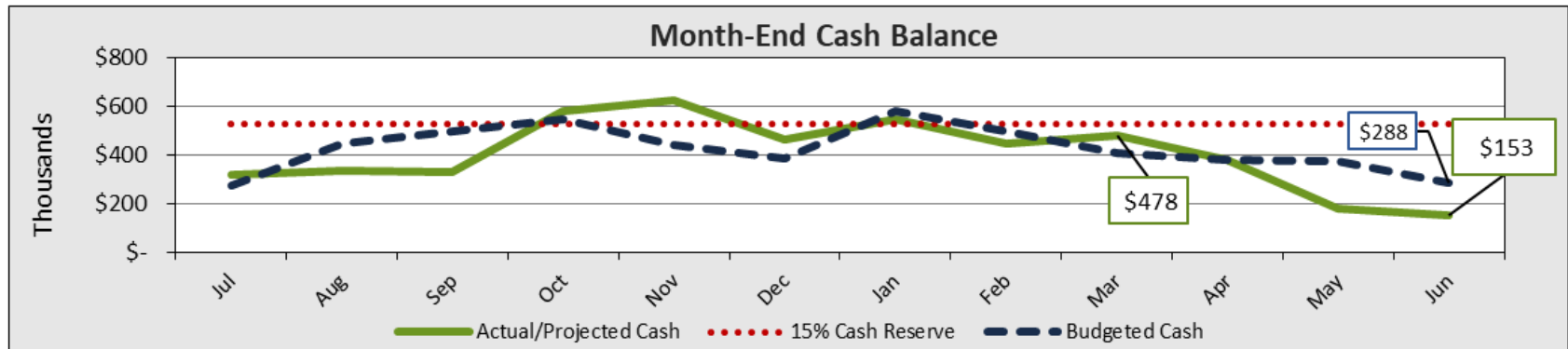
- Current forecast surplus **+\$628K**.
- Additional **\$80K** surplus **excluded** (LLMF and ESSER) eligible for use during 2021/22.
- Fund balance forecast **\$1.16 million**, 33%, 120 days expenses.
- Deferred funding reduces fund balance available as cash reserves.

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (550,786)	\$ (638,477)	\$ 87,691
Beginning Fund Balance	<u>531,327</u>	<u>531,327</u>	
Ending Fund Balance	<u>\$ (19,458)</u>	<u>\$ (107,150)</u>	
<i>As a % of Annual Expenses</i>	-0.6%	-3.0%	

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
	\$ 628,261	\$ 97,802	\$ 530,460
	<u>531,327</u>	<u>531,327</u>	
	<u>\$ 1,159,588</u>	<u>\$ 629,129</u>	
	32.8%	17.5%	

Cash Balance

- Current cash is \$478K.
- State payment deferrals and ongoing economic uncertainty influence 2020/21 planning.
- **Advance cash planning forecast to avoid short-term borrowing during June-Aug 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
FINANCE	Apr-01	File a Form 700 - Statement of Economic Interests (SEI): The requirement is part of the Political Reform Act enacted in 1974, which was passed by California voters to promote integrity in state and local government by helping agency decision makers avoid conflicts between their personal interests and official duties. Depending on your local authorizer's conflict of interest policies, certain charter school officers and employees may be required to file Statements of Economic Interest with a filing officer by the April 1 deadline.	BOCS with Charter Impact support	Yes	Yes	https://www.fppc.ca.gov/Form700.html
FINANCE	Apr-05	Learning Loss Mitigation Funding Reporting - Cycle 4 - An LEA's allocation for LLMF is comprised of funding from three different sources: Coronavirus Relief (CR) Funds, General Fund (GF), and the Governor's Emergency Education Relief I (GEER I) Fund. LEAs will need to report on the use of funds for each funding source. <ul style="list-style-type: none"> •CR Funds, Resource Code 3220: Reporting Period December 31, 2020 – March 31, 2021 •GEER I Fund, Resource Code 3215: Reporting Period January 1, 2021 – March 31, 2021 •GF, Resource Code 7420: Reporting Period January 1, 2021 – March 31, 2021 For this reporting cycle, LEAs can make corrections to previous reporting cycles (expenditures from March 1 – December 30, 2020) by making negative adjustments in their Cycle 4 reporting. The expenditures reported in Cycle 4 should reflect funds spent from December 31 – March 31, 2021, and any adjustments from Cycles 1, 2, and 3.	Charter Impact	No	No	https://www3.cde.ca.gov/caresactreporting/
FINANCE	Apr-21	Federal Expenditure Report #2 (Special Education) - Interim financial reporting for actuals through March 31 are due to El Dorado Charter SELPA.	Charter Impact	No	No	http://charterselpa.org/fiscal/
FINANCE	Apr-30	Federal Cash Management - Period 4 - The Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III LEP; Title III Immigrant; and Title IV programs under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the ESSA, will utilize the Federal Cash Management program. Charter schools that are awarded a grant under any of these programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	https://www.cde.ca.gov/fg/aa/cm/
FINANCE	May-14	SB 740 Charter School Facility Grant Program applications (Continuing Schools) - The 2021-22 Online Application will be made available April 12, 2021 and will close May 14, 2021 at 5:00 P.M. Late applications will NOT be accepted. The SB740 Program is intended to provide grants to charter schools to assist with facilities' rent and lease costs associated with the school. Each year applicants must submit a new Application and the Authority will determine eligibility on an annual basis. Charter schools must also meet the FRPM Eligibility requirements each year.	Charter Impact	No	Yes	http://www.treasurer.ca.gov/csfa/csfgp/index.asp
FINANCE	May-17	Extended Due Date - Form 990 - The IRS Form 990 is the annual information return filed by most non-profit charter schools. The form should be reviewed and accepted by the Board prior to filing.	BOCS and CLA	Yes	No	http://www.publiccounsel.org/useful_materials?id=0025
FINANCE	May-28	Submit Charter Schools Annual Information Survey - The Charter Schools Annual Information Survey has 5 sections: location and school contact information, authorizing agency, site, curriculum and governance information, facilities, retirement and services information, and funding. The funding selection impacts how your school receives revenue payments. All charter schools must be either directly or locally funded. For example: LCFF apportionment funds for a locally funded charter school flow through its local chartering authority whereas funds for a direct funded charter school may flow directly to the county treasurer and then to the charter school. However, the funding type decision may impact the amount of other state and federal funds that a charter school receives, outside the LCFF. This decision may be reconsidered on an annual basis.	Charter Impact	No	Yes	https://www.cde.ca.gov/sp/ch/csinfosvy.asp

Appendices

As of March 31, 2021

- 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 School

Financial Package

March 31, 2021

Presented by:



Blue Oak Charter School

Monthly Cash Flow/Forecast FY20-21

Revised 04/09/2021

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.)
ADA = 293.37																
Revenues																
State Aid - Revenue Limit																
8011 LCFF State Aid	-	69,481	69,481	125,066	128,236	121,896	125,066	125,066	64,141	31,409	30,243	29,850	482,790	1,402,723	1,699,234	(296,510)
8012 Education Protection Account	-	-	-	138,207	-	-	138,207	-	-	152,576	-	-	123,837	552,827	243,834	308,992
8019 State Aid - Prior Year	-	-	-	11,477	-	-	-	-	(1,265)	(620)	(597)	(589)	(8,384)	23	-	23
8096 In Lieu of Property Taxes	-	44,825	89,650	59,767	59,767	59,767	59,767	59,767	97,038	48,369	48,369	48,369	48,069	723,524	735,622	(12,098)
	-	114,306	159,131	334,517	188,003	181,663	323,040	184,833	159,914	231,734	78,015	77,630	646,311	2,679,097	2,678,690	407
Federal Revenue																
8181 Special Education - Entitlement	-	-	-	-	-	-	-	-	19,938	-	-	4,984	14,953	39,875	39,875	-
8290 Title I, Part A - Basic Low Income	-	-	-	-	-	18,794	32,957	-	-	22,999	-	-	-	74,750	77,683	(2,933)
8291 Title II, Part A - Teacher Quality	-	-	-	-	-	2,433	-	7,011	-	-	639	-	-	10,083	11,449	(1,366)
8296 Other Federal Revenue	-	-	-	37,287	55,930	62,447	-	4,212	-	-	-	529,920	3,288	693,084	243,698	449,386
	-	-	-	37,287	55,930	83,674	32,957	11,223	19,938	22,999	639	534,904	18,241	817,792	372,705	445,087
Other State Revenue																
8545 School Facilities (SB740)	-	-	-	-	-	-	-	-	177,103	-	-	-	142,641	319,744	312,615	7,129
8550 Mandated Cost	-	-	-	-	-	4,946	-	-	-	-	-	-	-	4,946	4,946	(0)
8560 State Lottery	-	-	-	-	-	-	16,441	-	-	14,595	-	-	27,345	58,381	58,381	-
8598 Prior Year Revenue	-	-	-	-	-	-	2,217	-	-	-	-	-	-	2,217	-	2,217
8599 Other State Revenue	-	-	-	-	-	-	-	-	36,490	-	-	22,823	(3,486)	55,827	38,823	17,004
	-	-	-	-	-	4,946	18,658	-	213,593	14,595	-	22,823	166,500	441,115	414,765	26,350
Other Local Revenue																
8689 Other Fees and Contracts	-	1,500	-	600	-	-	500	-	-	-	-	-	-	2,600	-	2,600
8699 School Fundraising	20	6,580	2,207	660	1,507	2,590	654	777	1,890	14,557	14,557	-	-	46,000	46,000	-
8792 Transfers of Apportionments	7,818	15,791	15,799	9,324	15,799	15,799	15,799	7,425	4,750	3,874	3,824	-	59,541	175,543	175,543	-
	7,838	23,871	18,006	10,584	17,306	18,389	16,953	8,202	6,640	18,431	18,381	-	59,541	224,143	221,543	2,600
Total Revenue	7,838	138,177	177,137	382,388	261,238	288,672	391,607	204,258	400,085	287,760	97,035	635,357	890,593	4,162,146	3,687,703	474,443
Expenses																
Certificated Salaries																
1100 Teachers' Salaries	91,139	106,143	108,402	110,925	111,348	108,386	111,830	112,479	110,861	106,397	15,852	-	-	1,093,763	1,164,716	70,953
1170 Teachers' Substitute Hours	-	-	-	-	600	(240)	-	480	1,080	3,192	3,192	1,596	-	9,900	34,941	25,042
1175 Teachers' Extra Duty/Stipends	699	736	1,506	1,140	840	840	840	840	840	3,519	-	-	-	11,800	11,800	-
1200 Pupil Support Salaries	-	583	7,574	6,457	5,243	2,442	3,603	6,789	5,329	4,070	4,070	2,035	-	48,194	40,700	(7,494)
1300 Administrators' Salaries	14,086	14,294	14,190	14,190	14,190	14,190	14,190	14,190	14,190	14,190	14,190	14,190	-	170,279	175,879	5,600
	105,924	121,755	131,672	132,712	132,222	125,618	130,463	134,778	132,299	131,368	37,304	17,821	-	1,333,936	1,428,037	94,100
Classified Salaries																
2100 Instructional Salaries	229	221	14,186	10,356	8,204	6,764	9,050	20,535	12,112	12,591	12,591	6,295	-	113,132	125,907	12,775
2400 Clerical and Office Staff Salaries	6,264	11,854	8,861	12,544	10,990	7,430	8,530	13,413	10,222	12,669	12,669	12,669	-	128,113	147,445	19,331
2900 Other Classified Salaries	2,518	1,516	13,576	11,105	10,349	8,084	8,713	12,870	10,186	12,349	12,349	12,349	-	115,963	125,873	9,910
	9,011	13,591	36,623	34,004	29,542	22,278	26,292	46,818	32,520	37,608	37,608	31,313	-	357,208	399,225	42,017
Benefits																
3101 STRS	16,034	18,530	19,824	19,554	19,358	17,076	19,129	20,077	19,534	20,973	5,956	2,845	-	198,890	230,628	31,738
3202 PERS	4,155	3,393	9,480	9,214	9,069	6,453	7,381	12,311	9,061	8,754	8,754	7,289	-	95,315	82,640	(12,675)
3301 OASDI	848	735	2,872	2,721	2,496	1,809	2,103	3,581	2,593	2,622	2,622	2,183	-	27,185	24,752	(2,433)
3311 Medicare	1,544	1,831	2,377	2,312	2,238	2,047	2,121	2,514	2,277	2,492	1,105	725	-	23,583	26,495	2,912
3401 Health and Welfare	12,044	3,695	10,107	7,425	8,416	12,720	10,737	9,047	11,853	9,525	9,525	9,525	-	114,619	114,300	(319)
3501 State Unemployment	53	63	82	80	(566)	70	73	(127)	79	105	105	105	-	122	2,193	2,071
3601 Workers' Compensation	953	953	953	953	953	2,091	953	953	953	1,719	762	500	-	12,697	18,273	5,575
3901 Other Benefits	51	64	67	56	61	61	64	65	64	64	64	64	-	745	-	(745)
	35,683	29,263	45,762	42,315	42,025	42,327	42,562	48,420	46,414	46,255	28,894	23,236	-	473,157	499,280	26,123
Books and Supplies																
4100 Textbooks and Core Materials	-	3,490	4,674	12,540	-	-	-	15,417	2,818	-	-	-	-	38,938	16,000	(22,938)
4200 Books and Reference Materials	-	4,198	1,002	(4,707)	-	-	34	677	32	255	255	255	-	2,000	6,000	4,000
4302 School Supplies	-	14,883	2,535	2,679	2,976	(80)	936	233	419	3,806	3,806	3,806	-	36,000	46,000	10,000
4305 Software	129	129	9,954	(768)	774	3,133	786	1,566	7,301	781	781	781	-	25,346	-	(25,346)
4310 Office Expense	-	3,768	4,507	2,805	1,735	494	2,885	1,831	748	409	409	409	-	20,000	10,000	(10,000)
4312 School Fundraising Expense	-	-	-	-	-	-	-	-	1,215	428	428	428	-	2,500	2,500	-
4400 Noncapitalized Equipment	-	-	17,770	44,752	3,149	19,885	2,855	-	429	3,121	3,121	3,121	-	98,203	118,000	19,797
	129	26,468	40,442	57,301	8,634	23,432	7,496	19,724	12,961	8,800	8,800	8,800	-	222,988	198,500	(24,488)

Blue Oak Charter School

Monthly Cash Flow/Forecast FY20-21

Revised 04/09/2021



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	3,958	1,979	1,979	1,979	1,979	1,979	-	21,766	-	(21,766)
5102 Special Education	-	150	4,530	14,437	13,717	12,762	8,284	13,857	13,044	9,281	9,281	9,281	-	108,625	128,120	19,495
5105 Security	-	-	428	-	-	428	-	1,897	428	-	-	428	-	3,607	1,500	(2,107)
	-	150	8,915	16,416	13,717	15,169	12,242	17,733	15,450	11,260	11,260	11,687	-	133,998	129,620	(4,378)
Operations and Housekeeping																
5201 Auto and Travel	-	-	-	-	-	-	-	-	-	1,000	1,000	1,000	-	3,000	3,000	-
5300 Dues & Memberships	-	-	50	885	-	2,950	-	-	-	-	-	-	-	3,885	1,000	(2,885)
5400 Insurance	2,175	922	5,541	3,643	3,643	3,553	3,554	3,553	3,711	4,115	4,115	4,115	-	42,640	38,421	(4,219)
5501 Utilities	5,081	5,387	8,318	4,775	4,913	3,136	4,490	4,859	5,157	7,961	7,961	7,961	-	70,000	70,000	-
5502 Janitorial Services	-	-	1,846	-	-	2,797	923	963	1,025	1,149	1,149	1,149	-	11,000	11,000	-
5900 Communications	652	742	563	240	1,112	7,910	463	1,506	1,321	906	906	906	-	17,227	10,000	(7,227)
5901 Postage and Shipping	-	533	433	193	18	78	258	50	242	-	-	-	-	1,805	1,000	(805)
	7,908	7,584	16,750	9,735	9,685	20,424	9,688	10,932	11,456	15,131	15,131	15,131	-	149,557	134,421	(15,135)
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	1,376	896	1,666	863	1,983	1,450	1,450	1,450	-	15,801	17,400	1,599
5610 Repairs and Maintenance	-	120	50	240	-	268	76	85	128	2,211	2,211	2,211	-	7,600	7,600	-
	50,262	50,511	49,879	49,893	50,243	50,030	50,609	49,815	50,978	52,528	52,528	52,528	-	609,804	611,404	1,599
Professional/Consulting Services																
5801 IT	-	-	427	7,037	2,736	3,044	9,213	-	7,716	2,822	2,822	2,822	-	38,640	12,200	(26,440)
5802 Audit & Taxes	-	-	2,730	6,405	-	1,838	1,575	-	-	-	-	-	-	12,548	3,500	(9,048)
5803 Legal	-	-	416	296	624	-	-	-	-	2,055	2,055	2,055	-	7,500	7,500	-
5804 Professional Development	-	5,487	678	945	(75)	350	280	100	1,897	-	-	-	-	9,663	5,000	(4,663)
5805 General Consulting	-	375	5,087	1,696	2,071	1,696	1,696	2,329	1,825	1,691	1,691	1,691	-	21,847	20,347	(1,500)
5806 Special Activities/Field Trips	-	-	-	-	(640)	(300)	-	-	-	3,647	3,647	3,647	-	10,000	10,000	-
5807 Bank Charges	-	-	-	-	-	-	-	20	268	-	-	-	-	288	-	(288)
5809 Other taxes and fees	1	449	1,221	987	917	818	1,052	716	1,050	988	988	988	-	10,176	3,000	(7,176)
5810 Payroll Service Fee	150	555	578	718	439	675	579	896	606	568	568	568	-	6,900	4,900	(2,000)
5811 Management Fee	5,579	5,862	5,862	5,862	6,317	6,317	6,317	8,173	8,173	8,260	8,260	8,260	-	83,243	73,754	(9,489)
5812 District Oversight Fee	-	695	695	2,633	-	2,502	2,633	1,251	629	2,317	780	776	11,879	26,791	26,787	(4)
5815 Public Relations/Recruitment	-	750	-	-	255	-	200	2,505	2,505	-	-	-	-	6,215	3,000	(3,215)
	5,730	14,173	17,694	26,579	12,643	16,939	23,545	15,990	24,669	22,349	20,812	20,808	11,879	233,810	169,988	(63,822)
Depreciation																
6900 Depreciation Expense	1,619	1,619	1,619	1,619	1,619	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	1,619	1,619	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	598	453	453	410	454	-	-	(3,999)	-	-	-	-
	451	451	437	292	598	453	453	410	454	-	-	(3,999)	-	-	-	-
Total Expenses	216,717	265,565	349,794	370,866	300,929	318,289	304,969	346,239	328,820	326,918	213,956	178,944	11,879	3,533,885	3,589,901	56,016
Monthly Surplus (Deficit)	(208,879)	(127,388)	(172,656)	11,522	(39,690)	(29,616)	86,639	(141,981)	71,264	(39,159)	(116,920)	456,412	878,714	628,262	97,802	530,460
Cash Flow Adjustments																
Monthly Surplus (Deficit)	(208,879)	(127,388)	(172,656)	11,522	(39,690)	(29,616)	86,639	(141,981)	71,264	(39,159)	(116,920)	456,412	878,714	628,262		
Cash flows from operating activities																
Depreciation/Amortization	1,619	1,619	1,619	1,619	1,619	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	45,000	15,450	(6,505)	1,414	(2,300)	181,648	-	21,563	(890,593)	(289,709)		
Grants and Contributions Rec.	9,909	12,248	3,957	-	-	-	-	-	-	-	-	-	-	26,115		
Prepaid Expenses	3,279	7,801	(38,576)	1,779	19,131	(17,471)	5,165	(5,384)	1,158	5,827	5,827	5,827	-	(5,638)		
Accounts Payable	(21,726)	-	-	-	33,116	(33,116)	1	(1)	-	-	-	-	11,879	(9,847)		
Accrued Expenses	16,998	31,219	40,953	(21,936)	35,371	(45,413)	(12,471)	41,100	(26,152)	(255,430)	(63,725)	46,376	-	(213,109)		
Summer Holdback	-	5,492	5,204	5,774	5,774	5,774	5,186	5,774	5,774	5,774	(25,262)	(25,262)	-	-		
Deferred Revenues	-	-	-	154,694	(55,930)	(59,947)	4,140	89	(22,823)	-	-	-	-	20,223		
Cash flows from investing activities																
Cash flows from financing activities																
Proceeds(Payments) on Debt	451	451	437	292	598	453	453	410	454	-	-	(533,919)	-	(529,920)		
Total Change in Cash	(189,209)	19,628	(6,583)	248,552	44,989	(162,267)	84,226	(96,961)	28,994	(99,721)	(198,462)	(27,383)				
Cash, Beginning of Month	506,855	317,646	337,274	330,691	579,243	624,232	461,964	546,190	449,230	478,223	378,502	180,041				
Cash, End of Month	317,646	337,274	330,691	579,243	624,232	461,964	546,190	449,230	478,223	378,502	180,041	152,658				

Blue Oak Charter School
Statement of Financial Position

March 31, 2021

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 478,223	\$ 506,855	\$ (28,632)	-6%
Accounts Receivable	11,651	37,766	(26,115)	-69%
Public Funding Receivables	230,225	627,898	(397,673)	-63%
Prepaid Expenses	93,438	70,320	23,118	33%
Total Current Assets	813,537	1,242,838	(429,301)	-35%
Long-Term Assets				
Property & Equipment, Net	25,902	40,472	(14,570)	-36%
Deposits	28,000	28,000	-	0%
Total Long Term Assets	53,902	68,472	(14,570)	-21%
Total Assets	\$ 867,439	\$ 1,311,310	\$ (443,871)	-34%
Liabilities				
Current Liabilities				
Accounts Payable	\$ -	\$ 21,726	\$ (21,726)	-100%
Accrued Liabilities	331,739	227,320	104,419	46%
Deferred Revenue	20,223	-	20,223	0%
Notes Payable, Current Portion	235,711	235,711	-	0%
Total Current Liabilities	587,673	484,757	102,916	21%
Long-Term Liabilities				
Notes Payable, Net of Current Portion	299,224	295,225	3,999	1%
Total Long-Term Liabilities	299,224	295,225	3,999	1%
Total Liabilities	886,898	779,983	106,915	14%
Total Net Assets	(19,458)	531,327	(550,786)	-104%
Total Liabilities and Net Assets	\$ 867,439	\$ 1,311,310	\$ (443,871)	-34%

Blue Oak Charter School

Statement of Cash Flows

For the period ended March 31, 2021

	Month Ended 03/31/21	YTD Ended 03/31/21
Cash Flows from Operating Activities		
Change in Net Assets	\$ 71,264	\$ (550,786)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	1,619	14,570
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	(2,300)	397,673
Grants, Contributions & Pledges Receivable	-	26,115
Prepaid Expenses	1,158	(23,118)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	-	(21,726)
Accrued Expenses	(20,379)	104,419
Deferred Revenue	(22,823)	20,223
Total Cash Flows from Operating Activities	28,540	(32,631)
Cash Flows from Financing Activities		
Proceeds from (payments on) Long-Term Debt	454	3,999
Total Cash Flows from Financing Activities	454	3,999
Change in Cash & Cash Equivalents	28,994	(28,632)
Cash & Cash Equivalents, Beginning of Period	449,230	506,855
Cash and Cash Equivalents, End of Period	\$ 478,223	\$ 478,223

Blue Oak Charter School

Statement of Activities

For the period ended March 31, 2021

	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	\$ 64,141	\$ 84,112	\$ (19,971)	\$ 828,433	\$ 1,018,691	\$ (190,258)	\$ 1,699,234
Education Protection Account	-	-	-	276,414	121,917	154,497	243,834
State Aid - Prior Year	(1,265)	-	(1,265)	10,212	-	10,212	-
In Lieu of Property Taxes	97,038	102,987	(5,949)	530,348	529,648	700	735,622
Total State Aid - Revenue Limit	159,914	187,099	(27,185)	1,645,407	1,670,256	(24,849)	2,678,690
Federal Revenue							
Special Education - Entitlement	19,938	19,938	1	19,938	19,938	1	39,875
Title I, Part A - Basic Low Income	-	-	-	51,751	38,842	12,910	77,683
Title II, Part A - Teacher Quality	-	-	-	9,444	5,725	3,720	11,449
Other Federal Revenue	-	-	-	159,876	206,711	(46,835)	243,698
Total Federal Revenue	19,938	19,938	1	241,009	271,215	(30,206)	372,705
Other State Revenue							
School Facilities (SB740)	177,103	-	177,103	177,103	156,308	20,795	312,615
Mandated Cost	-	-	-	4,946	4,946	(0)	4,946
State Lottery	-	-	-	16,441	14,595	1,845	58,381
Prior Year Revenue	-	-	-	2,217	-	2,217	-
Other State Revenue	36,490	-	36,490	36,490	22,823	13,667	38,823
Total Other State Revenue	213,593	-	213,593	237,196	198,672	38,525	414,765
Other Local Revenue							
Other Fees and Contracts	-	-	-	2,600	-	2,600	-
School Fundraising	1,890	5,060	(3,170)	16,885	35,880	(18,995)	46,000
Transfers of Apportionments	4,750	4,740	10	108,304	109,978	(1,674)	175,543
Total Other Local Revenue	6,640	9,800	(3,160)	127,789	145,858	(18,069)	221,543
Total Revenues	400,085	216,836	183,248	2,251,402	2,286,000	(34,599)	3,687,703
Expenses							
Certificated Salaries							
Teachers' Salaries	110,861	116,472	5,611	971,514	1,048,244	76,730	1,164,716
Teachers' Substitute Hours	1,080	3,494	2,414	1,920	26,206	24,286	34,941
Teachers' Extra Duty/Stipends	840	1,180	340	8,281	10,620	2,339	11,800
Pupil Support Salaries	5,329	4,070	(1,259)	38,019	30,525	(7,494)	40,700
Administrators' Salaries	14,190	14,657	467	127,709	131,909	4,200	175,879
Total Certificated Salaries	132,299	139,872	7,573	1,147,444	1,247,505	100,061	1,428,037
Classified Salaries							
Instructional Salaries	12,112	12,591	479	81,655	94,430	12,775	125,907
Clerical and Office Staff Salaries	10,222	12,669	2,447	90,107	109,438	19,331	147,445
Other Classified Salaries	10,186	12,124	1,938	78,917	89,500	10,583	125,873
Total Classified Salaries	32,520	37,384	4,864	250,679	293,369	42,690	399,225
Benefits							
State Teachers' Retirement System, certificated	19,534	22,589	3,055	169,117	201,472	32,355	230,628
Public Employees' Retirement System, classified	9,061	7,738	(1,322)	70,517	60,727	(9,789)	82,640
OASDI/Medicare/Alternative, certificated	2,593	2,318	(275)	19,758	18,189	(1,569)	24,752
Medicare/Alternative, certificated	2,277	2,570	293	19,261	22,343	3,082	26,495
Health and Welfare Benefits, certificated	11,853	9,525	(2,328)	86,044	85,725	(319)	114,300
State Unemployment Insurance, certificated	79	219	141	(193)	1,864	2,057	2,193
Workers' Compensation Insurance, certificated	953	1,773	819	9,717	15,409	5,692	18,273
Other Benefits, certificated positions	64	-	(64)	553	-	(553)	-
Total Benefits	46,414	46,733	318	374,772	405,728	30,957	499,280

Blue Oak Charter School

Statement of Activities

For the period ended March 31, 2021

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Books & Supplies							
Textbooks and Core Materials	2,818	-	(2,818)	39,101	16,000	(23,101)	16,000
Books and Reference Materials	32	-	(32)	1,074	6,000	4,926	6,000
School Supplies	419	3,833	3,415	24,581	34,500	9,919	46,000
Software	7,301	-	(7,301)	23,003	-	(23,003)	-
Office Expense	748	833	86	18,772	7,500	(11,272)	10,000
School Fundraising Expense	1,215	208	(1,007)	1,215	1,875	660	2,500
Noncapitalized Equipment	429	-	(429)	88,841	118,000	29,159	118,000
Total Books & Supplies	12,961	4,875	(8,086)	196,587	183,875	(12,712)	198,500
Subagreement Services							
Nursing	1,979	-	(1,979)	15,830	-	(15,830)	-
Special Education	13,044	11,647	(1,397)	80,783	93,178	12,396	128,120
Security	428	136	(291)	3,179	1,091	(2,088)	1,500
Total Subagreement Services	15,450	11,784	(3,667)	99,792	94,269	(5,523)	129,620
Operations & Housekeeping							
Auto and Travel	-	273	273	-	2,182	2,182	3,000
Dues & Memberships	-	83	83	3,885	750	(3,135)	1,000
Insurance	3,711	3,202	(509)	30,295	28,816	(1,479)	38,421
Utilities	5,157	5,833	676	46,116	52,500	6,384	70,000
Janitorial Services	1,025	917	(108)	7,553	8,250	697	11,000
Communications	1,321	833	(488)	14,509	7,500	(7,009)	10,000
Postage and Shipping	242	100	(142)	1,805	700	(1,105)	1,000
Total Operations & Housekeeping	11,456	11,241	(215)	104,163	100,698	(3,465)	134,421
Facilities, Repairs & Other Leases							
Rent	48,867	48,867	-	439,803	439,803	-	586,404
Equipment Leases	1,983	1,450	(533)	11,451	13,050	1,599	17,400
Repairs and Maintenance	128	633	505	966	5,700	4,733	7,600
Total Facilities, Repairs & Other Leases	50,978	50,950	(28)	452,220	458,553	6,333	611,404
Professional/Consulting Services							
IT	7,716	1,017	(6,700)	30,173	9,150	(21,023)	12,200
Audit & Taxes	-	-	-	12,548	3,500	(9,047)	3,500
Legal	-	625	625	1,336	5,625	4,289	7,500
Professional Development	1,897	500	(1,397)	9,663	3,500	(6,163)	5,000
General Consulting	1,825	2,035	210	16,773	14,243	(2,530)	20,347
Special Activities/Field Trips	-	-	-	(940)	10,000	10,940	10,000
Bank Charges	268	-	(268)	288	-	(288)	-
Other Taxes and Fees	1,050	300	(750)	7,211	2,100	(5,111)	3,000
Payroll Service Fee	606	408	(197)	5,196	3,675	(1,521)	4,900
Management Fee	8,173	6,146	(2,027)	58,462	55,316	(3,146)	73,754
District Oversight Fee	629	1,871	1,242	11,038	16,703	5,665	26,787
Public Relations/Recruitment	2,505	300	(2,205)	6,215	2,100	(4,115)	3,000
Total Professional/Consulting Services	24,669	13,202	(11,467)	157,963	125,911	(32,052)	169,988
Depreciation							
Depreciation Expense	1,619	1,619	-	14,570	14,570	-	19,426
Total Depreciation	1,619	1,619	-	14,570	14,570	-	19,426
Interest							
Interest Expense	454	-	(454)	3,999	-	(3,999)	-
Total Interest	454	-	(454)	3,999	-	(3,999)	-
Total Expenses	328,820	317,660	(11,161)	2,802,187	2,924,477	122,290	3,589,901
Change in Net Assets	71,264	(100,823)	172,088	(550,786)	(638,477)	87,691	97,802
Net Assets, Beginning of Period	(90,723)			531,327			
Net Assets, End of Period	\$ (19,458)			\$ (19,458)			

Blue Oak Charter School

Accounts Payable Aging

March 31, 2021

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 School

Check Register

For the period ended March 31, 2021

Check Number	Vendor Name	Check Date	Check Amount
10492	Blue Shield of California	3/4/2021	\$ 331.60
10493	California Water Service	3/4/2021	436.76
10494	Comcast	3/4/2021	322.47
10495	CPM Educational Program	3/4/2021	557.24
10496	Employers Preferred Ins. Co.	3/4/2021	1,009.10
10497	Humana Insurance Co	3/4/2021	2,074.40
10498	Lotus Educational Services, Inc.	3/4/2021	1,177.20
10499	MC2 Design Group, Inc.	3/4/2021	2,250.00
10500	Mercurius Art Makes Sense	3/4/2021	233.51
10501	PG&E	3/4/2021	4,394.32
10502	Staples	3/4/2021	4,320.00
10503	STREAM Charter School	3/4/2021	2,550.00
10504	Syncb/Amazon	3/4/2021	820.29
10505	TIAA Commercial Finance, Inc.	3/4/2021	616.69
10506	Evergreen Janitorial Supply Inc	3/11/2021	108.07
10507	Advanced Document Concepts for Business	3/19/2021	377.16
10508	Anthem Blue Cross	3/19/2021	15,359.06
10509	CDW Government	3/19/2021	6,500.00
10510	Certified/Fortress Security & Fire Systems	3/19/2021	427.50
10511	Chico Country Day School	3/19/2021	1,978.76
10512	CPM Educational Program	3/19/2021	16.01
10513	Department of Justice	3/19/2021	32.00
10514	Elizabeth Fuller	3/19/2021	475.00
10515	Leen-Liberty Park	3/19/2021	48,866.97
10516	Lotus Educational Services, Inc.	3/19/2021	1,161.90
10517	North State Parent	3/19/2021	255.00
10518	Philadelphia Insurance Companies	3/19/2021	3,743.36
10519	Sutherland Landscape Center	3/19/2021	128.34
10520	Tahoe Pure Water Co	3/19/2021	10.00
10521	TIAA Commercial Finance, Inc.	3/19/2021	323.61
10522	William H Sadlier Inc	3/19/2021	710.31
10523	ASCD	3/31/2021	442.00
10524	California Water Service	3/31/2021	490.23
10525	Comcast	3/31/2021	322.47
10526	Employers Preferred Ins. Co.	3/31/2021	1,009.10
10527	Recology Butte Colusa Counties	3/31/2021	1,024.75
10528	Schools Excess Liability Fund	3/31/2021	1,888.67
10529	T-Mobile	3/31/2021	492.67
10530	TIAA Commercial Finance, Inc.	3/31/2021	665.19
7308	Nothing Bundt Cakes	3/11/2021	1,215.00
ACH	Benefit Resource, Inc	3/1/2021	1,282.71

Blue Oak Charter School

Check Register

For the period ended March 31, 2021

Check Number	Vendor Name	Check Date	Check Amount
ACH	Employment Development Dept	3/1/2021	1,676.18
ACH	Employment Development Dept	3/1/2021	3,356.99
ACH	Internal Revenue Services	3/1/2021	18,758.86
ACH	Parts Town	3/1/2021	117.96
ACH	Personalized Paper	3/1/2021	213.45
ACH	Postal Plus	3/1/2021	109.24
ACH	Stamp.com	3/1/2021	17.99
ACH	Benefit Resource, Inc	3/2/2021	137.50
ACH	Golden Valley Bank	3/5/2021	20.00
ACH	Golden Valley Bank	3/5/2021	20.00
ACH	Golden Valley Bank	3/5/2021	20.00
ACH	Golden Valley Bank	3/5/2021	20.00
ACH	Postal Plus	3/5/2021	96.72
ACH	Sprint	3/8/2021	33.79
ACH	Charter Impact	3/11/2021	605.75
ACH	Employment Development Dept	3/11/2021	188.97
ACH	Employment Development Dept	3/11/2021	224.51
ACH	Golden Valley Bank	3/11/2021	20.00
ACH	Golden Valley Bank	3/11/2021	20.00
ACH	Golden Valley Bank	3/11/2021	20.00
ACH	Internal Revenue Services	3/11/2021	3,389.00
ACH	Benefit Resource, Inc	3/12/2021	137.50
ACH	Benefit Resource, Inc	3/15/2021	104.00
ACH	Oak Meadow	3/15/2021	15.00
ACH	CalPERS	3/16/2021	3,061.87
ACH	CalPERS	3/16/2021	9,543.42
ACH	Charter Impact	3/19/2021	8,173.00
ACH	Full Circle Speech Therapy	3/19/2021	7,680.00
ACH	Lamination Depot	3/24/2021	124.15
ACH	EB Resilience	3/25/2021	384.20
ACH	Sunbridge Institute	3/25/2021	535.60
ACH	Sunbridge Institute	3/25/2021	535.60
ACH	Benefit Resource, Inc	3/29/2021	1,282.71
ACH	Employment Development Dept	3/29/2021	1,682.17
ACH	Employment Development Dept	3/29/2021	3,384.48
ACH	Internal Revenue Services	3/29/2021	18,801.58
ACH	Stamp.com	3/29/2021	17.99
ACH	Benefit Resource, Inc	3/30/2021	137.50
ACH	Golden Valley Bank	3/31/2021	<u>128.01</u>

Total Disbursements Issued in March **\$ 195,195.11**

Business Checking – XXXXX0889

Search transactions

Activity: Date range; **Start date:** Mar 01, 2021; **End date:** Mar 31, 2021; **Type:** Debits

Transactions

 Pending  Posted

Date ▼	Description ◇	Debit ◇	Credit ◇	Balance
 Mar 31, 2021	Analysis Charge	128.01		
 Mar 31, 2021	<u>Check 10521</u>	323.61		
 Mar 30, 2021	<u>Check 10519</u>	128.34		
 Mar 30, 2021	<u>Check 10513</u>	32.00		
 Mar 30, 2021	ACH Payment BENEFIT RESOURCE BRI XFER	137.50		
 Mar 29, 2021	<u>Check 10511</u>	1,978.76		
 Mar 29, 2021	<u>Check 10516</u>	1,161.90		
 Mar 29, 2021	<u>Check 10514</u>	475.00		
 Mar 29, 2021	<u>Check 10510</u>	427.50		
 Mar 29, 2021	<u>Check 10520</u>	10.00		
 Mar 29, 2021	ACH Payment IRS USATAXPYMT	18,801.58		
 Mar 29, 2021	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	3,384.48		
 Mar 29, 2021	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	1,682.17		
 Mar 29, 2021	ACH Payment BENEFIT RESOURCE BRI XFER	1,282.71		
 Mar 26, 2021	<u>Check 10509</u>	6,500.00		
 Mar 26, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	69,698.90		
 Mar 26, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	12,873.14		
 Mar 26, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	9,878.71		
 Mar 26, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	4,067.39		

Date ▼	Description ◊	Debit ◊	Credit ◊	Balance
● Mar 26, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	3,976.31		
● Mar 25, 2021	<u>Check 10518</u>	3,743.36		
● Mar 25, 2021	POS Purchase SUNBRIDGE INSTITUTE 845-425-0055 NY #3136	535.60		
● Mar 25, 2021	POS Purchase SUNBRIDGE INSTITUTE 845-425-0055 NY #3136	535.60		
● Mar 25, 2021	POS Purchase EB RESILIENCE IN THE 801-413-7200 CA #3136	384.20		
● Mar 24, 2021	<u>Check 10522</u>	710.31		
● Mar 24, 2021	<u>Check 10507</u>	377.16		
● Mar 24, 2021	POS Purchase LAMINATION DEPOT INC 800-925-0054 CA #3136	124.15		
● Mar 23, 2021	<u>Check 10515</u>	48,866.97		
● Mar 23, 2021	<u>Check 10508</u>	15,359.06		
● Mar 23, 2021	<u>Check 10497</u>	2,074.40		
● Mar 23, 2021	<u>Check 10517</u>	255.00		
● Mar 23, 2021	ACH Payment BLUE OAK CHARTER PAYMENTS	15,853.00		
● Mar 22, 2021	<u>Check 10476</u>	375.00		
● Mar 22, 2021	<u>Check 10506</u>	108.07		
● Mar 18, 2021	<u>Check 10505</u>	616.69		
● Mar 17, 2021	<u>Check 70092</u>	31.90		
● Mar 16, 2021	<u>Check 10495</u>	557.24		
● Mar 16, 2021	ACH Payment CALPERS 3100	9,543.42		
● Mar 16, 2021	ACH Payment CALPERS 3100	3,061.87		
● Mar 15, 2021	<u>Check 10501</u>	4,394.32		
● Mar 15, 2021	<u>Check 10489</u>	10.35		
● Mar 15, 2021	ACH Payment BLUE OAK CHARTER PAYMENTS	605.75		
● Mar 15, 2021	ACH Payment BENEFIT RESOURCE BRI XFER	104.00		

Date ▼	Description ◊	Debit ◊	Credit ◊	Balance
● Mar 15, 2021	POS Purchase OAK MEADOW INC 802-251-7250 VT #3136	15.00		
● Mar 12, 2021	<u>Check 10456</u>	2,097.18		
● Mar 12, 2021	ACH Payment BENEFIT RESOURCE BRI XFER	137.50		
● Mar 11, 2021	Stop Pmt Charge Stop Payment Charge	20.00		
● Mar 11, 2021	Stop Pmt Charge Stop Payment Charge	20.00		
● Mar 11, 2021	Stop Pmt Charge Stop Payment Charge	20.00		
● Mar 11, 2021	<u>Check 10502</u>	4,320.00		
● Mar 11, 2021	<u>Check 7308</u>	1,215.00		
● Mar 11, 2021	<u>Check 10496</u>	1,009.10		
● Mar 11, 2021	<u>Check 10494</u>	322.47		
● Mar 11, 2021	ACH Payment IRS USATAXPYMT	3,389.00		
● Mar 11, 2021	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	224.51		
● Mar 11, 2021	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	188.97		
● Mar 10, 2021	<u>Check 10503</u>	2,550.00		
● Mar 10, 2021	<u>Check 10499</u>	2,250.00		
● Mar 10, 2021	<u>Check 10484</u>	922.94		
● Mar 10, 2021	<u>Check 10493</u>	436.76		
● Mar 10, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	11,652.87		
● Mar 10, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	3,105.40		
● Mar 09, 2021	<u>Check 10498</u>	1,177.20		
● Mar 09, 2021	<u>Check 10504</u>	820.29		
● Mar 09, 2021	<u>Check 10475</u>	375.00		
● Mar 09, 2021	<u>Check 10492</u>	331.60		
● Mar 09, 2021	<u>Check 10491</u>	316.95		
● Mar 09, 2021	<u>Check 10500</u>	233.51		

Date ▼	Description ↕	Debit ↕	Credit ↕	Balance
● Mar 08, 2021	<u>Check 10472</u>	100.00		
● Mar 08, 2021	ACH Payment SPRINT8006396111 ACHBILLPAY FZ38WJ7DU3GQOAZK	33.79		
● Mar 05, 2021	Stop Pmt Charge Stop Payment Charge	20.00		
● Mar 05, 2021	Stop Pmt Charge Stop Payment Charge	20.00		
● Mar 05, 2021	Stop Pmt Charge Stop Payment Charge	20.00		
● Mar 05, 2021	Stop Pmt Charge Stop Payment Charge	20.00		
● Mar 05, 2021	POS Purchase POSTAL PLUS 530-8911626 CA #3136	96.72		
● Mar 04, 2021	<u>Check 10487</u>	23,249.69		
● Mar 03, 2021	<u>Check 10490</u>	209.52		
● Mar 03, 2021	<u>Check 70090</u>	209.04		
● Mar 02, 2021	ACH Payment BENEFIT RESOURCE BRI XFER	137.50		
● Mar 01, 2021	<u>Check 10483</u>	1,871.68		
● Mar 01, 2021	<u>Check 10479</u>	1,550.88		
● Mar 01, 2021	<u>Check 10486</u>	296.01		
● Mar 01, 2021	ACH Payment IRS USATAXPYMT	18,758.86		
● Mar 01, 2021	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	3,356.99		
● Mar 01, 2021	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	1,676.18		
● Mar 01, 2021	ACH Payment BENEFIT RESOURCE BRI XFER	1,282.71		

Agenda Item: E-Rate Filings Summary

Prepared by: Alexandra Archer

Charter Council Date: 04/13/2021

Background Information:

Blue Oak has officially met all deadlines for the E-rate filing for the 2021/22 year. Below is a brief summary. As a reminder, our school qualifies for an 80% discount:

Blue Oak School Summary - FY2021-22 Category 1					
Provider	Service	Total Annual Cost	E-rate Share	CTF Share	LEA Share
Butte COE	Internet Access	\$7,900.00	\$6,320.00	\$0.00	\$1,580.00
Comcast	High Speed Data Line	\$29,377.80	\$23,502.24	\$2,937.78	\$2,937.78
TOTAL		\$37,277.80	\$29,822.24	\$2,937.78	\$4,517.78
Blue Oak School Summary - FY2021-22 Category 2 (Equipment)					
Provider	Service	Total Annual Cost	E-rate Share	LEA Share	
CDW-G	Network electronics	\$19,963.70	\$15,970.96	\$3,992.74	
TOTAL		\$19,963.70	\$15,970.96	\$3,992.74	

The funding for the services from Butte County Office of Education and Comcast have already gone through the E-rate review process and are in the "Wave Ready" status. This simply means we expect to receive funding approval prior to July 1st, giving our school access to the discounts immediately.

Agenda Item: Accept Donations/Thank Yous/Giving Campaign Donations

Prepared by: Alexandra Archer

Charter Council Date: 04/13/2021

Background Information:

Blue Oak would like to accept donations, from donors who gave \$500.00 or more, received in February and March 2021.

Donors who gave \$500.00 or more:

- 02/01/2021 - Martin Luther King Jr. K-8 School - Two Computer Charging Carts
- 03/31/2021 - Dan Hunt - \$1,000.00 for Sarah Lee's Class Fund

We would like to say thank you to all who have donated to Blue Oak Charter School.



Mary Sakuma
Superintendent
msakuma@bcoe.org

**Student Programs
and Educational
Support**

Michelle Zevly
Associate Superintendent
mzevely@bcoe.org

**Curriculum
& Instruction
Charter Oversight**

Barbara Mandelbaum
Director
bmandelbaum@bcoe.org

Board of Education

*Amy Christianson
Mike Walsh
Brenda J. McLaughlin
Roger Steel
Alan White
Karin Matray
Julian Diaz*

1859 Bird Street

April 1, 2021

Blue Oak Charter School
450 W East Ave.
Chico, CA 95926
(530) 879-7483

ATTN: Susan Domenighini

Dear Susan,

Enclosed is a copy of the Butte County data services contract between BCOE and your LEA for the 2021-2022 school year. This contract is an agreement for BCOE to complete your CALPADS submission, which allows your LEA to adhere to State and Federal mandates and timelines.

Please obtain your Board's approval before June 30, annually, in order for the Butte County Office of Education to provide the agreed upon service(s). After your Board's approval, please return the original signature copy to me directly. I will obtain the Superintendent's signature, ensure you receive a fully executed copy, and file the original with BCOE Business Services. In addition, a copy will be on file in our office.

As always, it is a pleasure to work with you. If you have any questions or concerns, please do not hesitate to phone our office at (530) 532-5644.

Sincerely,

Barbara Mandelbaum

"WHERE STUDENTS COME FIRST"

Data Privacy
Memorandum of Understanding
Butte County Office of Education

and

Date: _____

The Memorandum of Understanding ("MOU") is entered into this ____ day of _____, _____ by and between Butte County Office of Education ("BCOE" or "Provider"), and the _____ District ("LEA" and collectively, "Parties").

RECITALS

WHEREAS, the Provider has agreed to provide the Local Education Agency ("LEA") with certain data services ("Services") pursuant to a contract dated _____ ("Service Agreement"); and

WHEREAS, in order to provide the Services described in the MOU, the Provider may receive and the LEA may provide documents or data that are covered by several federal and statutes, among them, the Family Educational Rights and Privacy Act ("FERPA") at 20 U.S.C. 1232g, Children's Online Privacy Protection Act ("COPPA"), 15 U.S.C. 6501-6502; Protection of Pupil Rights Amendment ("PPRA") 20 U.S.C. 1232 h; and

WHEREAS, the documents and data transferred from California LEAs are also subject to several California student privacy laws, including AB 1584, found at California Education Code Section 49073.1 and the Student Online Personal Information Protection Act (sometimes referred to as either "SB 1177" or "SOPIPA") found at California Business and Professions Code section 22584; and

WHEREAS, the Parties wish to enter into this MOU to ensure that all data services conform to the requirements of the privacy laws referred to above and to establish implementing procedures and duties; and

NOW THEREFORE, for good and valuable consideration, the parties agree as follows:

ARTICLE I: PURPOSE AND SCOPE

- 1. Purpose of MOU.** The purpose of this MOU is to describe the duties and responsibilities to protect student data transmitted to Provider from the LEA, including compliance with all applicable privacy statutes, including the FERPA, PPRA, COPPA, SB 1177 (SOPIPA), and AB 1584. In performing these services, the Provider shall be considered a School Official with a legitimate educational interest, and performing services otherwise provided by the LEA. Provider shall be under the direct control and supervision of the LEA. Control duties are set forth below.
- 2. Nature of Services Provided.** The Provider has agreed to provide the following data services described below and as may be further outlined in Exhibit "A" hereto:

3. **Student Data to Be Provided.** In order to perform the Services described in Exhibit A, LEA shall provide the categories of data described below or as indicated in the Schedule of Data, attached hereto as Exhibit "B":

4. **MOU Definitions.** The definition of terms used in this MOU is found in Exhibit "C". In the event of a conflict, definitions used in this MOU shall prevail over term used in any Service Agreement.

ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

1. **Student Data Property of LEA.** All Student Data or any other Pupil Records transmitted to the Provider is and will continue to be the property of and under the control of the LEA. The Parties agree that as between them all rights, including all intellectual property rights in and to Student Data or any other Pupil Records shall remain the exclusive property of the LEA. For the purposes of FERPA, the Provider shall be considered a School Official, under the control and direction of the LEAs as it pertains to the use of student data notwithstanding the above. Provider may transfer pupil-generated content to a separate account, according to the procedures set forth below.

2. **Parent Access.** LEA shall establish reasonable procedures by which a parent, legal guardian, or eligible student may review personally identifiable information on the pupil's records, correct erroneous information, and procedures for the transfer of pupil-generated content to a personal account, consistent with the functionality of services. Provider shall respond in a reasonably timely manner to the LEA's request for personally identifiable information in a pupil's records held by the Provider to view or correct as necessary. In the event that a parent of a pupil or other individual contacts the Provider to review any of the Pupil Records of Student Data accessed pursuant to the Services, the Provider shall refer the parent or individual to the LEA, who will follow the necessary and proper procedures regarding the requested information.

3. **Separate Account.** Provider shall, at the request of the LEA, transfer Student generated content to a separate student account.

4. **Third Party Request.** Should a Third Party, including law enforcement and government entities, contact Provider with a request for data held by the Provider pursuant to the Services, the Provider shall redirect the Third Party to request the data directly from the LEA. Provider shall notify the LEA in advance of a compelled disclosure to a Third Party unless legally prohibited.

5. **No Unauthorized Use.** Provider shall not use Student Data or information in a Pupil Record for any purpose other than as explicitly specified in Exhibit A.
6. **Subprocessors.** Provider shall enter into written agreements with all Subprocessors performing functions pursuant to Exhibit A, whereby the Subprocessors agree protect Student Data in manner consistent with the terms of this MOU.

ARTICLE III: DUTIES OF LEA

1. **Provide Data In Compliance With FERPA.** LEA shall provide data for the purposes of Exhibit A in compliance with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. section 1232 g, AB 1584 and the other privacy statutes quoted in this MOU.
2. **Reasonable Precautions.** LEA shall take reasonable precautions to secure usernames, passwords, and any other means of gaining access to the services and hosted data.
3. **Unauthorized Access Notification.** LEA shall notify Provider promptly of any known or suspected unauthorized access. LEA will assist Provider in any efforts by Provider to investigate and respond to any unauthorized access.
4. **District Representative.** At request of Provider, LEA shall designate an employee or agent of the District as the District representative for the coordination and fulfillment of the duties of this MOU.

ARTICLE IV: DUTIES OF PROVIDER

1. **Privacy Compliance.** The Provider shall comply with all California and Federal laws and regulations pertaining to data privacy and security, including FERPA, COPPA, PPRA, AB 1584, and SOPIPA.
2. **Authorized Use.** The data shared pursuant to Exhibit A including persistent unique identifiers, shall be used for no purpose other than the Services stated and/or otherwise authorized under the statutes referred to in subsection (1), above.
3. **Employee Obligation.** Provider shall require all employees and agents who have access to Student Data to comply with all applicable provisions of FERPA laws with respect to the data shared.

4. **No Disclosure.** Provider shall not disclose any data obtained in a manner that could identify an individual student to any other entity in published results of studies. Deidentified information may be used for the purposes of development and improvement of educational sites, services, or applications.

5. **Disposition of Data.** Provider shall dispose of all personally identifiable data obtained under Exhibit A when it is no longer needed for the purpose for which it was obtained and transfer said data to LEA or LEA's designee within 60 days of the date of termination and according to a schedule and procedure as the Parties may reasonably agree. Nothing in Exhibit A authorizes Provider to maintain personally identifiable data obtained beyond the time period reasonably needed to complete the disposition. Disposition shall include (1) the shredding of any hard copies of any Pupil Records; (2) Erasing; or (3) Otherwise modifying the personal information in those records to make it unreadable or indecipherable. Provider shall provide written notification to LEA when the Data has been disposed. The duty to dispose of Student Data shall not extend to data that has been de-identified or placed in a separate Student account, pursuant to the other terms of the MOU. Nothing in Exhibit A authorizes Provider to maintain personally identifiable data beyond the time period reasonably needed to complete the disposition.

6. **Advertising Prohibition.** Provider is prohibited from using Student Data to conduct or assist targeted advertising directed at students or their families/guardians. This prohibition includes the development of a profile of a student, or their families/guardians or group, for any commercial purpose other than providing the service to client. This shall not prohibit Providers from using data to make product or service recommendations to LEA.

ARTICLE V: DATA PROVISIONS

1. **Data Security.** The Provider agrees to abide by and maintain adequate data security measures to protect Student Data from unauthorized disclosure or acquisition by an unauthorized person. The general security duties of Provider are set forth below. These measures shall include, but are not limited to:
 - a. **Passwords and Employee Access.** Provider shall make best efforts practices to secure usernames, passwords, and any other means of gaining access to the Services or to Student Data, at a level suggested by Article 4.3 of NIST 800-63-3. Provider shall only provide access to Student Data to employees or contractors that are performing the Services. All employees with access to Student Records shall pass criminal background checks.

 - b. **Destruction of Data.** Provider shall destroy all personally identifiable data obtained under Exhibit A when it is no longer needed for the purpose for which it was

obtained or transfer said data to LEA or LEA's designee, according to a schedule and procedure as the parties may reasonable agree. Nothing in Exhibit A authorizes Provider to maintain personally identifiable data beyond the time period reasonably needed to complete the disposition.

- c. **Security Protocols.** Both parties agree to maintain security protocols that meet industry best practices in the transfer or transmission of any data, including ensuring that data may only be viewed or accessed by parties legally allowed to do so. Provider shall maintain all data obtained or generated pursuant to Exhibit A in a secure computer environment and not copy, reproduce, or transmit data obtained pursuant to Exhibit A, except as necessary to fulfill the purpose of data requests by LEA.
 - d. **Employee Training.** The Provider shall provide periodic security training to those of its employees who operate or have access to the system. Further, Provider shall provide LEA with contact information of an employee who LEA may contact if there are any security concerns or questions.
 - e. **Security Technology.** When the service is accessed using a supported web browser, Secure Socket Layer ("SSL"), or equivalent technology protects information, using both server authentication and data encryption to help ensure that data are safe secure only to authorized users. Provider shall host data pursuant to Exhibit A in an environment using a firewall that is periodically updated according to industry standards.
 - f. **Security Coordinator.** Provider shall provide the name and contact information of Provider's Security Coordinator for the Student Data received pursuant to Exhibit A.
 - g. **Subprocessors Bound.** Provider shall enter into written agreements whereby Subprocessors agree to secure and protect Student Data in a manner consistent with the terms of this Article V. Provider shall periodically conduct or review compliance monitoring and assessments of Subprocessors to determine their compliance with this Article.
2. **Data Breach.** In the event that Student Data is accessed or obtained by an unauthorized individual, Provider shall provide notification to LEA within a reasonable amount of time of the incident. Provider shall follow the following process:
- a. The security breach notification shall be written in plain language, shall be titled "Notice of Data Breach," and shall present the information described herein under the following headings: "What Happened," "What Information Was Involved," "What We Are Doing," "What You Can Do," and "For More Information." Additional information may be provided as a supplement to the notice.
 - b. The security breach notification described above in section 2(a) shall include, at a minimum, the following information:
 - i. The name and contact information of the reporting LEA subject to this section.
 - ii. A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.

- iii. If the information is possible to determine at the time the notice is provided, then either (1) the date of the breach, (2) the estimated date of the breach, or (3) the date range within which the breach occurred. The notification shall also include the date of the notice.
 - iv. Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided.
 - v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided.
- c. At LEA's discretion, the security breach notification may also include any of the following:
- i. Information about what the agency has done to protect individuals whose information has been breached.
 - ii. Advice on steps that the person whose information has been breached may take to protect himself or herself.
- d. Any agency that is required to issue a security breach notification pursuant to this section to more than 500 California residents as a result of a single breach of the security system shall electronically submit a single sample copy of that security breach notification, excluding any personally identifiable information, to the Attorney General. Provider shall assist LEA in these efforts.
- e. At the request and with the assistance of the District, Provider shall notify the affected parent, legal guardian or eligible pupil of the unauthorized access, which shall include the information listed in subsections (b) and (c), above.

ARTICLE VI: MISCELLANEOUS

1. **Term**. The Provider shall be bound by the terms and obligations of this MOU **for one year**, or so long as the Provider maintains any student data.
2. **Termination**. In the event that either party seeks to terminate this MOU, they may do so by mutual written consent so long as any corresponding Service Agreement has lapsed or has been terminated.
3. **Effect of Termination Survival**. If a Service Agreement is terminated, the Provider shall destroy all of LEA's data pursuant to Article V, section 1(b).

4. **Priority of Agreements.** This MOU shall govern the treatment of student records in a service agreement in order to comply with the privacy protections, including those found in FERPA and AB 1584.

5. **Notice.** All notices or other communication required or permitted to be given hereunder must be in writing and given by personal delivery, facsimile or e-mail transmission (if contact information is provided for the specific mode of delivery), or first class mail, postage prepaid, sent to the addresses set forth herein.

6. **Entire Agreement.** This MOU constitutes the entire agreement of the parties relating to the subject matter hereof and supersedes all prior communications, representations, or agreements, oral or written, by the parties relating thereto. This MOU may be amended and the observance of any provision of this MOU may be waived (either generally or in any particular instance and either retroactively or prospectively) only with the signed written consent of both parties. Neither failure nor delay on the part of any party in exercising any right, power, or privilege hereunder shall operate as a waiver of such right, nor shall any single or partial exercise of any such right, power, or privilege preclude any further exercise thereof or the exercise of any other right, power, or privilege.

8. **Severability.** Any provision of this MOU that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this MOU, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. Notwithstanding the foregoing, if such provision could be more narrowly drawn so as not to be prohibited or unenforceable in such jurisdiction while, at the same time, maintaining the intent of the parties, it shall, as to such jurisdiction, be so narrowly drawn without invalidating the remaining provisions of this MOU or affecting the validity or enforceability of such provision in any other jurisdiction.

9. **Governing Law; Venue and Jurisdiction.** THIS MOU WILL BE GOVERNED BY AND CONSTRUCTED IN ACCORDANCE WITH THE LAWS OF THE STATE OF CALIFORNIA, WITHOUT REGARD TO CONFLICTS OF LAW PRINCIPLES. EACH PARTY CONSENTS AND SUBMITS TO THE SOLE AND EXCLUSIVE JURISDICTION TO THE STATE AND FEDERAL COURTS LOCATED IN BUTTE COUNTY, CALIFORNIA FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THIS MOU OR THE TRANSACTIONS CONTEMPLATED HEREBY.

Notice may be sent to:

Butte County Department of Education
Attn: Student Programs Administrator
1859 Bird St.
Oroville, CA 95965
(530) 532-5650

SIGNATURES

_____, _____
Print Name Title

Signature: _____

Date: _____

Mary Sakuma, BCOE Superintendent of Schools
_____, _____
Print Name Title

Signature: _____

Date: _____

EXHIBIT "A"

DESCRIPTION OF SERVICES

**EXHIBIT “B”
SCHEDULE OF DATA**

Category of Data	Elements	Check if used by your system
Application Technology Meta Data	IP Addresses of users, Use of cookies etc.	
	Other application technology meta data-Please specify:	
Application Use Statistics	Meta data on user interaction with application	
Assessment	Standardized test scores	
	Observation data	
	Other assessment data-Please specify:	
Attendance	Student school (daily) attendance data	
	Student class attendance data	
Communications	Online communications that are captured (emails, blog entries)	
Conduct	Conduct or behavioral data	

Category of Data	Elements	Check if used by your system
Demographics	Date of Birth	
	Place of Birth	
	Gender	
	Ethnicity or race	
	Language information (native, preferred or primary language spoken by student)	
	Other demographic information-Please specify:	
Enrollment	Student school enrollment	
	Student grade level	
	Homeroom	
	Guidance counselor	
	Specific curriculum programs	
	Year of graduation	

**EXHIBIT “B”
SCHEDULE OF DATA**

Category of Data	Elements	Check if used by your system
	Other enrollment information-Please specify:	
Parent/Guardian	Address	
	Email	
	Phone	
Parent/Guardian ID	Parent ID number (created to link parents to students)	
Parent/Guardian Name	First and/or Last	
Schedule	Student scheduled courses	
	Teacher names	
Special Indicator	English language learner information	
	Low income status	
	Medical alerts	

Category of Data	Elements	Check if used by your system
	Student disability information	
	Specialized education services (IEP or 504)	
	Living situations (homeless/foster care)	
	Other indicator information-Please specify:	
Student Contact Information	Address	
	Email	
	Phone	
Student Identifiers	Local (School district) ID number	
	State ID Number	
	Vendor/App assigned student ID number	
	Student app username	
	Student app passwords	
Student Name	First and/or Last	

**EXHIBIT “B”
SCHEDULE OF DATA**

Category of Data	Elements	Check if used by your system
Student In App Performance	Program/application performance (typing program-student types 60 wpm, reading program-student reads below grade level)	
Student Program Membership	Academic or extracurricular activities a student may belong to or participate in	
Student Survey Responses	Student responses to surveys or questionnaires	
Student Work	Student generated content; writing, pictures, etc.	
Other	Other student word data-Please specify:	
Transcript	Student course grades	
	Student course data	
	Student course grades/performance scores	
	Other transcript data – Please specify:	

Category of Data	Elements	Check if used by your system
Transportation	Student bus assignment	
	Student pick up and/or drop off location	
	Student bus card ID number	
	Other transportation data – Please specify:	
Other	Please list each additional data elements used, stored or collected by your application	

EXHIBIT "C"

DEFINITIONS

AB 1584, Buchanan: The statutory designation for what is now California Education Code § 49073.1, relating to pupil records.

De-Identifiable Information (DII): De-Identification refers to the process by which the Vendor removes or obscures any Personally Identifiable Information ("PII") from student records in a way that removes or minimizes the risk of disclosure of the identity of the individual and information about them.

NIST 800-63-3: Draft National Institute of Standards and Technology ("NIST") Special Publication 800-63-3 Digital Authentication Guideline.

Operator: For the purposes of SB 1177, SOPIPA, the term "operator" means the operator of an Internet Website, online service, online application, or mobile application with actual knowledge that the site, service, or application is used primarily for K–12 school purposes and was designed and marketed for K–12 school purposes. For the purpose of the MOU, the term "Operator" is replaced by the term "Provider." This term shall encompass the term "Third Party," as it is found in AB 1584.

Personally Identifiable Information (PII): The terms "Personally Identifiable Information" or "PII" shall include, but are not limited to, student data, metadata, and user or pupil-generated content obtained by reason of the use of Provider's software, website, service, or app, including mobile apps, whether gathered by Provider or provided by LEA or its users, students, or students' parents/guardians. PII includes, without limitation, at least the following:

First and Last Name	Home Address
Telephone Number	Email Address
Discipline Records	Test Results
Special Education Data	Juvenile Dependency Records
Grades	Evaluations
Criminal Records	Medical Records
Health Records	Social Security Number
Biometric Information	Disabilities
Socioeconomic Information	Food Purchases
Political Affiliations	Religious Information
Text Messages	Documents
Student Identifiers	Search Activity
Photos	Voice Recordings
Videos	

General Categories:

Indirect Identifiers: Any information that, either alone or in aggregate, would allow a reasonable person to be able to identify a student to a reasonable certainty

Information in the Student's Educational Record

Information in the Student's Email

Provider: For purposes of the MOU, the term "Provider" means provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of pupil records. Within the MOU the term "Provider" replaces the term "Third Party as defined in California Education Code § 49073.1 (AB 1584, Buchanan), and replaces the term as "Operator" as defined in SB 1177, SOPIPA.

Pupil Generated Content: The term "pupil-generated content" means materials or content created by a pupil during and for the purpose of education including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, videos, and account information that enables ongoing ownership of pupil content.

Pupil Records: Means both of the following: (1) Any information that directly relates to a pupil that is maintained by LEA and (2) any information acquired directly from the pupil through the use of instructional software or applications assigned to the pupil by a teacher or other local educational LEA employee.

SB 1177, SOPIPA: Once passed, the requirements of SB 1177, SOPIPA were added to Chapter 22.2 (commencing with Section 22584) to Division 8 of the Business and Professions Code relating to privacy.

Service Agreement: Refers to the Contract or Purchase Order to which this MOU supplements and modifies.

School Official: For the purposes of this Agreement and pursuant to CFR 99.31 (B), a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of education records; and (3) Is subject to CFR 99.33(a) governing the use and re-disclosure of personally identifiable information from student records.

Student Data: Student Data includes any data, whether gathered by Provider or provided by LEA or its users, students, or students' parents/guardians, that is descriptive of the student including, but not limited to, information in the student's educational record or email, first and last name, home address, telephone number, email address, or other information allowing online contact, discipline records, videos, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security numbers, biometric information, disabilities, socioeconomic information, food purchases, political affiliations, religious information text messages, documents, student identifies, search activity, photos, voice recordings or geolocation information. Student Data shall constitute Pupil Records for the purposes of this Agreement, and for the purposes of California and Federal laws and regulations. Student Data as specified in Exhibit B is confirmed to be collected or processed by the Provider pursuant to the Services. Student Data shall not constitute that information that has been anonymized or de-identified, or anonymous usage data regarding a student's use of Provider's services.

Subscribing LEA: An LEA that was not party to the original Services Agreement and who accepts the Provider's General Offer of Privacy Terms.

Subprocessor: For the purposes of this Agreement, the term "Subprocessor" (sometimes referred to as the "Subcontractor") means a party other than LEA or Provider, who Provider uses for data collection,

analytics, storage, or other service to operate and/or improve its software, and who has access to PII. This term shall also include in it meaning the term "Service Provider," as it is found in SOPIPA.

Targeted Advertising: Targeted advertising means presenting an advertisement to a student where the selection of the advertisement is based on student information, student records or student generated content or inferred over time from the usage of the Provider's website, online service or mobile application by such student or the retention of such student's online activities or requests over time.

Third Party: The term "Third Party" as appears in California Education Code § 49073.1 (AB 1584, Buchanan) means a provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of pupil records. However, for the purpose of this Agreement, the term "Third Party" when used to indicate the provider of digital educational software or services is replaced by the term "Provider."

MEMORANDUM OF UNDERSTANDING

Butte County Office of Education Curriculum & Instruction Office and **Blue Oak Charter School**

This Memorandum of Understanding ("MOU") is entered into between Blue Oak Charter School ("LEA") and Butte County Office of Education ("BCOE") as of 7/1/2021.

1. **Services.** The BCOE shall furnish to the Client the services as described in EXHIBIT "A" attached hereto and incorporated herein by this reference ("Services").
2. **Term.** BCOE shall commence providing Services under this Agreement upon execution of the Agreement by both parties, and will diligently perform such Services as required. This MOU will be in effect for the 2021-22 school year. The term of the agreement will be July 1-June 30 annually.
3. **Compensation.** BCOE's compensation from the Client shall be based on an annual re-evaluation of staffing needs and operating costs to support data management services to the LEA. Notice shall be provided to the BCOE by February 1st each year if the LEA elects to terminate data management for the follow academic year.

AVAILABLE SERVICES AND FEE SCHEDULE

Data Management	Annual Fee	Includes
CALPADS Management	\$12,000	operating costs, phone support
AERIES Management Base Fee	\$4200	operating costs, training, phone support
AERIES Management Per Student License (CBEDS)	\$13/ student	Full access to Aeries platform and tools
CAASPP LEA Coordination	\$5000	TOMS setup, CALPADS coordination, timelines, updates, Site Coordinator training, report management
ConApp Management	Annual Fee	Includes
ConApp Management-Submission	10% of the aggregate of Title 1 funding	operating costs to complete the annual Consolidated Application
Short-Term Daily Rate	Annual Fee	Includes
Web Based Support/Training	\$250/ up to 3 hours	operating costs, planning, prep
Site Based Support/Training	\$450/ day	operating costs, planning, prep, travel

4. **Independent Contractor.** BCOE, in the performance of this Agreement, shall be and act as an independent contractor.
5. **Termination.** Each academic year the BCOE will reevaluate staffing needs and operating

costs to support data management services to the LEA. Therefore, this MOU is an ongoing agreement and notice shall be provided to the BCOE by February 1st each year, if the LEA elects to terminate data management for the follow academic year.

6. **Indemnification.** To the furthest extent permitted by California law, Client shall, at its sole expense, defend, indemnify, and hold harmless BCOE and their agents, representatives, officers, employees, trustees, and volunteers (the "indemnified parties") from any and all demands, losses, liabilities, claims, suits, and actions (the "claims") of any kind, nature, and description, including, but not limited to, personal injury, death, property damage, and consultants and/or attorney's fees and costs, directly arising out of, connected with, or resulting from the performance of the Agreement or from any activity, work, or thing done, permitted, or suffered by the Client under or in conjunction with this Agreement, unless the claims are caused by the negligence or willful misconduct of the indemnified parties.
7. **Insurance.** The BCOE shall procure and maintain at all times it performs any portion of the Services its applicable forms of insurance.
8. **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
1859 Bird St.
Oroville, CA 95965
(530) 532-5644
ATTN: Barbara Mandelbaum

If to Client:

BLUE OAK CHARTER SCHOOL
450 W East Ave.
Chico, CA 95926
(530) 879-7483
ATTN: Susan Domenighini

Any notice personally given or sent by facsimile 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 three (3) days after deposit in the United States mail.

9. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorneys' fees.
10. **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.
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. This Agreement is not valid until approved/ratified by the BCOE's governing board and clients governing board. Services shall not be rendered until Agreement is approved or ratified.
12. **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, California.

- 13. **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.
- 14. **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.
- 15. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.
- 16. **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.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates indicated below.

BCOE:

Client:

Dated: _____

Dated: _____

BUTTE COUNTY OFFICE OF EDUCATION

BLUE OAK CHARTER SCHOOL

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date:

Date:

EXHIBIT "A"

Scope of Data Management Services for

Blue Oak Charter School

The BCOE agrees to provide the following services, as described, and as identified in the Fee for Service section:

Student Data Management and CALPADS

- CALPADS management including SSID's; enrollment and CAASPP updates; all Fall 1, Fall 2 and End of Year reporting; quality control
- Provide technical assistance and training as it relates to CALPADS reporting
- Other student data extraction and reporting, as relevant to the K-12 school, including LCAP data extraction and organization support; other requested data uploads; CBEDS Staff data reporting and biannual Civil Rights data reporting

Student Data Management- Aeries

- Aeries management including Aeries database and web services hosting; management of SQL Server permissions, user IDs and roles; enrollment data review; Aeries software updates, grading cycle processing, assessment uploads; Aeries annual roll; general support and quality control
- Attendance accounting, as needed
- Provide technical assistance and training, as needed

CAASPP Test Coordination

- BCOE agrees to provide LEA with CAASPP testing coordination services as follows:
 - SSID enrollments updates to CAASPP
 - student score reporting setup and delivery and upload student test results into Aeries, as requested

Personnel Management

- Hire, maintain and supervise staff appropriately qualified to conduct CALPADS data management on behalf of LEA
- Provide professional learning opportunities for the BCOE data management staff
- Maintain confidentiality and ensure student privacy, as required by all applicable laws outlined in the *LEA Data Privacy MOU*

Accuracy and Submission Timelines

- Ensure the accuracy of data entered into and reported from all systems for all reporting purposes as delineated in the Operational Agreement.
- Adhere to publicly posted State and Federal timelines for data submission.

The LEA hereby agrees to do the following, including, but not limited to:

Program Records

- Enter data in Aeries in accordance with training protocols and procedures
- Provide Special Education and 504 record information for Aeries/CALPADS data management in accordance with training protocols and procedures

- Provide Free & Reduced Lunch Count data for data management in accordance with training protocols and procedures
- Provide English Language Learner student data for data management in accordance with training protocols and procedures

Attendance

- Mark tardies and absences in Aeries database through Aeries Web
- Verify absences and makes changes, as needed

Enrollments

- Create and maintain student enrollment records in the Aeries system. *All enrollment data will be verified by the BCOE in accordance with training protocols and procedures*

Accuracy and Submission Timelines

- Ensure the accuracy of data entered into and reported from all systems for all reporting purposes as delineated in the Operational Agreement.
- Adhere to publicly posted State and Federal timelines for data submission.

Remit a Fee for Service

- A fee in the amount of \$**19,996** will be remitted to the BCOE by April 30, 2022 **for the following service(s)**
- CALPADS Data Management
 - o \$12,000
- Aeries Data Management
 - o \$4200 Aeries Base Fee
 - o \$3796 Aeries Student Fee (292)



Paid Advertising & Social Media Proposal for Blue Oak Charter School

Prepared for:
Susan Domenighini Blue Oak Charter School

Created by:
Amanda Kaschmitter MC2 Design Group, Inc.

THE PROBLEM

The Current Challenge

Blue Oak Charter School now has a messaging framework but is in need of a strategy to disseminate their new voice. With staff occupied by their primary roles, advertising and social media marketing isn't as big of a priority as they would like.

Google Search Ads (Pay-Per-Click)

MC2 will configure and run Google search ads for 3 months to help generate increased traffic to the homepage of the website. This includes keyword research and copywriting for the ads. MC2 will drive traffic to the homepage, which will be optimized to convert leads.

Deliverables

- Configure and setup Google Adwords for search campaign
- Keyword research
- Copywriting of ads
- Monthly campaign maintenance and optimization
- Dashboard analytics with key performance indicators and metrics (+ monthly email with performance overview, key changes to campaign, and key metrics)

Not Included

- Creation of landing pages

Social Media

MC2 will build Blue Oak Charter School a 6 month content calendar, create 48 social media posts and provide a document of best practices in order to create even more engaging content for Blue Oak's followers and potential students and parents.

Deliverables

- 48 social media posts in a content calendar
- Social media best practices recommendations

Not Included

- Photography
- Posting
- Engagement

Your Investment

One-time/Setup	Price	QTY	Subtotal
Google Search Paid Advertising (Setup Costs)	\$5,020.00	1	\$5,020.00
Monthly Digital Marketing			
Google Search Paid Advertising (Monthly Maintenance) Billed Monthly	\$1,270.00	3	\$3,810.00
Suggested Monthly Ad Spend	\$1,000.00	3	\$3,000.00
Social Media			
6 Month Social Media Campaign Billed Monthly	\$6,031.00	1	\$6,031.00
	Subtotal		\$17,861.00
	Discount		\$0.00
	Tax		\$0.00
	Total		\$17,861.00

Agreed and Accepted By:

By signing this proposal you are agreeing to the details outlined in this proposal and the agreement details (outlined below).

MC2 Design Group, Inc.

Blue Oak Charter School



03 / 26 / 2021

Amanda Kaschmitter

Director of Web Development

Susan Domanichini

Project Agreement Details

This proposal doubles as an executable agreement that is intended as a legally binding agreement between Seller (MC2 Design Group Inc.) and Client (Blue Oak Charter School), collectively known as the “Parties.”

Blue Oak Charter School has agreed to allow MC2 Design Group Inc. to perform the work outlined in the Project Quote section of this agreement. Blue Oak Charter School and MC2 Design Group Inc. mutually agree to the following terms and conditions as listed in this proposal and agreement.

Payment

Project 1: Google Search Ads

Full payment for ongoing monthly maintenance is due in full by respective invoice due dates. This is for a month-to-month term.

Project 2: Social Media

Full payment is due 30 days from project completion and/or delivery. MC2 will accept payment as cash, check, Visa or MasterCard (3% surcharge on credit card transactions).

Cancellation

If Blue Oak Charter School would like to cancel monthly paid advertising, a written request must be given 30-days prior to the subsequent billing date.

Payment Failure

If Blue Oak Charter School fails to make payment within 30 days after payment due date, MC2 will provide a request for payment in writing and will allow for an additional 15 days for receipt of payment.

Project Dormancy & Missed Milestones & Due Dates

MC2 understands that sometimes “life” happens and Blue Oak Charter School may need to put their project on pause. In limited cases this may be acceptable when MC2 is notified and made aware of Blue Oak Charter School’s situation in advance AND both Parties mutually agree to this pause.

- If Blue Oak Charter School’s project goes more than 30 days without any forward progress or significant activity from Blue Oak Charter School’s end, and no prior arrangements have been made in writing with MC2 and agreed to, Blue Oak Charter School’s project will be put on hold and all associated files will be archived.

- If Blue Oak Charter School fails to meet a required client milestone or client due date (i.e. provide images, assets, content, approvals, etc.) within 15 business days after the milestone date, Blue Oak Charter School's project will be put on hold and all associated files will be archived.

Once Blue Oak Charter School's project has been archived, a %10 reactivation fee (based on project sale price) is required to restart Blue Oak Charter School's project and Blue Oak Charter School's project will be scheduled at the end of MC2's project queue at the time of restart.

Project Cancellation

Project Dormancy

If Blue Oak Charter School's project remains inactive for an additional 15 days past the 30-day "Dormancy" period (45 days total) with no significant forward progress made or prior arrangement in place, this engagement will expire. No refunds will be available and Blue Oak Charter School will forfeit all deliverables associated with this agreement. In other words, if Blue Oak Charter School disappears for 45 days, or delays the project with no forward movement for 45 days, this contract will be canceled and no refunds will be given.

Missed Milestones & Due Dates

If Blue Oak Charter School still doesn't provide action and/or deliverable(s) for the missed client milestone or client due date for an additional 30 days (45 days total), this engagement will expire, no refunds will be available, and Blue Oak Charter School will forfeit all deliverables associated with this agreement. In other words, if Blue Oak Charter School fails to provide the applicable milestone deliverable(s) for 45 days this contract will be canceled and no refunds will be given.

Project Expiration

This project shall not exceed more than 3 months (90 days) after the day of acceptance of this agreement unless otherwise outlined in the scope of this project. If a project is still incomplete due to Blue Oak Charter School delays or project pauses, MC2 may close this project and provide any completed and paid progress deliverables (if applicable) to Blue Oak Charter School. This contract will expire after 3 months (90 days) and no refunds will be given for any previous deposits and/or payments.



BLUE OAK SCHOOL
A WALDORF-INSPIRED PUBLIC CHARTER (K-8)

**CERTIFICATED ANNUAL RATE SCHEULE
 2020/2021 Salary Schedule**

5% annual (step) / 3% educational (column)

Year of Service STEP	A BA / Reg. Credential	B BA / Reg. Credential +60 Units	C BA / Reg. Credential +75 Units	C-1 BA + 75 Units with Waldorf or SPED Certification
1	\$48,000.00	\$49,440.00	\$50,923.00	\$52,451.00
2	\$48,000.00	\$49,440.00	\$50,923.00	\$52,451.00
3	\$48,960.00	\$50,429.00	\$51,941.00	\$53,500.00
4	\$49,939.00	\$51,437.00	\$52,980.00	\$54,570.00
5	\$50,938.00	\$52,466.00	\$54,040.00	\$55,661.00
6	\$51,957.00	\$53,515.00	\$55,121.00	\$56,775.00
7	\$52,996.00	\$54,586.00	\$56,223.00	\$57,910.00
8	\$54,056.00	\$55,677.00	\$57,348.00	\$59,068.00
9	\$55,137.00	\$56,791.00	\$58,495.00	\$60,250.00
10	\$56,240.00	\$57,927.00	\$59,664.00	\$61,455.00
11	\$57,364.00	\$59,085.00	\$60,858.00	\$62,684.00
12	\$58,512.00	\$60,267.00	\$62,075.00	\$63,937.00
13	\$59,682.00	\$61,472.00	\$63,316.00	\$65,216.00
14	\$60,876.00	\$62,702.00	\$64,583.00	\$66,521.00
15	\$62,093.00	\$63,956.00	\$65,874.00	\$67,851.00
16		\$65,235.00	\$67,192.00	\$69,208.00
17		\$66,540.00	\$68,536.00	\$70,592.00
18		\$67,871.00	\$69,906.00	\$72,004.00
19			\$71,304.00	\$73,444.00
20			\$72,731.00	\$74,913.00
21			\$74,185.00	\$76,411.00
22				\$77,939.00
23				\$79,498.00
24				\$81,088.00

Years teaching experience is defined as working 80% or more of any given school year in a certificated position

Years at Blue Oak based on years teaching in Blue Oak classroom as a full time certificated teacher

Maximum previous teaching experience 8 years (years teaching not at Blue Oak)

Masters stipend \$1,250.00

182 days



**CERTIFICATED ANNUAL RATE SCHEULE
2021/2022 Salary Schedule**

Option A

5% annual (step) / 3% educational (column)

Year of Service STEP	5% annual rase	A	B	C	C-1
		BA / Reg. Credential	BA / Reg. Credential +60 Units	BA / Reg. Credential +75 Units	BA + 75 Units with Waldorf or SPED Certification
1		\$52,000.00	\$53,560.00	\$55,166.80	\$56,821.80
2		\$52,000.00	\$53,560.00	\$55,166.80	\$56,821.80
3		\$54,600.00	\$56,238.00	\$57,925.14	\$59,662.89
4		\$57,330.00	\$59,049.90	\$60,821.40	\$62,646.04
5		\$60,196.50	\$62,002.40	\$63,862.47	\$65,778.34
6		\$63,206.33	\$65,102.51	\$67,055.59	\$69,067.26
7		\$66,366.64	\$68,357.64	\$70,408.37	\$72,520.62
8		\$69,684.97	\$71,775.52	\$73,928.79	\$76,146.65
9		\$73,169.22	\$75,364.30	\$77,625.23	\$79,953.98
10		\$76,827.68	\$79,132.51	\$81,506.49	\$83,951.68
11		\$80,669.07	\$83,089.14	\$85,581.81	\$88,149.27
12		\$84,702.52	\$87,243.60	\$89,860.90	\$92,556.73
13		\$88,937.65	\$91,605.78	\$94,353.95	\$97,184.57
14		\$93,384.53	\$96,186.06	\$99,071.65	\$102,043.80
15		\$98,053.76	\$100,995.37	\$104,025.23	\$107,145.99
16			\$106,045.14	\$109,226.49	\$112,503.29
17			\$111,347.39	\$114,687.82	\$118,128.45
18			\$116,914.76	\$120,422.21	\$124,034.87
19				\$126,443.32	\$130,236.62
20				\$132,765.48	\$136,748.45
21				\$139,403.76	\$143,585.87
22					\$150,765.16
23					\$158,303.42
24					\$166,218.59

Years teaching experience is defined as working 80% or more of any given school year in a certificated position

Years at Blue Oak based on years teaching in Blue Oak classroom as a full time certificated teacher

Maximum previous teaching experience 8 years (years teaching not at Blue Oak)

Masters stipend \$1,250.00

182 days beginning discussions with faculty



**CERTIFICATED ANNUAL RATE SCHEDULE
2021/2022 Salary Schedule**

Option B

5% annual (step) through year 10 /3%
thereafter/ 3% educational (column)

Year of Service STEP	2% annual raise	A	B	C	C-1
		BA / Reg. Credential	BA / Reg. Credential +60 Units	BA / Reg. Credential +75 Units	BA + 75 Units with Waldorf or SPED Certification
1		\$52,000.00	\$53,560.00	\$55,166.80	\$56,821.80
2		\$52,000.00	\$53,560.00	\$55,166.80	\$56,821.80
3		\$53,040.00	\$54,631.20	\$56,270.14	\$57,958.24
4		\$54,100.80	\$55,723.82	\$57,395.54	\$59,117.40
5		\$55,182.82	\$56,838.30	\$58,543.45	\$60,299.75
6		\$56,286.47	\$57,975.07	\$59,714.32	\$61,505.75
7		\$57,412.20	\$59,134.57	\$60,908.60	\$62,735.86
8		\$58,560.45	\$60,317.26	\$62,126.78	\$63,990.58
9		\$59,731.65	\$61,523.60	\$63,369.31	\$65,270.39
10		\$60,926.29	\$62,754.08	\$64,636.70	\$66,575.80
11		\$62,754.08	\$64,636.70	\$66,575.80	\$68,573.07
12		\$64,636.70	\$66,575.80	\$68,573.07	\$70,630.27
13		\$66,575.80	\$68,573.07	\$70,630.27	\$72,749.17
14		\$68,573.07	\$70,630.27	\$72,749.17	\$74,931.65
15		\$70,630.27	\$72,749.17	\$74,931.65	\$77,179.60
16			\$74,931.65	\$77,179.60	\$79,494.99
17			\$77,179.60	\$79,494.99	\$81,879.84
18			\$79,494.99	\$81,879.84	\$84,336.23
19				\$84,336.23	\$86,866.32
20				\$86,866.32	\$89,472.31
21				\$89,472.31	\$92,156.48
22					\$94,921.17
23					\$97,768.81
24					\$100,701.87

Years teaching experience is defined as working 80% or more of any given school year in a certificated position

Years at Blue Oak based on years teaching in Blue Oak classroom as a full time certificated teacher

Maximum previous teaching experience 8 years (years teaching not at Blue Oak)

Masters stipend \$1,250.00

182 days in discussion with faculty



CERTIFICATED ANNUAL RATE SCHEULE
2021/2022 Salary Schedule

Option C

3% annual (step) / 3% educational (column)

Year of Service STEP	2% annual raise	A BA / Reg. Credential	B BA / Reg. Credential +60 Units	C BA / Reg. Credential +75 Units	C-1 BA + 75 Units with Waldorf or SPED Certification
1		\$52,000.00	\$53,560.00	\$55,166.80	\$56,821.80
2		\$52,000.00	\$53,560.00	\$55,166.80	\$56,821.80
3		\$53,560.00	\$55,166.80	\$56,821.80	\$58,526.46
4		\$55,166.80	\$56,821.80	\$58,526.46	\$60,282.25
5		\$56,821.80	\$58,526.46	\$60,282.25	\$62,090.72
6		\$58,526.46	\$60,282.25	\$62,090.72	\$63,953.44
7		\$60,282.25	\$62,090.72	\$63,953.44	\$65,872.04
8		\$62,090.72	\$63,953.44	\$65,872.04	\$67,848.21
9		\$63,953.44	\$65,872.04	\$67,848.21	\$69,883.65
10		\$65,872.04	\$67,848.21	\$69,883.65	\$71,980.16
11		\$67,848.21	\$69,883.65	\$71,980.16	\$74,139.57
12		\$69,883.65	\$71,980.16	\$74,139.57	\$76,363.75
13		\$71,980.16	\$74,139.57	\$76,363.75	\$78,654.67
14		\$74,139.57	\$76,363.75	\$78,654.67	\$81,014.31
15		\$76,363.75	\$78,654.67	\$81,014.31	\$83,444.73
16			\$81,014.31	\$83,444.73	\$85,948.08
17			\$83,444.73	\$85,948.08	\$88,526.52
18			\$85,948.08	\$88,526.52	\$91,182.31
19				\$91,182.31	\$93,917.78
20				\$93,917.78	\$96,735.32
21				\$96,735.32	\$99,637.38
22					\$102,626.50
23					\$105,705.29
24					\$108,876.45

Years teaching experience is defined as working 80% or more of any given school year in a certificated position

Years at Blue Oak based on years teaching in Blue Oak classroom as a full time certificated teacher

Maximum previous teaching experience 8 years (years teaching not at Blue Oak)

Masters stipend \$1,250.00

182 days in discussion with faculty



**CERTIFICATED ANNUAL RATE SCHEULE
2021/2022 Salary Schedule**

Option D

2% annual (step) / 3% educational (column)

Year of Service STEP	2% annual raise	A BA / Reg. Credential	B BA / Reg. Credential +60 Units	C BA / Reg. Credential +75 Units	C-1 BA + 75 Units with Waldorf or SPED Certification
1		\$52,000.00	\$53,560.00	\$55,166.80	\$56,821.80
2		\$52,000.00	\$53,560.00	\$55,166.80	\$56,821.80
3		\$53,040.00	\$54,631.20	\$56,270.14	\$57,958.24
4		\$54,100.80	\$55,723.82	\$57,395.54	\$59,117.40
5		\$55,182.82	\$56,838.30	\$58,543.45	\$60,299.75
6		\$56,286.47	\$57,975.07	\$59,714.32	\$61,505.75
7		\$57,412.20	\$59,134.57	\$60,908.60	\$62,735.86
8		\$58,560.45	\$60,317.26	\$62,126.78	\$63,990.58
9		\$59,731.65	\$61,523.60	\$63,369.31	\$65,270.39
10		\$60,926.29	\$62,754.08	\$64,636.70	\$66,575.80
11		\$62,144.81	\$64,009.16	\$65,929.43	\$67,907.32
12		\$63,387.71	\$65,289.34	\$67,248.02	\$69,265.46
13		\$64,655.46	\$66,595.13	\$68,592.98	\$70,650.77
14		\$65,948.57	\$67,927.03	\$69,964.84	\$72,063.79
15		\$67,267.54	\$69,285.57	\$71,364.14	\$73,505.06
16			\$70,671.28	\$72,791.42	\$74,975.16
17			\$72,084.71	\$74,247.25	\$76,474.67
18			\$73,526.40	\$75,732.19	\$78,004.16
19				\$77,246.84	\$79,564.24
20				\$78,791.78	\$81,155.53
21				\$80,367.61	\$82,778.64
22					\$84,434.21
23					\$86,122.90
24					\$87,845.35

Years teaching experience is defined as working 80% or more of any given school year in a certificated position

Years at Blue Oak based on years teaching in Blue Oak classroom as a full time certificated teacher

Maximum previous teaching experience 8 years (years teaching not at Blue Oak)

Masters stipend \$1,250.00

182 days in discussion with faculty



BLUE OAK SCHOOL
A WALDORF-INSPIRED PUBLIC CHARTER (K-8)

CLASSIFIED HOURLY RATE SCHEDULE

Proposed Effective July1, 2021

Ranges S | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11-12 | 13-15 | 16-19 | 20 |

3	15.00	15.38	15.76	16.15	16.56	16.97	17.40	17.83	18.28	19.20	19.68	20.17	20.68	21.19
4	15.75	16.14	16.55	16.96	17.39	17.82	18.27	18.72	19.19	20.16	20.67	21.18	21.71	22.25
5	16.54	16.95	17.37	17.81	18.25	18.71	19.18	19.66	20.15	21.17	21.70	22.24	22.80	23.37
6	17.36	17.80	18.24	18.70	19.17	19.65	20.14	20.64	21.16	22.23	22.78	23.35	23.94	24.54
7	18.23	18.69	19.16	19.63	20.13	20.63	21.14	21.67	22.21	23.34	23.92	24.52	25.13	25.76
8	19.14	19.62	20.11	20.62	21.13	21.66	22.20	22.76	23.33	24.51	25.12	25.75	26.39	27.05
9	20.10	20.60	21.12	21.65	22.19	22.74	23.31	23.89	24.49	25.73	26.37	27.03	27.71	28.40
10	21.11	21.63	22.18	22.73	23.30	23.88	24.48	25.09	25.72	27.02	27.69	28.39	29.10	29.82
11	22.16	22.72	23.28	23.87	24.46	25.07	25.70	26.34	27.00	28.37	29.08	29.81	30.55	31.31
12	23.27	23.85	24.45	25.06	25.69	26.33	26.99	27.66	28.35	29.79	30.53	31.30	32.08	32.88
13	24.43	25.04	25.67	26.31	26.97	27.64	28.34	29.04	29.77	31.28	32.06	32.86	33.68	34.52
14	25.66	26.30	26.95	27.63	28.32	29.03	29.75	30.50	31.26	32.84	33.66	34.50	35.37	36.25
15	26.94	27.61	28.30	29.01	29.73	30.48	31.24	32.02	32.82	34.48	35.34	36.23	37.13	38.06
16	28.28	28.99	29.72	30.46	31.22	32.00	32.80	33.62	34.46	36.21	37.11	38.04	38.99	39.97
17	29.70	30.44	31.20	31.98	32.78	33.60	34.44	35.30	36.19	38.02	38.97	39.94	40.94	41.96
18	31.18	31.96	32.76	33.58	34.42	35.28	36.16	37.07	37.99	39.92	40.92	41.94	42.99	44.06
19	48.34	49.54	50.78	52.05	53.35	54.69	56.05	57.46	58.89	61.87	63.42	65.01	66.63	68.30

*Up to three (3) years of credit on the salary schedule may be granted for previous experience .
After longevity step 20 an increase of 1.5% will be added for each ongoing year.
annual increase 2.5%*

RANGE	CLASSIFICATION
3	Instructional Aide/Classified Support
3	Maintenance/Custodial
4	Health Aide /Paraprofessional
6	Parent Community Liaison/Attendance Clerk
7	Registrar/Business Office & HR Coordinator
10	Behavior Support Assistant
11	Executive Assistant
17	Specialty Presenter
19	School Nurse/Councilor

Board Approved: _____



BLUE OAK SCHOOL
A WALDORF-INSPIRED PUBLIC CHARTER (K-8)

Administrative/Management Salary Schedule Proposal
To go into effect July 1, 2021

Steps	SPED/Assistant Director	Executive Director
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Number of Days:

190/195/200/205/210/215/220

Daily Rate:

1	390.00	435.00
2	397.80	443.70
3	405.76	452.57
4	413.87	461.63
5	422.15	470.86
6	430.59	480.28

annual increase 2%

Credit for up to 3 yrs of experience given

Current contract days

210	210
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Longevity to be determined

	Facilities/Safety Manager
	11 months / 225 days
2021	\$57,000
1	\$58,140
2	\$59,303
3	\$60,489
4	\$61,699
5	\$62,933

annual increase 2%

Board Approval _____