

**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, October 12, 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**

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### **OPEN SESSION - 4:15 PM**

#### **1. OPENING**

- 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, and Love of life itself. Let us remember that as many hands build a house, So many hearts build 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 September 14th, 2021.

- 1.7. Teleconferencing During State of Emergency  
**State of Emergency (§ 8625)**

- 2. FINANCIAL REPORTS**

- 2.1. Charter Impact Monthly Report
  - 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. Actual to Budget Summary (*part of the Financial Forecast in the Charter Impact Report*)
- 2.2. Point of Sale Transactions/Check Register

- 3. BUSINESS**

- 3.1. Establish Committee Member Roles
- 3.2. ESSER III Expenditure Plan
- 3.3. Marketing Contract
  - 3.3.1. Budget Revision
- 3.4. Advanced Document Concepts Purchase
- 3.5. MC2 Video Project
- 3.6. Executive Director's Report

- 4. NEXT MEETING - Tuesday, November 9th, 2021 at 4:15PM**

- 5. ADJOURNMENT**

➤ Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini				
Amber Brown				
Kate McDonald				
Chairun Combs				
Amber Saetern				

➤ Vote passes.

Minutes Taken By: Alexandra Archer

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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**450 W. East Avenue, Chico, CA 95926**  
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## **AGENDA**

### **OPEN SESSION - 4:15 PM**

#### **1. OPENING**

##### **1.1. Call Meeting to Order**

- Amber Brown called the meeting to order at 4:28PM.

##### **1.2. Roll Call of Committee Members and Establish Quorum**

- Present: Kate McDonald, Chairun Combs, Amber Brown, and Susan Domenighini (arrived late)
- Absent: Amber Saetern

##### **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, and Love of life itself. Let us remember that as many hands build a house, So many hearts build a school."*

- Kate McDonald read the school verse.

##### **1.4. Audience to Address the Committee**

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- No audience members were present to address the committee.

### 1.5. Agenda Modifications

- No modifications were made to the agenda.

### 1.6. Approve Minutes from August 10th, 2021.

- Chairun Combs motioned to approve the minutes from August 10th, 2021. Kate McDonald seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini				X
Amber Brown	X			
Kate McDonald	X			
Chairun Combs	X			
Amber Saetern				X

- Vote passes.

## 2. FINANCIAL REPORTS

### 2.1. Charter Impact Monthly Report

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

### 2.2. Point of Sale Transactions/Check Register

- Jim Weber from Charter Impact gave the financial report from August via PowerPoint presentation. Blue Oak can expect to see changes for the 3rd round of federal money soon which will require a board approved multi-year expenditure plan; this plan will be brought to the board next month. Cash is very stable right now. There are no current ADA/enrollment updates at the moment; the report is using an attendance forecast. Jim also reviewed the revenue forecast for the next couple of years of grants and funds from federal programs. Additionally, expenses have increased due to summer hours and staff recruitment.
- Chairun Combs made a motion to recommend the financial report to the BOCC. Kate McDonald seconded the motion..
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini				X
Amber Brown	X			

Kate McDonald	X			
Chairun Combs	X			
Amber Saetern				X

➤ Vote passes.

### 3. BUSINESS

#### 3.1. Establish Committee Member Roles

- Susan Domenighini joined the meeting.
- The BOFC decided to wait to decide on the member roles until next month when all committee members are present.

#### 3.2. Accept Donations

- Kate McDonald made a motion to accept the donations presented to the Finance Committee. Chairun Combs seconded the motion.
- No further discussion
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini	X			
Amber Brown	X			
Kate McDonald	X			
Chairun Combs	X			
Amber Saetern				X

➤ Vote passes.

#### 3.3. Accept Contracts

##### 3.3.1. Speech Language and Occupational Therapist, Full Circle

- The contract presented is similar to what Blue Oak has used in the past. The school tried to hire our own SLP but was unsuccessful.
- Chairun Combs made a motion to recommend that the BOCC accept this contract. Kate McDonald seconded.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini	X			
Amber Brown	X			
Kate McDonald	X			
Chairun Combs	X			
Amber Saetern				X

➤ Vote passes.

### 3.4. Floor Foundation, Grant Application

- Blue Oak had some intruders vandalize the school recently which brought up the fact that our school needs security cameras on site. Buck Ernest, the Facilities Manager and Safety Coordinator, applied for this grant through a connection in the community. It is already approved as soon as the board accepts it.
- Susan Domenighini made a motion to recommend to the BOCC to approve this grant. Chairun Combs seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini	X			
Amber Brown	X			
Kate McDonald	X			
Chairun Combs	X			
Amber Saetern				X

- Vote passes.

### 3.5. Increase Substitute Teacher Wage

- Blue Oak has been struggling to find substitute teachers. The school is currently offering \$120 a day, however, CUSD recently increased their daily rate to around \$200 a day. This difference in pay has been causing some competition and lack of subs for our school. Susan would like to recommend to the BOCC that we increase our daily rate to \$200 a day. It will not impact the budget too greatly in the long run, about a \$10,000 increase overall which is not a budget breaker. Ultimately, not doing this puts pressure on our speciality teachers to cover teachers when subs are not available which does not allow us to meet our academic goals. This is a temporary increase because of high demand.
- Kate McDonald made a motion to recommend to the BOCC that we temporarily increase our substitute teacher wage from \$120 a day to \$200. Chairun Combs seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini	X			
Amber Brown	X			
Kate McDonald	X			
Chairun Combs	X			
Amber Saetern				X

- Vote passes.

### 3.6. Executive Director's Report

- Enrollment

- This year's school budget was planned on enrollment of around 291 students at Blue Oak; however, with the events of the last few months and an increase in risk, we have seen a significant drop in enrollment. The document presented in the packet shows reasons behind the drop in enrollment.
- This is a concern for the budget and is something for the committee to be aware of. We will be giving Jim these numbers for the budget soon; with attendance we are still learning how to handle IS at this time since the state is putting out many new requirements. In CA as a whole, enrollment is down 2.5% and in Butte county it is down 5.7%. This is not just a Blue oak issue. Also, school staff are working to get testing set up onsite weekly for staff and students who need it. It is not abnormal to experience a little bit of a drop off at the beginning of the school but this decrease is large and primarily due to COVID. Overall it was more than we anticipated.
- MC2 Advertising Update
  - Susan approved another 3 months of Google Ads through MC2 which was under her spending limit. This agreement is to continue our advertising project; we are meeting with MC2 tomorrow to continue to work on enrollment this year and are starting the conversation of looking for classes for next year too. Now is not a good time to stop advertising.
- COVID Concerns
  - Additional COVID funding will no longer be available for staff sick leave as well as teleconferencing requirements for brown act bodies. Susan is hoping that after election day, these things may be re-evaluated to see if they are still necessary for CA schools.

#### **3.6.1. Annual Brown Act & Conflicts of Interest**

- Brown Act training is highly suggested for all of our board and committee members. The one we have suggested doing is by Young Minney & Corr; it is a high quality and online training. This serves as a reminder to sign up.

### **4. SUSTAINABLE SCHOOL DESIGN TASK FORCE**

#### **4.1. Action/Review Items**

##### **4.1.1. Plan for Discussion in November**

- The BOFC talked about what a sustainable school is and the role of this committee at the last meeting. At our schools in-service day in November we will be using some of our time to look at this topic. Classified and certificated will be involved in this discussion. Blue Oak will also make the topic of TK, no charge preschool, and lopping a part of the discussion. We also want to have these discussions before we look at moving our school into a new building. We will most likely have a good presentation ready by our December meeting.

### **5. NEXT MEETING - Tuesday, October 12th, 2021 at 4:15PM**

### **6. ADJOURNMENT**

- Amber Brown adjourned the meeting at 5:27PM.



Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT

# Business Checking – XXXXX0889

## Search transactions

Activity: Date range; **Start date:** Sep 01, 2021; **End date:** Sep 30, 2021; **Type:** Debits

## Transactions

🕒 Pending ● Posted

Date ▼	Description ◇	Debit ◇	Credit ◇	Balance
● Sep 30, 2021	<u>Check 10723</u>	685.19		
● Sep 29, 2021	<u>Check 10716</u>	14,528.25		
● Sep 29, 2021	<u>Check 10710</u>	2,275.00		
● Sep 29, 2021	<u>Check 10720</u>	294.64		
● Sep 28, 2021	<u>Check 10718</u>	1,555.73		
● Sep 28, 2021	<u>Check 10714</u>	647.22		
● Sep 28, 2021	<u>Check 10721</u>	282.00		
● Sep 28, 2021	<u>Check 10708</u>	177.00		
● Sep 28, 2021	ACH Payment BENEFIT RESOURCE BRI XFER MEDICAL FSA	1,334.50		
● Sep 27, 2021	<u>Check 10706</u>	427.50		
● Sep 27, 2021	ACH Payment IRS USATAXPYMT	25,565.59		
● Sep 27, 2021	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	5,430.97		
● Sep 27, 2021	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	2,072.76		
● Sep 24, 2021	<u>Check 10702</u>	1,035.69		
● Sep 24, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	80,287.84		
● Sep 24, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	16,672.93		
● Sep 24, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	11,107.49		
● Sep 24, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	7,362.36		
● Sep 24, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	4,330.36		

Date ▾	Description ◊	Debit ◊	Credit ◊	Balance
● Sep 24, 2021	ACH Payment BLUE OAK CHARTER PAYMENTS	4,019.00		
● Sep 23, 2021	<u>Check 10713</u>	432.05		
● Sep 23, 2021	<u>Check 10707</u>	145.00		
● Sep 23, 2021	ACH Payment CALPERS 3100	12,071.11		
● Sep 23, 2021	ACH Payment CALPERS 3100	3,525.34		
● Sep 22, 2021	<u>Check 10712</u>	2,700.00		
● Sep 22, 2021	<u>Check 10705</u>	392.65		
● Sep 22, 2021	POS Purchase DXE MEDICAL INC 866-3494364 TN #3136 <i>Rest? Recovery Supplies</i>	66.01		
● Sep 21, 2021	<u>Check 10689</u>	2,484.84		
● Sep 21, 2021	<u>Check 10695</u>	1,999.13		
● Sep 21, 2021	<u>Check 10704</u>	685.19		
● Sep 21, 2021	<u>Check 10711</u>	495.66		
● Sep 21, 2021	<u>Check 10703</u>	5.00		
● Sep 21, 2021	ACH Payment BLUE OAK CHARTER PAYMENTS <i>Charter Impact</i>	6,264.00		
● Sep 20, 2021	<u>Check 10709</u>	48,866.97		
● Sep 20, 2021	<u>Check 10691</u>	103.60		
● Sep 20, 2021	<u>Check 10697</u>	32.00		
● Sep 20, 2021	ACH Payment PAYMENT FOR AMZ CORP LINE <i>SCHOOL WIDE MATERIALS/SUPPLIES</i>	5,875.40		
● Sep 17, 2021	<u>Check 10700</u>	7,002.35		
● Sep 16, 2021	<u>Check 10686</u>	14,528.25		
● Sep 15, 2021	<u>Check 10688</u>	1,696.33		
● Sep 15, 2021	<u>Check 10677</u>	1,035.69		
● Sep 15, 2021	<u>Check 10699</u>	465.73		
● Sep 15, 2021	<u>Check 10696</u>	21.00		
● Sep 15, 2021	ACH Payment BENEFIT RESOURCE BRI XFER <i>MEDICAL FSA</i>	186.50		



Date ▾	Description ▾	Debit ▾	Credit ▾	Balance
● Sep 15, 2021	ACH Payment BENEFIT RESOURCE BRI XFER MEDICAL FSA	104.00		
● Sep 15, 2021	POS Purchase RALEY S #245 CHICO CA #3136 HANDWORK SUPPLIES - UPPER GRADES	344.80		
● Sep 15, 2021	POS Purchase YOUNG, MINNEY & CORR WWW.MYCHARTER CA #3136 PROF. DEV.	30.00		
● Sep 14, 2021	<u>Check 10701</u>	5,793.75		
● Sep 14, 2021	<u>Check 10690</u>	4,305.00		
● Sep 14, 2021	<u>Check 10693</u>	1,252.60		
● Sep 14, 2021	<u>Check 10687</u>	320.80		
● Sep 14, 2021	<u>Check 10692</u>	224.14		
● Sep 14, 2021	<u>Check 10698</u>	142.79		
● Sep 14, 2021	POS Purchase YOUNG, MINNEY & CORR WWW.MYCHARTER CA #3136 PROF. DEV.	30.00		
● Sep 14, 2021	POS Purchase YOUNG, MINNEY & CORR WWW.MYCHARTER CA #3136 PROF. DEV.	30.00		
● Sep 14, 2021	POS Purchase YOUNG, MINNEY & CORR WWW.MYCHARTER CA #3136 PROF. DEV.	30.00		
● Sep 13, 2021	ACH Payment IRS USATAXPYMT	6,685.17		
● Sep 13, 2021	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	665.25		
● Sep 13, 2021	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	396.97		
● Sep 13, 2021	POS Purchase GOOGLE*ADS3145642425 SUPPORT.GOOGLE CA #3136 ADVERTISING	393.77		
● Sep 13, 2021	POS Purchase DXE MEDICAL INC 866-3494364 TN #3136 REST & RECOVERY SUPPLIES	71.00		
● Sep 10, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	16,729.68		
● Sep 10, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	7,927.74		
● Sep 10, 2021	POS Purchase BROWN SHEEP COMPANY I 308-635-2198 NE #3136 HANDWORK SUPPLIES FOR KINDERGARTEN	70.00		
● Sep 10, 2021	POS Purchase YOUNG, MINNEY & CORR WWW.MYCHARTER CA #3136 PROF. DEV.	30.00		

Date ▾	Description ◊	Debit ◊	Credit ◊	Balance
● Sep 10, 2021	POS Purchase YOUNG, MINNEY & CORR WWW.MYCHARTER CA #3136 PROF DEV.	30.00		
● Sep 10, 2021	POS Purchase YOUNG, MINNEY & CORR WWW.MYCHARTER CA #3136 PROF DEV	30.00		
● Sep 10, 2021	POS Purchase BROWN SHEEP COMPANY I 308-635-2198 NE #3136 HANDWORK LOWER GRADES	9.20		
● Sep 09, 2021	<u>Check 10685</u>	323.61		
● Sep 09, 2021	POS Purchase YOUNG, MINNEY & CORR WWW.MYCHARTER CA #3136 PROF DEV.	30.00		
● Sep 08, 2021	<u>Check 70104</u>	104.57		
● Sep 08, 2021	<u>Check 10683</u>	29.50		
● Sep 08, 2021	ACH Payment BLUE OAK CHARTER PAYMENTS	568.75		
● Sep 07, 2021	<u>Check 7316</u>	1,962.50		
● Sep 07, 2021	POS Purchase POSTAL PLUS 530-8911626 CA #3136 POSTAGE	169.42		
● Sep 07, 2021	POS Purchase YOUNG, MINNEY & CORR WWW.MYCHARTER CA #3136 PROF DEV.	30.00		
● Sep 03, 2021	ACH Payment SPRINT8006396111 ACHBILLPAY TQ93KZUD3866NM0U CELL PHONE (SCHOOL EMERGENCY)	33.06		
● Sep 02, 2021	<u>Check 10681</u>	197.43		
● Sep 02, 2021	<u>Check 10684</u>	25.00		
● Sep 01, 2021	<u>Check 10673</u>	2,275.00		
● Sep 01, 2021	<u>Check 10669</u>	147.19		
● Sep 01, 2021	<u>Check 10680</u>	85.74		
● Sep 01, 2021	<u>Check 10682</u>	23.18		
● Sep 01, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	92.77		
● Sep 01, 2021	ACH Payment BLUE OAK CHARTER PAYMENTS	74.14		
● Sep 01, 2021	POS Purchase USPS STAMPS ENDICIA 888- 434-0055 DC #3136 POSTAGE	50.00		

Date ▼

Description ◊

Debit ◊

Credit ◊

Balance

● Sep 01, 2021 POS Purchase YOUNG, MINNEY & CORR 50.00

WWW.MYCHARTER CA #3136 PROF. DEV.



702 Nord Avenue • P.O. Box 3870 • Chico, CA 95927

## PROPOSAL

Prepared For

**Blue Oak Charter School**

450 W. East Avenue  
Chico, Ca. 95926

September 28, 2021

1 ea. Kyocera TASKalfa 6004i Imaging System ..... \$300.00 per month, plus tax

- 60 Month Lease
- 0 Down
- FMV Buyout Option

### Features:

- 60 pages per minute b/w
- 1200 x 4800 dpi
- 36 GB Ram & 320 GB HDD
- Dual scan document feeder (275 ipm / 320 originals)
- Automatic duplexing
- Finisher/Stapler (65 Sheet Staple)
- Network print interface
- Network scan interface
- Dual 1,500 sheet paper deck
- Dual 500 sheet paper trays
- 150 sheet bypass tray
- Power filter device
- Includes installation, setup, training and IT services for printing, & scanning
- Includes the Lease Payoff & Trade in of Kyocera TASKalfa 6002i

### Maintenance Program:

Billed monthly @ \$.007 per b/w page  
Covers all parts, labor, maintenance,  
Supplies & IT Services for printing &  
scanning; excludes paper & staples.

  
Michael Fogleman  
V.P. of Sales

**Proposal Accepted:**

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

530 / 893-8711 • 530 / 893-9027 fax • 530 / 893-8714 service

DIGITAL COPIERS/PRINTERS • LASER PRINTERS • DOCUMENT ARCHIVING SYSTEMS • FAX MACHINES • SCANNERS • MAILING SYSTEMS

COMPREHENSIVE TECHNICAL SUPPORT • PRINTING SUPPLIES

## Cost Analysis

### Prepared For

#### Blue Oak Charter School

450 W. East Avenue  
Chico, Ca. 95973

September 28, 2021

#### TASKalfa 6004i

#### Current Cost:

1.) Kyocera TASKalfa 6002i Lease Payment .....	\$485.00 per month
2.) Service & Supplies for 9,290 B/W Pages.....	<u>\$83.61 per month</u>
Total Monthly Cost	\$568.61

#### Proposed Cost:

1.) Kyocera TASKalfa 6004i Lease Payment .....	\$300.00 per month
2.) Service & Supplies for 9,290 B/W Pages.....	<u>\$65.03 per month</u>
Total Monthly Cost	\$365.03

Monthly Savings ..... \$203.58

Annual Savings ..... \$ 2,442.96

**Total Program Savings ..... \$12,214.80**





# Video for Blue Oak Charter School

**Prepared for:**

Susan Domenighini Blue Oak Charter School

**Prepared by:**

Amanda Kaschmitter MC2 Design



# The Current Challenges

"People don't always buy the best products or services; they engage the ones they can understand the fastest." - Donald Miller

Blue Oak Charter School has new clear and concise Storybrand messaging being used on social media, website, and digital ads. To take your message to the next level it's time to use the increasingly popular medium – video!

With your Brandscript as your video script, you will be able to connect effectively with your audience in a professional, high quality video that will captivate their attention.

You are a professional at what you do, not marketing. And here's the thing: you shouldn't have to be. You should be able to focus on your organization, on what you do best, and on what makes your organization grow. Let MC2 take care of the marketing for you!

## Message Clarity Consultation Scope



### Deliverables

- A 2 minute video for Blue Oak Charter School
  - Using the BrandScript as the video script, MC2 will film and edit a promotional video for Blue Oak Charter School.
- 1 min 'about' video
- 30 second video for social media
- Pre-production scheduling and coordination of video shoot details
- Video filming at Blue Oak Charter School - half day, up to 6 hours on a single day
- Voiceover provided by MC2. Background "actors" will be provided by Blue Oak Charter School. These "actors" won't have any lines and just need to be willing participants who can take direction.
- Video editing including a rough cut with up to three rounds of revisions.
- Provide final videos as a digital file for Blue Oak Charter Schools use.

# Your Investment

This investment in your organization will get you a return financially AND personally - you'll love the newfound confidence that comes from having high quality video that communicates what you do and the value you bring your students.

Name	Price	QTY	Subtotal
Storybrand Promotional Video	\$6,000.00	1	\$6,000.00
2 minute version			
1 minute version			
30 second version			
	Subtotal		<b>\$6,000.00</b>
	Discount		<b>\$0.00</b>
	Tax		<b>\$0.00</b>
	<b>Total</b>		<b>\$6,000.00</b>

# Let's Make it Official

Here's what you need to do to get started.

1. **Digitally sign this proposal and return it to me.**
2. **Next, I'll send you an invoice and an email to schedule our discovery consultation.**
3. **We'll perform our first collaborative session then it's off to the races!**

## Agreed and Accepted By:

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

MC2 Design

Blue Oak Charter School



10 / 06 / 2021

Amanda Kaschmitter

Susan Domenighini

Partner Relationship Manager

Executive Director

## Project Agreement Details

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

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

## Payment

50% is due upfront and final payment at project delivery. MC2 will accept payment as cash, check, Visa or MasterCard (3% surcharge on credit card transactions).

### ACCEPTANCE

Blue Oak Charter School accepts the above proposal for work to be performed as stated by MC2 Design Group, Inc. has read and agreed to the attached project scope and agrees to the trade terms, conditions and warranties on the additional pages. This proposal constitutes a contract between MC2 Design Group, Inc. and Blue Oak Charter School when signed by both parties.

1. Payment will be made to MC2 Design Group, Inc. of all sums due in a timely manner as determined by both parties.
2. On default in payment of any obligations due, and in the event collection proceedings are instituted by MC2 Design, Inc. including legal proceedings, Blue Oak Charter School agrees to pay all costs, expenses and attorney's fees incurred by MC2 Design Group, Inc. pursuant to the collection or attempts to collect said amounts.
3. Interest on past due and unpaid balances will accrue at the rate of 1-1/2% per month (18% per annum), or \$10.00 per month, whichever is greater, and Blue Oak Charter School: agrees to pay said interest on past due accounts.
4. The terms of the above Proposal clause and Acceptance clause constitute a contract between MC2 Design Group, Inc. and Blue Oak Charter School and will be binding upon the heirs, executors, administrators, successors and assigns of the parties.