

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

Join Zoom Meeting

<https://zoom.us/j/99715488751?pwd=dHlwYHY2eW9pbmZsWklMRFFrWEh0QT09>

**Meeting ID:** 997 1548 8751

**Passcode:** c91ziZ

**Tuesday, January 18th, 2022 - 6:00 PM**

*Vision: To be a model for successful education of the whole child.*

*Mission: To nurture and deepen each child's academic and creative capacities using methods inspired by Waldorf education in a public school setting.*

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**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.

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**The Blue Oak Charter Council reserves the right to take action on any item on the agenda.**

**AGENDA**

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**OPEN SESSION - 6:00 PM**

**1. OPENING**

- 1.1. Call Meeting to Order
- 1.2. Roll Call of Council Members and Establish Quorum
- 1.3. Invocation - School Verse Read

*"This is our school, May peace dwell here, May the rooms be full of contentment. May love abide here, Love of one another, Love of our school, and Love of life itself. Let us remember that as many hands build a house, So many hearts build a school."*

- 1.4. Agenda Modifications
- 1.5. Audience to Address the Council

*This is an opportunity for members of the community to address the committee concerning items not on the agenda. Persons addressing the Committee will be allowed a maximum of three (3)*

*minutes for their presentation. The chair may establish a maximum speaking time for any item.  
Persons may not yield their time to another speaker (Gov. Code § 54954.3)*

**2. CONSENT AGENDA**

- 2.1. Approve Regular and Special Meeting Minutes from December 15th, 2021
- 2.2. Charter Impact Monthly Report Jim Weber, Charter Impact
  - 2.2.1. Attendance and Enrollment
  - 2.2.2. Cash Flow
  - 2.2.3. Balance Sheet Detail
  - 2.2.4. Warrants/Aged Payable
  - 2.2.5. Actual to Budget Summary
- 2.3. Point of Sale Transactions/Check Register
- 2.4. Teleconferencing During State of Emergency  
**State of Emergency (§ 8625)**
- 2.5. Accept Employee Resignations
  - 2.5.1. Emma Todd, School Counselor
- 2.6. Accept Offers of Employment
  - 2.6.1. Diana Orejel, Instructional Aide
  - 2.6.2. Michelle Mattern, Substitute Teacher
- 2.7. Accept Donations

**3. GOVERNANCE**

- 3.1. Finance Committee Report Amber Brown
- 3.2. Parent Council Report Trisha Atehortua
- 3.3. Policy Review Susan Domenighini
  - 3.3.1. General Complaint Policy
  - 3.3.2. Title IX, Harassment, Discrimination, Intimidation, & Bullying Policy
  - 3.3.3. Uniform Complaint Policy & Procedures
- 3.4. Equity & Inclusion Task Force Report
- 3.5. COVID-19 Response
- 3.6. ESSER III Approval Letter
- 3.7. Corrective Action Plan
- 3.8. Sustainable School Preschool Program
- 3.9. Lease Extension
- 3.10. SARC

**4. FACULTY**

- 4.1. Grade Level Report

Riley Murray & Nick Meier

**5. ADMINISTRATION**

- 5.1. Executive Director's Report

Susan Domenighini

**6. NEXT MEETING - Tuesday, February 15th, 2022 at 6:00PM**

**7. ADJOURNMENT**

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**AGENDA**

---

**OPEN SESSION - 6:00 PM**

**1. OPENING**

**1.1. Call Meeting to Order**

- Chelsea Parker called the meeting to order at 6:04PM.

**1.2. Roll Call of Council Members and Establish Quorum**

- Present: Laurel Hill-Ward, Vicki Wonacott, Trisha Atehortua, Leanna Glander, Chelsea Parker, and Amber Brown
- 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, and Love of life itself. Let us remember that as many hands build a house, So many hearts build a school."*

- Chelsea Parker read the school invocation.

**1.4. Agenda Modifications**

- No agenda modifications were made.

### 1.5. Audience to Address the Council

*This is an opportunity for members of the community to address the committee concerning items not on the agenda. Persons addressing the Committee will be allowed a maximum of three (3) minutes for their presentation. The chair may establish a maximum speaking time for any item.*

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

- No audience members were present to address the council.

## 2. CONSENT AGENDA

### 2.1. Approve Minutes from November 16th, 2021

### 2.2. Charter Impact Monthly Report

**Jim Weber, Charter Impact**

#### 2.2.1. Attendance and Enrollment

#### 2.2.2. Cash Flow

#### 2.2.3. Balance Sheet Detail

#### 2.2.4. Warrants/Aged Payable

#### 2.2.5. Actual to Budget Summary

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

### 2.4. Teleconferencing During State of Emergency

State of Emergency (§ 8625)

### 2.5. Accept Offers of Employment

#### 2.5.1. Tace Higuchi, Substitute Teacher

#### 2.5.2. Kristin Chamber, Substitute Teacher

#### 2.5.3. Joseph Shufleberger, Substitute Teacher

#### 2.5.4. Sarah Bernhardt, Instructional Aide

- Leanna Glander made a motion to approve the consent agenda. Laurel Hill-Ward seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Chelsea Parker	X			
Vicki Wonacott	X			
Laurel Hill-Ward	X			
Amber Brown	X			
Leanna Glander	X			
Trisha Atehortua	X			

- Vote passes.

## 3. GOVERNANCE

### 3.1. Finance Committee Report

**Amber Brown**

- The BOFC reviewed the November financial reports with Jim Weber from Charter Impact as well as talked about the preschool program which Riley Murray will elaborate on later in this meeting. As stated in the financial update, ADA is down 243 from 252 which is worrisome from a budget perspective. However, due to a number of funds over the next couple of years, these changes won't severely

impact our school until year 3 of our multi-year budget forecast. Until then, the school is working on getting plans into place to help combat this issue. Other than that, it was a fairly quick meeting and there is not a lot of news to report.

### 3.2. **Parent Council Report** **Trisha Atehortua**

- At the last PC meeting, there was much talk about the pop-up event from last weekend, the last middle school dance, and plans for the May Faire. Many parents discussed possible solutions for how to have safe dances outdoors in colder months. The PC also talked about possible dates for the May Faire this year; considering planning on a Sunday and trying to avoid Mothers Day Weekend.
- Finally, the PC discussed having a collective fund for school wide supplies for classrooms that could help cover things such as holiday supplies and school events. There will hopefully be more details to come about this plan soon.

### 3.3. **Policy Review**

#### 3.3.1. **Grading Policy (2nd Reading)**

- This is the second reading of this Grading Policy so it will require a vote. The school has been working on strengthening the clarity of our grading policy for a couple of years. This policy is primarily the work of our Pedagogical Team who also pulled information from other schools, public and private, as well as CUSD to craft it. Additionally, this policy was reviewed with faculty. Independent Study is its own separate piece of grading and is addressed in the last line of this policy.
- Leanna Glander made a motion to approve the Annual Narrative and Grading Policy. Vicki Wonacott seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Chelsea Parker	X			
Vicki Wonacott	X			
Laurel Hill-Ward	X			
Amber Brown	X			
Leanna Glander	X			
Trisha Atehortua	X			

- Vote passes.

### 3.4. **COVID-19 Response Update**

- Susan Domenighini updated the Council that Blue Oak has continued to have very few exposures and there have been no new exposures to report since the last meeting. Administration has not heard anything new from the state as far as changes from the CDC. Blue Oak is continuing to have on-site testing on Tuesday which has been very well-utilized by our community.

### 3.5. **Preschool Program** **Riley Murray**

- Riley Murray has been working closely with Susan Domenighini to get the Preschool Program started at Blue Oak. Riley believes that this program will help build our school community and is working hard to plan and approve this program so we can start building a waitlist. Our hope is to come back to the

BOFC and BOCC in January to present final numbers so we can begin opening our enrollment.

- Riley gave a presentation for our preschool program via PowerPoint. Riley sent out a survey to collect information about interest in our community. There was not a lot of feedback but the feedback we did receive was encouraging. The prominent question was to help find sustainable pricing for this program. Our program could also be subsidized for those who could not afford to pay the full price of our program.
- The Preschool Program is being designed with the hope that one of our certificated teachers will be able to work in this program but that is to be determined. Proposed hours of services include options such as MWF and T/TH as well as M-F programs.
- Board members suggested providing some extended time for after-school care for those families who need it. Riley stated that they would consider that as a future possibility but first wanted to start the program with a slightly shorter, more sustainable day; starting with a program that mimics our school day and then expanding on that with additional options such as an extended day.
- Riley and Susan want to make this program cost-effective so it is attractive to all sorts of families. Board members feel that the more options and flexibility we can offer families the better. Riley wants to offer “passes” or consider hav a first come first serve drop-in rate. Board members feel that the outlined rates proposed seem standard to the current climate and suggest thinking about fees for late pick ups as well.
- Finally, the board would also like to see the projected costs of not only staffing but materials as well. Members feel it is important to market this program as a preschool that feeds into our Kindergarten program, not daycare, since it will only be 10 months of the year. Also, potty training requirements for younger students is something to consider as well. Overall, this program is a great start and all of the board members are very excited to see this unfold.

### **3.6. Educator Effectiveness Block Grant (2nd Reading)**

- This is the second reading of this block grant and will require a vote. BOCC reviewed and discussed this grant at the last meeting. Nothing has changed from the last reading. This is a grant that Blue Oak will receive from the state and the document presented is an outline of how we will be spending the grant money.
- Leanna Glander made a motion to approve the block grant. Amber Brown seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Chelsea Parker	X			
Vicki Wonacott	X			
Laurel Hill-Ward	X			
Amber Brown	X			
Leanna Glander	X			

Trisha Atehortua	X			
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➤ Vote passes.

**4. FACULTY**

**Riley Murray & Nick Meier**

**4.1. Grade Level Report**

- Riley Murray gave a quick update about all of the ongoings on Blue Oak campus before the holiday break. There have been many different celebrations such as Hanukkah and the Light Spiral and the hallways are filled with lots of holiday art that lift our spirits.

**5. NEXT MEETING - Tuesday, January 18th, 2022 at 6:00PM**

**6. ADJOURNMENT**

- Chelsea Parker adjourned the meeting at 7:03PM.

Minutes Taken By: Alexandra Archer

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

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**SPECIAL MEETING**

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**Meeting ID:** 983 4791 9501

**Passcode:** PUvR9p

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## **AGENDA**

### **OPEN SESSION - 5:00 PM**

#### **1. OPENING**

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

- Chelsea Parker called the meeting to order at 5:15PM

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

- Present: Vicki Wonacott, Laurel Hill-Ward, Chelsea Parker, Amber Brown, and Leanna Glander
- 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, and Love of life itself. Let us remember that as many hands build a house, So many hearts build a school.”*

- Trisha Atehortua read the school verse.

**1.4. Agenda Modifications**

- Chelsea Parker requests that we remove the consent agenda as that item is on our regularly scheduled meeting.

**1.5. Audience to Address the Council**

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- No audience members addressed the council.

**~~2. CONSENT AGENDA~~**

**~~2.1. Teleconferencing During State of Emergency  
State of Emergency (§ 8625)~~**

- ~~➤ Here~~

**3. GOVERNANCE**

**3.1. General Complaint Policy**

**3.2. Title IX, Harassment, Discrimination, Intimidation, & Bullying Policy**

**3.3. Uniform Complaint Policy & Procedures**

- Kendra from Young, Minney and Corr took a look at policies to ensure legal compliance. Recently, there were significant changes to complaint policy and procedures which took effect in 2020 so Kendra and her team reviewed and updated those policies. Blue Oak is presenting draft policies with all of the updated information with current compliance.
- This is the first read of these documents. Blue Oak will be updating all of the highlighted pieces on the draft documents by the next meeting for the second reading in January. The board wanted to ensure this process was done quickly so we can get into compliance with current policy.
- There were no questions regarding this agenda item and no action was taken. Next month, the board will have these policies on our agenda for the second reading to vote on these documents.

**4. CLOSED SESSION**

**4.1. Conference Call with Legal Counsel - Anticipated Litigation**

**Significant exposure to litigation pursuant to Paragraph (2) or (3) of subdivision (d) of Section 54956.9: (One case)**

- The report out from Closed Session is that the board voted unanimously to delegate the administrative investigative responsibility to board chair, Chelsea Parker, and board member, Leanna Glander, to investigate a complaint against personnel.

**5. NEXT MEETING - Wednesday, December 15th at 6:00PM**

**6. ADJOURNMENT**

- Chelsea Parker adjourned the meeting at 5:37PM.

Minutes Taken By: Alexandra Archer

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

DRAFT

# Blue Oak Charter School

Monthly Financial Presentation – December 2021

# December Highlights

## Highlights

- Drop in attendance requires escalating use of federal funding to maintain current services.
- Forecast loss (excluding PPP) (**\$371K**) with support of **\$624K** one-time funds.
  - **Forecast \$4 million expenses compared to \$3 million reoccurring revenue.**
  - Multi-year federal awards forecast extinguished during 2021/22 and 2022/23.
  - 2020/21 audit reclassified PPP forgiveness as 2021/22 revenue, impact **\$531K**.
- Revenue below budget (**\$101K**) – ongoing revenue (**\$281K**) + one-time revenue **+180K**.
- Expenses above budget (**\$283K**).
- Cash ended month **\$419K**. Operating loss increases concern for cash in 2022/23.

## Compliance and Reporting

- Federal funds and special education reporting will be completed during January.
- School Accountability Report Card due Feb 1<sup>st</sup>.
- Supplement to the Annual Update to the 2021-22 LCAP for Board prior to Feb 28<sup>th</sup>.

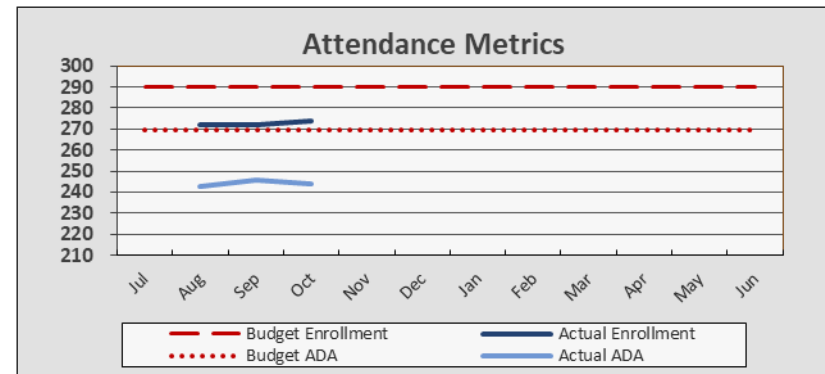
# Attendance Data and Metrics



## Enrollment and Per Pupil Data

<b>Enrollment &amp; Per Pupil Data</b>			
	<b><u>Actual</u></b>	<b><u>Forecast</u></b>	<b><u>Budget</u></b>
Average Enrollment	273	273	290
ADA	244	244	270
Attendance Rate	89.6%	89.6%	93.0%
Unduplicated %	57.8%	57.8%	58.5%
Revenue per ADA		\$17,151	\$13,936
Expenses per ADA		\$16,498	\$13,891

## Attendance Metrics



Forecast attendance reduced to 244 from 270 budget, reducing LCFF \$250K.

Early attendance near 90%.

UPP forecast 57.82%.

LCFF is calculated at \$9,556 per ADA.

# Revenue

- December Updates
  - PPP forgiveness reclassified as 2021/22 revenue adding \$531K.
  - Reduced ADA cuts revenue (\$281K) from budget.
  - At current expenses, forecast (\$371K) loss in 21/22, (\$333) 22/23, (\$873K) 23/24 without federal support.

	2021/22	2022/23	2023/24
Expanded Learning Opportunities Grant	\$ 188,793	\$ -	\$ -
In-Person Instruction	102,707	-	-
GEER	16,560	-	-
ESSER I	64,404	-	-
ESSER II	251,241	-	-
ESSER III	-	563,111	-
<b>One-Time Funding plan</b>	<b>\$ 623,705</b>	<b>\$ 563,111</b>	<b>\$ -</b>

## Revenue

	Year-to-Date		
	Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 1,032,157	\$ 928,174	\$ 103,983
Federal Revenue	634,478	186,687	447,791
Other State Revenue	206,103	349,536	(143,434)
Other Local Revenue	23,658	22,500	1,158
<b>Total Revenue</b>	<b>\$ 1,896,396</b>	<b>\$ 1,486,897</b>	<b>\$ 409,499</b>

	Annual/Full Year		
	Forecast	Budget	Fav/(Unf)
	\$ 2,333,766	\$ 2,585,457	\$ (251,691)
	1,065,321	295,121	770,200
	739,524	827,865	(88,341)
	50,000	50,000	-
<b>Total</b>	<b>\$ 4,188,611</b>	<b>\$ 3,758,444</b>	<b>\$ 430,167</b>



# Expenses

- **December Updates**
  - Expense forecast consistent with previous month.
  - Compensation increased \$158K for grant funded Summer hours, interventions.
  - Subagreement services increased for grant funded social-emotional supports.
  - Professional services increased for additional recruitment (\$37K), IT (\$10K).

## Expenses

	Year-to-Date		
	Actual	Budget	Fav/(Unf)
Certificated Salaries	\$ 946,897	\$ 643,612	\$ (303,285)
Classified Salaries	243,619	195,310	(48,309)
Benefits	328,266	241,041	(87,225)
Books and Supplies	82,055	60,100	(21,955)
Subagreement Services	95,100	61,945	(33,155)
Operations	76,936	72,855	(4,081)
Facilities	305,283	304,202	(1,081)
Professional Services	115,596	89,127	(26,469)
Depreciation	9,713	9,713	(0)
Interest	(5,334)	-	5,334
<b>Total Expenses</b>	<b>\$ 2,198,132</b>	<b>\$ 1,677,906</b>	<b>\$ (520,226)</b>

Annual/Full Year		
Forecast	Budget	Fav/(Unf)
\$ 1,599,989	\$ 1,565,193	\$ (34,795)
516,533	445,762	(70,771)
603,782	551,160	(52,621)
108,799	93,200	(15,599)
187,264	133,880	(53,384)
150,545	146,485	(4,060)
607,413	608,404	991
240,561	182,837	(57,724)
19,426	19,426	(0)
(5,334)	-	5,334
<b>\$ 4,028,977</b>	<b>\$ 3,746,348</b>	<b>\$ (282,629)</b>

# Surplus / (Deficit) & Fund Balance

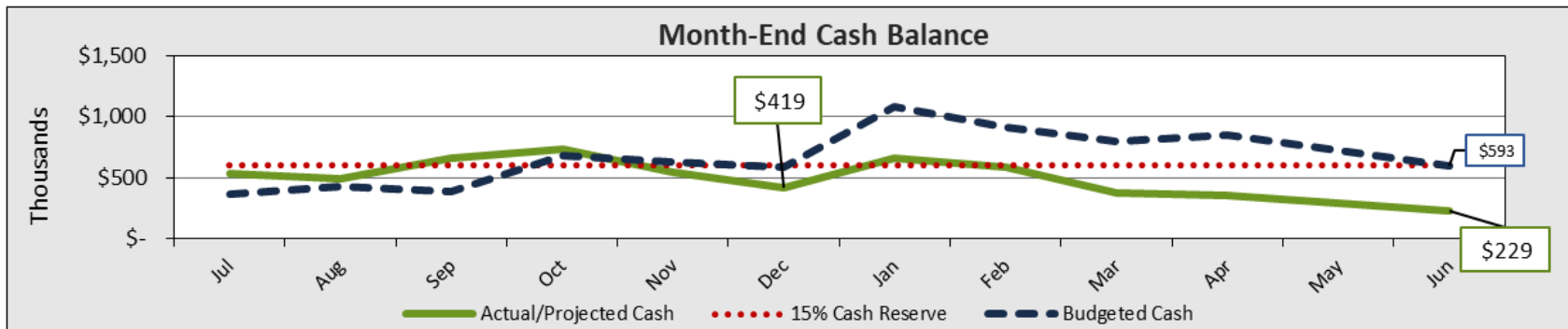
- Forecast loss **(\$371K)** with PPP forgiveness **\$531K** reclassified from beginning balance.
- Fund balance forecast **\$774K**, 19%, down from 2020/21 \$1.1 million, 32%.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
<b>Total Surplus(Deficit)</b>	\$ (301,736)	\$ (191,008)	\$ (110,727)	\$ 159,634	\$ 12,096	\$ 147,538
Beginning Fund Balance	<u>614,712</u>	<u>1,150,983</u>	<b>(536,270)</b>	<u>614,712</u>	<u>1,150,983</u>	<b>(536,270)</b>
<b>Ending Fund Balance</b>	<u><b>\$ 312,976</b></u>	<u><b>\$ 959,975</b></u>		<u><b>\$ 774,346</b></u>	<u><b>\$ 1,163,078</b></u>	<b>\$ (388,732)</b>
<i>As a % of Annual Expenses</i>	7.8%	25.6%		19.2%	31.0%	



# Cash Balance

- Current cash **\$419K**, 38 days.
- Forecast operating loss decreases cash (\$360K+) compared to budget, threatening cash stability.



# Compliance Deadlines (next 60 days)



Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
DATA	Jan-05	<b>CALPADS - Fall 2 Submission Window opens-</b> Information will be used by the US Department of Education and the California Department of Education to gain insights into student course enrollments, services rendered in support of school's English Learner population, staff assignments and full-time equivalent levels. The reported data represent a snapshot of a school's status in the previously listed areas per Census Day, October 6, 2021. Schools have until March 4, 2022 to certified data. <b>IMPORTANT:</b> Fall 2 Staff assignment data will be referenced by the Commission on Teacher Credentialing (CTC) for accountability purposes. CTC will cross reference teachers' credential information with the courses/sections they are assigned to teach. CTC will report misassignments/discrepancies to your charter authorizer.	BOCS	No	No	<a href="https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp">https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp</a>
FINANCE	Jan-14	<b>Federal Stimulus Reporting</b> - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through the CARES Act, the CRRSA Act, and the ARP. (ESSER I, GEER, ESSER II, ESSER III). LEAs are required to report status of funds for the period October 1, 2021 - December 31, 2021.	Charter Impact with BOCS support	No	No	<a href="https://www.cde.ca.gov/fg/cr/reporting.asp">https://www.cde.ca.gov/fg/cr/reporting.asp</a>
FINANCE	Jan-14	<b>Maintenance of Equity (MOE) Exception Certification</b> - Local educational agencies (LEAs) receiving ESSER III funds are required to complete the Maintenance of Equity Exemption Certification Questionnaire to determine if they will be subject to MOE provisions related to ESSER III funds. Among five exempt categories, LEAs are exempt if they operate a single school.	Charter Impact with BOCS support	No	No	<a href="https://www.cde.ca.gov/fg/cr/reporting.asp">https://www.cde.ca.gov/fg/cr/reporting.asp</a>
FINANCE	Jan-14	<b>Kitchen Infrastructure and Training Funds Application</b> - The Kitchen Infrastructure and Training (KIT) Funding allocations provide eligible local educational agencies with additional state funds to purchase equipment and upgrades to kitchen infrastructures, and offer food service staff training. Only LEAs that are a program sponsor of the U. S. Department of Agriculture's NSLP or SBP will receive funding. An LEA program sponsor is one with a written agreement with the CDE, Nutrition Services Division and has a valid Child Nutrition Information and Payment System identification number on file on or before the deadline date for submission of this registration form.	Charter Impact with BOCS support	No	No	<a href="https://www.cde.ca.gov/ls/nu/kitfunds.asp">https://www.cde.ca.gov/ls/nu/kitfunds.asp</a>
DATA	Jan-18	<b>Period 1 (P1) Attendance Report</b> - P1 ADA is due to CDE on 1/18/2022. It represents a school's total ADA for a reporting period from the beginning of the school year through December 31, 2021. All 2021-22 data reporting must be completed via the new PADC Web Application.	BOCS	No	Yes	<a href="https://www.cde.ca.gov/fg/aa/pa/ataglance2122.asp">https://www.cde.ca.gov/fg/aa/pa/ataglance2122.asp</a>
FINANCE	Jan-18	<b>Expanded Learning Opportunities Grant (ELO-G) Assurances</b> - In July 2021, as the result of AB130, the ELO-G funding source was adjusted to also include federal stimulus funding. As a result of this change, allocations have been revised to reflect the additional sources and LEAs must submit assurances and fulfill reporting requirements as a condition of funding.	Charter Impact with BOCS support	No	No	<a href="https://www3.cde.ca.gov/elograntassurances/logon.aspx">https://www3.cde.ca.gov/elograntassurances/logon.aspx</a>
FINANCE	Jan-18	<b>ERMHS Level 2 Budget Requests and ADA Report due to SELPA</b> - Detail budget requests for ERMHS funding are due to El Dorado Charter SELPA.	Charter Impact with BOCS support	No	No	<a href="http://charterselpa.org/fiscal/">http://charterselpa.org/fiscal/</a>
FINANCE	Jan-18	<b>SpEd Pandemic Dispute Prevention &amp; Learning Recovery Funding Reports due to SELPA</b> - Expenditure reports are due to El Dorado Charter SELPA.	Charter Impact with BOCS support	No	No	<a href="http://charterselpa.org/fiscal/">http://charterselpa.org/fiscal/</a>
FINANCE	Jan-21	<b>Mid-Year Expenditure Report due to SELPA</b> - Interim financial reporting for actuals through December 31 are due to El Dorado Charter SELPA.	Charter Impact	No	No	<a href="http://charterselpa.org/fiscal/">http://charterselpa.org/fiscal/</a>
DATA	Jan-28	<b>CALPADS - Fall 1 Amendment deadline</b> - Final opportunity to review and correct your certified CALPADS - Fall 1 student data. Students' program eligibility information associated with lunch, special education, homeless, English language learner, school enrollment and graduation statuses will be submitted to the CDE. This data will be used to in CDE's CA Dashboard calculations and determine access to funding such as student meal reimbursements and unduplicated count factors.	BOCS	No	No	<a href="https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp">https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp</a>
FINANCE	Jan-28	<b>Federal Stimulus Annual Report</b> - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through the CARES Act, the CRRSA Act, and the ARP. (ESSER I, GEER, ESSER II, ESSER III). LEAs are required to report status of funds for the period October 1, 2020 - September 30, 2021.	Charter Impact with BOCS support	No	No	<a href="https://www.cde.ca.gov/fg/cr/anreporthehelp.asp">https://www.cde.ca.gov/fg/cr/anreporthehelp.asp</a>

# Compliance Deadlines (next 60 days)



Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Jan-31	<b>Federal Cash Management - Period 3</b> - The Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III EL; Title III Immigrant; and Title IV, Part A 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	<a href="https://www.cde.ca.gov/fg/aa/cm/">https://www.cde.ca.gov/fg/aa/cm/</a>
DATA	Feb-01	<b>School Accountability Report Card</b> - All public schools in California are required to prepare an annual SARC (2020/21). SARCs are intended to provide the public with important information about each public school and to communicate a school's progress in achieving its goals. EC Section 35256 requires LEA governing boards to approve SARCs for publications.	BOCS	Yes	No	<a href="http://www.cde.ca.gov/ta/ac/sa/">http://www.cde.ca.gov/ta/ac/sa/</a>
FINANCE	Feb-15	<b>Board of Equalization Property Tax Exemption</b> - Property used exclusively for public schools, community colleges, state colleges, and state universities is exempt from property taxation (article XIII, section 3, subd. (d), Revenue and Taxation Code section 202, subd. (a)(3)). The property is exempt from taxation on the basis of its exclusive use for public school purposes. If the property is not owned by the public school, the owner of the property is required to file a claim for the Lessor's Exemption. If the owner of the property does not claim the exemption, the public school may file the Public School Exemption claim.	Charter Impact	No	Yes	<a href="https://www.boe.ca.gov/proptaxes/lessor_exemption.htm">https://www.boe.ca.gov/proptaxes/lessor_exemption.htm</a>
FINANCE	Feb-20	<b>Certification of the First Principal Apportionment</b> - The Principal Apportionment includes funding for the Local Control Funding Formula, the primary source of an LEA's general purpose funding; Special Education (AB 602); and funding for several other programs. The First Principal Apportionment (P-1), certified by February 20, is based on the first period data that LEAs report to CDE in November through January. P-1 supersedes the Advance Apportionment calculations and establishes each LEA's monthly state aid payment for February through May.	Charter Impact	No	Yes	<a href="https://www.cde.ca.gov/fg/aa/pa/">https://www.cde.ca.gov/fg/aa/pa/</a>
FINANCE	Feb-24	<b>E-Rate FCC Form 470 Due date (FY2022)</b> - To requests bids for service, applicants certify an FCC Form 470 in the E-rate Productivity Center (EPC). This is a formal process to identify and request the products and services you need so that potential service providers can review your requests and submit bids. The FCC Form 470 must be certified in EPC at least 28 days before the close of the filing window. February 24, 2022 is the deadline to certify an FY2022 FCC Form 470 and still be able to certify an FCC Form 471 within the FY2022 filing window.	BOCS	No	No	<a href="https://www.usac.org/sl/tools/forms/">https://www.usac.org/sl/tools/forms/</a>
FINANCE	Feb-28	<b>Supplement to the Annual Update to the 2021-22 LCAP</b> - LEAs are required to prepare a one-time supplement to the Annual Update to the 2021-22 Local Control and Accountability Plan (LCAP) and provide a report to their board at a regularly schedule meeting on or before February 28, 2022. At this meeting, the LEA must include all of the following: • The Supplement to the Annual Update for the 2021-22 LCAP (2021-22 Supplement); • All available mid-year outcome data related to metrics identified in the 2021-22 LCAP; and • Mid-year expenditure and implementation data on all actions identified in the 2021-22 LCAP. The report is an information item, and does not require approval at this meeting. The 2021-22 Supplement will be submitted for review and approval as part of the LEA's 2022-23 LCAP.	BOCS with Charter Impact support	No	No	<a href="https://www.cde.ca.gov/fg/aa/co/cars.asp">https://www.cde.ca.gov/fg/aa/co/cars.asp</a>
FINANCE	Feb-28	<b>Consolidated Application (ConApp) reporting</b> - Winter - The ConApp is used by the CDE to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. The winter release is submitted in January of each year and contains the LEA's entitlements for each funded program.	Charter Impact	No	No	<a href="https://www.cde.ca.gov/fg/aa/co/cars.asp">https://www.cde.ca.gov/fg/aa/co/cars.asp</a>

# Appendices

## **As of December 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**  
**December 31, 2021**

*Presented by:*



# Blue Oak Charter School

## Monthly Cash Flow/Forecast FY21-22

Revised 01/07/22

ADA = 244.22



### Revenues

#### State Aid - Revenue Limit

8011	LCFF State Aid	-	69,017	69,017	124,230	124,230	124,230	124,230	124,230	62,563	62,563	62,563	62,563	62,563
8012	Education Protection Account	-	-	-	176,808	-	-	176,807	-	-	114,559	-	-	156,058
8019	State Aid - Prior Year	-	-	92,906	(43,987)	-	-	-	-	-	-	-	(48,919)	-
8096	In Lieu of Property Taxes	-	42,244	84,487	56,325	56,325	56,325	56,325	56,325	76,393	38,196	38,196	38,196	38,196

Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals
-	69,017	69,017	124,230	124,230	124,230	124,230	124,230	62,563	62,563	62,563	62,563	62,563
-	-	-	176,808	-	-	176,807	-	-	114,559	-	-	156,058
-	-	92,906	(43,987)	-	-	-	-	-	-	-	(48,919)	-
-	42,244	84,487	56,325	56,325	56,325	56,325	56,325	76,393	38,196	38,196	38,196	38,196
-	111,261	246,410	313,376	180,555	180,555	357,362	180,555	138,956	215,319	100,759	51,840	256,818

Annual Forecast	Original Budget Total	Favorable / (Unfav.)
	ADA = 269.70	
1,071,999	1,395,126	(323,127)
624,232	525,184	99,049
-	-	-
637,535	665,148	(27,613)
2,333,766	2,585,457	(251,691)

#### Federal Revenue

8181	Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	30,527
8290	Title I, Part A - Basic Low Income	-	-	-	17,135	-	17,135	17,193	-	-	17,308	-
8291	Title II, Part A - Teacher Quality	-	-	-	9,390	-	-	-	-	-	-	-
8296	Other Federal Revenue	530,937	-	-	57,381	-	2,500	49,043	-	-	106,424	-

530,937	-	-	57,381	-	2,500	49,043	-	-	106,424	-	106,424	103,924
530,937	-	-	83,906	-	19,635	66,235	-	-	123,732	-	106,424	134,452

30,527	33,713	(3,185)
68,771	74,745	(5,974)
9,390	10,083	(693)
956,633	176,581	780,052
1,065,321	295,121	770,200

#### Other State Revenue

8311	State Special Education	10,057	10,057	18,103	18,103	18,103	18,103	18,103	11,411	11,411	11,411	11,411	-	11,411
8545	School Facilities (SB740)	-	-	-	-	-	-	133,086	-	-	-	66,543	-	66,543
8550	Mandated Cost	-	-	-	-	-	-	-	-	-	-	-	-	-
8560	State Lottery	-	-	-	-	-	-	-	21,646	-	16,722	-	-	17,313
8598	Prior Year Revenue	-	-	-	5,821	-	-	-	1,037	-	-	-	-	-
8599	Other State Revenue	-	-	-	102,707	-	-	-	-	-	57,213	-	30,070	48,089

10,057	10,057	18,103	18,103	18,103	18,103	18,103	11,411	11,411	11,411	11,411	-	11,411
-	-	-	-	-	-	-	-	-	-	66,543	-	66,543
-	-	-	-	-	-	5,049	-	-	-	-	-	-
-	-	-	-	-	-	-	21,646	-	16,722	-	-	17,313
-	-	-	5,821	-	-	-	1,037	-	-	-	-	-
-	-	-	102,707	-	-	-	-	-	57,213	-	30,070	48,089
10,057	10,057	18,103	126,631	18,103	23,152	151,189	34,094	11,411	85,346	77,954	30,070	143,356

167,685	168,432	(747)
266,172	293,946	(27,774)
5,049	4,946	103
55,681	53,670	2,011
6,858	-	6,858
238,079	306,871	(68,792)
739,524	827,865	(88,341)

#### Other Local Revenue

8699	School Fundraising	403	5,123	1,120	7,815	3,000	6,197	4,390	4,390	4,390	4,390	4,390	4,390	-
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403	5,123	1,120	7,815	3,000	6,197	4,390	4,390	4,390	4,390	4,390	4,390	-
403	5,123	1,120	7,815	3,000	6,197	4,390	4,390	4,390	4,390	4,390	4,390	-

50,000	50,000	-
50,000	50,000	-

### Total Revenue

541,397	126,441	265,633	531,728	201,658	229,539	579,177	219,040	154,757	428,788	183,104	192,725	534,626
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4,188,611	3,758,444	430,167
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### Expenses

#### Certificated Salaries

1100	Teachers' Salaries	115,370	130,057	133,606	131,800	133,820	130,166	125,926	125,926	125,926	125,926	-	-	-
1170	Teachers' Substitute Hours	120	480	1,640	3,030	4,800	3,040	3,778	3,778	3,778	3,778	-	-	-
1175	Teachers' Extra Duty/Stipends	15,115	(860)	1,335	715	2,515	5,167	3,500	3,500	3,500	3,500	-	-	-
1200	Pupil Support Salaries	1,436	6,467	8,053	7,711	7,082	7,452	4,699	4,699	4,699	4,699	4,699	-	-
1300	Administrators' Salaries	16,130	16,130	16,130	16,130	16,130	16,130	16,130	16,130	16,130	16,130	16,130	16,130	-

148,171	152,274	160,764	159,386	164,348	161,954	154,033	154,033	154,033	154,033	20,829	16,130	-
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1,278,525	1,269,761	(8,764)
28,221	38,093	9,872
37,987	35,000	(2,987)
61,696	46,990	(14,706)
193,560	175,350	(18,210)
1,599,989	1,565,193	(34,795)

#### Classified Salaries

2100	Instructional Salaries	1,415	18,575	26,300	24,888	21,056	15,267	26,812	26,812	26,812	26,812	26,812	-	-
2400	Clerical and Office Staff Salaries	8,699	13,245	14,505	13,415	12,721	11,479	14,128	14,128	14,128	14,128	14,128	11,580	-
2900	Other Classified Salaries	472	8,341	13,191	15,557	12,445	12,049	10,290	10,290	10,290	10,290	10,290	5,182	-

10,586	40,161	53,996	53,861	46,222	38,794	51,230	51,230	51,230	51,230	51,230	16,762	-
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241,559	174,828	(66,732)
156,286	164,442	8,156
118,688	106,493	(12,195)
516,533	445,762	(70,771)

#### Benefits

3101	STRS	23,305	23,929	24,724	24,237	24,815	24,353	25,616	25,616	25,616	25,616	3,464	2,682	-
3202	PERS	4,244	12,166	15,583	15,022	13,993	11,603	12,285	12,285	12,285	12,285	12,285	4,019	-
3301	OASDI	1,191	3,071	4,103	4,199	3,761	3,097	3,325	3,325	3,325	3,325	3,325	1,088	-
3311	Medicare	2,196	2,686	3,005	2,974	2,964	2,792	2,972	2,972	2,972	2,972	1,043	476	-
3401	Health and Welfare	9,611	9,838	4,001	9,902	16,899	12,064	10,292	10,292	10,292	10,292	10,292	10,292	-
3501	State Unemployment	1,863	781	1,036	1,026	19	963	428	342	171	86	86	86	-
3601	Workers' Compensation	1,185	977	1,081	1,081	(506)	1,081	1,640	1,640	1,640	1,640	576	263	-
3901	Other Benefits	55	64	59	960	113	101	-	-	-	-	-	-	-

43,650	53,511	53,593	59,400	62,059	56,053	56,556	56,471	56,299	56,214	31,069	18,906	-
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253,974	249,179	(4,795)
138,055	102,525	(35,530)
37,133	27,637	(9,496)
30,023	29,159	(864)
124,065	123,500	(565)
6,885	3,073	(3,812)
12,294	16,088	3,793
1,352	-	(1,352)
603,782	551,160	(52,621)

# Blue Oak Charter School

## Monthly Cash Flow/Forecast FY21-22

Revised 01/07/22

ADA = 244.22



### Books and Supplies

4100	Textbooks and Core Materials
4200	Books and Reference Materials
4302	School Supplies
4305	Software
4310	Office Expense
4312	School Fundraising Expense
4400	Noncapitalized Equipment

### Subagreement Services

5101	Nursing
5102	Special Education
5105	Security

### Operations and Housekeeping

5201	Auto and Travel
5300	Dues & Memberships
5400	Insurance
5501	Utilities
5502	Janitorial Services
5900	Communications
5901	Postage and Shipping

### Facilities, Repairs and Other Leases

5601	Rent
5603	Equipment Leases
5610	Repairs and Maintenance

### Professional/Consulting Services

5801	IT
5802	Audit & Taxes
5803	Legal
5804	Professional Development
5805	General Consulting
5806	Special Activities/Field Trips
5807	Bank Charges
5809	Other taxes and fees
5810	Payroll Service Fee
5811	Management Fee
5812	District Oversight Fee
5815	Public Relations/Recruitment

### Depreciation

6900	Depreciation Expense
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### Interest

7438	Interest Expense
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### Total Expenses

### Monthly Surplus (Deficit)

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
<b>Books and Supplies</b>																
4100 Textbooks and Core Materials	1,534	1,805	-	-	-	-	444	444	444	444	444	444	-	6,000	20,000	14,000
4200 Books and Reference Materials	496	(414)	-	15,290	-	1,911	(0)	(0)	(0)	(0)	(0)	(0)	-	17,283	2,000	(15,283)
4302 School Supplies	245	3,989	6,911	6,431	17,776	1,460	1,198	1,198	1,198	1,198	1,198	1,198	-	44,000	30,000	(14,000)
4305 Software	865	865	865	4,109	1,359	1,359	529	529	529	529	529	529	-	12,600	12,600	-
4310 Office Expense	212	556	2,144	3,731	794	395	1,687	1,687	1,687	1,687	1,687	1,687	-	17,950	20,000	2,050
4312 School Fundraising Expense	-	-	-	-	-	-	600	600	600	600	600	600	-	3,600	3,600	-
4400 Noncapitalized Equipment	-	-	-	4,626	1,973	767	(0)	(0)	(0)	(0)	(0)	(0)	-	7,366	5,000	(2,366)
	3,352	6,801	9,920	34,187	21,903	5,892	4,457	4,457	4,457	4,457	4,457	4,457	-	108,799	93,200	(15,599)
<b>Subagreement Services</b>																
5101 Nursing	-	-	4,970	2,485	2,485	2,485	2,315	2,315	2,315	2,315	2,315	-	-	24,000	24,000	-
5102 Special Education	-	-	3,840	10,200	39,075	28,546	13,182	13,182	13,182	13,182	13,182	13,182	-	160,754	107,370	(53,384)
5105 Security	-	-	428	-	64	524	249	249	249	249	249	249	-	2,510	2,510	-
	-	-	9,237	12,685	41,624	31,554	15,746	15,746	15,746	15,746	15,746	13,431	-	187,264	133,880	(53,384)
<b>Operations and Housekeeping</b>																
5201 Auto and Travel	-	1,094	(182)	776	-	-	552	552	552	552	552	552	-	5,000	5,000	-
5300 Dues & Memberships	-	1,200	-	825	-	-	310	310	310	310	310	310	-	3,885	3,885	-
5400 Insurance	2,654	1,042	4,904	6,156	3,440	3,294	4,095	4,095	4,095	4,095	4,095	4,095	-	46,060	42,000	(4,060)
5501 Utilities	6,912	5,520	11,735	16,956	2,469	40	4,394	4,394	4,394	4,394	4,394	4,394	-	70,000	70,000	-
5502 Janitorial Services	-	1,036	1,036	1,036	1,036	1,036	1,137	1,137	1,137	1,137	1,137	1,137	-	12,000	12,000	-
5900 Communications	458	233	150	714	171	437	1,640	1,640	1,640	1,640	1,640	1,640	-	12,000	12,000	-
5901 Postage and Shipping	-	226	219	168	99	47	140	140	140	140	140	140	-	1,600	1,600	-
	10,024	10,351	17,863	26,630	7,214	4,855	12,268	12,268	12,268	12,268	12,268	12,268	-	150,545	146,485	(4,060)
<b>Facilities, Repairs and Other Leases</b>																
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	0
5603 Equipment Leases	685	409	2,415	1,598	1,605	296	1,333	1,333	1,333	1,333	1,333	1,333	-	15,009	16,000	991
5610 Repairs and Maintenance	-	785	427	2,893	968	-	155	155	155	155	155	155	-	6,000	6,000	-
	49,552	50,061	51,709	53,357	51,440	49,163	50,355	50,355	50,355	50,355	50,355	50,355	-	607,413	608,404	991
<b>Professional/Consulting Services</b>																
5801 IT	-	-	-	-	2,174	10,015	391	391	391	391	391	391	-	14,533	4,518	(10,015)
5802 Audit & Taxes	-	-	4,305	2,205	2,835	-	-	-	-	-	-	4,655	-	14,000	14,000	-
5803 Legal	-	30	177	130	-	-	1,194	1,194	1,194	1,194	1,194	1,194	-	7,500	7,500	-
5804 Professional Development	289	(1,671)	7,264	471	(5,792)	200	1,448	1,448	1,448	1,448	1,448	1,448	-	9,451	5,000	(4,451)
5805 General Consulting	129	1,537	129	20,139	12,159	(19,326)	2,716	2,716	2,716	2,716	2,716	2,716	-	31,066	21,496	(9,570)
5806 Special Activities/Field Trips	-	-	2,700	-	-	350	1,158	1,158	1,158	1,158	1,158	1,158	-	10,000	10,000	-
5807 Bank Charges	-	3	-	-	-	-	50	50	50	50	50	50	-	300	300	-
5809 Other taxes and fees	34	993	924	2,062	649	111	871	871	871	871	871	871	-	10,000	10,000	-
5810 Payroll Service Fee	20	553	569	467	660	426	551	551	551	551	551	551	-	6,000	6,000	-
5811 Management Fee	6,264	6,264	6,598	6,264	6,224	6,224	6,096	6,096	6,096	6,096	6,096	6,096	-	74,414	75,169	754
5812 District Oversight Fee	-	-	-	-	-	-	3,574	1,806	1,390	2,153	1,008	518	12,890	23,338	25,855	2,517
5815 Public Relations/Recruitment	2,870	3,275	2,275	7,539	3,250	10,631	1,687	1,687	1,687	1,687	1,687	1,687	-	39,959	3,000	(36,959)
	9,606	10,983	24,940	39,276	22,159	8,632	19,736	17,968	17,552	18,315	17,170	21,336	12,890	240,561	182,837	(57,724)
<b>Depreciation</b>																
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)
<b>Interest</b>																
7438 Interest Expense	(5,334)	-	-	-	-	-	-	-	-	-	-	-	-	(5,334)	-	5,334
	(5,334)	-	-	-	-	-	-	-	-	-	-	-	-	(5,334)	-	5,334
<b>Total Expenses</b>	<b>271,227</b>	<b>325,760</b>	<b>383,640</b>	<b>440,401</b>	<b>418,586</b>	<b>358,517</b>	<b>366,001</b>	<b>364,147</b>	<b>363,560</b>	<b>364,238</b>	<b>204,744</b>	<b>155,264</b>	<b>12,890</b>	<b>4,028,977</b>	<b>3,746,348</b>	<b>(282,629)</b>
<b>Monthly Surplus (Deficit)</b>	<b>270,170</b>	<b>(199,319)</b>	<b>(118,007)</b>	<b>91,327</b>	<b>(216,929)</b>	<b>(128,978)</b>	<b>213,175</b>	<b>(145,108)</b>	<b>(208,803)</b>	<b>64,549</b>	<b>(21,640)</b>	<b>37,460</b>	<b>521,736</b>	<b>159,634</b>	<b>12,096</b>	<b>147,538</b>

Blue Oak Charter School  
 Monthly Cash Flow/Forecast FY21-22

Revised 01/07/22

ADA = 244.22



Cash Flow Adjustments

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals
Monthly Surplus (Deficit)	270,170	(199,319)	(118,007)	91,327	(216,929)	(128,978)	213,175	(145,108)	(208,803)	64,549	(21,640)	37,460	521,736
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	-
Public Funding Receivables	400,664	82,592	238,569	7,984	35,608	(59,026)	73,388	58,635	-	4,370	-	49,234	(534,626)
Grants and Contributions Rec.	10,920	-	155	-	-	-	-	-	-	-	-	-	-
Prepaid Expenses	(438)	17,843	(14,595)	(33,761)	5,906	17,261	4,778	4,778	4,778	4,778	4,778	4,778	-
Accounts Payable	(14,151)	-	90	(1,202)		11,127	-	-	-	-	-	-	12,890
Accrued Expenses	9,803	51,013	10,059	81,184	(17,608)	(23,758)	(53,503)	(9,291)	(9,291)	(9,291)	(9,291)	(124,424)	-
Summer Holdback	7,350	7,350	7,350	7,350	7,350	7,350	7,350	7,350	7,350	7,350	(36,750)	(36,750)	-
Deferred Revenues	25,124	18	41,682	(89,437)	-	48,089	-	-	-	(94,329)	-	-	-
Cash flows from financing activities													
Proceeds(Payments) on Debt	(536,270)	-	-	-	-	-	-	-	-	-	-	-	-
Total Change in Cash	174,790	(38,883)	166,922	65,063	(184,054)	(126,316)	246,808	(82,017)	(204,347)	(20,953)	(61,284)	(68,082)	
Cash, Beginning of Month	361,751	536,541	497,658	664,580	729,643	545,590	419,273	666,081	584,064	379,717	358,764	297,480	
Cash, End of Month	536,541	497,658	664,580	729,643	545,590	419,273	666,081	584,064	379,717	358,764	297,480	229,398	

Original Budget Total	Favorable / (Unfav.)
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Annual Forecast
159,634
19,426
357,393
11,075
20,886
8,754
(104,397)
-
(68,853)
(536,270)



**Blue Oak Charter School**  
**Statement of Financial Position**

December 31, 2021

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
<b>Assets</b>				
<b>Current Assets</b>				
Unrestricted Cash	\$ 235,173	\$ 361,751	\$ (126,578)	-35%
Restricted Cash	184,100	-	184,100	0%
Total Cash & Cash Equivalents	419,273	361,751	57,522	16%
Accounts Receivable	148	11,223	(11,075)	-99%
Public Funding Receivables	185,629	892,020	(706,391)	-79%
Prepaid Expenses	85,361	77,578	7,784	10%
<b>Total Current Assets</b>	<b>690,412</b>	<b>1,342,572</b>	<b>(652,160)</b>	<b>-49%</b>
<b>Long-Term Assets</b>				
Property & Equipment, Net	11,332	21,045	(9,713)	-46%
Deposits	28,000	28,000	-	0%
<b>Total Long Term Assets</b>	<b>39,332</b>	<b>49,045</b>	<b>(9,713)</b>	<b>-20%</b>
<b>Total Assets</b>	<b>\$ 729,744</b>	<b>\$ 1,391,617</b>	<b>\$ (661,873)</b>	<b>-48%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ -	\$ 4,136	\$ (4,136)	-100%
Accrued Liabilities	232,668	77,875	154,793	199%
Deferred Revenue	184,100	158,624	25,476	16%
Notes Payable, Current Portion	-	235,711	(235,711)	-100%
<b>Total Current Liabilities</b>	<b>416,768</b>	<b>476,346</b>	<b>(59,578)</b>	<b>-13%</b>
<b>Long-Term Liabilities</b>				
Notes Payable, Net of Current Portion	-	300,559	(300,559)	-100%
<b>Total Long-Term Liabilities</b>	<b>-</b>	<b>300,559</b>	<b>(300,559)</b>	<b>-100%</b>
<b>Total Liabilities</b>	<b>416,768</b>	<b>776,905</b>	<b>(360,137)</b>	<b>-46%</b>
<b>Total Net Assets</b>	<b>312,976</b>	<b>614,712</b>	<b>(301,736)</b>	<b>-49%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 729,744</b>	<b>\$ 1,391,617</b>	<b>\$ (661,873)</b>	<b>-48%</b>

## Blue Oak Charter School

### Statement of Cash Flows

For the period ended December 31, 2021

	Month Ended 12/31/21	YTD Ended 12/31/21
<b>Cash Flows from Operating Activities</b>		
Change in Net Assets	\$ (128,978)	\$ (301,736)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	1,619	9,713
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	(59,026)	706,391
Grants, Contributions & Pledges Receivable	-	11,075
Prepaid Expenses	17,261	(7,784)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	11,127	(4,136)
Accrued Expenses	(16,408)	154,793
Deferred Revenue	48,089	25,476
<b>Total Cash Flows from Operating Activities</b>	<b>(126,316)</b>	<b>593,793</b>
<b>Cash Flows from Financing Activities</b>		
Proceeds from (payments on) Long-Term Debt	-	(536,270)
<b>Total Cash Flows from Financing Activities</b>	<b>-</b>	<b>(536,270)</b>
Change in Cash & Cash Equivalents	(126,316)	57,522
Cash & Cash Equivalents, Beginning of Period	545,590	361,751
<b>Cash and Cash Equivalents, End of Period</b>	<b>\$ 419,273</b>	<b>\$ 419,273</b>

Blue Oak Charter School

Statement of Activities

For the period ended December 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	\$ 124,230	\$ 92,598	\$ 31,632	\$ 510,724	\$ 380,679	\$ 130,045	\$ 1,395,126
Education Protection Account	-	-	-	176,808	243,615	(66,807)	525,184
State Aid - Prior Year	-	-	-	48,919	-	48,919	-
In Lieu of Property Taxes	56,325	57,882	(1,557)	295,706	303,880	(8,174)	665,148
Total State Aid - Revenue Limit	180,555	150,480	30,075	1,032,157	928,174	103,983	2,585,457
Federal Revenue							
Special Education - Entitlement	-	3,300	(3,300)	-	13,568	(13,568)	33,712
Title I, Part A - Basic Low Income	17,135	56,059	(38,924)	34,270	74,745	(40,475)	74,745
Title II, Part A - Teacher Quality	-	7,562	(7,562)	9,390	10,083	(693)	10,083
Other Federal Revenue	2,500	44,145	(41,645)	589,801	88,290	501,511	176,581
Total Federal Revenue	19,635	111,067	(91,432)	633,461	186,687	446,774	295,121
Other State Revenue							
State Special Education	18,103	16,489	1,614	92,526	67,789	24,737	168,432
School Facilities (SB740)	-	-	-	-	-	-	293,946
Mandated Cost	5,049	4,946	103	5,049	4,946	103	4,946
State Lottery	-	-	-	-	-	-	53,670
Prior Year Revenue	-	-	-	5,821	-	5,821	-
Other State Revenue	-	-	-	102,707	276,801	(174,094)	306,871
Total Other State Revenue	23,152	21,436	1,717	206,103	349,536	(143,434)	827,865
Other Local Revenue							
School Fundraising	6,197	5,500	697	23,658	22,500	1,158	50,000
Total Other Local Revenue	6,197	5,500	697	23,658	22,500	1,158	50,000
Total Revenues	229,539	288,482	(58,943)	1,895,379	1,486,897	408,482	3,758,444
Expenses							
Certificated Salaries							
Teachers' Salaries	130,166	126,976	(3,190)	774,819	507,904	(266,915)	1,269,761
Teachers' Substitute Hours	3,040	3,809	769	13,110	15,237	2,127	38,093
Teachers' Extra Duty/Stipends	5,167	3,500	(1,667)	23,987	14,000	(9,987)	35,000
Pupil Support Salaries	7,452	4,699	(2,753)	38,201	18,796	(19,405)	46,990
Administrators' Salaries	16,130	14,612	(1,517)	96,780	87,675	(9,105)	175,350
Total Certificated Salaries	161,954	153,597	(8,357)	946,897	643,612	(303,285)	1,565,193
Classified Salaries							
Instructional Salaries	15,267	17,483	2,216	107,500	69,931	(37,569)	174,828
Clerical and Office Staff Salaries	11,479	14,128	2,650	74,065	79,673	5,608	164,442
Other Classified Salaries	12,049	10,131	(1,918)	62,055	45,706	(16,348)	106,493
Total Classified Salaries	38,794	41,742	2,948	243,619	195,310	(48,309)	445,762
Benefits							
State Teachers' Retirement System, certificated	24,353	24,453	100	145,363	102,463	(42,900)	249,179
Public Employees' Retirement System, classified	11,603	9,601	(2,002)	72,612	44,921	(27,690)	102,525
OASDI/Medicare/Alternative, certificated	3,097	2,588	(509)	19,423	12,109	(7,313)	27,637
Medicare/Alternative, certificated	2,792	2,832	41	16,617	12,164	(4,452)	29,159
Health and Welfare Benefits, certificated	12,064	10,292	(1,773)	62,315	61,750	(565)	123,500
State Unemployment Insurance, certificated	963	154	(809)	5,687	922	(4,765)	3,073
Workers' Compensation Insurance, certificated	1,081	1,563	482	4,898	6,711	1,814	16,088
Other Benefits, certificated positions	101	-	(101)	1,352	-	(1,352)	-
Total Benefits	56,053	51,482	(4,572)	328,266	241,041	(87,225)	551,160

# Blue Oak Charter School

## Statement of Activities

For the period ended December 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	-	-	-	3,338	20,000	16,662	20,000
Books and Reference Materials	1,911	-	(1,911)	17,283	2,000	(15,283)	2,000
School Supplies	1,460	2,500	1,040	36,812	15,000	(21,812)	30,000
Software	1,359	1,050	(309)	9,424	6,300	(3,124)	12,600
Office Expense	395	1,667	1,272	7,831	10,000	2,169	20,000
School Fundraising Expense	-	300	300	-	1,800	1,800	3,600
Noncapitalized Equipment	767	1,000	233	7,366	5,000	(2,366)	5,000
Total Books & Supplies	5,892	6,517	625	82,055	60,100	(21,955)	93,200
Subagreement Services							
Nursing	2,485	2,000	(485)	12,424	12,000	(424)	24,000
Special Education	28,546	9,761	(18,785)	81,661	48,805	(32,857)	107,370
Security	524	228	(295)	1,015	1,141	126	2,510
Total Subagreement Services	31,554	11,989	(19,565)	95,100	61,945	(33,155)	133,880
Operations & Housekeeping							
Auto and Travel	-	455	455	1,688	2,273	585	5,000
Dues & Memberships	-	324	324	2,025	1,943	(83)	3,885
Insurance	3,294	3,500	206	21,491	21,000	(491)	42,000
Utilities	40	5,833	5,793	43,633	35,000	(8,633)	70,000
Janitorial Services	1,036	1,000	(36)	5,178	6,000	822	12,000
Communications	437	1,000	563	2,163	6,000	3,837	12,000
Postage and Shipping	47	160	113	758	640	(118)	1,600
Total Operations & Housekeeping	4,855	12,272	7,417	76,936	72,855	(4,081)	146,485
Facilities, Repairs & Other Leases							
Rent	48,867	48,867	0	293,202	293,202	0	586,404
Equipment Leases	296	1,333	1,037	7,009	8,000	991	16,000
Repairs and Maintenance	-	500	500	5,072	3,000	(2,072)	6,000
Total Facilities, Repairs & Other Leases	49,163	50,700	1,537	305,283	304,202	(1,081)	608,404
Professional/Consulting Services							
IT	10,015	377	(9,639)	12,189	2,259	(9,930)	4,518
Audit & Taxes	-	4,667	4,667	9,345	14,000	4,655	14,000
Legal	-	625	625	337	3,750	3,414	7,500
Professional Development	200	500	300	760	2,000	1,240	5,000
General Consulting	(19,326)	2,150	21,475	14,767	8,598	(6,169)	21,496
Special Activities/Field Trips	350	3,333	2,983	3,050	3,333	283	10,000
Bank Charges	-	30	30	3	120	117	300
Other Taxes and Fees	111	1,000	889	4,773	4,000	(773)	10,000
Payroll Service Fee	426	500	74	2,694	3,000	306	6,000
Management Fee	6,224	6,264	40	37,838	37,584	(253)	75,169
District Oversight Fee	-	1,505	1,505	-	9,282	9,282	25,855
Public Relations/Recruitment	10,631	300	(10,331)	29,839	1,200	(28,639)	3,000
Total Professional/Consulting Services	8,632	21,250	12,618	115,596	89,127	(26,469)	182,837
Depreciation							
Depreciation Expense	1,619	1,619	(0)	9,713	9,713	(0)	19,426
Total Depreciation	1,619	1,619	(0)	9,713	9,713	(0)	19,426
Interest							
Interest Expense	-	-	-	(6,351)	-	6,351	-
Total Interest	-	-	-	(6,351)	-	6,351	-
<b>Total Expenses</b>	<b>358,517</b>	<b>351,167</b>	<b>(7,350)</b>	<b>2,197,115</b>	<b>1,677,907</b>	<b>(519,209)</b>	<b>3,746,348</b>
<b>Change in Net Assets</b>	<b>(128,978)</b>	<b>(62,685)</b>	<b>(66,292)</b>	<b>(301,736)</b>	<b>(191,009)</b>	<b>(110,727)</b>	<b>12,096</b>
Net Assets, Beginning of Period	441,954			614,712			
<b>Net Assets, End of Period</b>	<b>\$ 312,976</b>			<b>\$ 312,976</b>			

Blue Oak Charter School

Accounts Payable Aging

December 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 December 31, 2021

Check Number	Vendor Name	Check Date	Check Amount
10816	Blue Shield of California	12/3/2021	\$ 331.60
10817	Certified/Fortress Security & Fire Systems	12/3/2021	523.50
10818	Comcast	12/3/2021	253.95
10819	Document Tracking Services	12/3/2021	355.00
10820	Employers Preferred Ins. Co	12/3/2021	1,252.60
10821	Evergreen Janitorial Supply Inc	12/3/2021	188.11
10822	Notable, Inc.	12/3/2021	1,992.00
10823	PG&E	12/3/2021	2,760.77
10824	Tekk International Inc.	12/3/2021	39.00
10825	Mercurius Art Makes Sense	12/9/2021	119.35
10826	Syncb/Amazon	12/9/2021	2,068.20
10827	William H Sadlier Inc	12/9/2021	799.71
10828	Kathleen Donovan	12/14/2021	40.50
10829	Chico Country Day School	12/16/2021	2,484.84
10830	Ellie Glusman	12/16/2021	16.49
10831	Leen-Liberty Park	12/16/2021	48,866.97
10832	Markel Service Inc.	12/16/2021	2,373.00
10833	MC2 Design Group, Inc.	12/16/2021	10,575.00
10834	Philadelphia Insurance Companies	12/16/2021	2,140.55
10835	Recology Butte Colusa Counties	12/16/2021	1,035.69
10836	Tahoe Pure Water Co	12/16/2021	20.00
10837	The Reading League, Inc.	12/16/2021	200.00
10838	TIAA Commercial Finance, Inc.	12/16/2021	296.01
10839	Alexandra Archer	12/28/2021	16.31
10840	Joseph Shufelberger	12/28/2021	72.00
10841	Susan Whittlesey	12/28/2021	54.12
7318	N/A	12/3/2021	100.00
7321	Priya	12/2/2021	350.00
ACH	Charter Impact	12/9/2021	6,224.00
ACH	Charter Impact	12/9/2021	426.25
ACH	Full Circle Speech Therapy	12/16/2021	7,425.00
ACH	Postal Plus	12/2/2021	29.30
ACH	Sprint	12/6/2021	33.03
ACH	Internal Revenue Services	12/13/2021	3,880.04
ACH	Employment Development Dept	12/13/2021	263.04
ACH	Employment Development Dept	12/13/2021	259.59
ACH	GoDaddy's	12/13/2021	239.88
ACH	Benefit Resource, Inc	12/14/2021	466.50
ACH	Benefit Resource, Inc	12/15/2021	116.00
ACH	Internal Revenue Services	12/20/2021	763.92
ACH	Internal Revenue Services	12/24/2021	26,470.75

## Blue Oak Charter School

### Check Register

For the period ended December 31, 2021

Check Number	Vendor Name	Check Date	Check Amount
ACH	Employment Development Dept	12/27/2021	5,795.89
ACH	Employment Development Dept	12/27/2021	2,169.28
ACH	Benefit Resource, Inc	12/28/2021	1,614.50
ACH	Sterling Health	12/28/2021	9.00
ACH	Stamp.com	12/28/2021	17.99
ACH	CalPERS	12/29/2021	12,894.17
ACH	CalPERS	12/29/2021	3,740.78
ACH	Google	12/29/2021	<u>55.66</u>
Total Disbursements Issued in December			<u>\$ 152,219.84</u>

# Business Checking – XXXXX0889

## Search transactions

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

## Transactions

🕒 Pending ● Posted

Date ▼	Description ↕	Debit ↕	Credit ↕	Balance
● Dec 31, 2021	<u>Check 70121</u>	348.58		
● Dec 31, 2021	<u>Check 10830</u>	16.49		
● Dec 30, 2021	<u>Check 70122</u>	1,072.50		
● Dec 30, 2021	<u>Check 7318</u>	100.00		
● Dec 29, 2021	ACH Payment CALPERS 3100	12,894.17		
● Dec 29, 2021	ACH Payment CALPERS 3100	3,740.78		
● Dec 28, 2021	<u>Check 10838</u>	296.01		
● Dec 28, 2021	ACH Payment BENEFIT RESOURCE BRI XFER EMPLOYEE MEDICAL FSA	1,614.50		
● Dec 28, 2021	ACH Payment STERLING HEALTH CCDPAYMENT COBRA	9.00		
● Dec 27, 2021	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	5,795.89		
● Dec 27, 2021	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	2,169.28		
● Dec 24, 2021	<u>Check 10829</u>	2,484.84		
● Dec 24, 2021	<u>Check 10832</u>	2,373.00		
● Dec 24, 2021	<u>Check 10837</u>	200.00		
● Dec 24, 2021	ACH Payment IRS USATAXPYMT	26,470.75		
● Dec 23, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	82,933.06		
● Dec 23, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	17,859.05		
● Dec 23, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	10,556.16		



Date ▾	Description ↕	Debit ↕	Credit ↕	Balance
● Dec 23, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	5,009.45		
● Dec 23, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	4,330.36		
● Dec 22, 2021	<u>Check 10833</u>	10,575.00		
● Dec 21, 2021	<u>Check 10831</u>	48,866.97		
● Dec 21, 2021	<u>Check 70120</u>	3,420.80		
● Dec 21, 2021	<u>Check 10827</u>	799.71		
● Dec 21, 2021	<u>Check 10836</u>	20.00		
● Dec 21, 2021	ACH Payment BLUE OAK CHARTER PAYMENTS	7,425.00		
● Dec 20, 2021	ACH Payment IRS USATAXPYMT	763.92		
● Dec 16, 2021	<u>Check 10826</u>	2,068.20		
● Dec 15, 2021	ACH Payment BENEFIT RESOURCE BRI XFER EMPLOYEE MEDICAL FSA	116.00		
● Dec 14, 2021	<u>Check 10825</u>	119.35		
● Dec 14, 2021	ACH Payment BLUE OAK CHARTER PAYMENTS	6,650.25		
● Dec 14, 2021	ACH Payment BENEFIT RESOURCE BRI XFER EMPLOYEE MEDICAL FSA	466.50		
● Dec 13, 2021	<u>Check 10806</u>	9,825.00		
● Dec 13, 2021	<u>Check 10823</u>	2,760.77		
● Dec 13, 2021	<u>Check 10817</u>	523.50		
● Dec 13, 2021	ACH Payment IRS USATAXPYMT	3,880.04		
● Dec 13, 2021	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	263.04		
● Dec 13, 2021	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	259.59		
● Dec 10, 2021	<u>Check 10820</u>	1,252.60		
● Dec 10, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	10,946.82		
● Dec 10, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	5,758.02		
● Dec 10, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	78.88		
● Dec 09, 2021	<u>Check 10809</u>	2,107.17		

Date ▼	Description ◊	Debit ◊	Credit ◊	Balance
● Dec 09, 2021	<u>Check 70116</u>	1,427.28		
● Dec 09, 2021	<u>Check 70115</u>	823.44		
● Dec 09, 2021	<u>Check 10814</u>	117.56		
● Dec 08, 2021	<u>Check 10813</u>	2,165.55		
● Dec 08, 2021	<u>Check 10819</u>	355.00		
● Dec 08, 2021	<u>Check 10808</u>	49.00		
● Dec 08, 2021	<u>Check 10824</u>	39.00		
● Dec 07, 2021	<u>Check 10815</u>	665.19		
● Dec 07, 2021	<u>Check 10812</u>	337.74		
● Dec 07, 2021	<u>Check 10818</u>	253.95		
● Dec 07, 2021	<u>Check 10821</u>	188.11		
● Dec 06, 2021	<u>Check 10805</u>	15,976.50		
● Dec 06, 2021	<u>Check 10816</u>	331.60		
● Dec 06, 2021	<u>Check 10811</u>	200.00		
● Dec 06, 2021	<u>Check 10810</u>	25.43		
● Dec 06, 2021	ACH Payment SPRINT8006396111 ACHBILLPAY KZ3N3QXDH3F7TNLD <i>SCHOOL EMERGENCY CELL PHONE</i>	33.03		
● Dec 03, 2021	<u>Check 10801</u>	1,035.69		
● Dec 03, 2021	<u>Check 10807</u>	895.23		
● Dec 03, 2021	POS Purchase POSTAL PLUS 530-8911626 CA #3136 <i>POSTAGE / STUDENT MAILERS</i>	29.30		
● Dec 02, 2021	<u>Check 7321</u>	350.00		

**Agenda Item:** Accept Employee Resignation

**Prepared by:** Alexandra Archer

**Charter Council Date:** 01/18/2022

**Background Information:**

Blue Oak would like to accept the following Employee Resignation for:

- Emma Todd, School Counselor

**Agenda Item:** Accept Offers of Employment

**Prepared by:** Alexandra Archer

**Charter Council Date:** 01/18/2022

**Background Information:**

Blue Oak would like to accept the following Offers of Employment for:

- Diana Orejel, Instructional Aide
- Michelle Mattern, Substitute Teacher

**Agenda Item:** Review Donations

**Prepared by:** Alexandra Archer

**Charter Council Date:** 01/18/2022

**Background Information:**

Blue Oak would like to accept donations from donors who gave \$500.00 or more.

Donors who gave \$500.00 or more in the month of November and December 2021:

- 11/15/2021: Russell and Jan Burnham \$500.00 to Mrs. Welch's 7th Grade Class
- 12/08/2021: Mai Thi Weeks \$3,000.00 to Mrs. McDonald's 2nd Grade Class and the Annual Giving Campaign

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

### **GENERAL COMPLAINT POLICY**

Blue Oak Charter School (the “Charter School”) has adopted this General Complaint Policy to address concerns about the Charter School generally and/or regarding specific Charter School employees. For complaints regarding unlawful discrimination, harassment, intimidation or bullying, unlawful pupil fees, or other specific perceived violations of state or federal laws, please refer to the Charter School’s Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy and/or the Charter School’s Uniform Complaint Policy and Procedures. For all other complaints, this Policy, the General Complaint Form, and accompanying procedures will be appropriate. For any questions regarding the application of this Policy or the Charter School’s other policies, please contact the Executive Director at (530) 879-7483.

This Policy shall be used when a non-employee complainant raises a complaint or concern about Charter School generally or a Charter School employee.

If reasonably feasible, third-party complaints shall be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the Charter School employee directly. However, in the event an informal resolution cannot be achieved or is not appropriate, the following steps will be followed:

1. The complainant begins the process by filing a written complaint using a General Complaint Form (sample below) with the office of the Executive Director as soon as possible after the events that give rise to the complainant’s concerns. The written complaint shall set forth in detail the factual basis for the complaint;
2. The Executive Director (or designee) shall use their best efforts to ascertain the facts relating to the complaint. When applicable, the Executive Director (or designee) shall confer with the parties identified in the complaint or persons with knowledge of the particulars of the complaint to ascertain said facts; and
3. In the event that the Executive Director (or designee) finds that a complaint is valid, the Executive Director (or designee) shall take appropriate action to resolve the concern. In the event the complaint is against an employee of the Charter School, the Executive Director (or designee) may take disciplinary action against the employee. As appropriate, the Executive Director (or designee) may counsel or reprimand employees as to their conduct without initiating formal disciplinary measures. The Executive Director’s (or designee’s) decision relating to the complaint shall be final.
4. If the complaint is about the Executive Director, the complainant may file their complaint by using a General Complaint Form (sample below) and sending it to the Chair of the Charter Council, who will then conduct a fact-finding investigation or authorize a third-party investigator on behalf of the Charter School. The Chair or investigator will report the findings to the Board, in closed session for review and further action, if necessary.

5. The Executive Director or Chair shall draft a written response to the complainant indicating that the matter has been investigated and sufficiently addressed. If appropriate, the response may include general details about the manner of the resolution, but at all times employee and student privacy rights shall be maintained. No response may include any details about adverse action taken against a student or employee.

#### **GENERAL ASSURANCES**

1. Confidentiality: All complainants shall be notified that information obtained from the complainants, and thereafter gathered during the investigation, shall be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be guaranteed.
2. Non-Retaliation: All complainants shall be advised that complainants shall be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The Board, Executive Director, or designee will investigate complaints appropriately under the circumstances, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.



Board Policy: #1312.4  
Section: Community Relations  
Adopted:  
Revised:

**GENERAL COMPLAINT FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) this complaint is about (if known and applicable):

\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

\_\_\_\_\_

Where did the incident(s) occur?

\_\_\_\_\_

Please describe the circumstances, events, or conduct that are the basis of your complaint by providing as much factual detail as possible (*e.g.* specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, *etc.*) (Attach additional pages, if needed):

\_\_\_\_\_

I hereby authorize the Charter School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. Employees providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

\_\_\_\_\_

Print Name

To be completed by Charter School:  
Received by:

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date



**TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING  
POLICY**

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with students' ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, Blue Oak Charter School ("BOCS" or the "Charter School") prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means.

As used in this policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of mental or physical disability, sex (including pregnancy and related conditions, and parental status), sexual orientation, gender, gender identity, gender expression, immigration status, nationality (including national origin, country of origin, and citizenship), race or ethnicity (including ancestry, color, ethnic group identification, ethnic background, and traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twist), religion (including agnosticism and atheism), religious affiliation, medical condition, genetic information, marital status, age or association with a person or group with one or more of these actual or perceived characteristics or based on any other characteristic protected under applicable state or federal law or local ordinance. Hereafter, such actions are referred to as "misconduct prohibited by this Policy."

To the extent possible, the Charter School will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner. BOCS school staff who witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

Moreover, the Charter School will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with whom BOCS does business, or any other individual, student, or volunteer. This Policy applies to all employees, students, or volunteer actions and relationships, regardless of position or gender. BOCS will promptly and thoroughly investigate and respond to any complaint of misconduct prohibited by this Policy in a manner that is not deliberately indifferent and will take appropriate corrective action, if warranted. BOCS complies with all applicable state and federal laws and regulations and local ordinances in its investigation of and response to reports of misconduct prohibited by this Policy.

**Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator (“Coordinator”):**

Susan Domenighini  
Executive Director  
450 W. East Ave, Chico, CA 95926  
[sdomenighini@blueoakcharterschool.org](mailto:sdomenighini@blueoakcharterschool.org)  
(530) 879-7483

**Definitions**

**Prohibited Unlawful Harassment**

- Verbal conduct such as epithets, derogatory jokes or comments or slurs.
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work or school because of sex, race or any other protected basis.
- Retaliation for reporting or threatening to report harassment.
- Deferential or preferential treatment based on any of the protected characteristics listed above.

**Prohibited Unlawful Harassment under Title IX**

Title IX (20 U.S.C. § 1681 *et seq.*; 34 C.F.R. § 106.1 *et seq.*) and California state law prohibit discrimination and harassment on the basis of sex. In accordance with these existing laws, discrimination and harassment on the basis of sex in education institutions, including in the education institution’s admissions and employment practices, is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination and harassment in education programs or activities conducted by BOCS.

BOCS is committed to providing a work and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be referred to the Coordinator, the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Sexual harassment consists of conduct on the basis of sex, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct on the basis of sex, regardless of whether or not the conduct is motivated by sexual desire, when: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, education, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment, educational or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or

offensive work or educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against themselves or against another individual.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
  - Rape, sexual battery, molestation or attempts to commit these assaults.
  - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
  - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
  - Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
  - Subjecting or threats of subjecting a student or employee to unwelcome sexual attention or conduct or intentionally making the student's or employee's performance more difficult because of the student's or the employee's sex.
- Sexual or discriminatory displays or publications anywhere in the work or educational environment, such as:
  - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view in the work or educational environment.
  - Reading publicly or otherwise publicizing in the work or educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic.
  - Displaying signs or other materials purporting to segregate an individual by sex in an area of the work or educational environment (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this Policy.

## **Prohibited Bullying**

**Bullying** is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student or group of students that may constitute sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable student <sup>1</sup> or students in fear of harm to that student's or those students' person or property.
2. Causing a reasonable student to experience a substantially detrimental effect on the student's physical or mental health.
3. Causing a reasonable student to experience a substantial interference with the student's academic performance.
4. Causing a reasonable student to experience a substantial interference with the student's ability to participate in or benefit from the services, activities, or privileges provided by BOCS.

**Cyberbullying** is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

**Electronic act** means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1. A message, text, sound, video, or image.
2. A post on a social network Internet Web site including, but not limited to:
  - a. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in the definition of "bullying," above.
  - b. Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in the definition of "bullying," above. "Credible impersonation" means to knowingly and without consent impersonate a

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<sup>1</sup> "Reasonable student" is defined as a student, including, but not limited to, an exceptional needs student, who exercises care, skill and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

- student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
- c. Creating a false profile for the purpose of having one or more of the effects listed in the definition of “bullying,” above. “False profile” means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
3. An act of “Cyber sexual bullying” including, but not limited to:
    - a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in definition of “bullying,” above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
    - b. “Cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
  4. Notwithstanding the definitions of “bullying” and “electronic act” above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

**Formal Complaint of Sexual Harassment** means a written document filed and signed by a complainant who is participating in or attempting to participate in BOCS’s education program or activity or signed by the Coordinator alleging sexual harassment against a respondent and requesting that BOCS investigate the allegation of sexual harassment.

**Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

### **Bullying and Cyberbullying Prevention Procedures**

BOCS has adopted the following procedures for preventing acts of bullying, including cyberbullying.

#### **1. Cyberbullying Prevention Procedures**

BOCS advises students:

- a. To never share passwords, personal data, or private photos online.
- b. To think about what they are doing carefully before posting and by emphasizing that comments cannot be retracted once they are posted.

- c. That personal information revealed on social media can be shared with anyone including parents, teachers, administrators, and potential employers. Students should never reveal information that would make them uncomfortable if the world had access to it.
- d. To consider how it would feel receiving such comments before making comments about others online.

BOCS informs Charter School employees, students, and parents/guardians of BOCS's policies regarding the use of technology in and out of the classroom. BOCS encourages parents/guardians to discuss these policies with their children to ensure their children understand and comply with such policies.

## **2. Education**

BOCS employees cannot always be present when bullying incidents occur, so educating students about bullying is a key prevention technique to limit bullying from happening. BOCS advises students that hateful and/or demeaning behavior is inappropriate and unacceptable in our society and at BOCS and encourages students to practice compassion and respect each other.

Charter School educates students to accept all student peers regardless of protected characteristics (including but not limited to actual or perceived sexual orientation, gender identification, physical or cognitive disabilities, race, ethnicity, religion, and immigration status) and about the negative impact of bullying other students based on protected characteristics.

BOCS's bullying prevention education also discusses the differences between appropriate and inappropriate behaviors and includes sample situations to help students learn and practice appropriate behavior and to develop techniques and strategies to respond in a non-aggressive way to bullying-type behaviors. Students will also develop confidence and learn how to advocate for themselves and others, and when to go to an adult for help.

BOCS informs BOCS employees, students, and parents/guardians of this Policy and encourages parents/guardians to discuss this Policy with their children to ensure their children understand and comply with this Policy.

## **3. Professional Development**

BOCS annually makes available the online training module developed by the California Department of Education pursuant Education Code section 32283.5(a) to its certificated employees and all other **BOCS** employees who have regular interaction with students.

BOCS informs certificated employees about the common signs that a student is a target of bullying including:

- Physical cuts or injuries
- Lost or broken personal items
- Fear of going to school/practice/games
- Loss of interest in school, activities, or friends
- Trouble sleeping or eating
- Anxious/sick/nervous behavior or distracted appearance
- Self-destructiveness or displays of odd behavior
- Decreased self-esteem

Charter School also informs certificated employees about the groups of students determined by BOCS, and available research, to be at elevated risk for bullying. These groups include but are not limited to:

- Students who are lesbian, gay, bisexual, transgender, or questioning youth (“LGBTQ”) and those youth perceived as LGBTQ; and
- Students with physical or learning disabilities.

BOCS encourages its employees to demonstrate effective problem-solving, anger management, and self-confidence skills for BOCS’s students.

## **Grievance Procedures**

### **1. Scope of Grievance Procedures**

BOCS will comply with its Uniform Complaint Procedures (“UCP”) policy when investigating and responding to complaints alleging unlawful harassment, discrimination, intimidation or bullying against a protected group or on the basis of a person’s association with a person or group with one or more of the protected characteristics set forth in the UCP that:

- a. Are written and signed;
- b. Filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying, or by one who believes any specific class of individuals has been subjected to discrimination, harassment, intimidation or bullying prohibited by this part, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying; and
- c. Submitted to the BOCS UCP Compliance Officer not later than six (6) months from the date the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

The following grievance procedures shall be utilized for reports of misconduct prohibited by this Policy that do not comply with the writing, timeline, or other formal filing requirements of a



uniform complaint. For formal complaints of sexual harassment, BOCS will utilize the following grievance procedures in addition to its UCP when applicable.

## **2. Reporting**

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene when safe to do so, call for assistance, and report such incidents. The Council requires staff to follow the procedures in this policy for reporting alleged acts of misconduct prohibited by this Policy.

Any student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Coordinator:

Susan Domenighini  
Executive Director  
450 W. East Ave, Chico, CA 95926  
[sdomenighini@blueoakcharterschool.org](mailto:sdomenighini@blueoakcharterschool.org)  
(530) 879-7483

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights. Civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to complainants.

While submission of a written report is not required, the reporting party is encouraged to submit a written report to the Coordinator. BOCS will investigate and respond to all oral and written reports of misconduct prohibited by this Policy in a manner that is not deliberately indifferent. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Students are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any student who feels they are a target of such behavior should immediately contact a teacher, counselor, the Executive Director, Coordinator, a staff person or a family member so that the student can get assistance in resolving the issue in a manner that is consistent with this Policy.

BOCS acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to comply with the law, carry out the investigation and/or to resolve the issue, as determined by the Coordinator or administrative designee on a case-by-case basis.



BOCS prohibits any form of retaliation against any individual who files a report or complaint, testifies, assists, participates, or refuses to participate in any investigation or proceeding related to misconduct prohibited by this Policy. Such participation or lack of participation shall not in any way affect the status, grades, or work assignments of the individual. Individuals alleging retaliation in violation of this Policy may file a grievance using the procedures set forth in this Policy. Knowingly making false statements or knowingly submitting false information during the grievance process is prohibited and may result in disciplinary action.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff, and any individual designated as a coordinator, investigator or decision-maker will receive sexual harassment training and/or instruction concerning sexual harassment as required by law.

### **3. Supportive Measures**

Upon the receipt of an informal or formal complaint of sexual harassment, the Coordinator will promptly contact the complainant to discuss the availability of supportive measures. The Coordinator will consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint of sexual harassment, and explain the process for filing a formal complaint of sexual harassment.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint of sexual harassment or where no formal complaint of sexual harassment has been filed. Such measures are designed to restore or preserve equal access to BOCS's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or BOCS's educational environment, or deter sexual harassment. Supportive measures available to complainants and respondents may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. BOCS will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of BOCS to provide the supportive measures.

### **4. Investigation and Response**

Upon receipt of a report of misconduct prohibited by this Policy from a student, staff member, parent, volunteer, visitor or affiliate of BOCS, the Coordinator (or administrative designee) will promptly initiate an investigation. In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the Coordinator (or administrative designee) determines that an

investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the Coordinator (or administrative designee) will inform the complainant of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.

At the conclusion of the investigation, the Coordinator (or administrative designee) will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, the Coordinator (or administrative designee) will not reveal confidential information related to other students or employees.

For investigations of and responses to formal complaints of sexual harassment, the following grievance procedures will apply:

- Notice of the Allegations
  - Upon receipt of a formal complaint of sexual harassment, the Coordinator will give all known parties written notice of its grievance process, including any voluntary informal resolution process. The notice will include:
    - A description of the allegations of sexual harassment at issue and to the extent known, the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident;
    - A statement that the respondent is presumed not responsible for the alleged conduct until a final decision is reached;
    - A statement that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence; and
    - A statement that BOCS prohibits an individual from knowingly making false statements or knowingly submitting false information during the grievance process.
- Emergency Removal
  - BOCS may place a non-student employee respondent on administrative leave during the pendency of a formal complaint of sexual harassment grievance process in accordance with BOCS's policies.
  - BOCS may remove a respondent from BOCS's education program or activity on an emergency basis, in accordance with BOCS's policies, provided that BOCS undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.
  - This provision may not be construed to modify any rights under the IDEA, Section 504, or the ADA.
- Informal Resolution

- o If a formal complaint of sexual harassment is filed, BOCS may offer a voluntary informal resolution process, such as mediation, to the parties at any time prior to reaching a determination regarding responsibility. If BOCS offers such a process, it will do the following:
  - Provide the parties with advance written notice of:
    - The allegations;
    - The requirements of the voluntary informal resolution process including the circumstances under which the parties are precluded from resuming a formal complaint of sexual harassment arising from the same allegations;
    - The parties' right to withdraw from the voluntary informal resolution process and resume the grievance process at any time prior to agreeing to a resolution; and
    - Any consequences resulting from participating in the voluntary informal resolution process, including the records that will be maintained or could be shared; and
  - Obtain the parties' advance voluntary, written consent to the informal resolution process.
- o BOCS will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
- Investigation Process
  - o The decision-maker will not be the same person(s) as the Coordinator or the investigator. BOCS shall ensure that all decision-makers and investigators do not have a conflict of interest or bias for or against complainants or respondents.
  - o In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the investigator determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the investigator will inform the complainant and any respondents in writing of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.
  - o The parties will be provided with an equal opportunity to present witnesses, to inspect and review any evidence obtained that is directly related to the allegations raised, and to have an advisor present during any investigative meeting or interview.
  - o The parties will not be prohibited from discussing the allegations under investigation or to gather and present relevant evidence.
  - o A party whose participation is invited or expected at an investigative meeting or interview will receive written notice of the date, time, location, participants, and purpose of the meeting or interview with sufficient time for the party to prepare to participate.
  - o Prior to completion of the investigative report, BOCS will send to each party and the party's advisor, if any, a copy of the evidence subject to inspection and review,

and the parties will have at least ten (10) days to submit a written response for the investigator's consideration prior to the completion of the investigation report.

- o The investigator will complete an investigation report that fairly summarizes all relevant evidence and send a copy of the report to each party and the party's advisor, if any, at least ten (10) days prior to the determination of responsibility.
- Dismissal of a Formal Complaint of Sexual Harassment
  - o If the investigation reveals that the alleged harassment did not occur in BOCS's educational program in the United States or would not constitute sexual harassment even if proved, the formal complaint with regard to that conduct must be dismissed. However, such a dismissal does not preclude action under another applicable BOCS policy.
  - o BOCS may dismiss a formal complaint of sexual harassment if:
    - The complainant provides a written withdrawal of the complaint to the Coordinator;
    - The respondent is no longer employed or enrolled at BOCS; or
    - The specific circumstances prevent BOCS from gathering evidence sufficient to reach a decision on the formal complaint or the allegations therein.
  - o If a formal complaint of sexual harassment or any of the claims therein are dismissed, BOCS will promptly send written notice of the dismissal and the reason(s) for the dismissal simultaneously to the parties.
- Determination of Responsibility
  - o The standard of evidence used to determine responsibility is the preponderance of the evidence standard.
  - o Determinations will be based on an objective evaluation of all relevant evidence and credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
  - o BOCS will send a written decision on the formal complaint to the complainant and respondent simultaneously that describes:
    - The allegations in the formal complaint of sexual harassment;
    - All procedural steps taken including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
    - The findings of facts supporting the determination;
    - The conclusions about the application of BOCS's code of conduct to the facts;
    - The decision and rationale for each allegation;
    - Any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant; and
    - The procedures and permissible bases for appeals.

## **5. Consequences**

Students or employees who engage in misconduct prohibited by this Policy, knowingly make false statements or knowingly submit false information during the grievance process may be subject to disciplinary action up to and including expulsion from BOCS or termination of employment. The Coordinator is responsible for effective implementation of any remedies ordered by BOCS in response to a formal complaint of sexual harassment.

## **6. Right of Appeal**

Should the reporting individual find BOCS's resolution unsatisfactory, the reporting individual may, within five (5) business days of notice of BOCS's decision or resolution, submit a written appeal to the President of the **BOCS** Council, who will review the investigation and render a final decision.

The following appeal rights and procedures will also apply to formal complaints of sexual harassment:

- The complainant and the respondent shall have the same appeal rights and BOCS will implement appeal procedures equally for both parties.
- BOCS will notify the other party in writing when an appeal is filed.
- The decision-maker for the appeal will give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

## **7. Recordkeeping**

All records related to any investigation of complaints under this Policy are maintained in a secure location.

BOCS will maintain the following records for at least seven (7) years:

- Records of each sexual harassment investigation, including any determination of responsibility; any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent; and any remedies provided to the complainant.
- Records of any appeal of a formal sexual harassment complaint and the results of that appeal.
- Records of any informal resolution of a sexual harassment complaint and the results of that informal resolution.
- All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.
- Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment.



Board Policy: #5131.2

Section: Students

Adopted:

Revised:

## TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION & BULLYING COMPLAINT FORM

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you have a complaint against: \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e., specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

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**I hereby authorize BOCS to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand that providing false information in this regard could result in disciplinary action up to and including termination.**

\_\_\_\_\_  
Signature of Complainant

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

### **To be completed by the Charter School:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Follow up Meeting with Complainant held on: \_\_\_\_\_

## **UNIFORM COMPLAINT POLICY AND PROCEDURES**

Blue Oak Charter School (“BOCS”) complies with applicable federal and state laws and regulations. BOCS is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for compliance and/or conducting investigations shall be knowledgeable about the laws and programs, which they are assigned to investigate.

### **Scope**

This complaint procedure is adopted to provide a uniform system of complaint processing (“UCP”) for the following types of complaints:

1. Complaints alleging unlawful discrimination, harassment, intimidation or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any BOCS program or activity.
2. Complaints alleging a violation of state or federal law or regulation governing the following programs:
  - Accommodations for Pregnant, Parenting or Lactating Students;
  - Adult Education;
  - Career Technical and Technical Education;
  - Career Technical and Technical Training;
  - Child Care and Development Programs;
  - Consolidated Categorical Aid;
  - Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a public school, Migratory Children and Children of Military Families;
  - Every Student Succeeds Act;
  - Migrant Education Programs;
  - Regional Occupational Centers and Programs; and/or
  - School Safety Plans.
3. Complaints alleging that a student enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
  - a. “Educational activity” means an activity offered by the charter school that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.



- b. “Pupil fee” means a fee, deposit or other charge imposed on students, or a student’s parents/guardians, in violation of Education Code section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all students without regard to their families’ ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
    - i. A fee charged to a student as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
    - ii. A security deposit, or other payment, that a student is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
    - iii. A purchase that a student is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
  - c. A pupil fees complaint and complaints regarding local control and accountability plans (“LCAP”) only, may be filed anonymously (without an identifying signature), if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with Education Code sections 52060 - 52077, including an allegation of a violation of Education Code sections 47606.5 or 47607.3, as referenced in Education Code section 52075, regarding local control and accountability plans.
  - d. If BOCS finds merit in a pupil fees complaint, or the California Department of Education (“CDE”) finds merit in an appeal, BOCS shall provide a remedy to all affected students, parents/guardians that, where applicable, includes reasonable efforts by BOCS to ensure full reimbursement to all affected students and parents/guardians, subject to procedures established through regulations adopted by the state board.
  - e. Nothing in this Policy shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or BOCS and other entities from providing student prizes or other recognition for voluntarily participating in fundraising activities.
4. Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula (“LCFF”) or LCAP under Education Code sections 47606.5 and 47607.3, as applicable. If BOCS adopts a School Plan for Student Achievement in addition to its LCAP, complaints of noncompliance with the requirements of the School Plan for Student





Board Policy: #1312.3  
Section: Community Relations  
Adopted:  
Revised:

Achievement under Education Code sections 64000, 64001, 65000, and 65001 shall also fall under this Policy.

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 are governed by Title 7, Code of Federal Regulations (“C.F.R.”) sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations (“C.C.R.”) sections 15580 - 15584.

Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 are governed by the procedures set forth in 5 C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153.

BOCS acknowledges and respects every individual’s rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible and as permitted by law) confidentiality of the parties, including but not limited to the identity of the complainant, and maintains the integrity of the process. BOCS cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, BOCS will attempt to do so as appropriate. BOCS may find it necessary to disclose information regarding the complaint/complainant to the extent required by law or necessary to carry out the investigation or proceedings, as determined by the Executive Director or designee on a case-by-case basis. BOCS shall ensure that complainants are protected from retaliation.

### Compliance Officer

The Charter Council designates the following compliance officer(s) to receive and investigate complaints and to ensure BOCS’s compliance with law:

Susan Domenighini  
Executive Director  
450 W. East Ave, Chico, CA 95926  
[sdomenighini@blueoakcharterschool.org](mailto:sdomenighini@blueoakcharterschool.org)  
(530) 879-7483

The Executive Director or designee shall ensure that the compliance officer(s) designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. The compliance officer may have access to legal counsel as determined by the Executive Director or designee.

Should a complaint be filed against the Executive Director, the compliance officer for that case shall be the Chair of the BOCS Charter Council.

### Notifications

The Executive Director or designee shall make available copies of this Policy free of charge. The annual notice of this Policy may be made available on BOCS's website.

BOCS shall annually provide written notification of BOCS's UCP to employees, students, parents/guardians, advisory committees, private school officials or representatives, and other interested parties as applicable.

The annual notice shall be in English. When necessary under Education Code section 48985, if fifteen (15) percent or more of the students enrolled in BOCS speak a single primary language other than English, this annual notice will also be provided to the parent/guardian of any such students in their primary language.

The annual notice shall include the following:

1. A list of the types of complaints that fall under the scope of the UCP and the state and federal provisions that govern complaints regarding child nutrition programs and special education programs.
2. A statement clearly identifying any California State preschool programs that BOCS is operating as exempt from licensing pursuant to Health and Safety Code section 1596.792(o) and corresponding Title 5 health and safety regulations, and any California State preschool programs that BOCS is operating pursuant to Title 22 licensing requirements.
3. A statement that BOCS is primarily responsible for compliance with federal and state laws and regulations.
4. A statement that a student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
5. A statement identifying the title of the compliance officer, and the identity(ies) of the person(s) currently occupying that position, if known.
6. A statement that if a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.
7. A statement that the complainant has a right to appeal BOCS's decision to the CDE by filing a written appeal within thirty (30) calendar days of the date of BOCS's decision, except if BOCS has used its UCP to address a complaint that is not subject to the UCP requirements.

8. A statement that a complainant who appeals BOCS's decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.
9. A statement that if BOCS finds merit in a UCP complaint, or the CDE finds merit in an appeal, BOCS shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.
10. A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code section 262.3.
11. A statement that copies of BOCS's UCP shall be available free of charge.

### Procedures

The following procedures shall be used to address all complaints which allege that BOCS has violated federal or state laws or regulations enumerated in the section "Scope," above. The compliance officer shall maintain a record of each complaint and subsequent related actions for at least three (3) calendar years.

All parties named shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

#### ● **Step 1: Filing of Complaint**

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization may file a written complaint of alleged noncompliance or unlawful discrimination, harassment, intimidation or bullying pursuant to this Policy.

A complaint of unlawful discrimination, harassment, intimidation or bullying may be filed by an individual who alleges that the individual has personally suffered unlawful discrimination, harassment, intimidation or bullying or by one who believes any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. An investigation of alleged unlawful discrimination, harassment, intimidation or bullying shall be initiated by filing a complaint no later than six (6) months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying unless the time for filing is extended by the Executive Director or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the Executive Director or designee shall be made in writing. The period for filing may be extended by the Executive Director or

designee for good cause for a period not to exceed ninety (90) calendar days following the expiration of the six-month time period. The Executive Director shall respond immediately upon a receipt of a request for extension.

All other complaints under this Policy shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which the BOCS Charter Council approved the LCAP or the annual update was adopted by BOCS.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

Complaints filed pursuant to this Policy must be in writing and signed. A signature may be handwritten, typed (including in an email) or electronically generated. Only complaints regarding pupil fees or LCAP compliance may be filed anonymously as set forth in this Policy. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, BOCS staff shall assist the complainant in the filing of the complaint.

- **Step 2: Mediation**

Within three (3) business days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the complaint to the satisfaction of the complainant, the compliance officer shall proceed with the investigation of the complaint.

The use of mediation shall not extend BOCS's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

- **Step 3: Investigation of Complaint**

The compliance officer is encouraged to hold an investigative meeting within five (5) business days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or the complainant's representative to repeat the complaint orally.

The complainant and/or the complainant's representative shall have an opportunity to present evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the compliance officer with documents or other evidence related to the allegations in the complaint, or a complainant's failure or refusal to cooperate in the investigation or the complainant's engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

BOCS's refusal to provide the compliance officer with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

- **Step 4: Final Written Decision**

BOCS shall issue an investigation report (the "Decision") based on the evidence. BOCS's Decision shall be in writing and sent to the complainant within sixty (60) calendar days of BOCS's receipt unless the timeframe is extended with the written agreement of the complainant. BOCS's Decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The Decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion providing a clear determination for each allegation as to whether BOCS is in compliance with the relevant law.
3. Corrective actions, if BOCS finds merit in the complaint and any are warranted or required by law.
4. Notice of the complainant's right to appeal BOCS's Decision within thirty (30) calendar days to the CDE, except when BOCS has used its UCP to address complaints that are not subject to the UCP requirements.
5. Procedures to be followed for initiating such an appeal.

If an employee is disciplined as a result of the complaint, the Decision shall simply state that effective action was taken and that the employee was informed of BOCS's expectations. The Decision shall not give any further information as to the nature of the disciplinary action except as required by applicable law.

#### Appeals to the CDE

If dissatisfied with the Decision, the complainant may appeal in writing to the CDE within thirty (30) calendar days of receiving the Decision. The appeal shall be accompanied by a copy of the complaint filed with BOCS and a copy of the Decision. When appealing to the CDE, the complainant must specify and explain the basis for the appeal, including at least one of the following:

1. BOCS failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, BOCS's Decision lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in BOCS's Decision are not supported by substantial evidence.
4. The legal conclusion in BOCS's Decision is inconsistent with the law.
5. In a case in which BOCS's Decision found noncompliance, the corrective actions fail to provide a proper remedy.

Upon notification by the CDE that the complainant has appealed the Decision, the Executive Director or designee shall forward the following documents to the CDE within ten (10) calendar days of the date of notification:

1. A copy of the original complaint.
2. A copy of the Decision.
3. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties or gathered by the investigator.
4. A report of any action taken to resolve the complaint.
5. A copy of BOCS's complaint procedures.
6. Other relevant information requested by the CDE.

If the CDE determines the appeal raises issues not contained in the local complaint, the CDE will refer those new issues back to BOCS for resolution as a new complaint. If the CDE notifies BOCS that its Decision failed to address an allegation raised by the complaint and subject to the UCP process, BOCS will investigate and address such allegation(s) in accordance with the UCP requirements and provide the CDE and the appellant with an amended Decision addressing such allegation(s) within twenty (20) calendar days of the CDE's notification. The amended Decision will inform the appellant of the right to separately appeal the amended Decision with respect to the complaint allegation(s) not addressed in the original Decision.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision. The SSPI will not consider any information not previously submitted to the CDE by a party during the appeal unless such information was unknown to the party at the time of the appeal and, with due diligence, could not have become known to the party. Pending the SSPI's response to a request for reconsideration, the CDE appeal Decision remains in effect and enforceable, unless stayed by a court.

The CDE may directly intervene in the complaint without waiting for action by BOCS when one of the conditions listed in 5 C.C.R. section 4650 exists, including but not limited to cases in which through no fault of the complainant, BOCS has not taken action within sixty (60) calendar days of the date the complaint was filed with BOCS.

#### Civil Law Remedies

A complainant may pursue available civil law remedies outside of BOCS's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination complaints arising under state law, however, a complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if BOCS has appropriately, and in a timely manner, apprised the complainant of their right to file a complaint.





Board Policy: #1312.3  
Section: Community Relations  
Adopted:  
Revised:

## UNIFORM COMPLAINT POLICY AND PROCEDURES

Last Name: \_\_\_\_\_ First Name/MI: \_\_\_\_\_  
Student Name (if applicable): \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Street Address/Apt. #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
School/Office of Alleged Violation: \_\_\_\_\_

**For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Adult Education  | <input type="checkbox"/> Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a Public School, Migratory Children and Children of Military Families | <input type="checkbox"/> Regional Occupational Centers and Programs |
| <input type="checkbox"/> Career Technical and Technical Education/Career Technical and Technical Training | <input type="checkbox"/> Every Student Succeeds Act  | <input type="checkbox"/> School Plans for School Achievement        |
| <input type="checkbox"/> Child Care and Development   | <input type="checkbox"/> Local Control Funding Formula/ Local Control and Accountability Plan  | <input type="checkbox"/> School Safety Plan                         |
| <input type="checkbox"/> Consolidated Categorical Aid Programs  | <input type="checkbox"/> Migrant Education Programs  | <input type="checkbox"/> Pupil Fees                                 |
|   |  | <input type="checkbox"/> Pregnant, Parenting or Lactating Students  |

**For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Age  | <input type="checkbox"/> Genetic Information            | <input type="checkbox"/> Sex (Actual or Perceived)   |
| <input type="checkbox"/> Ancestry                                     | <input type="checkbox"/> Immigration Status/Citizenship | <input type="checkbox"/> Sexual Orientation (Actual or Perceived)  |
| <input type="checkbox"/> Color  | <input type="checkbox"/> Marital Status                 | <input type="checkbox"/> Based on association with a person or group with one or more of these actual or perceived characteristics |
| <input type="checkbox"/> Disability (Mental or Physical)              | <input type="checkbox"/> Medical Condition              |  |
| <input type="checkbox"/> Ethnic Group Identification                  | <input type="checkbox"/> Nationality / National Origin  |  |
| <input type="checkbox"/> Gender / Gender Expression / Gender Identity | <input type="checkbox"/> Race or Ethnicity              |  |
|   | <input type="checkbox"/> Religion                       |  |

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

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2. Have you discussed your complaint or brought your complaint to any BOCS personnel? If you have, to whom did you take the complaint, and what was the result?

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3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents.

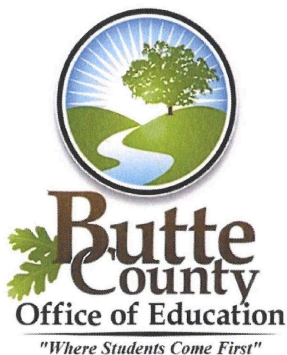
☐ Yes

☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail complaint and any relevant documents to the Compliance Officer:

Susan Domenighini  
Executive Director  
450 W. East Ave, Chico, CA 95926  
[sdomenighini@blueoakcharterschool.org](mailto:sdomenighini@blueoakcharterschool.org)  
(530) 879-7483



**Mary Sakuma**  
Superintendent  
msakuma@bcoe.org

**Ann Bates**  
Senior Executive Assistant  
abates@bcoe.org

#### Board of Education

*Karin Matray*

*Alan White*

*Brenda J. McLaughlin*

*Amy Christianson*

*Mike Walsh*

*Julian Diaz*

*Daniel Alexander*

1859 Bird Street  
Oroville, CA 95965  
(530) 532-5761  
Fax (530) 532-5762  
www.bcoe.org

An Equal Opportunity  
Employer

## RE: Elementary and Secondary School Emergency Relief (ESSER) III Expenditure Plan

December 15, 2021

Blue Oak Charter School  
Susan Domenighini  
450 W East Avenue  
Chico, CA 95926

Dear Director Susan Domenighini,

Please consider this email confirmation of Butte County Office of Education receipt, review, and approval of the Blue Oak Charter School's ESSER III Expenditure Plan.

The California Department of Education (CDE) requires each Local Education Agency (LEA) to post the most recent version of the plan to its website in the same area as the Local Control Accountability Plan (LCAP), Federal Addendum, and other similar plans. Butte County Office of Education will also be posting your most recent plan to our website.

CDE will be notified that Blue Oak Charter School's ESSER III Expenditure Plan was approved by Butte County Office of Education.

**Please note:** These funds are provided by the Federal Government, they are subject to audit review (local external and Office of the Inspector General (OIG)), Federal Program Monitoring (FPM) and policies regarding the American Rescue Plan (ARP) maintenance of equity (MOE), general cost principles (reasonable, necessary, allocable), procurement requirements, capital expenditure requirements, construction regulations Code of Federal Regulation (CFR) 76.600, time and effort documentation, and timely implementation.

We encourage you to connect the actions described in your plan to specific internal controls and monitoring measures in order to analyze their effectiveness and to retain any backup documentation that supports the LEA's ESSER III Expenditure Plan in the event those materials are requested in future district/state audits. Barring any changes from the Office of Management and Budget and/or the US Department of Education/2 C.F.R. Part 200, it is anticipated that the audit scope and process will be similar to ESSER I/CARES and ESSER II/CRRSAA scrutiny. Auditors and FPM reviewers will have the final say regarding the allowable use of ALL ESSER funds.

Sincerely,

Mary Sakuma  
Butte County Superintendent of Schools

cc: Board Chair, Chelsea Parker

**Agenda Item:** Corrective Action Plan

**Prepared by:** Alexandra Archer

**Charter Council Date:** 01/18/2022

**Background Information:**

Blue Oak Charter School (Subrecipient) entered into a service agreement with Cleanrite, Inc after the Camp Fire for cleaning services. During an audit by CalOES, a contract for the services provided was not submitted. The services detailed in the provided invoices that were submitted instead do not contain any of the federally required provisions per Title 2 CFR, Appendix II to Part 200, section (G). Therefore, a corrective action plan (CAP) must be submitted within 60 days from the date of the [attached report](#) to CalOES.



December 21, 2021

Ms. Susan Domenighini  
Executive Director  
Blue Oak Charter School  
450 W. East Avenue  
Chico, California, 95926

SUBJECT: Compliance Assessment, CR#21-2729; FIPS # 007-90006  
Public Assistance Grant Program, FEMA-4407-DR-CA,  
November 2018 California Wildfires

Dear Blue Oak Charter School:

The California Governor's Office of Emergency Services (Cal OES) has concluded its desk compliance assessment on the Cal OES Grant Subaward noted below. Our assessment included reviewing documentation submitted to support your expenditures and performing certain procedures as necessary to determine compliance with the Code of Federal Regulations (CFR) and program guidelines.

<u>Disaster #</u>	<u>Disaster Name</u>	<u>Review Period(s)</u>
DR-4407	November 2018 California Wildfires	11/8/18 – 9/13/19

The following is a finding resulting from the limited scope compliance review.

### **FINDING**

#### **Finding #1: Lack of Service Contract**

Blue Oak Charter School (Subrecipient) entered into a service agreement with Cleanrite, Inc in the amount of \$234,124.68 for the Federal award under review. The Subrecipient did not create a service contract for the services provided. All work completed by the vendor was detailed in the provided invoices. The invoices did not contain any of the federally required provisions per Title 2 CFR, Appendix II to Part 200, section (G). Therefore, the Subrecipient was unable to document the funds were expended appropriately.



3650 SCHRIEVER AVENUE • MATHER, CA 95655  
RECOVERY SECTION • MONITORING UNIT  
PHONE (916) 845-8200 • FAX (916) 845-8387  
[www.caloes.ca.gov](http://www.caloes.ca.gov)

**Required Action:** A corrective action plan (CAP) must be submitted within 60 days from the date of this report, to identify the steps the Subrecipient will take, to ensure all federally funded, future agreements for services will include fully executed contracts, documented to conform to applicable Federal requirements. The CAP must also include steps taken to avoid similar future errors.

If you desire to challenge the finding included in this report, you must respond with your written comments and provide all supporting documentation within 30 days of the date of this letter.

The enclosed document, "Subrecipient Corrective Action Plan Procedures" provides detailed instructions for developing your CAP. The CAP must be submitted via email to [Daniel.Stone@caloes.ca.gov](mailto:Daniel.Stone@caloes.ca.gov), within 30 days of the date of this report. Should you require technical assistance to complete your CAP and/or ensure compliance in any of the above areas, please contact Daniel Stone at (916) 845-8816, or by email at the above email address.

Thank you for the courtesy and cooperation you extended Cal OES in completing this review.

Sincerely,



URSULA HARELSON  
Division Chief, Monitoring, Quality Control & Recovery Planning

Attachment: Subrecipient Corrective Action Plan Procedures

cc: David Gillings, State Public Assistance Officer  
Christine So, Unit Chief, Recovery Monitoring

# **Sustainable School**

## **Preschool Planning**

### **Assumptions**

20 students  
7% of student population (290)  
Current Financial reports used for costs  
Daily Rates used for comparison

### **Classroom Staff**

Lead- \$195 per day based on permit and education (8 hour day) Non-Credentialed teacher classified hourly rate  
\$384 - \$584+ Credentialed teacher rate (benefits included)  
6 credits of Child Development Credits required

Teacher Aide - \$21.5 per hour based on Child Development Permit and education \$178  
Sub pay \$17/day

### **Additional Costs**

Administration: \$99 daily rate  
Support staff Office, Janitorial: \$141 daily rate  
Operations Costs \$512 daily rate

### **Total Daily Costs**

\$1,142-\$1,531  
18 students (max 20)=63-85 / day

### **Local Preschool Costs Comparison**

Other - \$7.5-\$7.9 per hour (part day programs)  
Blue Oak - \$8.40-\$11.33

### **Reimbursement Rates:**

\$49.54 for full day program/\$30.87 for part day, per child - per day of operation.

### **Other Questions**

Do we want to offer a half day option?  
Do we include full K-8 costs in calculations or reduce it?  
I am still researching state reimbursement rates. They may not cover our full costs.  
Inflation is an issue. We are unsure how rates and costs will adjust.

**BLUE OAK CHARTER ADDENDUM TO  
ORIGINAL LEASE DATED AUGUST 29, 2019**

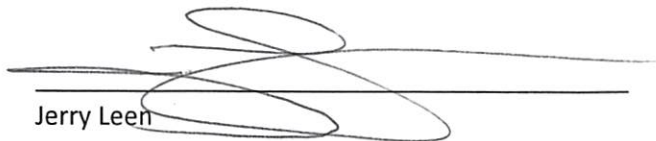
This addendum, dated **December 13, 2021**, extends the term of the existing lease for twelve additional months, commencing August 1, 2022 and terminating July 31, 2023.

Additionally, the rent shall increase, commencing August 1, 2022, to \$51,500.00 (fifty-one thousand, five hundred dollars) per month.

All other terms of existing lease remain unchanged.

  
\_\_\_\_\_  
Nels Leen

12.14-21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jerry Leen

12-14-2021  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessee/Blue Oak Charter School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessee/Blue Oak Charter School

\_\_\_\_\_  
Date

# Blue Oak Charter School

## 2021 School Accountability Report Card



# BLUE OAK SCHOOL

A WALDORF-INSPIRED PUBLIC CHARTER (K-8)

### General Information about the School Accountability Report Card (SARC)

#### SARC Overview



By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at [www.cde.ca.gov/ta/ac/sa/](http://www.cde.ca.gov/ta/ac/sa/)

For more information about the LCFF or the LCAP, see the CDE LCFF web page at [www.cde.ca.gov/fg/aa/lc/](http://www.cde.ca.gov/fg/aa/lc/)

For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

#### DataQuest



DataQuest is an online data tool located on the CDE DataQuest web page at [dq.cde.ca.gov/dataquest/](http://dq.cde.ca.gov/dataquest/) that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).



## California School Dashboard



The California School Dashboard (Dashboard) [www.caschooldashboard.org/](http://www.caschooldashboard.org/) reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

## Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

## 2021-22 School Contact Information

<b>School Name</b>	Blue Oak Charter School
<b>Street</b>	450 W. East Ave
<b>City, State, Zip</b>	Chico
<b>Phone Number</b>	530-879-7483
<b>Principal</b>	Susan Domenighini
<b>Email Address</b>	sdomenighini@blueoakcharterschool.org
<b>School Website</b>	www.blueoakcharterschool.org
<b>County-District-School (CDS) Code</b>	04 61424 6119523

## 2021-22 District Contact Information

<b>District Name</b>	Blue Oak Charter School
<b>Phone Number</b>	530-879-7483
<b>Superintendent</b>	Susan Domenighini
<b>Email Address</b>	sdomenighini@blueoakcharterschool.org
<b>District Website Address</b>	www.blueoakcharterschool.org

## 2021-22 School Overview

**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.

Blue Oak Charter School ("Blue Oak" or the "Charter School") is a tuition-free Waldorf-inspired, K-8, public school that opened in September of 2000 with seventeen children and one teacher. Today the school supports approximately 300 children and 50 employees and represents families all over Butte County. At Blue Oak, our first priority is to provide an education that excites and interests the students. Our Waldorf-inspired/Common Core-based curriculum helps develop a lifelong love of learning, and prepares each child for active & ethical citizenship; critical thinking, self-awareness, creative imagination, & social responsibility. The curriculum is molded by each teacher to address the individual and developmentally appropriate needs of the class. Science and Social Studies are interconnected with English, Math, art, music, and movement through storytelling. Kindergarten is play-based which helps students develop positive relationships and prepares them for the more academic work

## 2021-22 School Overview

of the first grade and beyond. Classes loop, staying together with their teacher for first through eighth grade. This increases the teacher's understanding of each student's needs and builds the strength of relationships that last into high school and beyond. Specialty subjects include Spanish, music, handwork, technology, & games.

## About this School

### 2020-21 Student Enrollment by Grade Level

Grade Level	Number of Students
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### 2020-21 Student Enrollment by Student Group

Student Group	Percent of Total Enrollment
---------------	-----------------------------

## A. Conditions of Learning

### State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair

Note: For more information refer to the Updated Teacher Equity Definitions web page at <https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp>

### 2019-20 Teacher Preparation and Placement

Authorization/Assignment	2019-20
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	
Intern Credential Holders Properly Assigned	
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	
Unknown	
Total Teaching Positions	

Note: The data in this table is based on Full Time Equivalent (FTE) status. One FTE equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time. Additionally, an assignment is defined as a position that an educator is assigned to based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

## 2019-20 Teachers Without Credentials and Misassignments (considered “ineffective” under ESSA)

Authorization/Assignment	2019-20
Permits and Waivers	
Misassignments	
Vacant Positions	
Total Teachers Without Credentials and Misassignments	

## 2019-20 Credentialed Teachers Assigned Out-of-Field (considered “out-of-field” under ESSA)

Indicator	2019-20
Credentialed Teachers Authorized on a Permit or Waiver	
Local Assignment Options	
Total Out-of-Field Teachers	

## 2019-20 Class Assignments

Indicator	2019-20
<b>Misassignments for English Learners</b> (a percentage of all the classes with English learners taught by teachers that are misassigned)	
<b>No credential, permit or authorization to teach</b> (a percentage of all the classes taught by teachers with no record of an authorization to teach)	

## 2021-22 Quality, Currency, Availability of Textbooks and Other Instructional Materials

Blue Oak uses Waldorf curriculum and instructional practices. Textbooks are not used. Main lesson books are designed by the children throughout the educational process and serve as textbooks. The exception to this at Blue Oak is the Math and ELA curriculum, listed below. CPM is included with the most recent state adoption. Bridges in Mathematics and Sadlier were adopted by Blue Oak for content and applicability but are not on the state adopted lists. The state adopted lists were last updated in 2014 (ELA)&15 (Math).

Year and month in which the data were collected	9/2021
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Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption ?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	Sadlier 2020	Yes	0
Mathematics	Bridges in Mathematics 2019 & CPM 2016	Yes	0
Science			
History-Social Science			
Foreign Language			

<b>Health</b>			
<b>Visual and Performing Arts</b>			
<b>Science Laboratory Equipment</b> (grades 9-12)			

## School Facility Conditions and Planned Improvements

The community has a sense of pride when it comes to our school. Our custodians, staff members, and parent volunteers ensure a clean and safe environment, in which learning can take place. Our efforts to maintain a 48,000 square foot school facility that is clean and attractive includes: painting our school, daily student job duties and regularly scheduled cleaning by custodial staff.

We are very proud of the “look and feel” of our school.

**Year and month of the most recent FIT report**

October 2020

System Inspected	Rate Good	Rate Fair	Rate Poor	Repair Needed and Action Taken or Planned
<b>Systems:</b> Gas Leaks, Mechanical/HVAC, Sewer	X			
<b>Interior:</b> Interior Surfaces	X			
<b>Cleanliness:</b> Overall Cleanliness, Pest/Vermin Infestation	X			
<b>Electrical</b>	X			
<b>Restrooms/Fountains:</b> Restrooms, Sinks/ Fountains		X		Drinking fountains off due to COVID
<b>Safety:</b> Fire Safety, Hazardous Materials		X		MSDS needed
<b>Structural:</b> Structural Damage, Roofs	X			
<b>External:</b> Playground/School Grounds, Windows/ Doors/Gates/Fences	X			

## Overall Facility Rate

Exemplary	Good	Fair	Poor
	X		

## B. Pupil Outcomes

### State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

#### Statewide Assessments

(i.e., California Assessment of Student Performance and Progress [CAASPP] System includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities).

The CAASPP System encompasses the following assessments and student participation requirements:

1. **Smarter Balanced Summative Assessments and CAAs for ELA** in grades three through eight and grade eleven.
2. **Smarter Balanced Summative Assessments and CAAs for mathematics** in grades three through eight and grade eleven.
3. **California Science Test (CAST) and CAAs for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve).

#### SARC Reporting in the 2020-2021 School Year Only

Where the most viable option, LEAs were required to administer the statewide summative assessment in ELA and mathematics. Where a statewide summative assessment was not the most viable option for the LEA (or for one or more grade-level[s] within the LEA) due to the pandemic, LEAs were allowed to report results from a different assessment that met the criteria established by the State Board of Education (SBE) on March 16, 2021. The assessments were required to be:

- Aligned with CA CCSS for ELA and mathematics;
- Available to students in grades 3 through 8, and grade 11; and
- Uniformly administered across a grade, grade span, school, or district to all eligible students.

#### Options

Note that the CAAs could only be administered in-person following health and safety requirements. If it was not viable for the LEA to administer the CAAs in person with health and safety guidelines in place, the LEA was directed to not administer the tests. There were no other assessment options available for the CAAs. Schools administered the Smarter Balanced Summative Assessments for ELA and mathematics, other assessments that meet the SBE criteria, or a combination of both, and they could only choose one of the following:

- Smarter Balanced ELA and mathematics summative assessments;
- Other assessments meeting the SBE criteria; or
- Combination of Smarter Balanced ELA and mathematics summative assessments and other assessments.

The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

## Percentage of Students Meeting or Exceeding the State Standard on CAASPP

This table displays CAASPP test results in ELA and mathematics for all students grades three through eight and grade eleven taking and completing a state-administered assessment.

The 2019-2020 data cells with N/A values indicate that the 2019-2020 data are not available due to the COVID-19 pandemic and resulting summative test suspension. The Executive Order N-30-20 was issued which waived the assessment, accountability, and reporting requirements for the 2019-2020 school year.

The 2020-2021 data cells have N/A values because these data are not comparable to other year data due to the COVID-19 pandemic during the 2020-2021 school year. Where the CAASPP assessments in ELA and/or mathematics is not the most viable option, the LEAs were allowed to administer local assessments. Therefore, the 2020-2021 data between school years for the school, district, state are not an accurate comparison. As such, it is inappropriate to compare results of the 2020-2021 school year to other school years.

Subject	School 2019-20	School 2020-21	District 2019-20	District 2020-21	State 2019-20	State 2020-21
<b>English Language Arts/Literacy</b> (grades 3-8 and 11)	N/A	N/A	N/A	N/A	N/A	N/A
<b>Mathematics</b> (grades 3-8 and 11)	N/A	N/A	N/A	N/A	N/A	N/A

## 2020-21 CAASPP Test Results in ELA by Student Group

This table displays CAASPP test results in ELA by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment. The CDE will populate this table for schools in cases where the school administered the CAASPP assessment. In cases where the school administered a local assessment instead of CAASPP, the CDE will populate this table with “NT” values, meaning this school did not test students using the CAASPP. See the local assessment(s) table for more information.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

## 2020-21 CAASPP Test Results in Math by Student Group

This table displays CAASPP test results in Math by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment. The CDE will populate this table for schools in cases where the school administered the CAASPP assessment. In cases where the school administered a local assessment instead of CAASPP, the CDE will populate this table with "NT" values, meaning this school did not test students using the CAASPP. See the local assessment(s) table for more information.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

## 2020-21 Local Assessment Test Results in ELA by Student Group

This table displays Local Assessment test results in ELA by student group for students grades three through eight and grade eleven. LEAs/schools will populate this table for schools in cases where the school administered a local assessment. In cases where the school administered the CAASPP assessment, LEAs/schools will populate this table with "N/A" values in all cells, meaning this table is Not Applicable for this school.

N/A Student Groups	N/A Total Enrollment	N/A Number Tested	N/A Percent Tested	N/A Percent Not Tested	N/A Percent At or Above Grade Level
All Students	N/A				
Female	N/A				
Male	N/A				
American Indian or Alaska Native	N/A				
Asian	N/A				



<b>Black or African American</b>	N/A				
<b>Filipino</b>	N/A				
<b>Hispanic or Latino</b>	N/A				
<b>Native Hawaiian or Pacific Islander</b>	N/A				
<b>Two or More Races</b>	N/A				
<b>White</b>	N/A				
<b>English Learners</b>	N/A				

\*At or above the grade-level standard in the context of the local assessment administered.

## 2020-21 Local Assessment Test Results in Math by Student Group

This table displays Local Assessment test results in Math by student group for students grades three through eight and grade eleven. LEAs/schools will populate this table for schools in cases where the school administered a local assessment. In cases where the school administered the CAASPP assessment, LEAs/schools will populate this table with "N/A" values in all cells, meaning this table is Not Applicable for this school.

N/A Student Groups	N/A Total Enrollment	N/A Number Tested	N/A Percent Tested	N/A Percent Not Tested	N/A Percent At or Above Grade Level
<b>All Students</b>	N/A				

\*At or above the grade-level standard in the context of the local assessment administered.

## CAASPP Test Results in Science for All Students

This table displays the percentage of all students grades five, eight, and High School meeting or exceeding the State Standard.

The 2019-2020 data cells with N/A values indicate that the 2019-2020 data are not available due to the COVID-19 pandemic and resulting summative testing suspension. The Executive Order N-30-20 was issued which waived the assessment, accountability, and reporting requirements for the 2019-2020 school year.

For any 2020-2021 data cells with N/T values indicate that this school did not test students using the CAASPP Science.

Subject	School 2019-20	School 2020-21	District 2019-20	District 2020-21	State 2019-20	State 2020-21
<b>Science</b> (grades 5, 8 and high school)	N/A		N/A		N/A	

## 2020-21 CAASPP Test Results in Science by Student Group

This table displays CAASPP test results in Science by student group for students grades five, eight, and High School. For any data cells with N/T values indicate that this school did not test students using the CAASPP Science.

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

### B. Pupil Outcomes

#### State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8): Pupil outcomes in the subject area of physical education.

## 2020-21 California Physical Fitness Test Results

Due to the COVID-19 crisis, the Physical Fitness Test was suspended during the 2020-2021 school year and therefore no data are reported and each cell in this table is populated with "N/A."

Grade Level	Percentage of Students Meeting Four of Six Fitness Standards	Percentage of Students Meeting Five of Six Fitness Standards	Percentage of Students Meeting Six of Six Fitness Standards
Grade 5	N/A	N/A	N/A
Grade 7	N/A	N/A	N/A
Grade 9	N/A	N/A	N/A

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3): Efforts the school district makes to seek parent input in making decisions regarding the school district and at each school site.

2021-22 Opportunities for Parental Involvement

Parent participation is strongly encouraged and is necessary for the successful education of all children. Opportunities for parent involvement include but are not limited to:

Governance and Committees: Parents are elected or appointed to membership in governing bodies. Three of the seven charter council member seats are required to be held by parents. Significant parent positions are set aside in our advisory committees such as finance and safety. Parent input and membership are also sought in Strategic Planning, marketing, and facilities planning.

Parent Council. Parent Council is the representative body for parents. This council supports various activities and fundraising for Blue Oak and acts as an advisory to the board. Representatives are elected from each classroom as voting members, but all parents are automatically members of the council.

Classroom Support. Parents may volunteer in a variety of ways to support the classroom. This may include time in class, preparation of support activities, field trip support, or supplying items or activities needed for the classroom.

In-kind Support. Parents with specific skills volunteer to support the school in their area of expertise. Parents are also encouraged to participate in annual school clean-up days for site maintenance.

Fundraising. Parents help with fundraising for both general school support through the Parent Council and by class.

Other educational supports. Blue Oak's experiential learning opportunities such as gardening, baking, and field trips are important parts of the program provided to Blue Oak students and need parent support. Additionally, parents organize clubs, and after school activities such as Chess and other clubs.

Festivals and Performances. Blue Oak organizes two community festivals annually the Harvest Festival and the May Faire. These include opportunities for parent involvement to support student engagement in projects and activities. Winter and Spring concerts also give opportunities for parent engagement.

For more information on Parent Involvement opportunities call (530)879-7483 or email [info@blueoakcharterschool.org](mailto:info@blueoakcharterschool.org)

## 2020-21 Chronic Absenteeism by Student Group

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students				
Female				
Male				
American Indian or Alaska Native				
Asian				
Black or African American				
Filipino				
Hispanic or Latino				
Native Hawaiian or Pacific Islander				
Two or More Races				
White				
English Learners				
Foster Youth				
Homeless				
Socioeconomically Disadvantaged				
Students Receiving Migrant Education Services				
Students with Disabilities				

### C. Engagement

#### State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

## Suspensions and Expulsions

This table displays suspensions and expulsions data collected between July through June, each full school year respectively. Data collected during the 2020-21 school year may not be comparable to earlier years of this collection due to differences in learning mode instruction in response to the COVID-19 pandemic.

Subject	School 2018-19	School 2020-21	District 2018-19	District 2020-21	State 2018-19	State 2020-21
<b>Suspensions</b>						
<b>Expulsions</b>						

This table displays suspensions and expulsions data collected between July through February, partial school year due to the COVID-19 pandemic. The 2019-2020 suspensions and expulsions rate data are not comparable to other year data because the 2019-2020 school year is a partial school year due to the COVID-19 crisis. As such, it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019-2020 school year compared to other school years.

Subject	School 2019-20	District 2019-20	State 2019-20
<b>Suspensions</b>			
<b>Expulsions</b>			

## 2020-21 Suspensions and Expulsions by Student Group

Student Group	Suspensions Rate	Expulsions Rate
<b>All Students</b>		
<b>Female</b>		
<b>Male</b>		
<b>American Indian or Alaska Native</b>		
<b>Asian</b>		
<b>Black or African American</b>		
<b>Filipino</b>		
<b>Hispanic or Latino</b>		
<b>Native Hawaiian or Pacific Islander</b>		
<b>Two or More Races</b>		
<b>White</b>		
<b>English Learners</b>		
<b>Foster Youth</b>		
<b>Homeless</b>		
<b>Socioeconomically Disadvantaged</b>		
<b>Students Receiving Migrant Education Services</b>		
<b>Students with Disabilities</b>		

## 2021-22 School Safety Plan

Blue Oak Charter School provides a safe, clean environment for our students, staff, and volunteers. Our school has been beautified with additional landscaping, raised beds for gardening, and interior painting. Our Facilities Manager and three custodians ensure classrooms, restrooms, and school grounds are kept clean and safe to provide a well-maintained and suitable learning environment. Blue Oak Charter School has always strived to ensure that all students enjoy maximum learning opportunities within a safe and orderly environment, free from disruptive influences.

The safety of our students and staff is our primary concern. Our staff is on duty during recess, lunch, and before and after school to ensure the safety of all our students. The school's Risk Management Plan includes steps for ensuring student and staff safety during a disaster. Fire drills are conducted once per month throughout the school year. Lockdown and earthquake drills are practiced at least annually. The school-wide Behavior Matrix provides students and staff with a means to ensure a safe and orderly learning environment. Key elements of The Safety Plan include child abuse reporting procedures; disaster response procedures; procedures for safe entering of, and exiting from school; sexual harassment policy; suspension and expulsion policies; dress code; behavior policies and pandemic response. The Safety Plan is updated annually by a team of staff, faculty, and parents and reflects current best practices. The last review was in September 2021.

### D. Other SARC Information

#### Information Required in the SARC

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

## 2018-19 Elementary Average Class Size and Class Size Distribution

This table displays the 2018-19 average class size and class size distribution. The columns titled "Number of Classes" indicates how many classes fall into each size category (a range of total students per class). The "Other" category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K				
1				
2				
3				
4				
5				
6				

## 2019-20 Elementary Average Class Size and Class Size Distribution

This table displays the 2019-20 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per class). The “Other” category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K				
1				
2				
3				
4				
5				
6				

## 2020-21 Elementary Average Class Size and Class Size Distribution

This table displays the 2020-21 average class size and class size distribution. The columns titled “Number of Classes” indicates how many classes fall into each size category (a range of total students per class). The “Other” category is for multi-grade level classes.

Grade Level	Average Class Size	Number of Classes with 1-20 Students	Number of Classes with 21-32 Students	Number of Classes with 33+ Students
K				
1				
2				
3				
4				
5				
6				

## 2020-21 Ratio of Pupils to Academic Counselor

This table displays the ratio of pupils to Academic Counselor. One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Title	Ratio
Pupils to Academic Counselor	

## 2020-21 Student Support Services Staff

This table displays the number of FTE support staff assigned to this school. One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Title	Number of FTE Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	
Psychologist	
Social Worker	
Speech/Language/Hearing Specialist	
Resource Specialist (non-teaching)	

## 2019-20 Expenditures Per Pupil and School Site Teacher Salaries

This table displays the 2019-20 expenditures per pupil and average teach salary for this school. Cells with N/A values do not require data.

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	11,821	2278	9543	\$55,671
District	N/A	N/A	9810	
Percent Difference - School Site and District	N/A	N/A	-2.8	-27.4
Percent Difference - School Site and State	N/A	N/A	20.7	-41.2

## 2020-21 Types of Services Funded

Title 1 funds are received and used to support math, reading technology and English Language support staff.



## 2019-20 Teacher and Administrative Salaries

This table displays the 2019-20 Teacher and Administrative salaries. For detailed information on salaries, see the CDE Certification Salaries & Benefits web page at <http://www.cde.ca.gov/ds/fd/cs/>.

Category	District Amount	State Average for Districts in Same Category
Beginning Teacher Salary		
Mid-Range Teacher Salary		
Highest Teacher Salary		
Average Principal Salary (Elementary)		
Average Principal Salary (Middle)		
Average Principal Salary (High)		
Superintendent Salary		
Percent of Budget for Teacher Salaries		
Percent of Budget for Administrative Salaries		

## Professional Development

The goal of Blue Oak Charter School's professional development is to promote a continuing passion for learning and foster innovations in teaching. Waldorf curriculum training is provided to teachers each summer.. Additional professional development is provided through in-service, all staff and faculty meetings during the year. Training includes Reading and Math curriculum, assessment, Trauma-Informed practices, crisis response, and behavior supports. Teachers attend a minimum of 1 week of professional development training annually either on site or at off campus training. Aides and other support staff attend training based on experience and needs. Additional supports include teacher mentoring, conferences, in-class coaching, teacher-principal meetings and reviews of iReady student data reporting.

This table displays the number of school days dedicated to staff development and continuous improvement.

Subject	2019-20	2020-21	2021-22
Number of school days dedicated to Staff Development and Continuous Improvement	5	5	5

# Blue Oak Charter School

## 2020-21 Local Accountability Report Card (LARC) Addendum

## Local Accountability Report Card (LARC) Addendum

### 2020-21 Local Accountability Report Card (LARC) Addendum Overview



On July 14, 2021, the California State Board of Education (SBE) determined that the California Department of Education (CDE) will use the SARC as the mechanism to conduct a one-time data collection of the LEA-level aggregate test results of all school's local assessments administered during the 2020–2021 school year in order to meet the federal Every Students Succeeds Act (ESSA) reporting requirement for the Local Educational Agency Accountability Report Cards (LARCs).

Each local educational agency (LEA) is responsible for preparing and posting their annual LARC in accordance with the federal ESSA. As a courtesy, the CDE prepares and posts the LARCs on behalf of all LEAs.

Only for the 2020–2021 school year and the 2020–2021 LARCs, LEAs are required to report their aggregate local assessments test results at the LEA-level to the CDE by populating the tables below via the SARC. These data will be used to meet the LEAs' federal requirement for their LARCs. Note that it is the responsibility of the school and LEA to ensure that all student privacy and suppression rules are in place when reporting data in Tables 3 and 4 in the Addendum, as applicable.

The tables below are not part of the SBE approved 2020–2021 SARC template but rather are the mechanism by which these required data will be collected from LEAs.

For purposes of the LARC and the following tables, an LEA is defined as a school district, a county office of education, or a direct funded charter school.

### 2021-22 District Contact Information

<b>District Name</b>	Blue Oak Charter School
<b>Phone Number</b>	530-879-7483
<b>Superintendent</b>	Susan Domenighini
<b>Email Address</b>	<a href="mailto:sdomenighini@blueoakcharterschool.org">sdomenighini@blueoakcharterschool.org</a>
<b>District Website Address</b>	<a href="http://www.blueoakcharterschool.org">www.blueoakcharterschool.org</a>

## 2020-21 CAASPP Test Results in ELA by Student Group

This table displays CAASPP test results in ELA by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment. The CDE will populate this table for schools in cases where the school administered the CAASPP assessment. In cases where the school administered a local assessment instead of CAASPP, the CDE will populate this table with “NT” values, meaning this school did not test students using the CAASPP. See the local assessment(s) table for more information.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

## 2020-21 CAASPP Test Results in Math by Student Group

This table displays CAASPP test results in Math by student group for students grades three through eight and grade eleven taking and completing a state-administered assessment. The CDE will populate this table for schools in cases where the school administered the CAASPP assessment. In cases where the school administered a local assessment instead of CAASPP, the CDE will populate this table with “NT” values, meaning this school did not test students using the CAASPP. See the local assessment(s) table for more information.

CAASPP Student Groups	CAASPP Total Enrollment	CAASPP Number Tested	CAASPP Percent Tested	CAASPP Percent Not Tested	CAASPP Percent Met or Exceeded
All Students					
Female					
Male					
American Indian or Alaska Native					
Asian					
Black or African American					
Filipino					
Hispanic or Latino					
Native Hawaiian or Pacific Islander					
Two or More Races					
White					
English Learners					
Foster Youth					
Homeless					
Military					
Socioeconomically Disadvantaged					
Students Receiving Migrant Education Services					
Students with Disabilities					

## 2020-21 Local Assessment Test Results in ELA by Student Group

This table displays Local Assessment test results in ELA by student group for students grades three through eight and grade eleven. LEAs/schools will populate this table for schools in cases where the school administered a local assessment. In cases where the school administered the CAASPP assessment, LEAs/schools will populate this table with “N/A” values in all cells, meaning this table is Not Applicable for this school.

All Students	N/A				
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\*At or above the grade-level standard in the context of the local assessment administered.

## 2020-21 Local Assessment Test Results in Math by Student Group

This table displays Local Assessment test results in Math by student group for students grades three through eight and grade eleven. LEAs/schools will populate this table for schools in cases where the school administered a local assessment. In cases where the school administered the CAASPP assessment, LEAs/schools will populate this table with “N/A” values in all cells, meaning this table is Not Applicable for this school.

<b>All Students</b>	N/A				
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\*At or above the grade-level standard in the context of the local assessment administered.