

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

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Meeting ID: 983 4791 9501

Passcode: PUvR9p

Tuesday, October 12, 2021 - 4:15 PM

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

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

Notice: Any person with a disability may request the agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting at, 450 W. East Ave., Chico, CA or by calling (530) 879-7483 between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday (at least 48 hours before the meeting). All efforts will be made for reasonable accommodations.

All times noted on the agenda are approximate and listed solely for convenience. The Board may hear items earlier or later than is noted and may move the order of agenda items.

Update: In Compliance with the Governor of California's "Safer-at-Home Order" due to COVID-19, the Blue Oak Charter Council will be conducting meetings virtually until further notice. This means there will be no specific physical meeting place; the meeting will be held remotely. Public participation continues to be welcomed and encouraged to those who join via Zoom and raise their hand. The chat bar will not be available to the public during the Zoom meetings to support the sanctity of the meeting.

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

AGENDA

OPEN SESSION - 4:15 PM

1. OPENING

1.1. Call Meeting to Order

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

1.2. Roll Call of Committee Members and Establish Quorum

- Present: Maggie Buckley, Susan Domenighini, Amber Brown, and Chairun Combs
- Absent: Kate McDonald

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."

- Amber Brown read the school invocation.

1.4. Audience to Address the Committee

This is the opportunity for members of the community to address the committee concerning items not on the agenda. Persons addressing the Committee will be allowed a maximum of three (3) minutes for their presentation. Persons may not yield their time to another speaker (Gov. Code § 54954.3)

➤ There are no audience members to address the committee.

1.5. Agenda Modifications

➤ No agenda modifications were made.

1.6. Approve Minutes from September 14th, 2021.

➤ Chairun Combs made a motion to approve the minutes from September 14th, 2021. Susan Domenighini seconded the motion.

➤ No further discussion.

➤ Vote.

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

➤ Vote passes.

1.7. Teleconferencing During State of Emergency (§ 8625)

➤ Susan Domenighini made a motion to approve teleconferencing during a state of emergency. Maggie Buckley seconded the motion.

➤ No further discussion.

➤ Vote.

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

➤ Vote passes.

2. FINANCIAL REPORTS

2.1. Charter Impact Monthly Report

2.1.1. Attendance and Enrollment

2.1.2. Cash Flow

2.1.3. Balance Sheet Detail

2.1.4. Warrants/Aged Payable

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

2.2. Point of Sale Transactions/Check Register

- Jim Weber from Charter Impact reviewed the September financial report via PowerPoint presentation. Jim reviewed the forecast loss from the drop in enrollment/attendance which has impacted our budget. Jim also shared the shift in the multi-year forecast for federal funds based on the current enrollment model. The school will need to pay close attention to any fluctuation in attendance and any increase or drop in enrollment over the course of the year. The expenses from September mostly come from an increase in support and are not considered overages. Cash flow is still forecasted to remain steady.
- Susan Domenighini made a motion to recommend that the BOCC approves this monthly report. Chairun Combs seconded.
- No discussion.
- Vote.

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

- Vote passes.
- Amber Brown suggested that reminding families about the IS process could possibly help our school with ADA.

3. BUSINESS

3.1. Establish Committee Member Roles

- Susan Domenighini volunteered to be the co-chair and secretary.
- Maggie Buckley made a motion to accept Susan Domenighini as the co-chair and secretary to the BOFC. Chairun Combs seconded the motion.
- No discussion.
- Vote.

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

- Vote passes.

3.2. ESSER III Expenditure Plan

- This plan is federal money that comes to us in a similar fashion as Title 1 funds. This document outlines the funds we will receive and how we are planning to spend it. The focus of our spending will be returning safely to school.
- Chairun Combs made a motion to recommend to the BOCC to approve the ESSER III Expenditure Plan. Maggie Buckley seconded the motion.
- No discussion.
- Vote.

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

- Vote passes.

3.3. Marketing Contract

3.3.1. Budget Revision

- Susan Domenighini asked MC2 to propose a marketing plan for the rest of the year so the BOFC could be aware of how continuing work with MC2 will impact the budget. The proposal outlined in the packet is a "gold standard" marketing plan, however, we don't need to engage in all suggestions. Susan recommends the BOFC looks at what they would like to choose in order to make the necessary adjustments in the budget.
- Amber Brown was interested in knowing how many specific leads we got from the marketing we have done so far. MC2 did send a complete list of our analytics so far which was shared at a board meeting in August. Amber Brown recommended that we use more marketing funds during the times that are the most critical for prospective parents to find new schools and use less during the times when we know they aren't as interested. Most BOFC members were interested in picking when we spend this money and making sure we are focusing on lower grades recruitment.
- Chairun Combs isn't quite sold on the direct mailers and is more interested in online advertisements or possibly billboards.
- Chairun Combs made a motion to recommend to the BOCC to increase our marketing budget under the guidance of our discussion today. Susan Domenighini seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini	X			
Amber Brown	X			

Kate McDonald				X
Chairun Combs	X			
Maggie Buckley	X			

➤ Vote passes.

3.4. Advanced Document Concepts Purchase

- Blue Oak leases copiers through Advanced Documents. Currently, one of the school's copiers is getting to the point where we will need to start paying for more and more maintenance due to its age. Advanced Documents proposed leasing out a new printer to us in order to cut longer term costs through services, supplies, etc. The attached document outlines the current costs and savings if we were to switch copiers. This company is very beneficial for our school; they are always available to help us when we need it. The contract proposed is for 5 years.
- Chairun Combs made a motion to recommend to the BOCC to approve the 5 year contract for a new printer. Susan Domenighini seconded the motion.
- No further discussion.
- Vote.

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

➤ Vote passes.

3.5. MC2 Video Project

- In recent talks with MC2 to help boost our enrollment and share more about Blue Oak, MC2 suggested the creation of some videos for marketing purposes. The marketing messaging in these videos will explain Waldorf without specifically getting into details, mostly focusing on why a prospective family should choose Blue Oak.
- Amber Brown is interested but wants the BOFC to consider moving forward with either this option or the billboard; not both at once.
- The BOFC recommended folding this proposal in with the other proposal when presenting it to the BOCC. Additionally, members asked Susan for more information from MC2 about why they would want to do a video instead of a billboard or another form of marketing.
- Susan Domenighini made a motion to include this project into the proposal. Maggie Buckley seconded the motion.
- Vote.

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

➤ Vote passes.

3.6. Executive Director's Report


- Susan Domeinighini gave a verbal report.
- Currently, Susan is working on a new grant; it is part of the State's work to help address learning loss. This would help get the school some more funds to continue support for learning loss. Chairun Combs thinks that type of grant was a really good step for a school in the past and is all for it this year.
- The EdTec grant funds look like it is too hard for our school to apply to right now because it is not currently focusing on younger grades. However, Susan is working with EdTec to help gear future grants towards lower grades in the future. Susan does feel like it will be a really good fit for us in the future once it applies more directly to our school. This grant helps students look at helping students find out what they would like to do which is something Blue Oak already engages in quite a bit.
- We have three interns working with Emma Todd, our School Counselor, to help support attendance. The team spoke with the attendance person from BCOE to help support our families. We may not see it right away but hopefully this process will show that it will help improve our students' attendance overall.

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

5. ADJOURNMENT

➤ Amber Brown adjourned the meeting at 5:35PM.

Minutes Taken By: Alexandra Archer

Approved by:  Date: 1/25/2022