

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

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**Meeting ID:** 983 4791 9501

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**Tuesday, September 13th, 2022 - 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.*

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**Update:** On September 16, 2021, Governor Gavin Newsom signed Assembly Bill 361 (AB 361) into law which allows public agencies to continue to conduct meetings remotely during the COVID-19 pandemic and other proclaimed emergencies. 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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**AGENDA**

**OPEN SESSION - 4:15 PM**

**1. OPENING**

**1.1. Call Meeting to Order**

➤ Amber Brown called the meeting to order at 4:21PM.

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

➤ Present: Chairun Combs, Amber Brown, Maggie Buckley, Susan Domenighini, Kate McDonald, and Kellie Machi

➤ 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.”*

➤ Susan Domenighini read the school verse.

**1.4. Audience to Address the Committee**

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

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

- No audience members to address the council.

**1.5. Agenda Modifications**

- There were no agenda modifications made.

**1.6. Approve Minutes from August 14th, 2022**

- Amber Brown made a motion to approve the minutes from August 14th, 2022. Chairun Combs seconded the motion.
- 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**

**State of Emergency (§ 8625)**

- The BOFC acknowledged the continued need for teleconferencing during the state of emergency.

**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**

- There was no August update available; not a lot has changed recently anyways. Jim Weber, from Charter Impact, is continuing to move forward with the start of the year and working on closing out the final view of 2021/22. For now, the main focus will be on the agenda items presented later in the meeting.
- To answer a question asked, Hold Harmless will be a one time benefit for the school. It came in as about \$431K which was roughly the amount our school was struggling with as we ended last year. Last year we used a lot of specialized grants so going into this school year, instead of having those specialized grants, we will be using the Hold Harmless funds to get us through. The budget this year will depend on how comfortable we are with our estimated attendance numbers. Our expenses won't be as high as it was last year, which is what the Hold Harmless is based on, but the trick is seeing how strong our enrollment is throughout this year based on our estimates.
- We will be updating the budget projection soon.

**3. BUSINESS**

**3.1. Approve New Committee Members**

- Blue Oak had our election of classified members at the last All Staff meeting. The classified employees elected Kellie Machi as their representative.
- Susan Domenighini made a motion to appoint Kellie Machi as our classified representative. Kate McDonald seconded the motion.
- Vote.

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

- Vote passes.
- Welcome, Kellie Machi! We are still looking for parent representation on the BOFC.

**3.2. Establish BOFC Roles**

- As for the established roles, the Charter Council representative on this committee will continue to serve as the Chair, which at the moment is Amber Brown. If this changes, it will be decided at the next BOCC meeting. Susan Domenighini typically serves as the Co-Chair and Secretary of the BOFC.
- Amber Brown nominated Susan Domenighini as the Co-Chair and Secretary of the BOFC. Kate McDonald seconded the motion.
- Vote.

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

- Vote passes.

**3.3. 2021/22 Unaudited Actuals Report**

- There were many complications with the Unaudited Actuals report this year. This goes back multiple years and has to do with PPP funding. Based on PPP fund roll-over and the incoming Hold Harmless, our Unaudited Actuals reports are a little confusing to read at the moment but all of the information included in this report have been shared at past BOFC meetings throughout the year so it is

not new information.

- Susan Domenighini made a motion to approve the Unaudited Actuals report. Amber Brown seconded the motion.
- Vote.

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

- Vote passes.

**3.4. 2021/22 Education Protection Account Final Expenditures**

- EPA funding is just one component of our schools' state funding but it has strings attached, including how the funds are used. These funds are pretty standard each year but, this year, the amount spiked at the end of the year. This spike didn't change the total amount of money but it changed how the disbursement was allocated. So with this change, we allocated some of our EPA funds to facilities rent when we typically only use this EPA for staff member salaries. This report states how much we spent and what we spent it on this year, as is typical with every year. This is the first time we have had to use the funds for anything other than salaries, so Jim was giving the BOFC a heads up on what other items the school is eligible to spend these funds on.
- Susan Domenighini made a motion to approve the EPA Final Expenditures. Chairun Combs seconded the motion.
- Vote.

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

- Vote passes.

**3.5. 2022/23 Consolidated Application for Federal Funding**

- This is a technical approval to apply to Title I, II, and V; this was already approved as part of the budget but they need official authorization for Blue Oak to be allotted these funds. This is additional funding based on specifics of the school such as demographics, etc. The BOFC discussed if applying for Title III and IV would benefit the school; the gist of it is that the amount of funding that

- would be allotted for those categories are not worth the paperwork required.
- Chairun Combs made a motion to send the ConAPP to the board for approval. Kate McDonald seconded the motion.
- Vote.

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

- Vote passes.
- A committee member requested an update on our schools cash flow; Jim explained that our cash flow is still steady especially thanks to the borrowing we approved in July and the spike in EPA funding. The EPA funds came through sooner than we thought and, because of a change in the formula, they paid us a little more than usual over the summer and a little less every other payment throughout the year which works in our favor now.

### 3.6. Annual Brown Act & Conflicts of Interest

- The BOFC is a Brown Act committee that follows the Brown Act rules including our promise not to discuss things as a group or in a majority except when we are in a board meeting. That can be a struggle when we are a committee that is primarily staff. Members can't discuss decision making issues at other meetings, especially when we don't have parents to offset us.
- There was some good information about how to address questions from the community during the Audience to Address the Council item in the document shared. The key is, we can answer the question but we can't discuss the item as a membership at the time since it is not on the board agenda. Susan requests that all committee members take time to read through the Brown Act document shared in the BOFC packet.
- Conflict of Interest is a policy that we have that is important we review each year. There is also online training available through our CSDC and through the county and other agencies for review of these two items. Susan will keep everyone informed on upcoming training options.

### 3.7. Executive Director's Report

- The BOFC did commit to retroactive pay for Certificated Salaries but Susan has not had time to thoroughly research options so this item will be presented at a future meeting.
- There have been changes in our SPED department; we have been able to hire a second SPED teacher while reducing costs.
- The school has not been able to fill the Spanish teacher or all of our aides positions yet. Of the three prospective aides we have sent job offers to so far, one has accepted, one we are waiting to hear back, and one has declined so the search continues. We are also putting out a job posting for an Assistant

Administrator soon.

4. **NEXT MEETING - Tuesday, October 11th, 2022 at 4:15PM**

5. **ADJOURNMENT**

➤ Amber Brown adjourned the meeting at 5:18PM.

Minutes Taken By: Alexandra Archer

Approved by:



Date:

