

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 11th, 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.

Blue Oak Charter Council (BOCC) may tape, film, stream, or broadcast any open BOCC Meeting. The BOCC Chair 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. 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.

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, Susan Domenighini, Kate McDonald, Kellie Machi, Amber Brown and Ryan Sanders (voted in)

➤ 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."

➤ Amber Brown 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 were present to address the committee.

1.5. Agenda Modifications

- There are no agenda modifications at this time.

1.6. Approve Minutes from September 13th, 2022

- Chairun Combs made a motion to approve the minutes from September 13th. 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.

1.7. Teleconferencing During State of Emergency

State of Emergency (§ 8625)

- The BOFC acknowledged the use of teleconferencing during this state of emergency.
- Susan noted that we may need to switch back to in-person meetings but we will check to see if the teleconferencing is still in place. If this does change, we will still be allowed to have the public join via Zoom but we will need to have all voting members in-person.

1.8. FINANCIAL REPORTS

1.9. Charter Impact Monthly Report

1.9.1. Attendance and Enrollment

1.9.2. Cash Flow

1.9.3. Balance Sheet Detail

1.9.4. Warrants/Aged Payable

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

1.10. Point of Sale Transactions/Check Register

- Jim Weber, from Charter Impact, presented the September financial update via Powerpoint presentation. The first update for the BOFC was that they will be lowering ADA which will result in about a \$140K difference; from 265 students to 249. Noted at this time, we are operating at about \$164K above budget, but this could potentially be covered by a grant. This would depend on how many grants we want to use this year or save for another year within our multi-year grant options. Our cash ending in September right now is still strong. However, like we talked about in the beginning of the school year, we are forecasting lean cashflow in November and December. There should be some funding coming through in December or January, however, it still looks highly probable that we

will be short on cash or extremely low next month. The BOCC should consider taking another advance to get through this winter. This isn't a change to our budget model, it has been in our model all along, it is just a matter of monitoring when our state funding will be coming in.

- Oct 15th is the first time quarterly reports are due. This is the first time this year that we can see how our budget is doing in concert terms. Before we were just monitoring how we are doing and now we have a firm grasp on what we actually need to change moving forward.
- With current multi-year, one-time funding grants available to us right now we still have time to operate at a lower ADA and not see immediate consequences. However, moving forward, the lower ADA will truly impact our budgetary choices as the surplus funding begins to dwindle. Additionally, we have to consider if we are using most of the surplus funding now, we are risking not being able to use those funds in the future or risk seeing a drastic change in the amount of funds available to us over the next couple of years.
- At this rate, we are forecasted to spend more than what we have budgeted. Susan will denote which funds we are pulling from which grants so it is clear which areas we will see decreases in funding in the coming years as well as noting what we might not need in the future, since some needs are unique to the current environment. This would also be helpful for transparency.
- The BOFC is really grateful to Jim for what he does. Susan wanted to remind the BOFC that the timing of having our meeting in the first week makes it really hard to close out the last month and create a report in time for this meeting. So if there are ever any questions you have about a previous financial report, you can bring them to any meeting to be addressed.
- Susan Domenighini made a motion to recommend approval of the financial reports to the Charter Council. 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.

2. BUSINESS

2.1. Approve Parent Member

2.1.1. Ryan Sanders, Parent Council Treasurer

- Welcome Ryan Sanders, Treasurer of the Parent Council. We typically like to have the PC Treasurer to help grease the wheels of communication between parents and the schools finances. Franki Boisseree was our representative a while ago. Ryan has agreed to be on the committee but we will need to formally

accept him as a member.

- Chairun Combs made a motion to join BOFC as parent representative. 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.
- Welcome, Ryan!

2.2. Discussion/Action on Meeting Time

- This topic has come up over the past month or so as we attempt to recruit parent members on the committee. We are wondering as to whether or not this time works for parents and if we change the time would that help in our recruiting efforts. This is one committee with a lot of staff members, so earlier is typically easier, but we haven't had a lot of parent representatives since before the fire so we are wondering if the meeting time is a possible barrier for parents. Typically in our recruiting efforts, the awareness that we would change the time wasn't a part of the conversation so we are bringing it up now.
- Susan suggested that we reach out to the parent body to do some surveying regarding changing the meeting time to see if we can get more parent involvement. However, if we don't see any change in request to join the BOFC, we will keep the meeting time as it is.

2.3. Amazon Line of Credit

- Blue Oak uses Amazon for ordering school wide supplies. We have had a line of credit with Amazon for as long as we can remember; it is a very high credit limit and we never have to pay interest on payments. We are currently one month ahead of schedule; it is really a great benefit. Recently, we received a notice that, in January 2023, Amazon business credit will be discontinued to all business owners. Now if we purchase something through Amazon it has to be paid for right up front which is a big deal for our school. Sometimes our bill is up to \$10k or more. We have a \$14K limit for summer ordering and there have been times we have gotten close to that limit.
- Susan suggested getting a school credit card, however, historically this has not been a great option for our school. We thought we would bring it to the BOFC for discussion and ideas. Right now we have just a school ATM card, this option is not always ideal and, at the moment, it is usually only used in emergencies.
- Cal Card is one of the state of CA commercial credit card programs that is available to state and local agencies. Susan has used this in the past; it has a few more checks and balances than a regular credit card. If we decide to move forward with credit card options, we could look into that system. Otherwise we

would either have to be writing checks or using a debit system to pay off our credit card. We would put the monthly credit card statement on the agenda, just as we do with point of sale transactions, and also establish that there would be only 1 credit card for the school, not multiple.

- Blue Oak has talked about other lines of credits for the school but it is typically challenging to get one for a school. When we've looked in the past we have not found any good options. If the school could get a revolving line of credit that would be ideal, however, it is unlikely we would find one to fit our needs well enough. Amazon is easy because we can do most of our ordering through one vendor and it is typically cheaper too. If we looked at other businesses' lines of credit, it would put a lot more juggling on the business office. Ryan suggested that CAM, the organization we have borrowed from in the past, just started a program last year for schools. We can also look into that.
- Jim and Susan will look into options and bring them back to BOFC for discussion next month and then BOCC for discussion and approval.

2.4. Waldorf Professional Development Contract

- While looking into professional development (PD) options, and keeping in mind the focus of PD this year is behavior, Susan is proposing the option presented. This person is a Waldorf trainer who many of our teachers recognize. He is not local, so he would Zoom in to attend faculty meetings to talk about students struggling with behavior and emotions through the Waldorf perspective. It would entail 3 different training sessions, which Susan feels allows time for teachers to really absorb the content. This request is just over Susan's spending limit so she needs approval from BOFC. This would be similar to the training we received from Lyndsay Klipfel last year and would include ideas for parents as well.
- Susan will ask the trainer if he will allow other staff members to take this training at the same time to be cohesive in conversation across the school. Our Aides, Wellness Team, and even Office Staff may need this information too since we are all supporting students. Susan will see if there is a limit on how many people he will be able to teach at once. The BOFC members seem to really like this option, and like having this option as a series. A series of training sessions seem to be more helpful to help make lasting change, to give faculty a chance to implement and think about what you're learning and come back with more ideas the next time.
- Kate McDonald made a motion to recommend this professional development with Kim John Payne to the BOCC. 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			
Ryan Sanders	X			

➤ Vote passes.

2.5. Executive Director's Report

➤ Open Positions

- Susan originally had budget concerns with hiring a second Administrator and was holding off on hiring, however, it is in the budget. Susan is concerned her heavy workload is not sustainable for a full year. We are also interviewing for a 1st Grade Aide which will fulfill our Aide needs for the year.

➤ Marketing

- Blue Oak has about \$5,000 left in our marketing budget to use. We are working on improving the video to add more footage without masks on. Then we will focus the remainder of our funding to market for Kindergarten. The students 14 we are down in ADA are all in Kindergarten which is a big concern because those are our seedlings for the future of our school. Over the past 2 years, we have seen more children start at Blue Oak in 1st grade instead of Kindergarten than we ever have. Historically, marketing to Kindergarten parents now is the most important time for those forward thinking parents who are looking into planning for where their students are going to go to school. We are also doing Google and Youtube ads moving forward to continue to market for our school. In the future we can talk about how much more we want to spend on marketing efforts as we continue to go in that direction.
- Ryan would love to get caught up on our marketing efforts. Alex will be in contact with information for him.

➤ Project Management

- Riley Murray has been working on projects for our expanded learning and opening a preschool. We sent out surveys regarding expanded learning but we did not get that many responses from parents so we are going to push it again in order to make the best decisions we can moving forward.

➤ Certificated Salaries

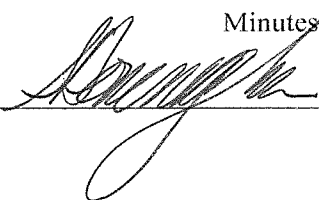
- Last month we put the certificated salary increase on pause and Susan is thankful we did because CUSD just posted theirs; this will allow us to compare what they have so we can create ours from there. Also, we have a few extra stipends we pay our teachers for, so Susan is looking to put the specifics of these stipends into the regular salary schedules so that everyone is aware of what we give our teachers.

3. NEXT MEETING - Tuesday, November 8th, 2022 at 4:15PM

4. ADJOURNMENT

➤ Amber Brown adjourned the meeting at 5:45PM.

Minutes Taken By: Alexandra Archer

Approved by:  Date: 11/14/23

