

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

Join Zoom Meeting

<https://us06web.zoom.us/j/82362457215?pwd=UEpTVWJpVitTdTk2eTRrQXhJdnd5UT09>

Meeting ID: 823 6245 7215

Passcode: t39y2H

Tuesday, December 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.

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.

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
- 1.2. Roll Call of Committee Members and Establish Quorum
- 1.3. Invocation - School Verse Read

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

- 1.4. Audience to Address the Committee

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

- 1.5. Agenda Modifications
- 1.6. Approve Minutes from November 8th and 15th, 2022
- 1.7. Teleconferencing During State of Emergency
State of Emergency (§ 8625)

2. FINANCIAL REPORTS

2.1. Charter Impact Monthly Report

2.1.1. Attendance and Enrollment

2.1.2. Cash Flow

2.1.3. Balance Sheet Detail

2.1.4. Warrants/Aged Payable

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

2.2. Point of Sale Transactions/Check Register

3. BUSINESS

3.1. Credit Card Approval

3.2. Capacity Building Grant

3.3. CCSPP Planning Grant

3.4. Administration Pay Scale

3.5. Executive Director's Report

4. NEXT MEETING - Tuesday, January 10th, 2023 at 4:15PM

5. ADJOURNMENT

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

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Meeting ID: 823 6245 7215

Passcode: t39y2H

Tuesday, November 8th, 2022 - 4:15 PM

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AGENDA

OPEN SESSION - 4:15 PM

1. OPENING

1.1. Call Meeting to Order

- Susan Domenighini called the meeting to order at 4:25PM.

1.2. Roll Call of Committee Members and Establish Quorum

- Present: Susan Domenighini, Chairun Combs, Kellie Machi and Ryan Sanders
- Absent: Amber Brown and 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."

- Susan Domenighini 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)

- No audience members were present to address the committee.

1.5. Agenda Modifications

- No modifications were made to the agenda.

1.6. Approve Minutes from October 11th, 2022.

- Chairun Combs made a motion to approve the minutes from October 11th, 2022. Kellie Machi seconded the motion.
- Vote.

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

- Vote passes.

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

- The BOFC is still using teleconferencing due to 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

- Jim Weber, from Charter Impact, shared the Blue Oak October financial report. October is the basis for the 1st Interim Report; our committee checks in every month but October is the first time our authorizer and the state require a check-in to see where our school is financially. Additionally, the state has authorized a slightly higher LCFF rate for this year's funding. Overall, it looks like our budget is close to \$4 million; that number isn't terrible but we are operating at a higher level than our actual enrollment calls for. The official announcement of Hold Harmless funding won't come through until about December which will impact our cash flow; come January, our cash flow will be on the decline. It will be lean in November and December. Our forecasted model for ADA is about 246. It is a balance, if we use more one-time funds this year it means we will have less to spend next year and so on. Expenses are similar to other months. Staffing has increased but that has been offset by reduced consultants. Additionally, the forecast listed in the financial report includes .5 FTE for new administrative support. Jim will talk about factoring later in the meeting to help stabilize cash flow over the next few months.
- Chairun Combs made a motion to recommend the October financial reports be approved by the Charter Council for approval. Kellie Machi seconded the

- motion.
➤ Vote.

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

- Vote passes.

3. BUSINESS

3.1. Factoring Term Sheet Options

- Jim Weber presented a number of factoring options. Jim is nervous enough about our cash flow balances to be requesting funds from CAM. There is some improved cash flow in the model, there are definitely times we can overcome those issues, however Jim doesn't feel comfortable that we will be okay without some borrowing over the next two months. However, ultimately this decision is up to the Charter Council. He is suggesting that we request from CAM about \$150 now and pay back the \$150 plus additional fees in January. CAM suggested borrowing \$260; to borrow \$150 it would cost the school about \$4,000 in additional fees, borrowing \$260 would cost us about \$8,000 in fees. The question is, will \$150 be enough to get us through. If there are not large items that we will be purchasing/spending in the next few months, Jim feels that the \$150 would be enough. Susan mentioned that later on in the agenda, we will be addressing salary increases for teachers including back pay from August 1st. Jim feels it would be worth spending the \$4,000 or \$8,000 in order to make sure we have enough cash; better safe than sorry.
- Chairun Combs made a motion to recommend to the Charter Council that Blue Oak factors the \$260 with the \$8,000 fee from CAM. Kellie Machi seconded the motion.
- Vote.

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

Kellie Machi	X			
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- Vote passes.

3.2. Line of Credit Options

- At the last BOFC, committee members recommended that our office staff look into different options for credit to help our cash flow and because Amazon is eliminating the line of credit that our school uses. We looked into 3 options, one was CAM which offers a line of credit for schools, another was a Cal Card or a regular credit card. We looked at Cal Card and didn't feel like it was a good option for a charter school. Susan would like to consider doing both a regular credit card and a CAM line of credit. CAM would help with purchasing and a credit card would help with cash flow. Susan will have more information about these options soon.

3.3. Pay Scales

3.3.1. Certificated

- We brought this to the BOFC before and discussed it briefly in August. There will be a minimum wage increase in January so we needed to increase our pay scale and wanted to do so at the beginning of the school year. We also wanted to match CUSDs pay scale. The last proposal had some clerical errors and CUSD had not released their pay scale at the time. Now that theirs is out we can compare so we remain competitive. This pay scale will give a 3% increase throughout the payscale; the four columns are the same as they were in the past. We've already increased the Classified pay scale back in August and will work on the Administrative pay scale after this. CUSD has 3 columns, we have 4 to include Waldorf and SPED certifications. We have also added stipend information on the bottom of the pay scale which is something we approved a few years ago through the BOCC, but Susan has asked that it be added to the pay scale moving forward for transparency and so that this information is reviewed along with the pay scales each year. The stipends haven't been increased or changed, they are just being added for clarity and ease. Stipends are added to the teachers contract each year and broken up throughout each pay period for the year. We have also added the Intern line item on this pay scale for clarity as well. Chairun pointed out that our 4th column starts to be a little higher than CUSDs does and wanted to consider how these costs would impact our school in the long run.
- Kellie Machi made a motion to recommend the proposed Certificated pay scale to the BOCC. Ryan Sanders seconded the motion.
- Vote.

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

Kellie Machi	X			
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- Vote passes.

3.4. Executive Director's Report

- We currently have an empty position for the board represented chair of the Finance Committee, so next week the BOCC will choose a new BOFC chair.
- Blue Oak has been presented with the health care packet starting in January for staff. This year Susan was asked to do some research for different health care options. She talked to Keenan, they declined to offer us a package since we have too few people involved. She also reached out to SafeSchools, but they are currently not offering packages. Also she reached out to BCOE which was more expensive with about the same options. We went to our current brokers and they have given us a number of options to choose from but there will still be a cost increase. They will ensure that they don't change providers when we do switch over so staff will not lose their current doctors. BOFC will need to hold a special meeting soon to discuss and approve these options since we did not get it in time for this agenda. There will be a 9% increase in costs for health care but what is offered is about the same as last year. We could possibly hold the special meeting next Tuesday at 4:15 before the BOCC meeting; Alex will reach out. No action can be taken tonight but we will send out the packet now so members can begin to look it over.

4. NEXT MEETING - Tuesday, December 13th, 2022 at 4:15PM

5. ADJOURNMENT

- Susan Domenighini adjourned the meeting at 5:17PM.

Minutes Taken By: Alexandra Archer

Approved by: _____ Date: _____

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

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Tuesday, November 15th, 2022 - 4:15 PM

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AGENDA

OPEN SESSION - 4:15 PM

1. OPENING

1.1. Call Meeting to Order

- Susan Domenighini called the meeting to order at 4:16PM.

1.2. Roll Call of Committee Members and Establish Quorum

- Presnet: Susan Domenighini, Kellie Machi, Chairun Combs, Ryan Sanders, Kate McDonald (late)
- 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."

- Chairun Combs read the school invocation.
- Kate McDonald joined the meeting.

1.4. Agenda Modifications

- No agenda modifications were made.

1.5. Teleconferencing During State of Emergency State of Emergency (§ 8625)

- The BOFC acknowledged the use of teleconferencing due to the state of

emergency.

2. BUSINESS

2.1. Health Insurance Options

- After some research by Susan and staff, we know that the health insurance we have now, in our area and for our community, is the best that we can get. Susan and Maggie did a lot of research this year on this item. We do ask that the BOFC and BOCC review and approve each year since it does change every year. This year, two areas are changing. Medical is going up on average about 7.8%; this increase goes up for both the school and the individual. Also, the cost of life insurance will increase as well but it isn't very large across the year. Some individuals will have no increase; the highest increase per individual will be \$171. The range varies per person, it all depends on each person's needs, family, health, age, etc. Susan and Maggie looked at other options as well but none would have been a good fit or better option than what is being presented.
- Chairun Combs made a motion to recommend the current proposal for insurance to be approved by the board. Kellie Machi seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini	X			
Ryan Sanders	X			
Kate McDonald	X			
Chairun Combs	X			
Kellie Machi	X			

- Vote passes.

3. NEXT MEETING - Tuesday, December 13th, 2022 at 4:15PM

4. ADJOURNMENT

- Susan Domenighini adjourned the meeting at 4:27PM.

Minutes Taken By: Alexandra Archer

Approved by: _____ Date: _____

Business Checking – XXXXX0889

Search transactions

Activity: Date range; Start date: Nov 01, 2022; End date: Nov 30, 2022; Type: Debits

Transactions

🕒 Pending ● Posted

Date ▼	Description ◇	Debit ◇	Credit ◇	Balance
● Nov 30, 2022	Wire Fee CHARTER ASSET MANAGEMENT FUND LP Wires	15.00		
● Nov 30, 2022	<u>Check 11309</u>	105.91		
● Nov 29, 2022	<u>Check 11294</u>	35.00		
● Nov 29, 2022	<u>Check 11307</u>	34.00		
● Nov 28, 2022	ACH Payment IRS USATAXPYMT	24,347.53		
● Nov 28, 2022	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	4,435.01		
● Nov 28, 2022	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	1,925.95		
● Nov 28, 2022	ACH Payment BENEFIT RESOURCE BRI XFER <i>EMPLOYEE MEDICAL FSA</i>	754.00		
● Nov 25, 2022	<u>Check 11301</u>	8,713.00		
● Nov 25, 2022	<u>Check 11308</u>	116.74		
● Nov 25, 2022	<u>Check 11304</u>	46.25		
● Nov 25, 2022	ACH Payment BLUE OAK CHARTER PAYROLL	80,039.75		
● Nov 25, 2022	ACH Payment BLUE OAK CHARTER PAYROLL	20,053.90		
● Nov 25, 2022	ACH Payment BLUE OAK CHARTER PAYROLL	7,299.15		
● Nov 25, 2022	ACH Payment BLUE OAK CHARTER PAYROLL	6,152.39		
● Nov 25, 2022	ACH Payment BLUE OAK CHARTER PAYROLL	3,813.50		
● Nov 25, 2022	ACH Payment ASSET FINANCE ACH1125 <i>EQUIP. LEASE / COPIER</i>	160.88		
● Nov 23, 2022	<u>Check 11302</u>	535.18		

● Nov 22, 2022	<u>Check 11305</u>	2,408.07
● Nov 22, 2022	ACH Payment BLUE OAK CHARTER <i>PAYROLL</i> PAYMENTS	10,362.85
● Nov 21, 2022	<u>Check 70159</u>	1,039.65
● Nov 21, 2022	<u>Check 11299</u>	105.91
● Nov 21, 2022	<u>Check 11286</u>	19.29
● Nov 17, 2022	<u>Check 11287</u>	1,328.39
● Nov 16, 2022	<u>Check 11280</u>	443.53
● Nov 15, 2022	<u>Check 11298</u>	7,577.18
● Nov 15, 2022	<u>Check 11297</u>	44.54
● Nov 15, 2022	ACH Payment ASSET FINANCE ACH1115 <i>EQUIP LEASE / COPIERS</i>	321.75
● Nov 15, 2022	ACH Payment BENEFIT RESOURCE BRI XFER <i>EMPLOYEE MEDICAL FSA</i>	100.00
● Nov 14, 2022	<u>Check 11295</u>	237.10
● Nov 14, 2022	<u>Check 11296</u>	223.00
● Nov 14, 2022	ACH Payment IRS USATAXPYMT	7,796.94
● Nov 14, 2022	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	660.46
● Nov 14, 2022	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	415.76
● Nov 14, 2022	ACH Payment BENEFIT RESOURCE BRI XFER <i>EMPLOYEE MEDICAL FSA</i>	134.00
● Nov 10, 2022	<u>Check 11266</u>	2,582.79
● Nov 10, 2022	<u>Check 11288</u>	795.00
● Nov 10, 2022	ACH Payment BLUE OAK CHARTER PAYROLL	20,913.70
● Nov 10, 2022	ACH Payment BLUE OAK CHARTER PAYROLL	7,225.72
● Nov 09, 2022	<u>Check 11289</u>	6,405.00
● Nov 09, 2022	<u>Check 11292</u>	1,204.61
● Nov 09, 2022	<u>Check 11290</u>	257.18
● Nov 09, 2022	<u>Check 11284</u>	105.91

● Nov 08, 2022	<u>Check 11271</u>	1,799.78
● Nov 08, 2022	<u>Check 11275</u>	540.00
● Nov 08, 2022	<u>Check 11264</u>	523.98
● Nov 08, 2022	<u>Check 11274</u>	123.74
● Nov 08, 2022	<u>Check 11281</u>	34.00

● Nov 08, 2022	ACH Payment BLUE OAK CHARTER	658.25
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PAYROLL

PAYMENTS

● Nov 07, 2022	<u>Check 11265</u>	11,917.22
● Nov 07, 2022	<u>Check 11291</u>	1,550.88
● Nov 07, 2022	<u>Check 11277</u>	807.38
● Nov 07, 2022	<u>Check 11282</u>	394.47

● Nov 07, 2022	POS Purchase POSTAL PLUS 530-8911626 CA	96.40
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POSTAGE

#3136

● Nov 04, 2022	<u>Check 11267</u>	286.43
● Nov 04, 2022	<u>Check 11283</u>	267.91
● Nov 03, 2022	<u>Check 11269</u>	1,200.20
● Nov 03, 2022	<u>Check 70154</u>	674.59
● Nov 03, 2022	<u>Check 11273</u>	600.00
● Nov 03, 2022	<u>Check 70155</u>	523.47
● Nov 03, 2022	<u>Check 11276</u>	257.40
● Nov 03, 2022	<u>Check 11268</u>	128.00
● Nov 03, 2022	<u>Check 11263</u>	58.05

● Nov 03, 2022	ACH Payment SPRINT8006396111	33.14
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ACHBILLPAY XSIVDESVCHADPGBI

SCHOOL CELL PHONE / EMERGENCY

● Nov 02, 2022	<u>Check 11278</u>	1,093.75
● Nov 02, 2022	<u>Check 11270</u>	798.47
● Nov 02, 2022	<u>Check 70157</u>	85.36

- Nov 02, 2022 ACH Payment CHARTER ASSET MA ACH 130,000.00

CAM —

Collec

- Nov 02, 2022 POS Purchase GOOGLE*ADS314564 650- 177.45

ADVERTISING

2530000 CA #3136

- Nov 01, 2022 Check 11248 3,992.74

North Valley Community Foundation – Butte Strong Fund
General Grant Requirements

Grant to (Grantee): Blue Oak Charter School

Project name: Implementation of Integrated Student Supports

Amount of Grant: \$2,670.00

This grant has been awarded by North Valley Community Foundation (Foundation) contingent upon your acceptance of the following requirements. By signing a copy of this document you (Grantee) accept each of the following conditions and requirements:

1. Use of Funds. This grant may be used only for the purposes stated in the application submitted to Foundation. This requires expenditure of grant funds be only for charitable purposes. Any change in the purposes must be communicated promptly to the Foundation. If the Foundation does not agree to modify the grant, any funds not expended must be returned to the Foundation.
2. Reporting. A report of grant expenditures is required to be submitted through the Foundation online grant portal within one year of the approval of the grant. Grantee shall keep records relating to this grant for at least two years after the Foundation's receipt of your report in order to verify expenditures in the event of an audit of our grants. Future grants will be contingent on this report detailing precisely how these grant funds were used.
3. Acknowledgement of Grant. We require you to acknowledge the grant came from the North Valley Community Foundation and the Butte Strong Fund in all of your written materials (press releases, websites, social media channels, etc.) and in interviews with media. The foundation does not expect you to incur advertising expenses in announcing receipt of this grant, but we want to ensure for transparency's sake and for our donors' knowledge that funding for your project came from NVCF and the Butte Strong Fund.
4. Eligibility Requirements. Grantee shall continue to meet the grant eligibility requirements agreed to in the application process and attached hereto as Exhibit A throughout the time grant expenditures are being made to fulfill the grant purposes.
5. Relationship and Indemnification. No legal relationship or partnership is contemplated or created as a result of this grant. The relationship is that of grantor and grantee only. You agree to indemnify and hold North Valley Community Foundation, its board of directors, officers, employees and all others affiliated with North Valley Community Foundation and the Butte Strong Fund harmless from any liability associated with the carrying out of the purposes of this grant.
6. Violations of Conditions. Any violation of the conditions set forth above will require a return to the Foundation of any grant funds involved in the violation.

Please sign and return a copy of this document to the Foundation signifying that you understand and agree to the requirements stated above.

Grantee by

_____ Dated _____
Susan ZM Domenighini, Administrator

Accepted by Foundation by

_____ Dated _____
Tess Slaton, Program Coordinator, Regional Recovery and Partnerships

Exhibit A - Eligibility

1. Tax Status. Be qualified as a tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code, be fiscally sponsored by a 501(c)(3), or be classified as a unit of local government (including public schools). Qualified entities include churches that serve congregations of at least 100 people and the propose projects or programs that are not denomination specific and meet the specific criteria. Other organizations may also propose projects that meet the specific criteria but may be required to partner with a 501(c)(3) entity.

2. Non-Discrimination. Organizations must offer programs and services without discrimination based on age, race, national origin, ethnicity, gender, physical ability, sexual orientation, political affiliation, or religious belief.

3. Geography. Programs and projects must clearly benefit Butte County residents who have been directly and/or indirectly impacted by the Camp Fire.

4. Use of Funds. Our funds are deployed strategically where other sources of funding are not available. As much as possible, we leverage our grants by first tapping into federal and state aid programs and insurance. The project must not supplant public funding or fill gaps that the government and/or private insurance have committed to provide.

5. Restrictions. The Butte Strong Fund will not consider grant requests for fundraising events, annual funds, endowment funds, political lobbying, individuals, or activities that are restricted to members of a faith community. Capital improvements such as new structures, repair of damaged structures, or acquisition of structures will generally not be considered except for possible short-term, low- or no-interest loans.

6. Frequency. Eligible entities may not apply for more than one grant for the same program or project within a 12-month period.

Agenda Item: California Community Schools Partnership Program (CCSP) Grant

Prepared by: Alexandra Archer

Finance Committee Date: 12/13/2022

Background Information:

The 2022-23 California Community Schools Partnership Program (CCSPP) Planning Grant funds are to be used to support local educational agencies (LEAs) in the development of a community school implementation plan. A community school is a "whole-child" school improvement strategy where the LEA and school(s) work closely with teachers, students, and families. Community schools partner with community agencies and local governments to align community resources to improve student outcomes. To learn more about the grant, see the links below:

<https://www.cde.ca.gov/fg/fo/profile.asp?id=5920&recID=5920>

<https://www.cde.ca.gov/fg/fo/r17/ccspppg22faq.asp>