

**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, 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.*

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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**

➤ Trisha Atehortua called the meeting to order at 4:22PM.

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

➤ Present: Trisha Atehortua, Maggie Buckley, Susan Domenighini, Chairun Combs, Kellie Machi, and Kate McDonald

➤ Absent: Ryan Sanders

**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."*

➤ Kate McDonald 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 council.

**1.5. Agenda Modifications**

- No agenda modifications were made.

**1.6. Approve Minutes from November 8th and 15th, 2022**

- Chairun Combs made a motion to approve the minutes from November 8th and 15th, 2022. Kellie Machi seconded the motion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini	X			
Trisha Atehortua (Interim)	X			
Kate McDonald	X			
Chairun Combs	X			
Kellie Machi	X			
Ryan Sanders				X

- Vote passes.

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

- The BOFC acknowledges the need for continued use of 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**

- Jim Weber from Charter Impact gave the financial report from November. Jim reported that he is continuing to watch ADA for revenue and wants to begin talking about the schools multi-year financing need and how we want to distribute money, develop a plan, etc. The school is doing a lot of work with the factoring that the BOCC approved so cash flow is looking much more stable now. Even if there is a down turn stretch through the winter, we should be covered.
- The audit was so close to being done but, right before the due date, they wanted to test Independent Study (IS) which takes time. Overall, the audit is complete but they need to do more due diligence surrounding IS so they extended our completion date. After they finish IS testing, the audit should be wrapped up.
- Our ADA has been lower than what we budgeted for so if it continues this way

we will need to use some of our one-time funds which will change our multi-year forecast. Expenses are generally the same as we discussed, there was a slight shift in how we are spending though. There has been an increase in staff costs but a reduction in contracting costs. Other than that, the expenses do not show any changes from the interim report we reviewed recently. Hold harmless is also providing a lot of stability against our changing ADA this year which is good, but we still want to take into consideration our multi-year forecast.

- Susan Domenighini recommends the approval of the financial report by BOCC. Kate McDonald seconded the motion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini	X			
Trisha Atehortua (Interim)	X			
Kate McDonald	X			
Chairun Combs	X			
Kellie Machi	X			
Ryan Sanders				X

- Vote passes.

### 3. BUSINESS

#### 3.1. Credit Card Approval

- The Business Office has been using an Amazon business account for our line of credit for years, but they are discontinuing this option. So, Maggie Buckley has been looking into getting approval for a credit card that the school can use to purchase supplies. We needed to look for other ways to finance the school's purchases; at the last BOFC we said we'd do some research into different options.
- The option Maggie and Susan felt would be best is an American Express specifically for businesses with a low interest rate. Our school generally pays off our credit balance every month anyway so interest shouldn't affect us a lot. This card has a lot of perks for purchasing such as cash back points to use to apply to the balance over the year. We looked at quite a few options and we felt this was a good deal. The school applied for it and got approved. Now, we need approval for this credit card option to begin using it in January when our Amazon line of credit ends.
- Susan will be the authorizer on the card. We will want to review the financial policy next month to make sure the process is documented, such as looking at the ACH each month in the monthly report, we would do the same with the credit card statements. Eventually, we would like to look into a line of credit as well for cash flow issues. Either way, accepting a credit card is a huge deal that our schools finances are stable enough again to have one after six years.
- Chairun Combs made a motion to recommend the approval of the credit card

option presented. Kate McDonald seconded the motion.

➤ Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini	X			
Trisha Atehortua (Interim)	X			
Kate McDonald	X			
Chairun Combs	X			
Kellie Machi	X			
Ryan Sanders				X

➤ Vote passes.

### 3.2. Capacity Building Grant

➤ The North Valley Community Foundation (NVCF) Butte Strong Fund offered funding and support to all schools in the area. They were really wanting all schools in the community to apply for this. The funds awarded were dependent on our school size and the effect that the camp fire had on our school. One key area the NVCF would like us to use these funds for is professional development surrounding trauma. We have Kim John Payne starting next month at Blue Oak but we didn't have enough funding to offer this training to our non-teaching staff as well. Our plan is to use this grant for that purpose. Susan would like approval of this grant to use for professional development. This will help to pay classified staff to have extra hours. Also, we are really excited to actually receive a grant from NVCF. We haven't accepted one from them since Susan has worked at Blue Oak.

➤ Trisha Atehortua made a motion to recommend the approval of this grant. Chairun Combs seconded the motion.

➤ Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini	X			
Trisha Atehortua (Interim)	X			
Kate McDonald	X			
Chairun Combs	X			
Kellie Machi	X			
Ryan Sanders				X

➤ Vote passes.

### 3.3. CCSPP Planning Grant

➤ The CA Department of Education is offering two grants focusing on mental health needs: one being a planning grant and one being an implementation grant.

This grant, the planning grant, is for 2 years; the implementation grant will be for a long period of time. Susan has been working with Amber Bass and Mandy Kling on preparing this grant; it is due next week. We have a lot of pieces of mental health services but we don't really have a plan put into place to keep these services consistent for our school. Using this grant will help us to have someone to focus specifically on planning and then the next grant will help support us with the implementation piece of things. Our current point of improvement would be to establish a more consistent connection with the community in relation to mental health services. At the moment, our connections are personal and we want to build more formal relationships. We could possibly start some sort of counselor committee as well. This grant is to provide funds to have someone dedicated to putting the plan together which means we will either hire someone new to help or to help shift work loads around so someone can be dedicated to planning. We don't know the exact amount of this grant at the moment; we will ask for as much as we can get. This is an exciting start to this journey to put a more solid plan in place. This grant will support the work of the MTSS as well.

- Chairun Combs made a motion to recommend that we apply for this grant. Kate McDonald seconded the motion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini	X			
Trisha Atehortua (Interim)	X			
Kate McDonald	X			
Chairun Combs	X			
Kellie Machi	X			
Ryan Sanders				X

- Vote passes.

### 3.4. Administration Pay Scale

- Earlier this year, the BOFC helped increase the Classified and Certificated pay scales, effective in August, to increase with the minimum wage increase. Next, would be to increase the Administration pay scale, effective in January. Susan is proposing that Facilities pay schedule move from an 11 month salary to a 12 month salary. Now that we are starting to have summer school, having our Facilities Manager gone during the month of July significantly impacts the school at this time. The 3% annual increase has been the same as the other positions on this salary schedule. Susan would like to ask for this to be approved.
- Chairun Combs made a motion to recommend the board's approval for the Administration pay scale. Kate McDonald seconded the motion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini	X			
Trisha Atehortua (Interim)	X			
Kate McDonald	X			
Chairun Combs	X			
Kellie Machi	X			
Ryan Sanders				X

➤ Vote passes.

### 3.5. Executive Director's Report

- Susan Domenighini introduced Charise Bromley to the BOFC. Charise became the CUSD finance director last year and has been meaning to attend one of our meetings. Charise wants to make sure we feel supported by CUSD. Previously, we had Jaclyn Kruger but she has since been promoted to Assistant Superintendent. Charise is who Susna goes to when needed and so Susan wanted to make a formal introduction to the BOFC.
- The informal report from Walk into Winter on Saturday is that the event accrued about \$1,700.
- As of yesterday afternoon, we have a lease going out about 2 years with the option to cut the lease short early if need be with a 3% increase per year. At this point, Susan is not asking for approval, just giving information. We set the increase per year as a flat rate so we aren't gaining unexpected increases if the cost of living fluctuates; this will help with budgeting.
- Dashboard numbers for last school year are posted. We were at 41% chronic attendance last school year. We have been working hard to work against absenteeism this year but it has been difficult. For reference, the year before we were about 24%-28% which is still very high compared to a statewide level. When tracking, we compare Blue Oak to McManus due to location. Last year, theirs was 38%. Attendance has always been a struggle for us but at the same time all schools' absenteeism increased last year. In order to change this for our school, we will have to make a cultural change in our school community. Earlier this year, we talked about adding the caveat to our processes that if chronic attendance becomes an issue we have the option to send them back to the district. This seems to have changed some families' attitudes towards attendance; we also don't offer this option without a great deal of support first. We are struggling with Independent Study and attendance due to the huge increase in illnesses. This year for Independent Study it can only be requested for 2 or more days. We seem to have a lot of one day a week absences. The Front Office has been trying really hard to educate parents that returning the Independent Study packet is hugely important. If or when we are able to bring on an Assistant Director, one of their focuses will be on behavior and attendance support. Also, we have been talking about it at the last couple of tours to ensure our new families start off on the right foot. We are making progress.

- Riley Murray will be reporting tomorrow night at the BOCC meeting to discuss where she is with the projects she has been working on.
- The Kindergarten evening was very positive as well as the tours that followed the week after. About half of the parents in our tours went to the Kindergarten evening. IT was a good week last week for building community.

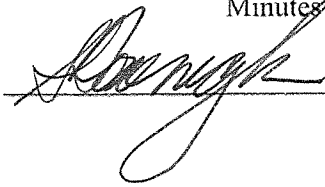
4. **NEXT MEETING - Tuesday, January 10th, 2023 at 4:15PM**

5. **ADJOURNMENT**

- Trisha Atehortua adjourned the meeting at 5:04PM.

Minutes Taken By: Alexandra Archer

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



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

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