

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, February 14th, 2023 - 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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AGENDA

OPEN SESSION - 4:15 PM

1. OPENING

1.1. Call Meeting to Order

➤ Trisha Atehortua called the meeting to order at 4:18PM.

1.2. Roll Call of Committee Members and Establish Quorum

➤ Present: Kate McDonald, Kellie Machi, Ryan Sanders, Chairun Combs, Trisha Atehortua, and Susan Domenighini (arrived 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."

➤ Trisha Atehortua 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

- No agenda modifications were made.

1.6. Approve Minutes from January 10th, 2023

- Chairun Combs made a motion to approve the minutes. Kate McDonald seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini				X
Trisha Atehortua	X			
Ryan Sanders	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 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

2.3. Credit Card Statement

- January financial report is the basis for the 2nd Interim report. The 2nd interim will be formalized for the BOCC next week. There is continued expansion in expenses for the school. Along with the fact that our ADA is in the 230s, this leaves us about \$260K down from where we budgeted. This year the school has some multi-year grants rolling over from last year which helps with this deficit but next year we won't have that same leniency. Cash looks pretty solid the rest of the year which is great for now. There are no changes in reporting out on attendance and enrollment right now. A lot of schools saw a seasonal enrollment decline in late fall/early winter as did Blue Oak. We want to continue to assume our budget is going to operate at a low level for the rest of the year and then see

how it turns out. Expenses look very similar to the outlook in December at this point. We are pushing a \$4 million budget although we do not have the ADA to support it. Future cash balance will be affected by whether or not we end with a deficit this year or not.

- Credit card statements are now being added to monthly financial reports.
- Susan Domenighini joined the meeting.
- Ryan Sanders made a motion to approve the financial reports. Kate McDonald seconded the motion.
- No further discussion.
- Vote.

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

- Vote passes.

3. BUSINESS

3.1. Accept Donations

- Susan Domenighini made a motion to accept the donations presented. Ryan Sanders seconded the motion.
- No further discussion.
- Vote.

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

- Vote passes.

3.2. Updated Classified Pay Scale

- The changes made here are to the classification listing at the bottom of the pay scale; the rates are not changing during this update. We are just matching the classifications for what we actually use to calculate salary when hiring. We also

added the HR Coordinator position which we have seen a need for recently; currently, it is a combined position. All other updates are just matching how we've been operating.

- Kate McDonald made a motion to recommend the acceptance of the classified pay scale. Ryan Sanders seconded the motion.
- No further discussion.
- Vote.

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

- Vote passes.

3.3. After-School Education and Safety Grant Application

- The BOFC and BOCC has approved Susan to apply for this grant. This is an update that the application has been completed and submitted. We applied for \$64,000 for next year. At this time, we are still waiting on approval. We have a good application and a high need for these funds at the moment. No vote is required at this time.

3.4. E-Therapy Contract

- At the end of December our School Psychologist moved on. She was only with us part time since she was technically retired. We thought we had another School Psychologist lined up but at the last minute she was unable to accept the position. In the meantime, we'd like to approve this contract to help us with SPED assessments. This contract came highly recommended by our SELPA and would see us through the rest of the year. We may already have someone lined up to work on-site with us for next year but for now, we need this for the interim situation. Looking at a cost of less than \$10,000 for the rest of the year; the contract says through June 2024 because we could continue to use them if we needed but we only pay for what we use so that is okay that it is longer than we're actually going to use. It is less expensive than what we have budgeted for to have someone on-site so there is room in the budget for this contract.
- Kate McDonald made a motion to recommend acceptance of this contract between E-Therapy and Blue Oak. Ryan Sanders seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini	X			

Trisha Atehortua	X			
Ryan Sanders	X			
Kate McDonald	X			
Chairun Combs	X			
Kellie Machi	X			

➤ Vote passes.

3.5. Faculty Compensation for Travel/Training Expenses

➤ Maggie and Susan have been reviewing policies and processes; this one had not been looked at for quite a while. After doing some research we found a reimbursement schedule that is used by Human Resources for the California government; we are using that schedule as a guide for our own. Susan would like to request the BOFC to review this policy so eventually we can adopt it as our own. Susan is asking that this policy be read through tonight and voted on next month so we can ensure it is thorough. This is only the first reading so no vote is required at this time.

3.6. Adjust March BOFC Date

- There is a meeting conflict for the originally scheduled March BOFC meeting. We are requesting a change in date to resolve this conflict.
- Trisha Atehortua made a motion to move the meeting from March 7th to March 8th at 4:15PM. Ryan Sanders seconded the motion.
- No further discussion.
- Vote.

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

➤ Vote passes.

3.7. Audit Report

➤ Our audit is usually due in December, however, there were some additional concerns and questions that came up relating to Independent Study. The auditors felt they needed to look at more samples and review that process since they have never looked at Independent Study before. Plus there were many changes to Independent Study that came with COVID. This request was at the very last minute so our school needed an extension. We worked with CUSD on the extension and the audit is now complete. There were no findings which is good

news.

- Ryan Sanders made a motion to recommend the acceptance of the audit. Kate McDonald seconded the motion.
- No further discussion.
- Vote.

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

- Vote passes.
- Ryan Sanders left the meeting.

3.8. Letter of Intent to Renew Lease

- The BOFC talked last month about this and looked at the lease. Now, we are in the final process of accepting the new lease. There have been two changes since we last reviewed it. One was an increase in rent for one of the two years; ultimately the increase still holds us to a lower percentage than COLA, so that is okay. The other change was that they do not want to give us an easy out after one year. After talking with Charity, we don't think we'll be ready to move next year anyways so we are going to sign the lease for two more years. Next year will be a 5.5% rent increase and the year after that it will be 3% increase. The COLA is 8-12% at this time.
- Trisha Atheortua made a motion to approve the LOI to renew the lease as presented. Chairun Combs seconded the motion.
- No further discussion.
- Vote.

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

- Vote passes.

3.9. Executive Director's Report


- At the moment there is not much to report. The only thing is that we have been able to hire the last aide that we needed for the year; she is on-site as of this week. This addition allows us to fully support 1st, 2nd and 8th grades. That is all for the report today.

4. **NEXT MEETING - Tuesday, March 7th, 2023 at 4:15PM**

5. **ADJOURNMENT**

- Trisha Atehortua adjourned the meeting at 5:03PM.

Minutes Taken By: Alexandra Archer

Approved by:  Date: 3/23/23

