

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

Join Zoom Meeting

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

Meeting ID: 823 6245 7215

Passcode: t39y2H

Monday, March 20th, 2023 - 4:45 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.

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 - 4:30 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 February 14th, 2023
- 1.7. Return to Brown Act Norms

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

3. BUSINESS

- 3.1. Accept Donations
- 3.2. Travel Expense Policy (2nd Reading)
- 3.3. Audit Firm Selection
- 3.4. Form 700
- 3.5. Accept BOFC Resignation
 - 3.5.1. Ryan Sanders, Parent Member
- 3.6. Executive Director's Report

4. NEXT MEETING - Tuesday, April 11th, 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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Tuesday, February 14th, 2023 - 4:15 PM

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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

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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
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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: _____

Business Checking – XXXXX0889

Search transactions

Activity: Date range; **Start date:** Feb 01, 2023; **End date:** Feb 28, 2023; **Type:** Debits

Transactions

 Pending  Posted

Date ▼	Description ◇	Debit ◇	Credit ◇	Balance
 Feb 28, 2023	<u>Check 11437</u>	1,311.00		
 Feb 28, 2023	<u>Check 11401</u>	286.47		
 Feb 28, 2023	<u>Check 11453</u>	46.00		
 Feb 28, 2023	<u>Check 11409</u>	19.64		
 Feb 27, 2023	<u>Check 11446</u>	51,500.00		
 Feb 27, 2023	<u>Check 11432</u>	564.70		
 Feb 27, 2023	ACH Payment IRS USATAXPYMT	24,470.49		
 Feb 27, 2023	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	4,632.35		
 Feb 27, 2023	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	1,632.46		
 Feb 27, 2023	ACH Payment ASSET FINANCE ACH0227 <i>Equip Lease (copy machine)</i>	160.88		
 Feb 24, 2023	<u>Check 11433</u>	2,582.79		
 Feb 24, 2023	<u>Check 11440</u>	113.58		
 Feb 24, 2023	ACH Payment BLUE OAK CHARTER PAYROLL	89,275.94		
 Feb 24, 2023	ACH Payment BLUE OAK CHARTER PAYROLL	21,668.36		
 Feb 24, 2023	ACH Payment BLUE OAK CHARTER PAYROLL	7,605.92		
 Feb 24, 2023	ACH Payment BLUE OAK CHARTER PAYROLL	6,464.78		
 Feb 24, 2023	ACH Payment BLUE OAK CHARTER PAYROLL	3,939.81		
 Feb 23, 2023	<u>Check 11434</u>	4,357.50		
 Feb 23, 2023	Check 11443	4,025.00		

● Feb 23, 2023	<u>Check 11444</u>	3,676.32
● Feb 23, 2023	<u>Check 11431</u>	367.74
● Feb 23, 2023	<u>Check 11430</u>	105.91
● Feb 23, 2023	ACH Payment AMEX EPAYMENT ACH PMT <i>School credit Card</i>	142.08
● Feb 23, 2023	POS Purchase BOARDWALK ONLINE 831- 4235590 CA #3136 <i>8th Gr. Field Trip Expense</i>	1,000.85
● Feb 22, 2023	<u>Check 11441</u>	2,408.07
● Feb 22, 2023	<u>Check 11435</u>	2,080.00
● Feb 22, 2023	<u>Check 11442</u>	807.38
● Feb 22, 2023	<u>Check 11439</u>	570.00
● Feb 22, 2023	<u>Check 11438</u>	507.88
● Feb 22, 2023	<u>Check 11436</u>	287.25
● Feb 22, 2023	ACH Payment AMEX EPAYMENT ACH PMT ER AM <i>School credit Card</i>	35.00
● Feb 21, 2023	ACH Payment TIAA, FSB TIAA <i>Equip lease (copiers)</i>	296.01
● Feb 17, 2023	<u>Check 11428</u>	637.86
● Feb 17, 2023	<u>Check 11427</u>	386.01
● Feb 16, 2023	<u>Check 11426</u>	377.28
● Feb 15, 2023	ACH Payment ASSET FINANCE ACH0215 <i>Equip Lease (copiers)</i>	321.75
● Feb 15, 2023	ACH Payment BENEFIT RESOURCE BRI XFER <i>Employee FSA</i>	100.00
● Feb 14, 2023	<u>Check 11429</u>	34.00
● Feb 14, 2023	ACH Payment BENEFIT RESOURCE BRI XFER <i>Employee FSA</i>	134.00
● Feb 13, 2023	<u>Check 11425</u>	307.50
● Feb 13, 2023	ACH Payment IRS USATAXPYMT	8,232.38
● Feb 13, 2023	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	753.47
● Feb 13, 2023	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	367.83

●	Feb 10, 2023	ACH Payment BLUE OAK CHARTER PAYROLL	22,420.43
●	Feb 10, 2023	ACH Payment BLUE OAK CHARTER PAYROLL	8,036.24
●	Feb 09, 2023	POS Purchase MONTEREY BAY KAY MONTEREY CA #3136 <i>8th Grade Field Trip Expense</i>	1,200.00
●	Feb 07, 2023	<u>Check 11423</u>	6,700.00
●	Feb 06, 2023	<u>Check 11420</u>	1,745.96
●	Feb 06, 2023	<u>Check 11415</u>	379.29
●	Feb 06, 2023	<u>Check 11416</u>	263.46
●	Feb 06, 2023	<u>Check 11398</u>	30.00
●	Feb 06, 2023	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	14.93
●	Feb 06, 2023	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	8.39
●	Feb 03, 2023	<u>Check 11412</u>	11,672.44
●	Feb 03, 2023	<u>Check 11422</u>	260.40
●	Feb 03, 2023	ACH Payment IRS USATAXPYMT	227.75
●	Feb 03, 2023	ACH Payment SPRINT8006396111 ACHBILLPAY T6EAFK48JSVTQ7RO <i>Emergency Cell Phone</i>	33.12
●	Feb 03, 2023	POS Purchase POSTAL PLUS 530-8911626 CA #3136 <i>Postage</i>	73.56
●	Feb 02, 2023	<u>Check 11421</u>	4,722.52
●	Feb 02, 2023	<u>Check 11419</u>	2,517.50
●	Feb 01, 2023	<u>Check 11414</u>	753.28
●	Feb 01, 2023	<u>Check 11410</u>	105.91

**Blue BusinessSM Plus Credit Card**BLUE OAK CHARTER SCH
SUSAN DOMENIGHINIClosing Date 02/16/23 Next Closing Date 03/19/23
Account Ending 8-41000

p. 1/5

Customer Care: 1-800-521-6121
TTY: Use Relay 711
Website: americanexpress.com

New Balance **\$3,903.05**

Minimum Payment Due **\$172.00**

Includes the past due amount of \$35.00

Payment Due Date **03/13/23**

Late Payment Warning: If we do not receive your Minimum Payment Due by the Payment Due Date of 03/13/23, you may have to pay a late fee of up to \$39.00 and your APRs may be increased to the Penalty APR of 29.99%.

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:

If you make no additional charges and each month you pay...	You will pay off the balance shown on this statement in about...	And you will pay an estimated total of...
Only the Minimum Payment Due	14 years	\$8,674

If you would like information about credit counseling services, call 1-888-733-4139.

See page 2 for important information about your account.

⚠ Your account is past due.

Please refer to the **IMPORTANT NOTICES** section on page 5.

Membership Rewards[®] Points

Available and Pending as of 01/31/23

15,284

For up to date point balance and full program details, visit membershiprewards.com

Account Summary

Previous Balance **PAID 2/22** → \$142.08
 Payments/Credits → -\$0.00
 New Charges → +\$3,661.89
 Fees **PAID 2/21** → +\$35.00
 Interest Charged → +\$64.08

New Balance **\$3,903.05**
Minimum Payment Due **\$172.00**

Credit Limit \$25,000.00
 Available Credit \$21,096.95

Days in Billing Period: 28

RECEIVED
 2/22/23

Continued on page 3

↓ Please fold on the perforation below, detach and return with your payment ↓

**Payment Coupon**

Do not staple or use paper clips

**Pay by Computer**americanexpress.com/
business**Pay by Phone**

1-800-472-9297

Account Ending 8-41000

Enter 15 digit account # on all payments.
 Make check payable to American Express.



AB 01 012017 89269 H 49 B

SUSAN DOMENIGHINI
 BLUE OAK CHARTER SCH
 BLUE OAK CHARTER SCH
 450 W EAST AVE
 CHICO CA 95926

Payment Due Date
03/13/23

New Balance
\$3,903.05

Minimum Payment Due
\$172.00

See reverse side for instructions
 on how to update your address,
 phone number, or email.



AMERICAN EXPRESS
 PO BOX 60189
 CITY OF INDUSTRY CA 91716-0189

\$ _____
 Amount Enclosed

0000349993059480190 000390305000017200 15 H

Payments: Your payment must be sent to the payment address shown on your statement and must be received by 5 p.m. local time at that address to be credited as of the day it is received. Payments we receive after 5 p.m. will not be credited to your Account until the next day. Payments must also: (1) include the remittance coupon from your statement; (2) be made with a single check drawn on a US bank and payable in US dollars, or with a negotiable instrument payable in US dollars and clearable through the US banking system; and (3) include your Account number. If your payment does not meet all of the above requirements, crediting may be delayed and you may incur late payment fees and additional interest charges. Electronic payments must be made through an electronic payment method payable in US dollars and clearable through the US banking system. Please do not send post-dated checks as they will be deposited upon receipt. Any restrictive language on a payment we accept will have no effect on us without our express prior written approval. We will re-present to your financial institution any payment that is returned unpaid.

Permission for Electronic Withdrawal: (1) When you send a check for payment, you give us permission to electronically withdraw your payment from your deposit or other asset account. We will process checks electronically by transmitting the amount of the check, routing number, account number and check serial number to your financial institution, unless the check is not processable electronically or a less costly process is available. When we process your check electronically, your payment may be withdrawn from your deposit or other asset account as soon as the same day we receive your check, and you will not receive that cancelled check with your financial account statement. If we cannot collect the funds electronically we may issue a draft against your deposit or other asset account for the amount of the check. (2) By using Pay By Computer, Pay By Phone or any other electronic payment service of ours, you give us permission to electronically withdraw funds from the deposit or other asset account you specify in the amount you request. Payments using such services of ours received after 8:00 p.m. MST may not be credited until the next day.

How We Calculate Your Balance: We use the Average Daily Balance (ADB) method (including new transactions) to calculate the balance on which we charge interest on your Account. Call the Customer Care number on page 3 for more information about this balance computation method and how resulting interest charges are determined. *The method we use to calculate the ADB and interest results in daily compounding of interest.*

Paying Interest: Your due date is at least 25 days after the Closing Date of each billing period. We will not charge you interest on your purchases if you pay the New Balance by the due date each month. We will charge you interest on balance transfers (unless otherwise disclosed) beginning on the transaction date. You can avoid paying interest on the Amount Above the Credit Limit by paying your Minimum Payment Due before the closing date of the month in which it is due. See your Cardmember Agreement for further details.

Foreign Currency Charges: If you make a Charge in a foreign currency, we will convert it into US dollars on the date we or our agents process it. **We will charge a fee of 2.70% of the converted US dollar amount.** We will choose a conversion rate that is acceptable to us for that date, unless a

particular rate is required by law. The conversion rate we use is no more than the highest official rate published by a government agency or the highest interbank rate we identify from customary banking sources on the conversion date or the prior business day. This rate may differ from rates in effect on the date of your charge. Charges converted by establishment: (such as airlines) will be billed at the rates such establishments use.

Credit Balance: A credit balance (designated CR) shown on this statement represents money owed to you. If within the six-month period following the date of the first statement indicating the credit balance you do not request a refund or charge enough to use up the credit balance, we will send you a check for the credit balance within 30 days if the amount is: \$1.00 or more.

Credit Reporting: We may report information about your Account to credit bureaus. Late payments, missed payments, or other defaults on your Account may be reflected in your credit report.

Billing Dispute Procedures

What To Do If You Think You Find A Mistake On Your Statement

If you think there is an error on your statement, write to us at:

American Express, PO Box 981535, El Paso TX 79998-1535

In your letter, give us the following information:

- **Account information:** Your name and account number.

- **Dollar amount:** The dollar amount of the suspected error.

- **Description of Problem:** Describe what you believe is wrong and why you believe it is a mistake.

You must contact us:

- Within 60 days after the error appeared on your statement.

- At least 2 business days before an automated payment is scheduled, if you want to stop payment on the amount you think is wrong.

You must notify us of any potential errors in writing. You may call us, but if you do we may not follow these procedures and you may have to pay the amount in question.

What Will Happen After We Receive Your Letter

When we receive your letter, we will do two things:

1. Within 30 days of receiving your letter, we will tell you that we received your letter. We will also tell you if we have already corrected the error.

2. We will investigate your inquiry and will either correct the error or explain to you why we believe the bill is correct.

While we investigate whether or not there has been an error:

- We will not try to collect the amount in question.

- The charge in question may remain on your statement, and we may continue to charge you interest on that amount.

- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.

- We can apply any unpaid amount against your credit limit.

After we finish our investigation, one of two things will happen:

- If we made a mistake: You will not have to pay the amount in question or any interest or other fees related to that amount.

- If we do not believe there was a mistake: You will have to pay the amount in question, along with applicable interest and fees. We will send you a statement of the amount you owe and the date payment is due. We may report you as delinquent if you do not pay the amount we think you owe.

Change of Address, phone number, email

- Online at www.americanexpress.com/updatecontactinfo
- Via mobile device
- Voice automated: call the number on the back of your card
- For name, company name, and foreign address or phone changes, please call Customer Care

Please do not add any written communication or address change on this stub

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BLUE OAK CHARTER SCH
SUSAN DOMENIGHINI

Closing Date 02/16/23

p. 5/5
Account Ending 8-41000

IMPORTANT NOTICES

EFT Error Resolution Notice

In Case of Errors or Questions About Your Electronic Transfers Telephone us at 1-800-IPAY-AXP for Pay By Phone questions, at 1-800-528-2122 for Pay By Computer questions, and at 1-800-528-4800 for AutoPay and at 1-800-CASH NOW for Express Cash questions. You may also write us at American Express, Electronic Funds Services, P.O. Box 981531, El Paso TX 79998-1531, or contact us online at www.americanexpress.com/inquirycenter as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

1. Tell us your name and account number (if any).
2. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

Interest Charged

	Amount
02/16/23 Interest Charge on Purchases	\$0.09
02/16/23 Interest Charge on Promotional Balances	\$63.99
Total Interest Charged for this Period	\$64.08

About Trailing Interest

You may see interest on your next statement even if you pay the new balance in full and on time and make no new charges. This is called "trailing interest". Trailing interest is the interest charged when, for example, you didn't pay your previous balance in full. When that happens, we charge interest from the first day of the billing period until we receive your payment in full. You can avoid paying interest on purchases by paying your balance in full and on time each month. Please see the "When we charge interest" sub-section in your Cardmember Agreement for details.

2023 Fees and Interest Totals Year-to-Date

	Amount
Total Fees in 2023	\$35.00
Total Interest in 2023	\$64.08

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Interest Charge
Purchases	29.99% (v)	\$3.75	\$0.09
Introductory Purchase Rate Expires 12/19/2023 then will go to 17.74% (v)	29.99% (v)	\$2,780.34	\$63.99
Total			\$64.08

(v) Variable Rate

**Blue BusinessSM Plus Credit Card**

BLUE OAK CHARTER SCH

SUSAN DOMENIGHINI

Closing Date 02/16/23

p. 3/5

Account Ending 8-41000

**Customer Care & Billing Inquiries**

International Collect

Cash Advance at ATMs Inquiries

Large Print & Braille Statements

1-800-521-6121

1-623-492-7719

1-800-CASH-NOW

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CA

91716-0189

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Because your payment was received late, you may have forfeited Membership Rewards® points. Please visit our website at www.membershiprewards.com/terms or call **1-800-AXP-EARN** (297-3276) for more information or to reinstate points. There is a \$35.00 fee for each month of points you want to reinstate.

New Charges**Summary**

	Total
Total New Charges	\$3,661.89

Detail**SUSAN DOMENIGHINI**

Card Ending 8-41000

				Amount
01/21/23	THE MYSTERY SPOT 0197 831-423-8897 <i>8TH GR TRIP EXPENSE</i>	SANTA CRUZ	CA	\$250.00
01/24/23	AMAZON MARKETPLACE NA PA BOOK STORES <i>NURSING OFFICE SUPPLIES CUPS</i>	AMZN.COM/BILL	WA	\$30.00
01/24/23	AMAZON MARKETPLACE NA PA BOOK STORES <i>TECH DEVICE LABELS OFFICE EXPENSE</i>	AMZN.COM/BILL	WA	\$18.36
01/26/23	AMAZON MARKETPLACE NA PA BOOK STORES <i>OFFICE EXPENSE TONER</i>	AMZN.COM/BILL	WA	\$144.08
01/26/23	AMAZON.COM <i>TWO HOLE PUNCH</i> MERCHANDISE <i>OFFICE EXPENSE</i>	AMZN.COM/BILL	WA	\$22.82
01/27/23	AIRBNB * HMDYBRTJ35 4158005959 <i>8TH GR TRIP LODGING</i>	SAN FRANCISCO	CA	\$2,580.12
01/27/23	STAMPS.COM 0467220246 95926 <i>POSTAGE</i>	855-889-7867	CA	\$17.99
02/02/23	WESTERN PSYCHOLOGICAL SER 000109544 95926 <i>SPED TESTING MATERIALS</i> Diagnostic Assessments	TORRANCE	CA	\$346.84
02/03/23	BOOKSOURCE 0385 314-647-0600 <i>BOOK COVER FILM - OFFICE EXPENSE</i>	SAINT LOUIS	MO	\$87.10
02/13/23	SCHOOL NURSE SUPPLY INC. 0217700217446 LHARRINGTON@SCHOOLNURSESU <i>NURSING OFFICE SUPPLIES</i>	SCHAUMBURG	IL	\$164.58

Fees

	Amount
02/13/23 Late Payment Fee	\$35.00
Total Fees for this Period	\$35.00

Continued on reverse

Agenda Item: Accept Donations

Prepared by: Alexandra Archer

Finance Committee Date: 03/20/23

Background Information:

Blue Oak would like to accept donations from donors who gave \$500.00 or more, received in the month of February 2023.

Donors who gave \$500.00 or more in the month of February 2023:

- 02/24/23 - Michelle Greene - \$1,545.14

We would like to say thank you to all who have donated to Blue Oak Charter School.



Board Policy: #3350
Section: Business and
Non-Instructional Operation
Adopted: TBD
Revised: None

TRAVEL EXPENSE POLICY

Eligibility Criteria for Reimbursement of Travel Expenses:

All employees may be eligible for reimbursement of receipted lodging and per diem for pre approved business travel. The circumstances of travel will determine eligibility and the rate allowed. Blue Oak Charter School (BOCS) shall determine the necessity for and the mode of travel to be reimbursed. In accordance with the BOCS policy, reimbursement shall be for actual, necessary, and appropriate business and travel expenses incurred fifty (50) miles or more from home and the school site.

Business and Travel Policy:

The Blue Oak School Fiscal Policy provides information on reimbursement for approved travel less than 50 miles from home and the school site. Lodging less than 50 miles from home and/or meals including hotel expenses, conference and registration fees, transportation costs such as airline tickets, or otherwise provided shall not be claimed for reimbursement. Employees who are unable to consume meal(s) provided during training as noted above due to time constraints or other considerations, such as reasonable accommodation, may be reimbursed in accordance with the rates established in policy, provided an alternate meal was purchased. Snacks and continental breakfasts such as rolls, juice, and coffee are not considered to be meals.

When employees are required to obtain lodging due to school business, reimbursement will be for actual receipted lodging plus applicable mandatory taxes and fees, in accordance with policy and the published lodging maximums. Employees shall only use commercial lodging establishments such as hotels, motels, bed and breakfast inns, public campgrounds, or short-term rentals (such as Airbnb) that cater to the general public. Lodging will not be reimbursed without a valid receipt.

Reimbursement of lodging expenses in excess of specified amounts, excluding taxes, requires advance written approval from Blue Oak School Executive Director. ~~The Executive Director or designee may delegate approval authority to departmental Appointing Powers or increase the lodging maximum rate for the geographical area and period of time deemed necessary to meet the needs of the school.~~ Employees may not claim lodging, meal, or incidental expenses within 50 miles of his/her home or headquarters.

Airline Rewards Credits:

School employees shall not receive reimbursement for using airline rewards credits (credits, points, etc.) while conducting approved school business. Airline rewards credits do not translate to a cash value to be reimbursed by the school.



Board Policy: #3350
Section: Business and
Non-Instructional Operation
Adopted: TBD
Revised: None

Hotel Rewards Credits:

School employees shall not receive reimbursement for using hotel rewards credits (credits, points, etc.) while conducting approved school business. Hotel rewards credits do not translate to a cash value to be reimbursed by the state.

Alcoholic Beverages:

School employees shall not receive reimbursement for purchasing alcoholic beverages while conducting approved school business.

Receipt Policy:

Reimbursement will be claimed only for pre approved, actual and necessary business, and travel expenses. Regardless of any exceptions to receipt policy, the approving officer may require additional certification and/or explanation from an employee to determine expenses were actually and reasonably incurred. In the absence of a satisfactory explanation, the expense shall not be allowed.

Receipts shall be submitted for every item of expense. Receipts are required to be submitted with a travel expense claim, it is the employee's responsibility to maintain receipts and records of their actual expenses. Receipts must be made available for audit upon request by the business office. Receipts are required for every item of transportation and business expense incurred as a result of conducting school business.

Reimbursements for Meals, Incidentals, and Lodging:

Employees on authorized travel status may be reimbursed for receipted lodging and per diem. Reimbursement rates for meals and incidentals are as follows:

Breakfast - up to ~~\$7~~ \$20

Lunch - up to ~~\$11~~ \$25

Dinner - up to ~~\$23~~ \$25

~~Incidentals - up to \$5~~

Tips Allowable for Meal Expenses:

Employees may receive reimbursement for tips related to allowable meal expenses incurred while conducting approved school business as follows:

- Up to \$2.00 or 20%, whichever amount is greater.

A meal expense may be an allowable expense if the employee is eligible to claim a meal in accordance with school policy.



Board Policy: #3350
Section: Business and
Non-Instructional Operation
Adopted: TBD
Revised: None

School employees submitting claims for tips associated with allowable meal expenses shall only receive reimbursement up to the maximum amount allowed for meal expenses. Expenses in excess of the maximum amount allowed for meal expenses are not reimbursable. For example, if the maximum allowable reimbursement for dinner is ~~\$23.00~~ \$25.00, then the maximum allowable reimbursement for a ~~\$23.00~~ \$25.00 dinner plus tip is ~~\$23.00~~ \$25.00.

Tips Allowable for Travel Expenses:

School employees may receive reimbursement for tips related to allowable transportation expenses incurred while conducting approved state business as follows:

- Up to \$2.00 or 20%, whichever amount is greater.
- For example, for an allowable \$20.00 transportation expense, such as a transportation network company (such as Uber or Lyft) or taxi expense, the maximum allowable tip is the greater of \$2.00 or 20% [\$4.00]).

Employees must maintain receipts to substantiate the amounts claimed were not in excess of the amount of the actual expense.

BOCS must comply with current IRS policy. The term “incidentals” includes fees and tips given to porters, baggage carriers, and hotel staff. No other items may be claimed as Incidentals.

Travel Time Frames:

For travel lasting 24 hours or more, employees may claim meals (at the rates noted above), based on the following timeframes:

- First day of travel:
 - Trip begins at or before 6AM - Breakfast may be claimed
 - Trip begins at or before 11AM - Lunch may be claimed
 - Trip begins at or before 5PM - Dinner may be claimed
- Continuing travel after 24 hours:
 - Trip ends at or after 8AM - Breakfast may be claimed
 - Trip ends at or after 2PM - Lunch may be claimed
 - Trip ends at or after 7PM - Dinner may be claimed
- Fractional day travel (trips less than 24 hours):



Board Policy: #3350
 Section: Business and
 Non-Instructional Operation
 Adopted: TBD
 Revised: None

- Trip begins at or before 6AM and ends at or after 9AM - Breakfast may be claimed
- Trip begins at or before 4PM and ends at or after 7PM - Dinner may be claimed
- If the fractional day includes an overnight stay, receipted lodging may be claimed. No meal or lodging expenses may be claimed or reimbursed more than once on any given date or during any twenty-four (24)-hour period.
- Employees may not claim lunch ~~or incidentals~~ on one-day trips. However, mileage reimbursement for 1 day trips of 50 miles round trip minimum will be reimbursed.
- When trips are less than 24 hours and there is no overnight stay, meals claimed are taxable.

Short-Term Lodging Reimbursement Rates:

HR Manual section 2201 of California Department of Human Resources – Travel and Relocation Policy provides additional information about short-term lodging and the excess lodging rate request process.

County	Maximum Lodging Reimbursement Rate
All counties except those listed below	\$90
Sacramento, Napa, Riverside	\$95
Marin, Sacramento, Napa, Riverside	\$110
Los Angeles, Orange, Ventura & Edwards AFB, excluding the city of Santa Monica	\$120
San Diego, Monterey	\$125
Alameda, San Mateo, Santa Clara	\$140
City of Santa Monica	\$150
San Francisco	\$250