

Blue Oak Charter School
450 W. East Avenue, Chico, CA 95926
CHARTER COUNCIL
SPECIAL MEETING

Join Zoom Meeting

<https://us06web.zoom.us/j/83882810720?pwd=Wkh0M1hlejNCOU9Lb0Jsalc5OStHZz09>

Meeting ID: 838 8281 0720

Passcode: t39y2H

Wednesday, July 12th, 2023 - 6:00 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.

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The Blue Oak Charter Council reserves the right to take action on any item on the agenda.

AGENDA

OPEN SESSION - 6:00 PM

1. OPENING

- 1.1. Call Meeting to Order
- 1.2. Roll Call of Council 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. Agenda Modifications
- 1.5. Audience to Address the Council

This is an 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. The chair may establish a maximum speaking time for any item.

Persons may not yield their time to another speaker (Gov. Code § 54954.3)

2. CONSENT AGENDA

- 2.1. Approve Minutes from June 20th, 2023 and June 22nd, 2023
- 2.2. Charter Impact Monthly Report
- 2.2.1. Attendance and Enrollment

Jim Weber, Charter Impact

- 2.2.2. Cash Flow
- 2.2.3. Balance Sheet Detail
- 2.2.4. Warrants/Aged Payable
- 2.2.5. Actual to Budget Summary
- 2.3. Point of Sale Transactions/Check Register
- 2.4. Credit Card Statement

3. FACULTY

- 3.1. Grade Level Report

Sarah Lee & Nick Meier

4. GOVERNANCE

- 4.1. Finance Committee Report
- 4.2. Facilities Report
 - 4.2.1. Presentations of Funding for Facility
- 4.3. Policy Review
 - 4.3.1. Parent Involvement Policy (1st Reading)
 - 4.3.2. Gun Safety Policy (1st Reading)
 - 4.3.3. Fiscal Policies and Procedures (Yearly Review)

Vicki Wonacott
Susan Domenighini

5. ADMINISTRATION

- 5.1. Executive Director's Report

Susan Domenighini

6. CLOSED SESSION

- 6.1. Executive Director Evaluation
Public Employee Performance Evaluation (§54957)

7. NEXT MEETING - Tuesday, August 15th, 2023 at 6:00PM

8. ADJOURNMENT

- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Chelsea Parker				
Vicki Wonacott				
Laurel Hill-Ward				
Ryan Sanders				
Leanna Glander				
Trisha Atehortua				
Kristen Woods				

- Vote passes.

Minutes Taken By: Alexandra Archer

Approved by: _____ Date: _____

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CHARTER COUNCIL
SPECIAL MEETING

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https://www.google.com/url?q=https://us04web.zoom.us/j/79662552981?pwd%3D36CW8dbudbd47c4Elv9ELbAYAEqu9D.1&sa=D&source=calendar&ust=1687800773542878&u sg=AOvVaw2XtVXDAbKyq_kI0g5f7Vsd

Meeting ID : 79662552981

Passcode :5AdM6V

Thursday, June 22th, 2023 - 6:00 PM

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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 - 6:00 PM

1. OPENING

1.1. Call Meeting to Order

1.2. Roll Call of Council Members and Establish Quorum

➤ Present: Ryan Sanders, Laurel Hill-Ward, Vicki Wonacott, Chelsea Parker

➤ Absent: Kristen Woods, Trisha Atehortua, Leanna Glander

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.. Local Control and Accountability Plan 23/24
LCAP Public Hearing (§ 52062)

- **No further discussion.**
- **Vote.**

Name	Yes	No	Abstain	Absent
Chelsea Parker	X			
Vicki Wonacott	X			
Laurel Hill-Ward	X			
Trisha Atehortua				X
Ryan Sanders	X			
Leanna Glander				X
Kristen Woods				X

➤ **Vote passes**

Minutes Taken By: Maggie Buckley

Approved By: _____ Date: _____

7. NEXT MEETING - Tuesday, July 18th, 2023 at 6:00PM

8. ADJOURNMENT

Blue Oak Charter School
450 W. East Avenue, Chico, CA 95926
CHARTER COUNCIL
REGULAR MEETING

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Meeting ID : 838 8281 0720

Passcode : t39y2H

Tuesday, June 20th, 2023 - 6:00 PM

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AGENDA

OPEN SESSION - 6:00 PM

1. OPENING

1.1. Call Meeting to Order

➤ Chelsea Parker called the meeting to order at 6:07pm

1.2. Roll Call of Council Members and Establish Quorum

➤ Present: Vicki Wonacott, Laurel Hill-Ward, Chelsea Parker, Leanna Glander, Ryan Sanders

➤ Absent: Trisha Atehortua and Kristen Woods

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. Agenda Modifications, Table agenda item 6.1 as the evaluation is not ready.

1.5. Audience to Address the Council

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➤ No audience members addressed the council.

2. CONSENT AGENDA

➤ Laurel Hill-Ward motion to approve the consent agenda ➤ Vicki Wonacott seconds.

Discussion to clarify for new member Ryan Sanders, explaining approving the consent agenda. Chelsea suggested going back to agenda item 1.4 to confirm that there are no agenda modifications. Ryan asked for additional information on items 2.3 and 2.6. These items will be extracted from and held for further discussion. Chelsea asked Laurel Hill-Ward if she is still interested in making a motion to approve the consent agenda with the exception of extracting items 2.3 and 2.6. Laurel makes the motion. Vicki Wonacott seconds this motion.

Name	Yes	No	Abstain	Absent
Chelsea Parker	x			
Vicki Wonacott	x			
Laurel Hill-Ward	x			
Leanna Glander	x			
Trisha Atehortua				x
Ryan Sanders	x			
Kristen Woods				x

2.1. Approve Minutes from May 16th, 2023

2.2. Point of Sale Transactions/Check Register

2.3. Credit Card Statement

➤ Ryan asks why was the credit card debt doubled in one month? Maggie explains that there will be spikes in spending throughout the school year that will be visible. The reason for this particular increase is that professional development for faculty is being scheduled, planning for next school year and schoolwide supply orders are being purchased now, school field trips are being finalized, reimbursements for festivals and field trips are requested, other special events such as May Faire and 8th grade graduation are being held and have necessary expenses. All of these things and more are happening now and it is often necessary to pay with the school credit card. Further discussion on how billing occurs, late fees, interest rates. Suggestions were made to adjust the billing cycle and to pay the bill on time to avoid interest rates. Susan and Chelsea remind members that they are always available to answer questions by

email and or phone call.

2.4. Accept Offers of Employment

2.5. Accept Employee Resignations

2.6. Approve Overnight Field Trip

➤ Ryan asks why we are requesting approval for a field trip so far in advance? Reviewing the request for field trip approval he noticed that the chaperones are not included. Susan explains that the teacher is doing this in advance so the reservation can be held. It can be difficult to secure lodging for overnight field trips. The chaperones are TBD as this teacher will need more time to confirm with parents those details so that information will come late. Ryan- Can we approve this without the chaperones on it? Susan- Yes we can modify the request to only approve the funding to hold the reservation. Chelsea suggests changing the field trip form to be two parts. One part for the Charter Council to approve and the second part for chaperones which are not reviewed or approved by the board. Motion to approve with the stipulation that chaperones will be determined at a later date by Vicki Wonacott. Laurel Hill-Ward seconds motion.

➤ Vote

Name	Yes	No	Abstain	Absent
Chelsea Parker	x			
Vicki Wonacott	x			
Laurel Hill-Ward	x			
Leanna Glander	x			
Trisha Atehortua				x
Ryan Sanders	x			
Kristen Woods				x

➤ Approved.

➤ Chelsea asks for a motion on the 2.3 discussion. Laurel Hill-Ward motions to approve the credit card statement. Leanna Glander seconds the motion.

➤ Vote

Name	Yes	No	Abstain	Absent
Chelsea Parker	x			
Vicki Wonacott	x			
Laurel Hill-Ward	x			
Leanna Glander	x			
Trisha Atehortua				x

Ryan Sanders	x			
Kristen Woods				x

➤ Approved.

3. FACULTY

3.1. Grade Level Report Sarah Lee & Nick Meier.

➤ Sarah Lee reports that teachers are unwinding, relaxing and trying to disconnect from the school year. The building has been closed for cleaning which they are grateful for! Some teachers are planning on picking up their devices when they are available and campus access is granted. Others are looking forward to upcoming training and some have already started their summer training. Looking forward, from mid July through August we teachers will slowly start coming to campus here and there to start setting up for next year.

4. GOVERNANCE

4.1. Finance Committee Report Trisha Atehortua -

➤ Chelsea says that Tricia is absent however, we are covering everything that was discussed in the Finance Committee Meeting as our agenda is quite robust!

4.2. Parent Council Report Kristen Woods -

➤ Ryan reports for Kristen who is absent. There has not been a P/C meeting so there is no report at this time.

4.3. Facilities Report

➤ Susan D. reports. We have moved on from developing the new site. The conflict within the community and the size of the property were contributing factors. CRESA (Real Estate Co. we are working with) has provided information on four new potential sites. Two sites look promising, Turner Impact is leaving the charter school building arena. We are interviewing other potential partners to fill that role. The Charter Council has asked that a letter be drafted to Chico Unified to request Blue Oak be included in the facility planning process. Our move date is now July 2025. We do have options to extend our lease should that be necessary. Laurel had some questions about Miriam Park? Susan said that we tried to get into this area a few years ago and it didn't work out. We will be reassessing this option. We have an established Facility Committee but it has not met yet. There are 9 members signed up. Ryan is disappointed that the Committee has not met yet. Discussion regarding SB747 and the requirements. Susan has a plan that we can start meeting in a couple of months to discuss facilities.

4.4. BOCC Applications

4.4.1. Donna Kreskey, Community Seat

➤ Council members review resume of new applicant for the council. Vicki Wonacott motions to approve this application. Leanna seconds the motion.

➤ Vote

Name	Yes	No	Abstain	Absent
Chelsea Parker	x			
Vicki Wonacott	x			

Laurel Hill-Ward	x			
Leanna Glander	x			
Trisha Atehortua				x
Ryan Sanders	x			
Kristen Woods				x

➤ Approved

4.4.2. Laurel Hill-Ward, Community Seat

➤ Renewing her application. Vicki Wonacott motions to approve Laurel’s application. Leanna seconds the motion. Chelsea confirms that these terms start at the August Charter Council Meeting.

➤ Vote

Name	Yes	No	Abstain	Absent
Chelsea Parker	x			
Vicki Wonacott	x			
Laurel Hill-Ward	x			
Leanna Glander	x			
Trisha Atehortua				x
Ryan Sanders	x			
Kristen Woods				x

➤ Approved

4.5. Policy Review

4.5.1. Homeless Education Policy

➤ Discussion regarding what defines homeless and the difference between a mobile home and a trailer park. Susan elaborated on document interpretation. Document thoroughly reviewed.

4.5.2. Parent Involvement Policy

➤ Susan asked for this item to be tabled. Chelsea acknowledged the request.

4.6. Contracts

4.6.1. Data Services Agreement

➤ Susan reported on the data service agreement with BCOE. We have had this contract with them for multiple years. They manage Aeries and CalPads, we annually review all contracts theirs included. We look for another option to this and will continue to review this.

4.6.2. E-Therapy

➤ This contract supports SPED students with therapy and IEP support. We used them last year and they have a local Psychologist that we used. It worked out well for the school so we would like to continue on with the. Ryan expressed concern with remote services he has heard of that push religious agendas. What precautions and screening do we do to assure this will not happen with this group? Susan said that they

were recommended by the El Dorado Selpa, our SPED advisors, the contract outlines what is expected of the company. They come highly recommended from other Charters as well. Ryan, can we pick our own provider? Susan says that it might be possible but we went with E-Therapy as they were recommended. They have done five assessments for us. Chelsea clarifies that it's not just for counseling they also can complete the assessments that we need for the school. Leanna asks if Emma Todd will be doing school psychology next year. No, Emma will no longer be involved with the school next year. We do not have a plan yet for that.

4.6.3. Family First

➤ The firm that works with us on behavior intervention assessments. They have a person that comes in and observes the student in need then they advise. We use them as needed. They will help with measuring progress. The therapists are highly qualified and provide an outside view of the individual situations and student needs.

4.6.4. School Nurse MOU

➤ Natalie Wren our school nurse works for Chico Country Day school. We contract with them to pay a portion of her salary. She oversees about nine charters total. This year she is moving to Tennessee. However, we can keep her serving our students because a lot of her services have been done for us online. Ryan - wants to know if this means we will have no school nurse on campus. Chelsea explains that we do not typically have a full time nurse on campus we have a "health aide" that is present during school hours. This is the usual process for all public schools. The nurse oversees our health office by doing annual student chart reviews, immunization verifications, assessing students with serious health issues, 504 accommodation plans and serious medication needs. At present she is only here for one day a week and the rest of the time she is available by phone and email for emergencies. There will be another nurse available to us should issues arise that would require a nurse to come to campus. She will return to California to do hearing and vision screenings.

- Ryan motion to approve the contracts for 2023-24.
- Laurel Hill-Ward seconds the motion.
- Vote

Name	Yes	No	Abstain	Absent
Chelsea Parker	x			
Vicki Wonacott	x			
Laurel Hill-Ward	x			
Leanna Glander	x			
Trisha Atehortua				x
Ryan Sanders	x			
Kristen Woods				x

➤ Approved

4.7. School Lunches Plan

➤ Susan - CUSD reached out to us to let us know that they will not be supporting our lunch program as they have for several years now. They have been struggling with staffing their own programs within the district and it has become unmanageable and no longer financially feasible for them to continue doing so. Maggie and Buck met with the Nutrition Director at CUSD and he notified us of this new development. Laurel asked if we can staff our lunch program? Susan says yes we have our kitchen staffed already. Susan says that they are doing this in a very kind way. We are hoping that we can learn how to actually do this program first before we change any menu items or offer different options to students. We are asking for time to figure out how to remain compliant with State and Federal requirements for the lunch program. There is much work to be done. Susan is attending CCSA conference and other training this summer and as soon as we can make changes to our lunch program we will look forward to parent input. Chelsea asks about the Federal regulations. Laurel asks about grants that can improve the quality of food and other options? Susan says we have done this before we actually have a salad bar that was acquired through a grant and we do serve fresh fruit and vegetables every day. Susan, we would love it if we could offer something other than cow's milk and a sweet roll for breakfast. Chelsea talks about processing payments and equipment that we will have to purchase. Maggie responds that CUSD says that we can keep all of the equipment that is now in place; they will not be collecting any of it. The company that CUSD uses for data collection we will continue on with however we will be responsible for connecting with all current vendors that supply the program and set up schedules with them to support us. Chico Unified will also share their current menu for the new school year. Until we figure out what we are doing we will not be making any changes to the program. Chelsea asks what the additional labor costs will be for the data end? Susan, we are still looking at all of the information and determining what our requirements are going to be. The document you are seeing is based on CUSD's costs to support our program this year. There are still some unknowns. We were going to do this but they have decided that it's happening now which means we do not have a choice to take a longer time to do it. There is a lot of work to do. We are grateful to CUSD that they are willing to help us set this up.

Question from Nicole Tonelli. That lunch program that you want to put into effect, who is that through? Or is that just a suggestion? Chelsea clarified that CUSD is no longer going to provide our lunch services so it's not a desire, it's a need for us to take that program over. So the numbers you are seeing on the screen are Chico Unified program costs. Once we have that program in place then we can start changing things. We need to make sure we can run the program and that our staff has ample time and opportunity to execute the program well. Nicole, I just don't know why there was not more notice given that way we could prepare for this. Because this is something that the Parent Council has been asking for changes to the lunch program and I personally have wanted to see these changes over the last several years. I see this whole thing as a blessing in disguise because it forces us to have other means of doing it. I do feel we as parents should have been notified so we could have input and not just be handed what was left over after the decision was made for us. Chelsea, I don't think anyone disagrees with you. It would have been great to have a lot more notice. Unfortunately, we didn't have control over this. It was a CUSD decision. There are a lot of in's and out's to learn and do it so we can assure we are compliant with laws. Once we have that in place we can invite community input. The short term goal is to get the program set up and then make changes. Laurel, there are a tremendous amount of regulations that Blue Oak will have to comply with. I'm sure they will ask for parent and student input once they have figured that out. Maggie asks to add something to the conversation so the board and all audience members know that we found out about these changes in May. So this isn't something that we've known about for months. It was a shock to us that this was happening. No one on our end was holding information or delaying notifying the community. We are telling you today as this is the first opportunity we have had to meet with the Board and community since we were notified.

4.8. BOCC Meeting Dates 23/24

➤ Review of calendar dates and discussion

➤ Leanna motions to approve the 23/24 Charter Council Meeting Dates. Vicki seconded the motion.

➤ Vote

Name	Yes	No	Abstain	Absent
Chelsea Parker			x	
Vicki Wonacott	x			
Laurel Hill-Ward	x			
Leanna Glander	x			
Trisha Atehortua				x
Ryan Sanders	x			
Kristen Woods				x

➤ Approved

4.9. Guidance on Removal of Instruction or Instructional Materials

➤ Addresses the book banning throughout the country. This document is for the purpose of notifying the board.

4.10. School Budget 23/24

➤ Jim Weber -reviews the Budget for next year. We have the forecast budget for next year built on an achievable enrollment of 262. As much as we would like to move forward with 300 it is good to see a budget that is successful at the 262 level and an ADA assumption of roughly 244. Those are all realistic numbers. As we go into actualization, these numbers will be the critical driver for the revenue. At those levels it is about 2.9 in State per pupil. The Federal Revenue is about \$126,000 carryover. That is the last year of this so, that is the presumption for the outlook of this year. That could move but it is unlikely to move based on the end of this year, that there will be any more of that other Federal Revenue. Other sources of revenue are all pretty typical. What is changing in the outlook for the budget that will take some review next year is the expansion of the extended day and the ability to start the community schools program., because there are two new expansive grants and then additionally, this one for the food program. If this grows then you could have expense growth that would be fully covered by revenue growth. That's budget neutral but it will make it different looking year to year. We won't want to look at gross revenue or gross expenses every year because we're gonna have all new categories included in the budget now. We still have to present the school as a whole but it is going to take a little more work to set aside the new additions and say, what does the returning program look like? As you can see this budget is over 4 million. If the 262 ADA had expenses over 4 million then this would be a problem as that would not support itself. The 4.2 is because of the inclusion of the community day and extended learning programs that brought in their own revenue to expand with. So, basically balanced at this level but this is the maximum amount of expense that this budget can take on with a 262 ADA. You have the non comp area but there is not a lot of movement here. You have the existing amount of non-compensation expenses that you'd expect to see. So the best gain opportunity for the school would be if that ADA revenue could come in better than that level it is at. Chelsea - does anyone have any questions. Ryan - asked about 5811 on the budget. What is this ? Maggie - That is the management fee to Charter Impact. Susan elaborated on what Charter Impact offers in the way of back office support. Chelsea cautions to keep our eyes on the budget and spending this next school year. Ryan has a question regarding 8699-

school fundraising. The perfectly round number? Jim, this is an estimate that is determined by the last several years. Chelsea, Susan and Maggie elaborate on where this number comes from.

➤ Vicki Wonacott motions to approve the forecast budget. Laurel Hill-Ward seconds the motion.

➤ Vote

Name	Yes	No	Abstain	Absent
Chelsea Parker	x			
Vicki Wonacott	x			
Laurel Hill-Ward	x			
Leanna Glander	x			
Trisha Atehortua				x
Ryan Sanders	x			
Kristen Woods				x

➤ Approved

4.11. EPA Plan 23/24

➤ Jim Weber- this is part of the per pupil funding that is in the budget. When this increased they attached a rule that required the board to publicly disclose how that additional per pupil amount would be funded. The estimate at budget time is that it would be \$761,000. But there is a complicated formula that will actually determine how that will be funded through that source. This is a portion of your per pupil and the number one expense the school has is certificated salaries and benefits. So, the most direct use to show that the funds were used as intended is to say thank you for the additional funding per pupil. We are going to use it to pay for certificated staff.

➤ Laurel Hill-Ward motions to approve the EPA Plan. Vicki Wonacott seconded the motion.

➤ Vote

Name	Yes	No	Abstain	Absent
Chelsea Parker	x			
Vicki Wonacott	x			
Laurel Hill-Ward	x			
Leanna Glander	x			
Trisha Atehortua				x
Ryan Sanders	x			
Kristen Woods				x

➤ Approved

4.12. Instructional Minutes 23/24

➤ Susan discusses the worksheet that she uses to establish that we have enough minutes of instructional time in the school year. There are different requirements for each grade level. We have changed from 176 days to 177 for this school year. There is a little overage to cover in case we were to have an emergency closure of the school. We will still be within the requirement. Chelsea asks if there are any questions. There are none. Ryan Sanders motions to approve the Instructional Minutes for 2023-24 school year. Laurel Hill-Ward seconds the motion.

➤ Vote

Name	Yes	No	Abstain	Absent
Chelsea Parker	x			
Vicki Wonacott	x			
Laurel Hill-Ward	x			
Leanna Glander	x			
Trisha Atehortua				x
Ryan Sanders	x			
Kristen Woods				x

➤ Approved

4.13. Local Control and Accountability Plan 23/24

LCAP Public Hearing (§ 52062)

➤ Susan - The LCAP is a three-year plan that describes the goals, actions, services, and expenditures to support positive student outcomes that address state and local priorities. The LCAP provides an opportunity for LEAs (county office of education [COE], school districts and charter schools) to share their stories of how, what, and why programs and services are selected to meet their local needs. Susan Domenighini shares the LCAP document for public viewing and comment. There were not a lot of changes as we are in year 2 of 3. We are basically reviewing the three year document. The pie chart for the budget overview for the 2023-24 school year projected revenue by fund source shows the data and following pages are a simpler expression of this data. This is a template document that is completed with our school's information. The LCFF budget overview for Parents shows the difference between the Total General Fund Expenditures, \$4,181,368. and the Total Budgeted Expenditures in the LCAP \$3,628,133.. The illustration and accompanying summary explains that even though we did spend money we are not spending out of the school's general fund. Ryan asks what "administrative expenses" Chelsea explains that administrative costs can relate to clerical/office staff and as well as other staff and salaries that are directly related to student support. Susan added two items to describe what was done. Baseline and metrics for measuring the strengthening of higher level students. Second in the increasing focus on collecting data and establishing practices to accomplish the data tracking schoolwide. The SPED team did a lot of work on establishing a tracking plan for the teachers to collect student data. The LCAP is a large document that takes a significant amount of time and input to compile, Laurel

thanks Susan for her efforts.

- Susan - we do need a second meeting in the next week to get this document approved before June 30. Special Meeting set for Thursday June 22 at 6pm this will be a very short meeting with one agenda item, the LCAP, to approve this document.
- Chelsea closes the public hearing and viewing of the LCAP..

5. ADMINISTRATION

5.1. Executive Director's Report Susan Domenighini

➤ Susan welcomes Ryan Sanders to the BOCC. He was previously on the Finance Committee and we enjoyed working with him on that committee and also the Parent Council. Susan Whittlesey's retirement came as a surprise. Sheila Moss will be returning to kindergarten. We have hired two new teachers, the first is a Spanish teacher and the second teacher will cover 2nd grade. We are looking to hire two new instructional aides to replace those moving on. The year round staff is continuing to work on completing tasks for the close of 2022-23 school year and starting projects for the 2023-24 school year. Summer school. Some of our staff are working on cleaning out storage areas to create additional work spaces. Summer School will be open from July 31st through August 11th. Another thing that is happening right now is we have our annual audit happening so our clerical staff is working on providing items for the auditors. There is floor and carpet cleaning schoolwide underway presently. The annual William's Visit is scheduled for Sept. 13. Future notices to be sent out for this. I will be attending the El Dorado Selpa training for supporting special education at the district level. We will also be sending a group of employees to the MTSS Conference in July.

5.1.1. Reorganization of Support Staff

➤ Susan, one of the things management looks at each year when employees move on is the actual job descriptions and restructuring of those that will be supporting the school. Susan will be continuing with the oversight of the Special Education department. Our Assistant Director, Amanda Hurd will be staying on with us for another year to continue her work which has been largely focused on behavior, improving attendance, and relationship building within the community. Amanda has greatly helped Susan get out of the day to day work and focus on her position as the superintendent position. We are looking at staffing needs as it relates to the day to day requirements of supporting staff. The document provided here is an outline of these considerations for redesigning the administrative and clerical staff structure. Some highlights are that we are changing the Executive Assistant position to include Human Resources full job, while also establishing this position to be an Office Manager making this confidential employee position. The current Business Office person Maggie will move into Alex's seat as she is leaving at the end of July to pursue her teaching credential. Maggie completed her BA Degree in Business and Human Resources in November of 2020 and has been doing the HR job since then. The Office Manager position was recommended by a previous board that did a review of how the office was run. They saw the position as someone to oversee the office and assure all positions were covered each day. A new hire will enter the Business Office and take over all business functions including inventory and technology support. Elimination of the Wellness Coordinator position was the most controversial piece of the Finance Committee discussions because the Wellness Coordinator did a lot of behavior planning. Two things that make me confident that this will be ok is that we now have Amanda as our Assistant Director supporting behavior. She has years of experience supporting behavior and actually teaching in a classroom. To have someone that can work with teachers as a teacher herself is extremely valuable. The other thing that we are looking at is that Kelley Chandler will be moving off of the front desk for part of her day to accomplish the daily Attendance data entry piece of her work. She will also be available to address student needs and additional emotional support such as leaving the classroom or playground issues. Kelley has already been skillfully supporting students at the front desk for years as this position is

often the first stop for behavior issues. She has also been a high school girls basketball coach for multiple years and is already very skilled in supporting students. However, she will be attending additional training this summer. Plus reviewing our check in check out procedure with students and other behavior support procedures that are currently in place. We will be adding an additional front office person to support volunteers, behavior, and social media, and data entry between daily. This position will be in part covered by our CCSPP grant as it will be directly related to relationship building, data tracking and behavior support. Laurel requests that the school's outgoing answering service call voice message be changed. She would also like to comment that talking to a real person is way better than listening to a machine.

5.1.2. Expanded Learning

➤ Susan, reviews the extended learning schedule which requires an extra 30 days during the year. The shared schedule highlights how this is going to be done. Amanda will be managing this.

5.1.3. CA Community School Grant

➤ Susan attended a training that highlights what is needed to support this grant. Staffing needed to support this program. Of the many pages in the framework for this grant gives us the overarching values that follow;

- Racially Just and Restorative School Climates
- Powerful Relevant Instruction
- Shared Decision Making to move away from the higher powers being the only decision makers.

➤ Susan will be posting more on this grant in upcoming weeks.

6. CLOSED SESSION

6.1. Executive Director Evaluation - This item removed

Public Employee Performance Evaluation (§54957)

6.2. Student Discipline

Suspension or Expulsion (§48918)

➤ Laurel made a motion to approve suspension/expulsion. Ryan seconded the motion.

➤ Vote

Name	Yes	No	Abstain	Absent
Chelsea Parker	x			
Vicki Wonacott	x			
Laurel Hill-Ward	x			
Leanna Glander	x			
Trisha Atehortua				x
Ryan Sanders	x			
Kristen Woods				x

➤ Approved

7. NEXT MEETING - Tuesday, July 18th, 2023 at 6:00PM

8. ADJOURNMENT 9:11pm

DRAFT

Business Checking – XXXXX0889

Search transactions

Activity: Date range; Start date: Jun 01, 2023; End date: Jun 30, 2023; Type: Debits

Transactions

Pending Posted

Date ▼	Description ◇	Debit ◇	Credit ◇	Balance
● Jun 30, 2023	<u>Check 11620</u>	21.35		
● Jun 30, 2023	ACH Payment CALPERS 3100	20,163.92		
● Jun 30, 2023	ACH Payment CALPERS 3100	2,040.02		
● Jun 30, 2023	ACH Payment CALPERS 3100	1,207.78		
● Jun 29, 2023	<u>Check 11618</u>	380.00		
● Jun 29, 2023	<u>Check 11596</u>	350.00		
● Jun 29, 2023	<u>Check 11554</u>	66.67		
● Jun 28, 2023	<u>Check 11619</u>	1,748.94		
● Jun 28, 2023	<u>Check 11626</u>	875.00		
● Jun 28, 2023	<u>Check 11628</u>	276.08		
● Jun 28, 2023	<u>Check 11624</u>	101.80		
● Jun 27, 2023	<u>Check 11615</u>	35.00		
● Jun 27, 2023	ACH Payment IRS USATAXPYMT	4,114.79		
● Jun 27, 2023	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	503.00		
● Jun 27, 2023	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	270.56		
● Jun 26, 2023	<u>Check 11629</u>	51,500.00		
● Jun 26, 2023	<u>Check 11627</u>	12,197.14		

Balance

● Jun 26, 2023	<u>Check 11612</u>	500.00
● Jun 26, 2023	<u>Check 11598</u>	113.24
● Jun 26, 2023	ACH Payment BLUE OAK CHARTER PAYROLL	30,385.23
● Jun 26, 2023	ACH Payment BLUE OAK CHARTER PAYROLL	6,577.95
● Jun 26, 2023	ACH Payment BLUE OAK CHARTER PAYROLL	4,959.60
● Jun 26, 2023	ACH Payment BLUE OAK CHARTER PAYROLL	3,939.81
● Jun 26, 2023	ACH Payment BLUE OAK CHARTER PAYROLL	3,043.98
● Jun 26, 2023	ACH Payment ASSET FINANCE ACH0626	162.38
● Jun 23, 2023	<u>Check 11614</u>	3,000.00
● Jun 23, 2023	<u>Check 11613</u>	1,844.54
● Jun 23, 2023	<u>Check 11606</u>	523.50
● Jun 23, 2023	<u>Check 11621</u>	510.00
● Jun 23, 2023	<u>Check 11589</u>	285.00
● Jun 23, 2023	<u>Check 11611</u>	207.52
● Jun 23, 2023	<u>Check 11594</u>	39.96
● Jun 23, 2023	ACH Payment BENEFIT RESOURCE BRI XFER	754.00
● Jun 22, 2023	<u>Check 11622</u>	2,433.06
● Jun 22, 2023	<u>Check 11605</u>	332.97
● Jun 22, 2023	<u>Check 11616</u>	80.00
● Jun 21, 2023	<u>Check 11609</u>	7,134.84
● Jun 21, 2023	<u>Check 11586</u>	1,908.50
● Jun 21, 2023	<u>Check 11623</u>	827.56
● Jun 21, 2023	<u>Check 11617</u>	194.51
● Jun 21, 2023	<u>Check 11625</u>	34.00
● Jun 20, 2023	<u>Check 11603</u>	1,000.00

Balance

● Jun 20, 2023	<u>Check 11599</u>	514.65
● Jun 20, 2023	<u>Check 11551</u>	54.26
● Jun 20, 2023	<u>Check 11604</u>	32.00
● Jun 20, 2023	ACH Payment BLUE OAK CHARTER PAYMENTS	7,955.00
● Jun 20, 2023	ACH Payment TIAA, FSB TIAA	298.77
● Jun 16, 2023	<u>Check 11595</u>	105.91
● Jun 15, 2023	<u>Check 11597</u>	401.10
● Jun 15, 2023	<u>Check 11602</u>	250.00
● Jun 15, 2023	ACH Payment ASSET FINANCE ACH0615	324.75
● Jun 15, 2023	ACH Payment BENEFIT RESOURCE BRI XFER	104.00
● Jun 14, 2023	<u>Check 11600</u>	1,560.00
● Jun 14, 2023	<u>Check 11578</u>	203.25
● Jun 13, 2023	<u>Check 11575</u>	272.96
● Jun 13, 2023	ACH Payment BLUE OAK CHARTER PAYMENTS	8,552.75
● Jun 13, 2023	ACH Payment IRS USATAXPYMT	8,470.44
● Jun 13, 2023	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	751.53
● Jun 13, 2023	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	382.65
● Jun 13, 2023	ACH Payment BENEFIT RESOURCE BRI XFER	134.00
● Jun 12, 2023	<u>Check 11580</u>	1,336.50
● Jun 12, 2023	<u>Check 70173</u>	524.67
● Jun 12, 2023	<u>Check 70174</u>	349.78
● Jun 12, 2023	<u>Check 7341</u>	68.43
● Jun 09, 2023	<u>Check 11585</u>	1,820.00
● Jun 09, 2023	ACH Payment BLUE OAK CHARTER PAYROLL	24,918.23

Balance

● Jun 09, 2023	ACH Payment BLUE OAK CHARTER PAYROLL	8,016.50
● Jun 09, 2023	ACH Payment IRS USATAXPYMT	884.15
● Jun 09, 2023	ACH Payment BLUE OAK CHARTER PAYROLL	359.25
● Jun 09, 2023	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	236.79
● Jun 09, 2023	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	48.36
● Jun 08, 2023	<u>Check 11584</u>	2,017.50
● Jun 08, 2023	<u>Check 11582</u>	1,942.50
● Jun 08, 2023	<u>Check 7342</u>	450.00
● Jun 08, 2023	<u>Check 11509</u>	309.03
● Jun 08, 2023	<u>Check 11590</u>	241.55
● Jun 08, 2023	<u>Check 11573</u>	211.82
● Jun 08, 2023	<u>Check 11588</u>	57.49
● Jun 08, 2023	<u>Check 11229</u>	30.00
● Jun 07, 2023	<u>Check 11592</u>	4,200.31
● Jun 07, 2023	<u>Check 11574</u>	3,200.00
● Jun 07, 2023	<u>Check 11577</u>	1,800.00
● Jun 07, 2023	<u>Check 11579</u>	889.98
● Jun 07, 2023	<u>Check 11583</u>	296.00
● Jun 07, 2023	<u>Check 11591</u>	295.00
● Jun 07, 2023	<u>Check 11593</u>	240.00
● Jun 06, 2023	<u>Check 11561</u>	13,453.93
● Jun 06, 2023	<u>Check 11556</u>	511.72
● Jun 06, 2023	<u>Check 11576</u>	294.50
● Jun 06, 2023	<u>Check 11560</u>	24.39

Balance

● Jun 06, 2023	ACH Payment IRS USATAXPYMT	1,124.91
● Jun 06, 2023	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	166.63
● Jun 06, 2023	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	77.58
● Jun 05, 2023	<u>Check 11555</u>	228.20
● Jun 05, 2023	<u>Check 11567</u>	118.75
● Jun 05, 2023	<u>Check 11571</u>	63.90
● Jun 05, 2023	<u>Check 11493</u>	7.58
● Jun 05, 2023	ACH Payment BLUE OAK CHARTER PAYROLL	7,233.57
● Jun 05, 2023	ACH Payment SPRINT8006396111 ACHBILLPAY WTFOOZHFBBD3T8G	25.11
● Jun 02, 2023	<u>Check 11569</u>	2,408.06
● Jun 02, 2023	<u>Check 11559</u>	301.32
● Jun 02, 2023	<u>Check 11563</u>	173.00
● Jun 02, 2023	<u>Check 11564</u>	64.00
● Jun 02, 2023	POS Purchase GOOGLE*ADS314564 CC GOOGLE.COM CA #3136	402.27
● Jun 01, 2023	<u>Check 11565</u>	1,625.00
● Jun 01, 2023	ACH Payment BLUE OAK CHARTER PAYROLL	4,178.12
● Jun 01, 2023	ACH Payment BLUE OAK CHARTER PAYROLL	2,433.42
● Jun 01, 2023	Debit Card Purchase COSTCO WHSE #101 CHICO CA #3136 <i>2022-23 Closing Ceremony Expense</i>	41.11



Blue BusinessSM Plus Credit Card

BLUE OAK CHARTER SCH
SUSAN DOMENIGHINI
Closing Date 06/18/23 Next Closing Date 07/19/23
Account Ending 8-42008

p. 1/8

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

New Balance **\$15,136.19**
Minimum Payment Due **\$474.00**
Payment Due Date **07/13/23**

Late Payment Warning: If we do not receive your Minimum Payment Due by the Payment Due Date of 07/13/23, 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%.

Membership Rewards[®] Points
Available and Pending as of 05/31/23
37,656
For up to date point balance and full program details, visit membershiprewards.com

Account Summary

Previous Balance \$14,137.18
Payments/Credits -\$6,819.07
New Charges +\$7,492.21
Fees +\$0.00
Interest Charged +\$325.87

New Balance **\$15,136.19**
Minimum Payment Due **\$474.00**

Credit Limit \$25,000.00
Available Credit \$9,863.81

Days in Billing Period: 30

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	25 years	\$38,033
\$591	3 years	\$21,287 (Savings = \$16,746)

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

- See page 2 for important information about your account.
- Please refer to the **IMPORTANT NOTICES** section for any changes to your Account terms and any other communications on **pages 7 - 8.**

Continued on page 3

*7/15/23
Approved to
pay ACH Debit*

↓ 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 8-42008
Enter 15 digit account # on all payments.
Make check payable to American Express.

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

Payment Due Date **07/13/23**
New Balance **\$15,136.19**
Minimum Payment Due **\$474.00**

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 001513619000047400 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 establishments (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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Deduct your payment from your bank account automatically each month.

- Avoid late fees
- Save time

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For information on how we protect your privacy and to set your communication and privacy choices, please visit www.americanexpress.com/privacy.



Blue BusinessSM Plus Credit Card
 BLUE OAK CHARTER SCH
 SUSAN DOMENIGHINI
 Closing Date 06/18/23

Account Ending 8-42008



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
 1-800-521-6121

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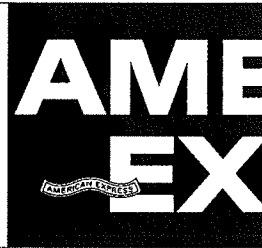
Website: americanexpress.com

Customer Care & Billing Inquiries
 P.O. BOX 981535
 EL PASO, TX
 79998-1535

Payments
 PO BOX 60189
 CITY OF INDUSTRY
 CA
 91716-0189

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 and Less Time to Bills**

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Payments and Credits

Summary

	Total
Payments	-\$6,795.26
Credits	-\$23.81
Total Payments and Credits	-\$6,819.07

Detail

*Indicates posting date

			Amount
Payments			
05/24/23*	PAYMENT RECEIVED - THANK YOU		-\$6,795.26
Credits			Amount
06/04/23	AMAZON MARKETPLACE NA PA AMZN.COM/BILL WA BOOK STORES		-\$23.81

New Charges

Summary

	Total
Total New Charges	\$7,492.21

Detail



SUSAN DOMENIGHINI
 Card Ending 8-42008

				Amount
05/17/23	AMAZON MARKETPLACE NA PA BOOK STORES	AMZN.COM/BILL	WA	\$100.65
05/19/23	AIRBNB * HMRXMW3TMC 4158005959	SAN FRANCISCO	CA	\$703.00
05/19/23	5080 CAMP FOR ARTISANS & CRAFTERS squareup.com/receipts	Clio	CA	\$325.00

Detail Continued

				Amount
05/23/23	AIRBNB * HMBRJJPC9 4158005959	SAN FRANCISCO	CA	\$2,293.31
05/24/23	BOOKSOURCE 0385 314-647-0600	SAINT LOUIS	MO	\$207.52
05/27/23	STAMPS.COM <i>Monthly recurring chg.</i> O481719272 95926	855-889-7867	CA	\$17.99
05/28/23	AMAZON MARKETPLACE NA PA BOOK STORES	AMZN.COM/BILL	WA	\$23.81
05/30/23	AMAZON MARKETPLACE NA PA BOOK STORES	AMZN.COM/BILL	WA	\$85.58
06/01/23	EB *ALLIANCE SUMMER 20 8014137200	SAN FRANCISCO	CA	\$375.32
06/01/23	STAPLES 01484 01484000144861 95928 GRNTR CERT HOLDER 9.5X12 BLK 6	CHICO	CA	\$90.87
06/02/23	OTT* WALDORFINSPIRATIO +18333947473	CAMERON PARK	CA	\$375.00
06/02/23	AMAZON.COM MERCHANDISE	AMZN.COM/BILL	WA	\$81.18
06/03/23	POSTAL PLUS 930553410008320 CHICO@POSTALPLUS.BIZ	CHICO	CA	\$11.90
06/07/23	POSTAL PLUS 930553410008320 CHICO@POSTALPLUS.BIZ	CHICO	CA	\$207.55
06/08/23	Southwest Airlines SOUTHWEST AIRLINES (MASTE From: Sacramento METROPO To: SAN DIEGO LINDBERG Carrier: WN Class: J SACRAMENTO METROPO Date of Departure: 10/25 Ticket Number: 5262462980104 Passenger Name: DOMENIGHINI/SUSAN Z Document Type: PASSENGER TICKET	DALLAS	TX	\$307.97
06/08/23	Southwest Airlines SOUTHWEST AIRLINES (MASTE From: Sacramento METROPO To: SAN DIEGO LINDBERG Carrier: WN Class: J SACRAMENTO METROPO Date of Departure: 10/25 Ticket Number: 5262462980103 Passenger Name: MADRIGALBUCKLEY/MAGDALEN Document Type: PASSENGER TICKET	DALLAS	TX	\$307.97
06/08/23	ALAMEDA COUNTY OFFICE EDU 650000011371 5108870152	HAYWARD	CA	\$350.00
06/08/23	ALAMEDA CTY OFFICE EDUCAT 650000011371 5108870152	JEFFERSONVILL	IN	\$10.50
06/08/23	AllianzTravellInsurance.com866-884-3556 8042853300	RICHMOND	VA	\$49.69
06/08/23	FAIRFIELD INN 552 Arrival Date 06/08/23 Departure Date 06/08/23 00000000	San Marcos	CA	\$368.05
06/08/23	FAIRFIELD INN 552 Arrival Date 06/08/23 Departure Date 06/08/23 00000000	San Marcos	CA	\$368.05
06/14/23	EB *ALLIANCE SUMMER 20 8014137200	SAN FRANCISCO	CA	\$215.26
06/16/23	SUPPLYHOUSE.COM PLUMBINGHVAC	888-757-4774	NY	\$301.10
06/16/23	AMAZON MARKETPLACE NA PA BOOK STORES	AMZN.COM/BILL	WA	\$17.67



Detail Continued

				Amount
06/16/23	MUSICIANSFRIENDWEB 946 818-735-8800	WESTLAKE VILL	CA	\$43.19
06/16/23	MUSICIANSFRIENDWEB 946 818-735-8800	WESTLAKE VILL	CA	\$32.42
06/17/23	AMAZON MARKETPLACE NA PA BOOK STORES	AMZN.COM/BILL	WA	\$221.66

Fees

		Amount
Total Fees for this Period		\$0.00

Interest Charged

		Amount
06/18/23	Interest Charge on Purchases	\$0.98
06/18/23	Interest Charge on Promotional Balances	\$324.89
Total Interest Charged for this Period		\$325.87

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	\$74.00
Total Interest in 2023	\$682.54

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)	\$39.72	\$0.98
Introductory Purchase Rate Expires 12/19/2023 then will go to 18.24% (v)	29.99% (v)	\$13,174.95	\$324.89
Total			\$325.87

(v) Variable Rate



Details for Order #113-5508642-5129058

Paid By: Blue Oak Charter School
Placed By: Maggie Buckley
Order Placed: May 17, 2023
Amazon.com order number: 113-5508642-5129058
Order Total: \$100.65

Not Yet Shipped

Items Ordered	Price
1 of: 24/7 Bags Slider Storage Bags, Gallon Size with Expandable Bottom, 100 Count (4 Packs of 25) Sold by: Hi Bags USA (seller profile) Condition: New	\$22.99
1 of: Bankers Box STOR/File Storage Boxes, Standard Set-Up, Lift-Off Lid, Letter/Legal, Case of 30 (0071304), white Sold by: Amazon.com Condition: New	\$69.99

Shipping Address:
 Blue Oak Charter School
 450 W EAST AVE
 CHICO, CA 95926-7238
 United States

Rest & Recovery supplies - 4302

Shipping Speed:
 FREE Shipping

Payment information

Payment Method: American Express Last digits: 1000	Item(s) Subtotal: \$92.98 Shipping & Handling: \$24.07 Promotion applied: -\$24.07 ----- Total before tax: \$92.98 Estimated Tax: \$7.67 ----- Grand Total: \$100.65
--	---

To view the status of your order, return to [Order Summary](#) .

Your receipt from Airbnb



Receipt ID: RCXA8W3AFW · May 19, 2023

Blairsdén-Graeagle

2 nights in Blairsdén-Graeagle

Fri, Jul 14, 2023 → Sun, Jul 16, 2023

Entire home/apt · 5 beds · 1 guest



Hosted by Cynthia Bastian

Confirmation code: HMRXMW3TMC

[Go to Itinerary](#) · [Go to listing](#)

Traveler: Susan Domenighini

Cancellation policy

Free cancellation before 3:00 PM on Jul 13. Cancel before check-in at 3:00 PM on Jul 14 for a partial refund.

Cutoff times are based on the listing's local time

Have a question?

Find details about payments and refunds in your [payments](#), or try the [Help Center](#).

Price breakdown

\$235.50 x 2 nights	\$471.00
Cleaning fee	\$100.00
Service fee	\$80.61
Taxes	\$51.39
Total (USD)	\$703.00

Payment

AMEX **** 1000	\$703.00
May 19, 2023 · 2:26:35 PM MST	
Amount paid (USD)	\$703.00

Occupancy taxes

Occupancy Taxes include Accommodations Tax (Plumas).

Airbnb Payments, Inc.

Airbnb Payments is a limited payment collection agent of your Host. It means that upon your payment of the Total Price to Airbnb Payments, your payment obligation to your Host is satisfied. Refund requests will be processed in accordance with: (i) the Host's cancellation policy (available on the Listing), or (ii) Rebooking and Refund Policy Terms, available at www.airbnb.com/terms. Questions or complaints: contact Airbnb Payments, Inc. at +1 (844) 294-2500.

Payment processed by:

Airbnb Payments, Inc.
888 Brannan Street, San Francisco, CA 94103

Airbnb, Inc.
888 Brannan St, San Francisco, CA 94103
www.airbnb.com



5080 CAMP / PROFESSIONAL
DEVELOPMENT
LODGING

5804

Coil Baskets

TICKET NO.
2TKG-RB05-HPG1P

TIME & LOCATION

July 15, 2023 at 9:00 AM – July 16, 2023 at 5:00 PM
5080 Sierra Estates Drive, Clio, CA, USA

TICKET TYPE & PRICE

Coil Baskets – \$325

ORDER NO.

2TKG-RB05-HPG

PAYMENT STATUS

Paid



ORDERED BY

Sarah Eblin

ORDER DATE

May 19, 2023



Professional Development

Your receipt from Airbnb



Receipt ID: RCXA8W3AFW · May 19, 2023

Blairsdén-Graeagle

2 nights in Blairsdén-Graeagle

Fri, Jul 14, 2023 → Sun, Jul 16, 2023

Entire home/apt · 5 beds · 1 guest



Hosted by Cynthia Bastian

Confirmation code: HMRXMW3TMC

[Go to itinerary](#) · [Go to listing](#)

Traveler: Susan Domenighini

Cancellation policy

Free cancellation before 3:00 PM on Jul 13. Cancel before check-in at 3:00 PM on Jul 14 for a partial refund.

Cutoff times are based on the listing's local time

Have a question?

Find details about payments and refunds in your [payments](#), or try the [Help Center](#).

Price breakdown

\$235.50 x 2 nights	\$471.00
Cleaning fee	\$100.00
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Total (USD)	\$703.00

Payment

AMEX **** 1000	\$703.00
May 19, 2023 · 2:26:35 PM MST	
Amount paid (USD)	\$703.00

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Payment processed by:

Airbnb Payments, Inc.
888 Brannan Street, San Francisco, CA 94103

Airbnb, Inc.
888 Brannan St, San Francisco, CA 94103
www.airbnb.com



5080 Camp for Artisans & Crafters



Call us anytime
925.639.7801

[Home](#)

[Workshops](#)

[Instructors](#)

[Gallery](#)

[FAQs](#)

Professional Development -

Thank you, Sarah

Your registration for Coil Baskets is complete.

A confirmation email has been sent to: saraheblin@blueoakcharterschool.org

[Download Tickets](#)

[Add to Calendar](#)

Order No. 2TKG-RB05-HPG

Placed on: May 19, 2023

Ticket type	Price	Quantity	Total
Coil Baskets	\$325.00	1	\$325.00
Total			\$325.00

PAID
5/19/22

AMEX CARD \$325.00

5080 Camp for Artisans & Crafters

[Home](#)

[Workshops](#)

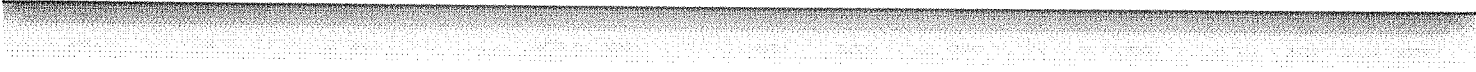
[Instructors](#)

[Gallery](#)

[FAQs](#)



Call us anytime
925.639.7801



Your receipt from Airbnb



Receipt ID: RCS5PP8E9C · May 23, 2023

Anaheim

4 nights in Anaheim

Mon, Jul 17, 2023 → Fri, Jul 21, 2023



Entire home/apt · 8 beds · 6 guests

Hosted by Mandy Estates

Confirmation code: H4BRJJPDC9

[Go to itinerary](#) · [Go to listing](#)

Travelers: Kari Madera, Abby Welch, Susan Domenighini

Cancellation policy

Free cancellation before 4:00 PM on Jul 12. Cancel before check-in at 4:00 PM on Jul 17 for a partial refund.

Cutoff times are based on the listing's local time

Have a question?

Find details about payments and refunds in your [payments](#), or try the [Help Center](#).

Price breakdown

\$579.25 x 4 nights \$2,317.00

Cleaning fee \$195.00

Service fee \$354.64

Total (USD) \$2,866.64

Will be charged in 2 payments

Payment 2 of 2 (USD) \$2,293.31

Payment

AMEX **** 1000 \$2,293.31

May 23, 2023 · 3:24:57 PM MST

Amount paid (USD) \$2,293.31

Airbnb Payments, Inc.

Airbnb Payments is a limited payment collection agent of your Host. It means that upon your payment of the Total Price to Airbnb Payments, your payment obligation to your Host is satisfied. Refund requests will be processed in accordance with: (i) the Host's cancellation policy (available on the Listing); or (ii) Rebooking and Refund Policy Terms, available at www.airbnb.com/terms. Questions or complaints: contact Airbnb Payments, Inc. at +1 (844) 234-2500.

Payment processed by:

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888 Brannan Street, San Francisco, CA 94103

Airbnb, Inc.
888 Brannan St, San Francisco, CA 94103
www.airbnb.com



MTSS CONFERENCE
LODGING

5804



booksource

1230 MACKLIND AVE • ST LOUIS, MO 63110
 BOOKSOURCE.COM • 800.444.0435
 A Division of G.I. Group, Inc.

SEND PAYMENTS TO:
 PO Box 804952
 KANSAS CITY, MO 64180-4952

INVOICE

INVOICE NO: 23140277
 DATE: 05/24/23
 PAGE: 1
 FROM QUOTE: 01074186-1

BILL TO: BLUE OAK CHARTER SCHOOL
 ATTN ACCOUNTS PAYABLE
 450 W EAST AVE
 CHICO CA 95926

SHIP TO: BLUE OAK CHARTER SCHOOL
 ATTN MAGGIE BUCKLEY
 450 W EAST AVE
 CHICO CA 95926

PURCHASE ORDER BUCKLEY042623

SHIP VIA UPS Ground

ACCOUNT NUMBER 008605
 TERMS CC 05/24/23

QTY	QTY	TITLE	ORDER NUMBER	SHIP VIA	ACCOUNT NUMBER	TERMS	LIST PRICE	YOUR PRICE	EXTENDED PRICE
30	30	Books not in collections The Birchbark House	737708	UPS Ground	008605	CC 05/24/23	7.99	6.39	191.70

For ACCOUNTING inquiries related to unpaid invoices, statement requests, refunds, credit card payments, or payment issues, please contact Accounts Receivable at 1-800-444-0435 or via email at acctsrc@booksource.com.

In an effort to go paperless, we would like to email invoices to you! If interested, please reply to acctsrc@booksource.com with an email address(es) to send future invoices to. Thank you!

For BILLING questions, including damaged or missing items, price discrepancies, backorders, or proof of delivery, please contact Customer Care at 1-800-444-0435 or via email at service@booksource.com.

This completes your order. Thank You!

SHIPMENT TRACKING NUMBERS
 126656144204192170

* PAID AMEX CARD

4200 --

PLEASE REPORT ANY SHORTAGES OR DISCREPANCIES ON THIS INVOICE WITHIN 48 HOURS OF RECEIPT OF SHIPMENT.

SUB TOTAL	191.70
TAX	15.82
SHIPPING	0.00
TOTAL	207.52 USD



Final Details for Order #113-9605432-9861020

Paid By: Blue Oak Charter School
Placed By: Maggie Buckley
Order Placed: May 10, 2023
Amazon.com order number: 113-9605432-9861020
Order Total: \$23.81

Shipped on May 28, 2023	
Items Ordered	Price
1 of: 24-Pack Navy Blue Certificate Holders with Gold Foil Designs, Letter-Sized Document Frame Diploma Folder for Graduation, Employee of the Month Awards Sold by: Sparkle and Bash (seller profile) Condition: New	\$18.99
Shipping Address: Blue Oak Charter School 450 W EAST AVE CHICO, CA 95926-7238 United States	Item(s) Subtotal: \$18.99 Shipping & Handling: \$3.00 ----- Total before tax: \$21.99 Sales Tax: \$1.82 -----
Shipping Speed: Standard Shipping	Total for This Shipment: \$23.81 -----

Payment information	
Payment Method: American Express Last digits: 1000	Item(s) Subtotal: \$18.99 Shipping & Handling: \$3.00 ----- Total before tax: \$21.99 Estimated Tax: \$1.82 ----- Grand Total: \$23.81
Credit Card transactions	American Express ending in 1000: May 31, 2023: \$23.81

To view the status of your order, return to [Order Summary](#) .

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2020, Amazon.com, Inc.



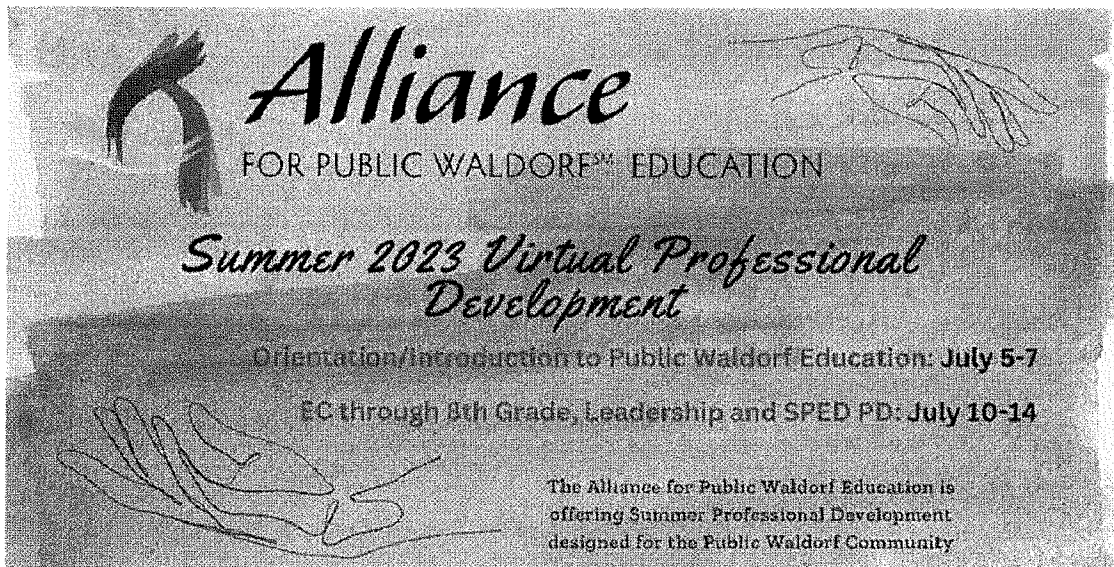
Final Details for Order #113-5881839-2025853

Paid By: Blue Oak Charter School
Placed By: Maggie Buckley
Order Placed: May 30, 2023
Amazon.com order number: 113-5881839-2025853
Order Total: \$85.58

Shipped on May 31, 2023	
Items Ordered	Price
1 Of: CaviWipes by Metrex Disinfecting Towelettes - Large 160/Cannister, Case of 12 Sold by: Honest Medical (seller profile) Business Price Condition: New	\$79.06
Shipping Address: Blue Oak Charter School 450 W EAST AVE CHICO, CA 95926-7238 United States	Item(s) Subtotal: \$79.06 Shipping & Handling: \$0.00 ----- Total before tax: \$79.06 Sales Tax: \$6.52 -----
Shipping Speed: Standard Shipping	Total for This Shipment: \$85.58 -----

Payment information	
Payment Method: American Express Last digits: 1000	Item(s) Subtotal: \$79.06 Shipping & Handling: \$0.00 ----- Total before tax: \$79.06 Estimated Tax: \$6.52 -----
	Grand Total: \$85.58
Credit Card transactions	American Express ending in 1000: May 31, 2023: \$85.58

To view the status of your order, return to [Order Summary](#) .



📅 1 x Ticket
Order total: \$215.26

*Haley Gardner 2nd Grade
Prof. Development
5804 -*

🕒 Wednesday, July 5, 2023 at 8:00 AM - Friday, July 14, 2023 at 4:00 PM (PT)
[Add to Google](#) · [Outlook](#) · [iCal](#) · [Yahoo](#)

[View event details](#)

Alliance For Public Waldorf Education



Questions about this event?

[Contact the organizer](#)

Order Summary

Order #6941913329 - June 14, 2023

\$215.26 paid by American Express

Appears on your card statement as EB *Alliance Summer 20

Haley Gardner	1 x Week #1: Alliance Member (School in Good Standing)	\$215.26
---------------	---	----------

\$215.26

View and manage your order online

Contact the organizer for any questions related to this purchase.

This order is subject to Eventbrite Terms of Service and Privacy Policy, and Cookie Policy.

Your tickets

1 eTicket

The organizer will follow up with instructions on how to redeem your ticket and access the event.

Additional Information

The event organizer has provided the following information:

Thank you for your registration for the Alliance Summer PD. You will receive access to the event schedule through the Sched site before the conference begins.

If you ordered a school ticket, please email membership@allianceforpublicwaldorfeducation.org for registration codes and information for all attendees.

Thanks!

Chamomile Nusz

Membership Director

Order Confirmation for Alliance Summer 2023: Virtual Professional Development

2 messages

Eventbrite <noreply@order.eventbrite.com>

Thu, Jun 22, 2023 at 3:35 PM

Reply-To: membership@allianceforpublicwaldorfeducation.org

To: maggie@blueoakcharterschool.org

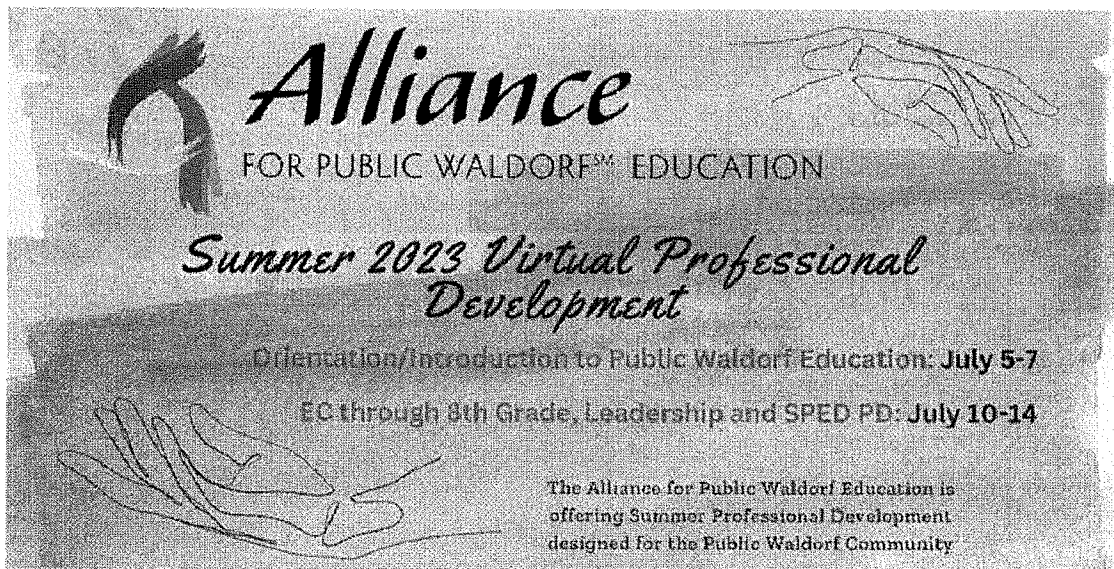
eventbrite


**Maggie,
you've got tickets!**




[Go to My Tickets](#)

Alliance Summer 2023: Virtual Professional
Development



 2 x Tickets

Order total: \$590.58

 Wednesday, July 5, 2023 at 8:00 AM - Friday, July 14, 2023 at 4:00 PM (PT)

[Add to Google](#) · [Outlook](#) · [iCal](#) · [Yahoo](#)

[View event details](#)

Alliance For Public Waldorf Education

[Follow](#)

Questions about this event?

[Contact the organizer](#)

Order Summary

Order #7008164569 - June 22, 2023

\$590.58 paid by American Express

Appears on your card statement as EB *Alliance Summer 20

Debora Cole	1 x Week #1: Alliance Member (School in Good Standing)	\$215.26
Debora Cole	1 x Week #2: Alliance Member (School in Good Standing)	\$375.32

\$590.58

View and manage your order online

Contact the organizer for any questions related to this purchase.

This order is subject to Eventbrite Terms of Service and Privacy Policy, and Cookie Policy.

Your tickets

2 eTickets

The organizer will follow up with instructions on how to redeem your tickets and access the event.

Additional Information

The event organizer has provided the following information:

Thank you for your registration for the Alliance Summer PD. You will receive access to the event schedule through the Sched site before the conference begins.

If you ordered a school ticket, please email membership@allianceforpublicwaldorfeducation.org for registration codes and information for all attendees.

Thanks!

Chamomile Nusz

Membership Director



2019 Forest Avenue
Chico, CA 95928
530 343-8080

: 1484 Register #: 1
6/1/23 Time: 10:46 AM
action: 44861 Cashier: 1841085

Qty	Item	Price	Amount
1	GRTNR CERT HOLDER 634680350034	13.99	13.99
1	GRTNR CERT HOLDER 634680350034	13.99	13.99
	GRTNR CERT HOLDER 634680350034	13.99	13.99
	GRTNR CERT HOLDER 634680350034	13.99	13.99
	GRTNR CERT HOLDER 634680350034	13.99	13.99
	GRTNR CERT HOLDER 634680350034	13.99	13.99
	GRTNR CERT HOLDER 634680350034	13.99	13.99

Subtotal 83.94
CALIFORNIA 8.25% 6.93

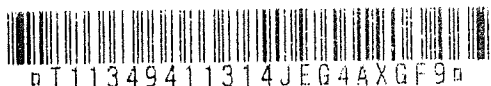
Total 90.87

AMERICAN EXPRESS USD\$90.87
Card No. : XXXXXXXXXXXX1000 [C]
Chip Read
Auth No. : 825900
ATD.: A000000025010801

Staples,
the working and learning store.
Over every tool to take on tomorrow
including products, services
and inspiration that help you
unlock what is possible.

Shop Smarter. Get Rewarded.
Staples Rewards members get up to
5% back in Rewards.
Exclusions Apply. See an associate for
full program details or to enroll.

THANK YOU FOR SHOPPING AT
STAPLES!



11349411314JEG4AXGF9

Customer Copy

This purchase was already approved, but we had to cancel the Amazon order because it was not going to arrive in time for event and Alex offered to purchase some at Staples last minute!

Graduation Certificate Holders

5800 - special
Activity
Expense

APPROVED

SCANNED

to ci
6/1/23
1130

Hunter Hamblin Professional Development 2023-24

2nd
Grade
Literacy
School
Year
Edition

Rent for \$375
3-day rental
Gift this
Rent for \$375

This is a 6 segment course with a bonus segment, songs and movement.

Gift details

Your email
maggie@blueoakcharterscho

Recipient's email
hunterhamblin@blueoakchart

Gift message
You deserve all of the good th

June 2, 2023

Payment details

Name on card
Susan Domenighini

 41000 11 / 2

Total: \$375

We'll email the recipient instructions for activating their gift on June 2, 2023. They can activate at any time.

By clicking below, you agree to our Terms of Service, Cookies Policy, and Privacy Policy. You authorize Waldorf Inspirations to charge \$375 USD (plus any tax), appearing as OTT* WALDORFINSPIRATIO on your card.

APPROVED

Susan Domenighini

Complete purchase



Final Details for Order #113-5843365-1961851

Paid By: Blue Oak Charter School
Placed By: Maggie Buckley
Order Placed: June 2, 2023
Amazon.com order number: 113-5843365-1961851
Order Total: \$81.18

Shipped on June 4, 2023

Items Ordered	Price
1 of: <i>THE ROADMAP TO LITERACY: A Guide to Teaching Language Arts in Waldorf Schools Grades 1 through 3</i> , LANGLEY, JANET Sold by: Amazon.com Condition: New	\$74.99
Shipping Address: Blue Oak Charter School 450 W EAST AVE CHICO, CA 95926-7238 United States	Item(s) Subtotal: \$74.99 Shipping & Handling: \$8.48 Free Shipping: -\$8.48 ----- Total before tax: \$74.99 Sales Tax: \$6.19 -----
Shipping Speed: FREE Shipping	
	Total for This Shipment: \$81.18 -----

Payment information

Payment Method: American Express Last digits: 1000	Item(s) Subtotal: \$74.99 Shipping & Handling: \$8.48 Promotion applied: -\$8.48 ----- Total before tax: \$74.99 Estimated Tax: \$6.19 -----
	Grand Total: \$81.18

Credit Card transactions

American Express ending in 1000: June 4, 2023: \$81.18

To view the status of your order, return to [Order Summary](#).



BLUE OAK SCHOOL
11 WALKER ROAD • CHICO, CA 95926 • (530) 891-1626

Maggie Buckley <maggie@blueoakcharterschool.org>

Purchase receipt

2 messages

Tue, May 16, 2023 at 9:20 AM

Postal Plus <mailserver@notify.postalmate.net>
Reply-To: Postal Plus <postalpluschico@gmail.com>
To: maggie@blueoakcharterschool.org

e-Receipt

*** Postal Plus ***
236 W East Ave, Ste A
Chico, CA. 95926
(530) 891-1626

Save Mart Shopping Center

Flat Rate Legal Envelope	11.90
SUBTOTAL	11.90
TAX	0.00
TOTAL	11.90
TEND Acct - Credit	11.90
Credit account: Account 1	
Open balance: 11.90	

Total shipments: 0
Blue Oak Charter School

#264554
workstation: 20 - Register 1

05/09/2023
12:07 PM

Thank you for shopping local!

www.postalplus.biz
Since 1987!

*Student Mailer
K. Machu/Registrar*

APPROVED

Postal Plus <mailserver@notify.postalmate.net>
Reply-To: Postal Plus <postalpluschico@gmail.com>
To: maggie@blueoakcharterschool.org

Tue, May 16, 2023 at 9:28 AM

[Quoted text hidden]

SCANNED



BLUE OAK SCHOOL
A SDALE JUNIOR HIGH SCHOOL PARTNERSHIP

Maggie Buckley <maggie@blueoakcharterschool.org>

Purchase receipt

1 message

Thu, Jun 8, 2023 at 1:16 PM

Postal Plus <mailserver@notify.postalmate.net>
Reply-To: Postal Plus <postalpluschico@gmail.com>
To: maggie@blueoakcharterschool.org

e-Receipt

*** Postal Plus ***
236 W East Ave, Ste A
Chico, CA. 95926
(530) 891-1626

Save Mart Shopping Center

Mail	233 @ 0.80	186.40
2 oz. Large E	9 @ 2.35	21.15
SUBTOTAL		207.55
TAX		0.00
TOTAL		207.55
TEND American Expres		207.55

Total shipments: 0
Customer: None selected

06/07/2023
01:09 PM

#266682
Workstation: 20 - Register 1
CCTran# ef33940d-a591-46b3-81fd-
24bae71925c4

Thank you for shopping local!

www.postalplus.biz
Since 1987!

K. Machi
Student Mailers

APPROVED

[Signature]

SCANNED

to ci
6/9/23
[initials]

Here's your itinerary & receipt. See ya soon!

View our mobile site | View in browser

RECEIPT FOR BREAKTHROUGH COACH
TRAINING SAN MARCOS
Manage Flight | Flight Status | My Account



Hello friends,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

OCTOBER 25 - OCTOBER 27

SMF ✈ SAN

Sacramento to San Diego

Professional Development
5804 -

Confirmation # **3G8UVF**

Confirmation date: 06/08/2023

PASSENGER Susan Z Domenighini

RAPID REWARDS # [Join](#) or [Log in](#)

TICKET # 5262462980104

EST. POINTS EARNED 2,588

PASSENGER Magdalen Mary Madrigalbuckley

RAPID REWARDS # [Join](#) or [Log in](#)

TICKET # 5262462980103

EST. POINTS EARNED 2,588

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Wednesday, 10/25/2023 Est. Travel Time: 1h 30m Anytime

FLIGHT # 2195	DEPARTS	✈	ARRIVES
	SMF 04:00PM		SAN 05:30PM
	Sacramento		San Diego

Flight 2: Friday, 10/27/2023 Est. Travel Time: 1h 35m Anytime

FLIGHT # 2936	DEPARTS	✈	ARRIVES
	SAN 07:00PM		SMF 08:35PM
	San Diego		Sacramento

Payment information

Total cost

Air - 3G8UVF

Base Fare

\$ 517.52

Payment

Amer Express ending in 2008

Date: June 8, 2023

U.S. Transportation Tax	\$	38.82
U.S. 9/11 Security Fee	\$	22.40
U.S. Flight Segment Tax	\$	19.20
U.S. Passenger Facility Chg	\$	18.00
Total	\$	615.94

Payment Amount: \$307.97

Amer Express ending in 2008
Date: June 8, 2023

Payment Amount: \$307.97

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket numbers: 5262462980104, 5262462980103

All your perks, all in one place. (Plus a few reminders.)



Anytime fare: Your two bags fly free², no change³ or cancel⁴ fees, 10X Rapid Rewards[®] points, and EarlyBird automatic check-in¹⁰ now included (New!). If you need to cancel your flight, no worries, Anytime fares are refundable.⁸ [Learn more.](#)



Don't forget about our Priority and Express Lanes! They get you to the front of the ticket counter faster and help you fly through security.⁹ For priority lane access, look for "Priority Lane" or "Fly By" signs at the Southwest check-in area.



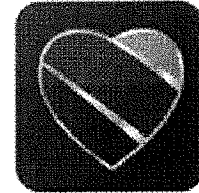
Make sure you know when to arrive at your airport. Times vary by city.



If your plans change, cancel your reservation at least 10 minutes before original scheduled departure time and request your refund. If you don't cancel your reservation in time, you'll receive a transferable flight credit.⁶

Prepare for takeoff

Use our app to make changes to your trip, get a boarding pass, & more.



Earn up to 1,800 Rapid Rewards[®] points.

Plus save up to 30% off base rates with Budget[®].



[Book car >](#)



Earn up to 10,000 Rapid Rewards[®] points per night

Choose a hotel in San Diego.




Have questions about your upcoming trip?

Get all the answers before you leave for the airport.

✓ Payment Successful [227618641]

Print 

Email 

Please, print this page as your receipt and keep it for your records.

A copy of the receipt was sent to sdomenighini@blueoakcharterschool.org.

Transaction Number	227618641
Base Amount	\$350.00
Convenience Fee	\$10.50
Total Amount	\$360.50
Merchant Name	ALAMEDA COUNTY OFFICE EDUCATIO
Payment Date	June 08, 2023 at 9:44 AM PDT

6/8/23
RECEIPT FOR TRAINING
5804 PD - S. Domenighini

Finish

Bill Information

Special Events Payments			
Site Name	Type/FOR/Cause	Comments	Amount
Alameda County Office of Education (ACOE)	S-TAC Community Schools Summit	Susan Domenighini	\$350.00

Personal Information

Full Name Susan Domenighini

Address 450 W East Ave.
Chico, CA, 95926
United States

Phone Number (530) 879-7483

Mobile Phone Number (530) 828-2074

Email Address sdomenighini@blueoakcharterschool.org

Payment Information

Card Number	American Express Credit ending in 2008.
Full Name	Susan Domenighini
Address	450 W East Ave. Chico, CA, 95926
Phone Number	(530) 879-7483

PAYMENT TERMS AND CONDITIONS

CONVENIENCE FEE

A convenience fee is charged by Heartland Payment Systems for making payments on this website. The convenience fee is 3.00 % and will appear as a separate transaction on your monthly statement.. The convenience fee is included in or has been added to your payment.

AUTHORIZATION

By checking the "I agree to the Terms and Conditions" checkbox below I am confirming my acceptance of the convenience fee associated with my payment, which payment is in accordance with the rules and regulations of the agreement between me and my card issuer.

My payment can only be completed upon the acceptance and authorization of my issuing credit or debit card company. If my payment cannot be completed, I will retain the same liability, which is my sole responsibility, for payment as though I had not attempted to make the payment. Furthermore, I may also be liable for additional fees and penalties to the extent of applicable law.

RECEIPT

A receipt can be printed after payment is accepted which will serve as evidence of payment. If you provide an email address during the payment process, a receipt will be emailed to you after the payment is processed.

CONTACT

If for any reason you wish to make a change to the payment after submission, please contact Alameda County Office Education for assistance.

I agree to the Terms and Conditions

Heartland A Global Payments Company

Alameda County Office Education



Fwd: Mail Merge Payment Reminder 6/07/2023

1 message

Susan Domenighini <sdomenighini@blueoakcharterschool.org>
To: Maggie Buckley <maggie@blueoakcharterschool.org>

Thu, Jun 8, 2023 at 6:34 AM

S. Domenighini

Susan Domenighini
Executive Director
Blue Oak School
A Waldorf Inspired Public Charter
(530) 879-7483

CONFIDENTIALITY NOTICE: This communication and any documents, files, or previous e-mail messages attached to it, constitute an electronic communication within the scope of the Electronic Communication Privacy Act, 18 USCA 2510. This communication may contain non-public, confidential, or legally privileged information intended for the sole use of the designated recipient(s). The unlawful interception, use, or disclosure of such information is strictly prohibited. If you are not the intended recipient or have received this communication in error, then you are: (1) notified that any disclosure, copying, distribution, saving, reading or use of this information is strictly prohibited. (2) requested to discard and delete this e-mail and any attachments, and delete all copies of this communication, including attachments, without reading, forwarding, or saving them electronically. (3) Immediately notify me by e-mail or phone that you mistakenly received this e-mail.

----- Forwarded message -----

From: <scasillas@acoe.org>
Date: Wed, Jun 7, 2023 at 7:22 PM
Subject: Mail Merge Payment Reminder 6/07/2023
To: <sdomenighini@blueoakcharterschool.org>

Dear Susan Domenighini,

This is a friendly reminder to please submit your payment for the upcoming S-TAC Community Schools EMPOWER Summit in San Francisco. Payments are now due and must be submitted by the end of this week. Please disregard this message if your payment has already been submitted.

You are welcome to use one of the following payment methods:

- **Payment by Purchase Order (PO):**

Please email a copy to Susana Casillas, scasillas@acoe.org or mail a copy to the address below. Other payment questions can be sent to Susana Casillas, scasillas@acoe.org

- **Payment by Check:**

Please make check payable to:

Alameda County Office of Education

S-TAC Community Schools Summit

313 W. Winton Ave.

Hayward, CA 94544

- **Payment by Credit Card**

To access our online payment system, visit <https://tinyurl.com/STACSUMMIT>

1) On the side tab Click on Special Events Payment

- Site Name: Drop down to Alameda County Office of Education (ACOE)
- Type/FOR/ Cause: Drop down to S-TAC Community Schools Summit
- Comments: Enter Full Name of Attendee(s)
- Amount: \$350/person

Other payment questions can be sent to Susana Casillas, scasillas@acoe.org.

Thank you in advance for your support.

In partnership,

--

Susana Casillas

Administrative Assistant

S-TAC | Community Schools

Social & Emotional Learning Department

Alameda County Office of Education

313 W Winton Avenue

Hayward, CA 94544

Ph: (510) 670-4232 Fax: (510) 670-3232



ALAMEDA COUNTY
OFFICE OF EDUCATION
Alysse Castro, Superintendent



Fairfield Inn & Suites San Diego North/San Marcos

227 West San Marcos Boulevard, San Marcos, California, USA, 92069

PROF. DEVELOPMENT

BREAKTHROUGH COACH
TRAINING

Confirmation Room 1: #71734583 | Room 2: #71734585

The required deposit has been charged to your American Express card.

5804 -

Stay Details

STAY DATES

Wed, Oct 25, 2023 - Fri, Oct 27, 2023

TOTAL FOR STAY

736.10 USD

ROOM TYPE

Guest room, 1 King

ROOMS

2

ADULTS

2

ROOM PREFERENCES

No room preferences were selected.

RATE

Member Rate Prepay Non-Refundable

Summary of Charges

2 room(s) for 2 night(s)

Wednesday, October 25, 2023

167.00 USD

Thursday, October 26, 2023

167.00 USD

Total Cash Rate

334.00 USD

Estimated government taxes and fees

34.05 USD

Total Per Room

368.05 USD

Total for Stay

736.10 USD

Cancellation Policy

You may cancel your reservation for no charge before 11:59 PM local hotel time on June 9, 2023.

After this time, please note that your prepayment for this special rate is non-refundable.



BLUE OAK SCHOOL
CHICO, CALIFORNIA

Maggie Buckley <maggie@blueoakcharterschool.org>

Confirmation for your order 15714781

1 message

SupplyHouse.com <orders@supplyhouse.com>
To: maggie@blueoakcharterschool.org

Fri, Jun 16, 2023 at 12:29 PM



[SIGN IN](#)

Thanks for Your Order

Order #15714781

We'll send you a tracking number as soon as your order has shipped.

Cheers,

The SupplyHouse Team



5610 -

* Facility Repairs & Maintenance

Delivery address

Blue Oak Charter School
450 W East Ave
Chico, CA 95926
(530) 879-7483 ext. 2050
PO #: BOS559

Billing address

Blue Oak Charter School
450 W East Ave
Chico, CA 95926
(530) 879-7483 ext. 2050

Shipping via UPS Ground

Items will arrive Mon, Jun 19		
	Economizer Logic w/ DCV & Commissioning	
	SKU: W7220A1000 Brand: Honeywell	
	1 unit	\$280.75
	\$280.75 each	

Subtotal	\$280.75
Shipping — UPS Ground	FREE

Sales Tax

\$20.35

Total

\$301.10

Payment method:  ending in 2008

Questions

Can I change my order once it's been placed?

Yes! You can edit **your order online** or give us a call at **1-888-757-4774**.

Please note: once we begin to process your order, portions of your order may no longer be editable.

How will you charge me?

When ordering with a credit card, we request your bank to hold the funds until the payment is authorized. This hold is not an actual charge. Your card will first be authorized at the full amount of the order, and then charged as your items are shipped. If your order requires multiple shipments, you'll see multiple smaller charges that add up to your order's original full amount. The charges won't be taken from the authorization but will appear as a new charge. This authorization will usually show as "pending" for a time determined by your bank or credit card company before it disappears.

If you're paying with a debit card, your card will be authorized at \$0.
Orders that are drop shipped will be charged within a few minutes.

How do I get invoices for my order?

Your invoice is always available online here. If you want us to automatically email you invoices, you can update your email preferences here.



Need help?

1-888-757-4774

Or Email Us

Monday – Thursday

8am–7:45pm

Friday

9am–7:45pm

Saturday

9am–5:45pm

Sunday

9am–5:45pm



Final Details for Order #113-7224309-7849061

Paid By: Blue Oak Charter School
Placed By: Maggie Buckley
Order Placed: June 16, 2023
Amazon.com order number: 113-7224309-7849061
Order Total: \$17.67

Shipped on June 16, 2023	
Items Ordered	Price
1 of: SHARPIE S-Gel, Gel Pens, Medium Point (0.7mm), Assorted Colors, 12 Count Sold by: HiTouch Business Services a BU of Staples (seller profile) Business Price Condition: New	\$16.32
Shipping Address: Blue Oak Charter School 450 W EAST AVE CHICO, CA 95926-7238 United States	Item(s) Subtotal: \$16.32 Shipping & Handling: \$0.00 ----- Total before tax: \$16.32 Sales Tax: \$1.35 -----
Shipping Speed: Standard Shipping	Total for This Shipment: \$17.67 -----

Payment information	
Payment Method: American Express Last digits: 1000	Item(s) Subtotal: \$16.32 Shipping & Handling: \$0.00 ----- Total before tax: \$16.32 Estimated Tax: \$1.35 ----- Grand Total: \$17.67
Credit Card transactions	American Express ending in 1000: June 16, 2023: \$17.67

To view the status of your order, return to [Order Summary](#) .

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**Lyons Premium 3-Piece Translucent Soprano Recorder
Transparent Green**

Item: K47282000002000

Condition: New

Estimated delivery 5-8 business days

\$3.99

Qty: 10

Order Subtotal:	\$39.90
Shipping & Handling:	\$0.00
Sales Tax:	\$3.29
Shipping Charge	\$0.00
Order Total:	\$43.19

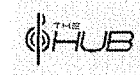
Paid by Credit Card 2008: \$43.19

[Quoted text hidden]

K. McDonald/4th gr.
4302 -
Classroom Supplies



© 2023 Musician's Friend, Inc.
P.O. Box 7479
Westlake Village, CA 91359, USA



Product supply and pricing are accurate at the time this email is sent; however, both may differ depending on when you visit musiciansfriend.com

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Musician's Friend <musiciansfriend@notes.musiciansfriend.com>

Fri, Jun 16, 2023 at 3:20 PM

Reply-To: "reply@notes.musiciansfriend.com" <reply-

HP2v6100000188c64b8713c485dd434b5c38d8127@notes.musiciansfriend.com>

To: maggie@blueoakcharterschool.org



Your Account | musiciansfriend.com

Order Confirmation

Your Order: MFW3845382835

Susan,

Thank you for shopping with us. We've received your order and we'll process it as soon as we can. Once it's out the door, we'll send you follow-up emails with shipping and tracking information.

- All orders are subject to billing verification. If we need additional information to verify billing identity, we'll email you.
- Your order may arrive in multiple shipments.

Your Order

Date: 06/16/23



**Yamaha YRS-20 Soprano Translucent Recorder with
Baroque Fingering Translucent Green**

Item: 460056000244000

Condition: New

Estimated delivery 5-8 business days

\$5.99

Qty: 5

Order Subtotal:	\$29.95
Shipping & Handling:	\$0.00
Sales Tax:	\$2.47
Shipping Charge	\$0.00
Order Total:	\$32.42
Paid by Credit Card 2008:	\$32.42

Shipping & Billing Information

Ship to:

Maggie Buckley
450 W East Ave.
Chico, CA 95926
US
5308797483

Bill to:

Susan Domenighini
450 W East Ave.
Chico, CA 95926
US
5308797483

Shipping Method: ECONOMY_GROUND

Musically Yours,
Musician's Friend
877-560-3807

*K. Machek / 5th gr.
classroom supplies*

**Track an Order | Returns | Contact a Gear Adviser
Manage Your Account | Join Musician's Friend Rewards**



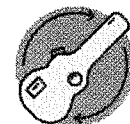
New Offers Daily



Hot Deals



Open Box



Used Gear



We've received your order

2 messages

Musician's Friend <musiciansfriend@notes.musiciansfriend.com>

Fri, Jun 16, 2023 at 3:12 PM

Reply-To: "reply@notes.musiciansfriend.com" <reply-

HP2v6100000188c6442eac989cc0434b5c58d0252@notes.musiciansfriend.com>

To: maggie@blueoakcharterschool.org



Your Account | musiciansfriend.com

Order Confirmation

Your Order: MFW3845382475

Susan,

Thank you for shopping with us. We've received your order and we'll process it as soon as we can. Once it's out the door, we'll send you follow-up emails with shipping and tracking information.

- All orders are subject to billing verification. If we need additional information to verify billing identity, we'll email you.
- Your order may arrive in multiple shipments.

Your Order

Date: 06/16/23



Final Details for Order #113-1784608-6697859

Paid By: Blue Oak Charter School
Placed By: Maggie Buckley
Order Placed: June 16, 2023
Amazon.com order number: 113-1784608-6697859
Order Total: \$221.66

Shipped on June 17, 2023

Items Ordered	Price
2 of: 30 Packs Clear Plastic Ruler 12 Inch Straight Ruler with Centimeter and Millimeter, Metric Rulers Bulk for Kids Classroom School Office Sold by: WANGJINFENG (seller profile) Business Price Condition: New	\$8.99
1 of: SHARPIE Tank Style Highlighters, Chisel Tip, Fluorescent Yellow, 36 Count Sold by: Amazon (seller profile) Business Price Condition: New	\$16.99
1 of: PAPERAGE 36-Pack Composition Notebook Journals, Kraft Cover with Rainbow Spines, College Ruled Lined Paper, Small Size (8 in x 5.75 in) - For School, Sold by: Zeal Concept Inc (seller profile) Product question? (Ask Seller) Business Price Condition: New	\$49.95
2 of: LOLYSIC 16 Pack 8 Hole Recorder Flute, Plastic Recorders Musical Instruments with Cleaning Rod, Beginner Recorder Soprano Recorder for Music Sold by: LUO YING (seller profile) Condition: New	\$15.99
2 of: Zebra Pen Z-Grip Retractable Ballpoint Pen, Medium Point, 1.0mm, Black Ink, - 48 Pieces, Model Number: 22148 Sold by: Amazon (seller profile) Business Price Condition: New	\$17.98
3 of: Westcott Right- & Left-Handed Scissors For Kids, 5" Pointed Safety Scissors, Assorted, 12 Pack (13141) Sold by: Amazon.com Condition: New	\$9.98
1 of: File Folder, 1/3 Cut Assorted Tab, Legal Size, Manila, Great for Organizing and Easy File Storage, 100 Per Box Sold by: Franklin Creative Solutions LLC (seller profile) Business Price Condition: New	\$21.99

Shipping Address:
Blue Oak Charter School
450 W EAST AVE
CHICO, CA 95926-7238
United States

Item(s) Subtotal:	\$204.79
Shipping & Handling:	\$20.51
Free Shipping:	-\$20.51

Total before tax:	\$204.79
Sales Tax:	\$16.87

Shipping Speed:

FREE Shipping

Total for This Shipment: \$221.66

Payment information

Payment Method:

American Express | Last digits: 1000

Item(s) Subtotal: \$204.79

Shipping & Handling: \$20.51

Promotion applied: -\$20.51

Total before tax: \$204.79

Estimated Tax: \$16.87

Grand Total: \$221.66

Credit Card transactions

American Express ending in 1000: June 17, 2023: \$221.66

To view the status of your order, return to [Order Summary](#).

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Your refund for 24-Pack Navy Blue Certificate....

1 message

return@amazon.com <return@amazon.com>

Sun, Jun 4, 2023 at 12:34 AM

To: maggie@blueoakcharterschool.org

amazonbusiness

Refund Confirmation

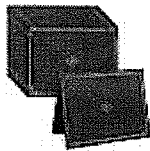
Order # 113-9605432-9861020

Hello Maggie Buckley,

You ordered the item below, but the package is being returned to us by the carrier. We've issued your refund.

You can find the list of possible reasons why the package is being returned to us as undelivered [here](#). If you still want the item, please check your address and place a new order.

[View return & refund status](#)



24-Pack Navy Blue Certificate...

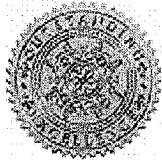
Refund total: \$23.81*

Refund will appear on your original payment method.

[Your Account](#) | [Amazon.com](#) | [Help](#)

* [Learn more about refunds](#)

Products related to your return



CRASPIRE 2" Gold Foil...

★★★★★ 109

\$13.88



Geographics Gold Foil
Award...

★★★★★ 875

\$7.99

Please note that product prices and availability are subject to change. Prices and availability may differ from those you see when you visit

This email was sent from a notification-only address that cannot accept incoming email.
Please do not reply to this message.



BLUE OAK SCHOOL
A COMMITMENT TO EXCELLENCE

Maggie Buckley <maggie@blueoakcharterschool.org>

Successful cancellation of 1 item from your Amazon.com order: #(113-9605432-9861020)

1 message

order-update@amazon.com <order-update@amazon.com>
To: maggie@blueoakcharterschool.org

Thu, Jun 1, 2023 at 9:31 AM



[Your Orders](#) | [Your Account](#) | [Amazon.com](#)

Order Cancellation

Order #113-9605432-9861020

Hello Maggie Buckley,

You've successfully canceled some items from your order. In most cases, you pay for items when we ship them to you, so you won't be charged for canceled items.* For the remaining items that you've not canceled, we'll let you know when they ship. If you would like to view the status of your order or make any changes to it, please visit [Your Orders on Amazon.com](#).

Canceled Items

Order #113-9605432-9861020

Placed on Wednesday, May 10, 2023

24-Pack Navy Blue Certificate Holders with Gold Foil Designs, Letter-Sized Document Frame Diploma Folder for Graduation, Employee of the Month Awards
Sold by Sparkle and Bash

Cancel Reason: Customer Cancelled

If you need further assistance, please visit [Help](#)

We hope to see you again soon.

Amazon.com

*In some cases (e.g. you use a gift card or your debit card is processed as a PIN-less transaction), you may see a charge for a canceled item. If you are charged for a canceled item, we will automatically refund you within 3-5 business days.

This e-mail was sent from a notification-only address that can't accept incoming e-mail. Please don't reply to this message.

Potential Funding Partners For Building July 2023

The first two are full-service firms, much like Turner Impact. They fund and build the project. This allows charters a cheaper build due to labor requirements and other issues.

The second two recorded build sites working with Campanile Group on funding.

Their source of funding is through the issuance of tax-exempt bonds or loans by the school.

[Charter School Capital](#)

<https://mail.google.com/mail/u/0?ui=2&ik=b561f9c2d1&attid=0.1&permmsgid=msg-f:1770613950963296905&th=18927c01dd84aa89&view=att&disp=inline>

[Red Hook](#)

One page

<https://mail.google.com/mail/u/0/#search/charter+school+property+solutions/WhctKXXxCwzXpcmXqsBMcxBvDdtlQKtqSMrJRnKSQWLTpjDmHCBnrqnBJZVblFvmxcRpqV?projector=1&messagePartId=0.2>

Letter of Intent

One Page Description

[Charter School Property Solutions](#)

[Educational Facilities Group](#)

[Campanile Group](#)

John Phan, Principal



Educational Facilities Group



Educational Facilities Group

Mission

Through our expertise in real estate development for K-12 schools, we strive to enhance student learning experiences, foster collaboration, inspire lifelong growth, and cultivate a passion for sports and the arts.

We aim to help shape the future of education in California by pioneering the development of exceptional school facilities, including state-of-the-art sports complexes and art maker spaces.

We are committed to creating innovative, safe, and sustainable spaces that empower students, educators, and communities academically, athletically and artistically.



Key Areas of Work

- Strategic Planning
- Site Selection & Acquisition
- Feasibility Analysis
- Project Management
- Entitlement & Permitting
- Project Financing
- Construction Management



Educational Facilities Group

Strategic Planning

- **Develop an overarching and coherent vision** that encapsulates the school's values, mission, and desired impact which helps provide a unifying direction for decision-making and resource allocation for the project.
- **Coordinate a comprehensive project plan** with clearly defined scope of work, budget, schedule, roles and expectations to enable the project team to navigate project challenges more effectively, safeguard investments, and optimize project outcomes.
- **Conduct a thorough risk assessment** to identify and evaluate potential risks that may affect project success including financing challenges, construction delays, environmental factors, regulatory approvals and unforeseen obstacles. Develop and implement appropriate mitigation strategies to mitigate or minimize the impact of these risks.



Site Selection & Acquisition

- **Evaluation of potential sites and locations for new facilities:** Assess the location of the site in relation to the proximity to existing structures, transportation infrastructure including roads, public transportation, and pedestrian routes, and access to essential services and amenities.
- **Size and Layout:** Evaluate the size and layout of the site to determine its suitability for the intended school facility. Consider the available land area, topography, and any existing structures or features that may affect the development plans. Assess if the site has sufficient space to accommodate the proposed school building, parking facilities, outdoor play areas, and other required amenities.



Educational Facilities Group

Site Selection & Acquisition

- **Land Use and Building Codes:** Determine whether the site is zoned appropriately for educational purposes and understand the local building codes, permits, and regulatory requirements specific to the project.
- **Financial Projections:** Develop financial projections including estimated costs for acquisition, construction, design, consultants and fees to ensure project is within established cost parameters.



Feasibility Analysis

- **Evaluate the anticipated costs** involved in land acquisition, construction, infrastructure development, equipment procurement, staffing, and ongoing operational expenses. Seek viable cost efficiencies as needed.
- **Conduct a financial analysis**, including revenue projections from tuition fees, donations, and potential auxiliary income streams. This analysis will help determine if the project is financially viable, sustainable, and aligned with the expected return on investment. Procure and secure project financing.
- **Analyze a site or location** to assess its suitability and constraints for a new school facility including defining project requirements such as capacity, specialized programs and outdoor spaces; assessing approvals, zoning and regulations; evaluating site constraints, utilities and accessibility; and, engaging with stakeholders to ensure project exceeds goals and objectives.



Project Management

- **Project Planning and Scope Definition:** Develop a comprehensive project plan that outlines the project's objectives, scope, deliverables, and timeline.
- **Budgeting and Financial Management:** Establish a detailed budget that covers all aspects of the project, including construction costs, design fees, permits, equipment, furnishings, and contingency reserves. Implement effective financial management practices to track expenses, manage cash flow, and ensure adherence to the allocated budget.
- **Value analysis:** Implement a systematic and collaborative approach to identify opportunities for cost savings, improve project efficiency, and enhance value without compromising quality or functionality.



Educational Facilities Group

Project Management

- **Stakeholder Engagement and Communication:** Identify and engage with key stakeholders to maintain regular and transparent communication channels to keep stakeholders informed and engaged throughout the project.
- **Proactive Decision Making:** Communicate and make decisions in advance or take preemptive action to address potential issues or seize opportunities before they arise which results in improved planning and preparedness.



Educational Facilities Group

Entitlement & Permitting

- **Research and Due Diligence:** Conduct thorough research and due diligence to understand the local regulations, zoning ordinances, and land-use restrictions specific to educational facilities.
- **Comprehensive Planning:** Develop a complete package including site plan and facility design that adheres to the zoning regulations, building codes, and educational facility requirements.
- **Secure necessary permits and approvals** which typically includes architectural drawings, engineering plans, environmental impact assessments, traffic studies, stormwater management plans, and other relevant documents in accordance with the specific requirements of the permitting authority.
- **Establish communication** with regulatory authorities, plan checkers and inspectors to garner the necessary approvals required for success.



Educational Facilities Group

Financing

- **Project Financial Plan:** Develop a comprehensive financial plan that outlines the estimated costs of the school facility project.
- **Research Funding Sources:** Conduct thorough research to identify potential funding sources for the school facility project including traditional lenders such as banks, educational grants, philanthropic foundations, government funding programs, private investors, and public-private partnerships.
- **Secure project financing:** Work with school partner to secure project financing and prepare the necessary financial documentation to support the funding application. This may include financial statements, business plans, cash flow projections, balance sheets, tax returns, and other relevant financial records.



Relevant Experience

- Team with more than thirty years of combined experience
- Institutional know how and professional partnerships to bear on development projects which equates to unparalleled success
- Work with key city staff and elected officials early in the process to establish project goals
- Deep engagement with the community and city and or county departments
- Demonstrated history of successful developments in communities throughout California, including numerous school facility projects throughout Southern California



Educational Facilities Group

Select Project Portfolio

MSA Santa Ana



Magnolia Science Academy Santa Ana is housed in a new ground up school facility in the city of Santa Ana, California. The new two-story building has over 53,000 square feet of usable space and includes classrooms, science laboratories, offices, sports facilities and associated educational spaces. The school provides a STEAM education to over 1,000 students in Kindergarten through Twelfth grades. EFG worked as the owner's authorized representative to oversee and manage all aspects of the project. The school was delivered in fall 2017.

Prepa Tec



Educational Facilities Group served as the Owner's Authorized Representative on the project. The school is 29,872 square feet with three-stories, 21 classrooms (including science and art labs), cafeteria and library on the two upper floors, with offices, parking and an integrated student pickup and drop-off area on the ground floor. The building has three rooftop decks of various sizes for additional recreation and physical education for a total building area of 45,394 square feet. It was completed in summer 2021.

July 10, 2023



Educational Facilities Group

Renaissance Arts Academy



Renaissance Arts Academy utilizes an open floor plan to implement an integrated classical curriculum with an emphasis on performing arts, focused on dance and music. The school facility design and layout, developed in partnership with the school's founders and design team, reflect the core identity of Renaissance Arts' academic program, and approach to student learning. As the Project Manager, Educational Facilities Group led the acquisition, planning, entitlements, and coordination of the tenant improvements of two existing buildings of 47,000 square feet which house 650 students from Kindergarten through Twelfth grades in northeast Los Angeles. The school was delivered in summer 2017.

July 10, 2023

16

KIPP Corazon Academy



Educational Facilities Group served as the Owner's Authorized Representative on the project. The facility was completed and occupied in July of 2020. The building is three stories, with more than 30,000 square feet of usable in-door space. In addition, the site features a 10,000 square foot play yard. EFG led all due diligence and entitlement work on behalf of the school client, including coordination of the architects, general contractor and all other consultants and service providers through the project.

July 10, 2023



Thank you.



Educational
Facilities
Group

July 10, 2023

Susan Domenighini
Executive Director
Blue Oak School
450 W. East Ave, Chico, CA 95926

Re: Blue Oak School New School Facility

Dear Ms. Domenighini,

Educational Facilities Group (“EFG”) is honored to have been selected to partner with Blue Oak School for the development of the new K-8 grade campus and we are eager to begin the work! We respectfully submit this engagement agreement to Blue Oak School (“BOS”) for charter school facility development services.

EFG will serve as the Project Manager on behalf of Blue Oak School and manage the development of a new school facility for BOS. It is understood that the current scope of the proposed project is the planning and development of a new TK-8 grade campus which shall include classrooms, outdoor play area, flex spaces and staff offices at a new site to be determined.

We fully support the mission and work of Blue Oak School and believe that the organization is greatly improving opportunities for students and families in Chico by having an impactful presence. We truly look forward to partnering and supporting the organization’s growth.

We thank you for the opportunity to be a part of this exciting project. If you have any questions or need additional information, please do not hesitate to contact us at 323-422-9129 or via email at frank@edfacgroup.org.

Sincerely,

Frank Gonzalez
President & CEO
Educational Facilities Group



Engagement Agreement

THIS AGREEMENT is entered into on July 14, 2023 (the “Effective Date”) between Educational Facilities Group, Inc., a California corporation (“Project Manager”), and Blue Oak School a charter school management organization, with offices at 450 W. East Ave, Chico, CA 95926 (the “School”).

School desires to engage Project Manager to provide comprehensive services as more particularly described below in “Services” in the organization, coordination, management, and administration required in connection with the development of a suitable site for School’s facilities, and Owner Representative is willing to provide such services to School.

The parties agree as follows:

Educational Facilities Group, Inc. will serve as the Project Manager for Blue Oak School in the development of the new Blue Oak School campus. The initial phase of services shall include but not be limited to:

- Site selection and assessment
- Comprehensive analysis of each potential site
- Assessing project feasibility from multiple perspectives including costs, schedule, likelihood of garnering permits and approvals
- Conducting research and due diligence with key city agencies such as Chico Planning Division, Building Division, and PG&E to confirm project viability
- Support the organization through lease/purchase and sale negotiations

Educational Facilities Group, Inc. will work with Blue Oak School and its partners, including but not limited to its financial services provider and attorney(s), to develop plans for the facility; work towards securing all necessary approvals and permits and develop the facility in a manner that supports the mission and instructional program of Blue Oak School. The facilities project management consulting services described herein will be delivered at no cost to the organization. Once a lease or purchase and sale agreement is signed services will be provided on a flat fee basis, details to be negotiated in a separate development agreement.

The parties have executed this Agreement as of the Effective Date.

Project Manager
Educational Facilities Group, Inc.

Owner:
Blue Oak School

By: 

By: _____

Name: Frank Gonzalez
Title: President & CEO

Name: Susan Domenighini
Title: Executive Director



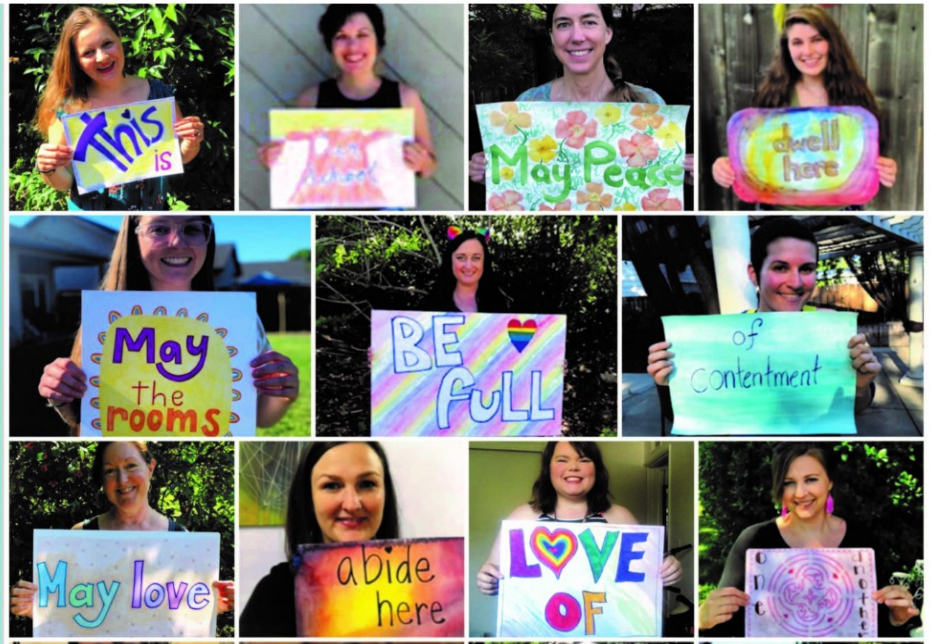
BLUE OAK SCHOOL
A WALDORF-INSPIRED PUBLIC CHARTER (K-8)



Your Forever Home



BLUE OAK SCHOOL
A WALDORF-INSPIRED PUBLIC CHARTER (K-8)



Forever Home

Reflecting Back What We Heard

Begin Wonderful Path To Ownership

Sustained Focus On Student Education

Be Prepared For What Comes Next



BLUE OAK SCHOOL
A WALDORF-INSPIRED PUBLIC CHARTER (K-8)

Educating the Whole Child: Head, Heart and Hands

Since 2001, Blue Oak Charter has been providing a free Waldorf Education to students in grades TK-8 in Chico, CA.

Waldorf schools offer a developmentally appropriate, experiential, and academically rigorous approach to education. The need for imagination, the sense of truth and a feeling of responsibility are the main forces of the model.

Distinguishing factors include "looping teachers", calm, inspiring classroom atmosphere with furniture from natural materials, soothing colors, field trips, art as teaching tool, musical arts, Spanish at all levels and lots of movement.

Currently has 265 kids in grades TK-8 with plans to grow to about 300 and with a preschool 310. Competitive charter area and COVID has impacted enrollment.

Facility challenges include the building being too large and not mission aligned. Lots of blacktop and no grass, owners are very strict and not supportive regarding maintenance issues and tenant improvements. There are two year left on current lease (July '25) and paying roughly \$50k a month in base rent.

Looking for mission aligned Forever Home for years. Looking at ground up but open to other solutions. Turner no longer an option to finance and development so seeking new partner.

Reflecting What We Heard



A Path

Into Your Forever Home

Op1: Purchase land, build building, lease back to Blue Oak and begin path to ownership

Will lead sourcing (Nov.), design (Feb. - Schematic & Design Dev.), entitlement, construction (June '24 to '25) & mgmt. as desired

Will source funding (ground up)

Op2: Acquire building w/ CUP & permits by June '24, build out to capacity for 310 Pre K-8 students by Aug. '25

CSC leads financing of either project: \$6-7mm estimated capacity (development OR acquisition + buildout). With \$3mm in District Bond money: Total Project Cost becomes \$9-\$10mm

Grow to full capacity while maintaining control of building

Transition building into Wonderful Foundations



BLUE OAK SCHOOL
A WALDORF-INSPIRED PUBLIC CHARTER (K-8)

Control Your Forever Home November 2023

Lease building through sale-leaseback

20-year triple-net lease with options to
extend to 40 years

Payment based on development, acquisition
cost and / or any tenant improvements

With A Destination



BLUE OAK SCHOOL
A WALDORF-INSPIRED PUBLIC CHARTER (K-8)

In Partnership

Turn Rent Payments Into a Future Investment

We buy / build your building and lease it back to you

With known payments to plan for expansion, upgrades and growth

With a path to ownership and access to free funds to re-invest in your school

As a charter-focused partner that can expand or build your school, provide money to run your school & kids to fill your school

Quickly & with minimal costs guiding you through every step so you can run your school without setbacks or interruptions



BLUE OAK SCHOOL
A WALDORF-INSPIRED PUBLIC CHARTER (K-8)

Ownership Transitioned Into Wonderful Foundations

Join community of 21 schools over next
two years in pooled-bond transaction

Access Giving Fund to help school
achieve its mission

Draw from Capital Expenditure Fund for
building investments

Building gifted to Blue Oak at term end

Join A
Wonderful
Family



CSC Leads Efforts Into Forever Home

CSC acquires land/building (June, 2024)

Blue Oak enters into lease (June, 2024)

CSC finances & manages buildout (Aug, 2025)

Transition into Wonderful Foundations (Dec, 2025)

School history/performance already understood

School leadership time preserved

Sustained Focus on Education



Next Steps

So You Feel Prepared

Validate Discovery (Today)

Align On Approach (Today)

Decide Board Meeting to Attend (Today)

Set A Proposal Date (After Board Meeting)

Propose MOU Terms (Three Weeks)

Move Into Forever Home (August '2025)



In Support

Your School's Champions



Relationship Lead / Point of Contact

Ryan Eldridge

- Building strong Client Relationships for 25+ years
- Last nine with CSC
- Devoted to serving the needs of children
- Advocate for schools on West / East Coasts



Acquisitions Associate

Jennifer Heath

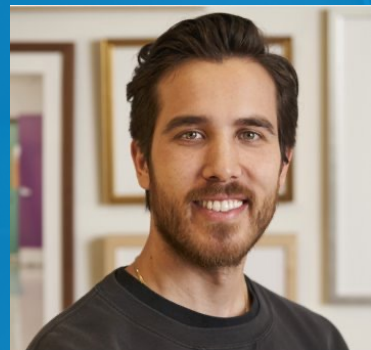
- Commercial Real Estate Professional
- Expertise in Capital Markets & Property Mgmt.
- Passionate about creating sustainable future for students & schools



Schools Advocate

Kirt Nilsson

- 18-year charter school supporter
- Led 20+ schools of choice serving 14k+ students
- SVP contributor to Portland's Universal Preschool Program



Director of Construction & Development

Tommy Alberini

- Bachelor of Science in Business Admin Boston University
- 10+ years of commercial real estate experience
- Passionate about family, authenticity, & analytics



CSC Vision

All kids have access to a nurturing environment where they can flourish.

CSC Mission

We help others get where they are going.

For school leaders, that means getting you the money, resources, and know-how to create thriving schools.

How We Help



Money to
run your school



Money to
buy your school



Kids to
fill your school

How We've Helped

1.8mm

Kids accessing a nourishing school environment

800+

Charter schools supported with the money, resources and know-how

\$2.3B+

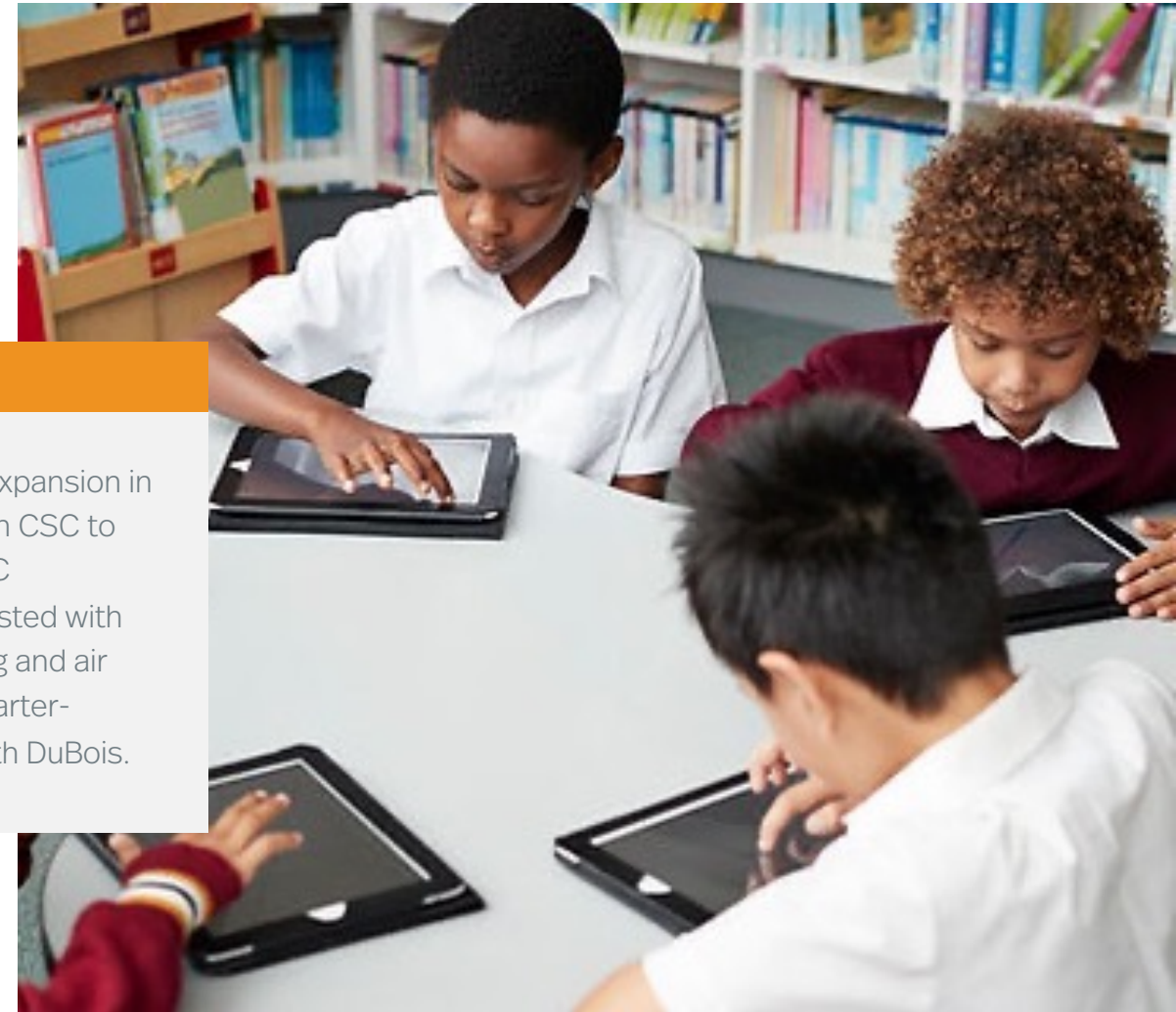
of Money to help charter schools and their kids flourish



Helping DuBois Integrity Academy Grow and Find Their Forever Home

A partnership with DuBois Integrity Academy in Riverdale, Georgia began in 2018 with support for their K-5 school. The leaders at DuBois are dedicated to providing unparalleled STEM programs to their students and have benefitted from CSC's ability to provide a steady flow of money for growth. The relationship between DuBois and CSC—built on a shared vision of offering each student a nourishing school environment where they can flourish—has now spanned 4 years and has included 3 project phases: finding a home, making improvements to their facility, and expanding with a purchase of a second building. DuBois has expanded from 578 students to over 1,300 students.

When it was time for more expansion in 2020, DuBois partnered with CSC to find their forever home—CSC purchased the building, assisted with needed upgrades for lighting and air purification, and set up a charter-friendly lease agreement with DuBois.



Path

Within a year of finding their forever home, DuBois was ready to expand further. CSC purchased a second building allowing DuBois to add grades 6 and 7.

“When we went to do our remodeling program for a new building that we entered into, and we expanded our grade level, Charter School Capital was there every step of the way...with how to think outside of the box—how to make the timing work.”



– CRAIG CASON

Destination

As of 2022, DuBois is in the process of building a third building with a gym, auditorium, and classrooms, ultimately to serve grade 8. In the coming years, CSC will have the privilege of helping DuBois to find a facility for their high school.





Providing Money for Growth at STARS Charter

Sandhills Theatre Arts Renaissance School (STARS) opened in 1999, serving grades K-10. The program at STARS places equal emphasis on the arts and academics, preparing student-artists for well-rounded lives.

At the beginning, STARS had one building. As their programs grew, they had a waitlist but couldn't accommodate more kids.

STARS needed autonomy over their school's home, so in 2018 they partnered with CSC and started on the path to building ownership.



Path

In order to expand their space and grow their programs, STARS partnered with CSC to get money to run their school. They were able to embark upon building projects with minimal disruptions to their thriving programs. With the new, improved space, STARS has been able to dramatically increase enrollment.

Without Charter School Capital, we would not have any of our buildings—or anything that we have at this school...Charter School Capital provided the funding and the avenue for us to expand to what we wanted to be.”

Destination

STARS continues to grow today. They have now partnered with CSC for development plans for an additional 51,000 square feet on the property including three new buildings, a play area, and a parking lot.



– WES GRANER, EXECUTIVE DIRECTOR OF STARS CHARTER SCHOOL

Select Construction & Development Projects

School	Project	State	Total Project Cost	Project Description	Project Photos
Wayne Preparatory Academy	Phase 2 Expansion	North Carolina	\$3,654,117	24k SF single-story high school building expansion on existing school campus comprising full size gymnasium, ten classrooms, two lab classrooms, one art/music classroom, one multi-purpose room, four administrative offices and a full-size high school regulation basketball gym equipped with two locker rooms, concession stand, weight room and bathrooms	  
Dubois Integrity Academy	Phase 2 & 3 Expansions	Georgia	\$25,441,362	Initial \$9mm Phase 2 purchase and renovation of existing office building for use as middle school facility (now complete) followed by \$19mm Phase 3 ground up expansion for future high school and full-size gymnasium (currently underway)	  
STARS Charter	Phase 3 Expansion	North Carolina	\$1,811,631	11k SF single-story ground-up Phase 3 elementary school expansion on existing school campus comprising 11 classrooms	



June 22, 2023

Ms. Susan Domenighini

Executive Director

Blue Oak School

Re: Letter of Intent

Dear Ms. Domenighini,

On behalf of Red Hook Capital Partners ("Landlord"), we are pleased to present the following Letter of Intent for the leasing of commercial real estate to **Blue Oak School** ("Tenant") under the following terms and conditions:

Property Address:	To Be Determined in Chico, CA
Premises:	To Be Determined in zip codes Chico, CA
Landlord:	Red Hook Capital Partners, or a newly formed affiliate.
Tenant:	Blue Oak School
Lease Commencement Date:	TBD
Initial Lease Term:	Twenty Five Years
Base Rental Rate:	To be determined based on 8.5% (subject to change based on Tenants credit) of the total project costs (including acquisition costs, improvement costs, reasonable transaction costs, and Landlord's acquisition and development fees).



Escalations: The Base Rental Rate shall have annual increases equal to 3.0%.

Early Access: Provided there is no interference with construction of Tenant's Improvements and provided Tenant has received its Certificate of Occupancy and provided notice to Landlord of its intent to gain access to the Premises, Tenant, its contractors, subcontractors and agents shall have access to the Premises after lease execution and delivery of certificate of insurance, but before the Lease Commencement Date, with no obligation to pay Base Rent or Operating Expenses and Real Estate Taxes for the purpose of installing furniture, fixtures, cabling and other wiring, and equipment.

Use: Tenant shall use the Premises for the purpose of operating a public charter school. Tenant shall maintain its charter designation through the lease term.

Operating Expenses & Property Taxes: Tenant shall pay all expenses directly associated with the Property including property taxes, insurance, utilities and janitorial expenses.



Repairs & Maintenance
Of Premises:

Landlord shall be required to maintain and repair the Base Building which shall be defined as the foundation, outer walls, and other structural components as set forth in the lease.

Renewal Options:

Tenant shall have two (2), five (5) year Renewal Options. The Renewal Options shall be exercised no later than nine (9) months prior to lease expiration of the initial lease term or the initial option period. The Base Rental Rate shall be the greater of (i) the Fair Market Rental Rate of comparable buildings in the vicinity of the Premises, and (ii) a three percent increase over the Base Rental Rate in the year preceding the first year of the Renewal Option. Three percent annual rent increases will apply during any Renewal Option period.

Tenant Improvements:

Landlord shall improve the property and Premises subject to Tenant's specifications pursuant to working drawings prepared by Tenant and subject to Landlord's reasonable approval, and a tenant improvement work letter to be agreed upon between Tenant and Landlord and attached to the Lease.



Tenant Access:

Tenant shall have access to the building, premises, and all parking areas 24 hours a day 7 days per week.

Signage:

Subject to City approvals and permits, Tenant shall have the right to building top signage and monument signage, at Tenant's sole cost, expense and maintenance subject to Landlord approval which will not be unreasonably withheld.

Building Security:

Tenant shall have the right to install security systems for the Premises.

Non-Disturbance:

Landlord shall provide a commercially reasonable non-disturbance agreement with Landlord's lender in a form acceptable to all parties.

Tenant's Option
To Purchase:

Tenant shall have the option to purchase the Premises (building and land) not earlier than 3 years after the Commencement Date of the Lease and not later than 7 years after such date. The purchase price under this option shall be the price that produces a 11.5% internal rate of return (IRR) to Landlord determined on an unlevered basis, after consideration of all fees paid to and expenses incurred by Landlord.

Compliance
With Codes:

Prior to Lease Commencement, the Building shall comply with applicable



building codes, including all requirements imposed by the City or County.

Security Deposit:

Terms and conditions subject to mutual agreement between Tenant and Landlord.

Lease Form:

The lease document shall be a commercial Single-Tenant Triple Net lease agreement (except as described above) prepared by Landlord and approved by Tenant and delivered after execution of this Letter of Intent.

Exclusive:

Landlord and Tenant agree to work together exclusively for a period of 180 days from the date of this Letter of Intent. Tenant agrees that it will not enter into any contractual or other similar arrangement with other owners of properties or parties who are in the business of developing school facilities in a manner similar to the Landlord.

This Letter of Intent is an outline of proposed terms; it is not an offer by Landlord and except for the last paragraph entitled "Exclusive," (which is binding on the parties) this Letter of Intent is non-binding. Any rental agreement or creation of a tenancy between Landlord and Tenant shall be binding only upon the mutual execution of a formal lease agreement.



Sincerely,

Red Hook Capital Partners IV LLC

Agreed and accepted this ____ day of June , 2023

LANDLORD:

By: Marisa Quintanar

Its: Vice President

Agreed and accepted this ____ day of June, 2023

TENANT:

By: **Ms. Susan Domenighini**

Its: Executive Director, **Blue Oak School**



RED HOOK
CAPITAL PARTNERS

Building Better Schools Together



FEASIBILITY STUDIES

- Red Hook helps schools understand the true feasibility of a potential project
- Red Hook takes the time to investigate the local land use issues along with construction costs within the school's budget
- Red Hook explores various options and negotiates with landlords and property owners



SITE SEARCH

- Red Hook expertly manages the entire development process from entitlements to construction - allowing for the school leader to focus on the educational programming & student recruitment



OPERATIONS & START UP

- As a former charter school operators ourselves we are uniquely positioned to support start up schools
 - We provide another set of eyes on budgets and can talk through staffing and growth plans
- Red Hook can and will provide 100% financing and school pays nothing until move in



TURN- KEY DEVELOPMENT

- RH is attuned to work with schools to develop and design a physical building to represent the community and the academic program mission and vision
 - Takes on 100% of the pre-development costs risk free and assumes the liability if the project fails
 - Embedded within the lease, the school and Red Hook identify the ideal time for the school to purchase the building from RH (ideally when the school has ramped up enrollment)

Red Hook is a real estate development firm focused on the charter school sector. We work with high-quality charter school operators in a variety of ways. Red hook helps charter schools identify, acquire, and develop a suitable site to become a permanent home.



GUN SAFETY

The Blue Oak Charter Council (BOCC) is aware that there is an urgent need to ensure parent and guardian responsibility for the safe storage of firearms and prevention of access to firearms. Having a firearm in the home that is easily accessible to children increases firearm-related injuries, deaths, and crimes, including teen suicide, creating significant local and national public health impacts;

- Guns are a leading cause of death of children in America. Including instances of family fire, which is a shooting involving an improperly stored or misused gun found in the home resulting in injury or death.
- Data show that 75 percent of school shootings are facilitated by children having access to unsecured or unsupervised firearms at home. Eighty-seven percent of children know where their parents' firearms are stored, and 60 percent report that they have handled them.
- Over 80 percent of teens who have died by suicide used a firearm that belonged to someone in their home.

Students, parents, and educators recognized the importance of practicing responsible gun ownership and safety, beginning by keeping all guns and ammunition secured where children cannot access them. Safely locking up or disabling firearms when they are not in the owner's immediate control is highly effective in reducing gun violence and has been found to be the single most effective gun safety measure enacted by states and municipalities.

In compliance with AB 452 & SB 906, Blue Oak shall annually inform parents and guardians of California's child access prevention laws and laws relating to the safe storage of firearms at the beginning of the first semester or quarter of the regular school term. Blue Oak will also report homicidal threats or perceived threats, as defined, to law enforcement.



June 28, 2023

Dear County and District Superintendents, Charter School Administrators, and School Principals:

School Safety Legislation: Effective July 1, 2023

There is an urgent need to ensure parent and guardian responsibility for the safe storage of firearms and prevention of access to firearms. It is also critically important for all schools, districts, and county offices of education to engage multidisciplinary behavioral threat assessment teams to assist in identifying student behavior that could lead to homicidal incidents, to intervene swiftly and effectively to prevent such disasters, and to address identified mental health needs of students.

Two bills were legislated in response to the alarming increase in school shootings in California and throughout the United States, some of which are committed by children who have access to firearms and whose actions have led to injuries and deaths that could have been prevented.

This communication provides an overview of the new laws and a link to model content for parent and guardian notification of California laws regarding safe storage of firearms and prevention of child access to weapons.

The California Legislature (Assembly Bill 452, Section 1, 2023) has found and declared:

- Guns are the third leading cause of death of children in America. Every day, eight children and teens are shot in instances of family fire, which is a shooting involving an improperly stored or misused gun found in the home resulting in injury or death.
- Data show that 75 percent of school shootings are facilitated by children having access to unsecured or unsupervised firearms at home. Eighty-seven percent of children know where their parents' firearms are stored, and 60 percent report that they have handled them.
- Over 80 percent of teens who have died by suicide used a firearm that belonged to someone in their home.

Assembly Bill 452—Pupil Safety: Parental Notification, Firearm Safety Laws

Section 48986 has been added to the California *Education Code (EC)* and requires that beginning on July 1, 2023, **all kindergarten through grade twelve school districts, county offices of education, and charter schools** shall annually inform parents and guardians of California's child access prevention laws and laws relating to the safe storage of firearms at the beginning of the first semester or quarter of the regular school term. You will find Assembly Bill 452 on the California Legislative Information web page at https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB452.

Senate Bill 906—School Safety: Homicide Threats

Sections 49390 through 49395 have been added to the *EC*. This bill seeks to address homicidal threats in middle and high schools and applies only to local educational agencies that serve pupils in any grades from six through twelve as part of a middle school or high school. Local educational agencies serving these pupils must include information about child access prevention laws and laws relating to the safe storage of firearms in the annual notifications to parents/guardians at the beginning of the first semester or quarter of the regular school term. The law states that school officials are required to report homicidal threats or perceived threats, as defined, to law enforcement, who must conduct an immediate investigation and threat assessment, as defined. You will find Senate Bill 906 on the California Legislative Information web page at https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220SB906.

Parent/guardian annual notification that satisfies the model content requirement of Assembly Bill 452 and Senate Bill 906 is available in English and Spanish on the CDE Violence Prevention web page at <https://www.cde.ca.gov/ls/ss/vp/>.

It is our collective responsibility to ensure that students, staff, families, and communities are as prepared and safe as possible. Thank you for your attention and commitment to school safety.

If you have any questions, please contact the CDE School Health and Safety Office at SHSO@cde.ca.gov.

Sincerely,



Tony Thurmond
State Superintendent of Public Instruction

TT:nz

Firearms Safety Memorandum

To: Parents and Guardians of Students in **Blue Oak Charter School**

From: Susan Domenighini

Subject: California Law Regarding Safe Storage of Firearms

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in **Blue Oak Charter School** of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.¹
 - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.²

¹ See California Penal Code sections 25100 through 25125 and 25200 through 25220.

² See California Penal Code section 25100(c).

- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.³
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.⁴

Note: Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

Sincerely,

Susan Domenighini

Date published: TBD
California Department of Education

³ See California Civil Code Section 29805.

⁴ See California Civil Code Section 1714.3.



BLUE OAK SCHOOL

A WALDORF-INSPIRED PUBLIC CHARTER (K-8)

Fiscal Policies and Procedures

July 2023

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Overview

The Blue Oak Charter Council (BOCC) as the Governing Board of BLUE OAK CHARTER SCHOOL has reviewed and adopted the following policies and procedures to ensure the most effective use of the funds of BLUE OAK CHARTER SCHOOL to support the mission and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately.

The BOCC formulates financial policies and procedures, delegates administration of the policies and procedures to the Executive Director and reviews operations and activities on a regular basis.

The Executive Director has responsibility for all operations and activities related to financial management.

Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.

All administrative employees are required to take annual vacations of at least five (5) consecutive days.

The BOCC may appoint someone else to perform the Executive Director's responsibilities in the case of absence.

The BOCC will commission an annual financial audit by an independent third party auditor who will report directly to them. The BOCC will approve the final audit report, and a copy will be provided to the charter-granting agency. Any audit exceptions and/or deficiencies will be resolved to the satisfaction of the BOCC and the charter-granting agency.

Since Blue Oak is a non-profit organization and exceeds the \$2 million revenue threshold, the compensation and benefits of its Chief Executive Officer and Chief Financial Officer will be reviewed and approved by the BOCC upon hiring, contract extension or modification.

Blue Oak Charter does not compensate its officers or BOCC members.

Blue Oak Charter will follow and adhere to both generally accepted accounting principles (GAAP) and Nonprofit Reporting Standards established by the Financial Accounting Standards Board (FASB).

BP 3010 – Budget Development

Policy

The Blue Oak Charter School BOCC recognizes the importance of having a timely and accurate budget, which supports and defines the educational goals of the School. The purpose of this policy is to ensure stakeholder participation in the development and revision of both a current year budget and a multi-year projection budget.

Oversight Calendar and Responsibilities

January - February

1. The Back Office Provider works with the Executive Director to review the Governor's proposed state budget for the upcoming fiscal year, and identify the likely range of revenues for the school's upcoming fiscal year (July 1-June 30).
2. The Business Manager and Executive Director review/prepare a set of proposed budget development principles for BOCC review and approval.
3. Develop a rough planning budget for the upcoming fiscal year, including projected enrollment and any proposed staffing changes.
4. Develop three-year budget projection in accord with the school's established strategic and growth plans.
5. Continue ongoing monitoring and revision of the current year budget.
6. The Back Office Provider and Executive Director review the P-1 attendance report, adjusting the budget as needed if P-1 materially varies from census day counts.

March - April

1. The Back Office Provider and Executive Director develop a formal budget plan for the upcoming fiscal year.
2. No later than April 15th, the Second Interim Budget Report will be prepared by the Back Office Provider and the Executive Director and presented for Finance Committee and BOCC approval. This report will contain current year actuals through January 31st compared to both Initial Budget and Current Proposed Budget.
3. If necessary, the Finance Committee of the BOCC solicits bids for the annual audit and elects an auditor.

May - June

1. The Back Office Provider and Executive Director review revenue projections subsequent to the Governor's annual "May Revise" budget figures and fine-tunes the upcoming fiscal year budget to accommodate any changes. This budget will include monthly cash flow projections.
2. The Back Office Provider and Executive Director verify the budget ties in with LCAP spending.
3. The Finance Committee and BOCC reviews and formally adopts a budget and the Local Control Accountability Plan (LCAP) for the upcoming fiscal year before June 15. A copy of the final budget is provided to the charter-granting agency.
4. Continue ongoing monitoring and revision of the current year budget.

July - August

1. Books for prior fiscal year are closed, all transactions are posted, and records assembled for audit.
2. The budget is updated with actual enrollment information and is ensured to be aligned with the actual adopted governor's budget via the FCMAT calculator.
3. Independent auditor performs an audit of the just-closed fiscal year and prepares an audit report for submission to the Finance Committee and BOCC.

September - December

1. At the end of the first full week of school on census day and again after the P-1 attendance report is available, the Executive Director reviews the Charter School's actual attendance figures and notifies the BOCC if actual attendance is below budget projections. If needed, the school's budget is again revised to match likely revenues.
2. The BOCC reviews a copy of the audit. The Back Office Provider and the Executive Director address any audit exceptions or adverse findings. Audit reports and any follow-up plans are submitted to the charter-granting agency.
3. No later than December 15th, a First Interim Budget Report will be prepared by the Back Office Provider and the Executive Director and presented for BOCC approval. This report will contain current year actuals through October 31 as compared to both Initial Budget and Current Budget.
4. Ongoing monitoring and revision of current year budget.

BP 3020 – Fiscal Control

Policy

The Blue Oak Charter School BOCC is committed to fiscal responsibility and conservative fiscal management. This policy is adopted to ensure that, (1) expenditures are authorized by and in accord with amounts specified in the BOCC-adopted budget, (2) the school's funds are managed and held in a manner that provides a high degree of protection of the school's assets, (3) internal controls and segregation of duties are maintained and (4) all transactions are recorded and documented in an appropriate manner.

Procedures

1. Segregation of Duties, Accounts Payable & Oversight

- 1.1. All proposed expenditures shall be approved by the Executive Director.
- 1.2. Purchases shall be reviewed by the Executive Director for consistency with the BOCC-adopted budget prior to signing a Purchase Requisition form or Purchase Order.
- 1.3. The Executive Director must sign all requests for checks. The Executive Director will review and authorize all invoices prior to payment and recorded as payables. Ongoing, regular invoices, such as utilities, can be pre-approved on an annual basis by the Executive Director as sanctioned by the BOCC.
- 1.4. All transactions will be posted in an electronic general ledger. Transactions will be posted to the general ledger by staff from the back office provider. To ensure segregation of recording and authorization, accounts payable personnel may not sign purchase requests, checks or purchase orders.
- 1.5. All expenditures will be reviewed monthly by both the Finance Committee and the BOCC of Directors in the form of a Check Register/Warrant Report.
- 1.6. Orders will be placed by the Business Office personnel to be delivered to the school site. When received, the requesting teacher or other staff will verify receipt of goods to the purchase order, sales order or invoice before disbursement.

2. Annual Financial Audit

- 2.1. The BOCC will annually contract for the services of an independent certified public accountant to perform an annual fiscal audit for the prior year ending June 30.
- 2.2. The BOCC may elect to enter into a multi-year contract with an audit firm but must change site auditors at least every three years.
- 2.3. The audit shall include, but not be limited to:
- 2.4. An audit of the accuracy of the financial statements
- 2.5. An audit of the attendance accounting and revenue claims practices
- 2.6. An audit of the school's internal control practices

- 2.7. Fraud interviews with at least one BOCC member and 3 staff selected by auditor
- 2.8. If the Federal funding threshold is exceeded, the audit shall be prepared in accordance with any relevant Office of Management and Budget audit circulars
- 2.9. The Audit shall be completed, reviewed by the BOCC, and submitted to the charter granting agency, the County Office of Education, the Office of the State Controller and California Department of Education prior to December 15th of each year.

3. Budget Transfers

- 3.1. The Executive Director has the authority to transfer up to \$3,000 between unrestricted budget line items in order to facilitate continued operations. All such transfers will be reviewed by the Finance Committee and the BOCC at the next regularly scheduled meeting.

4. Banking Arrangements

- 4.1. The School will maintain its accounts either in the County Treasury or at a federally insured commercial bank or credit union. Funds will be deposited in non-speculative accounts including federally-insured savings or checking accounts or invested in non-speculative federally-backed instruments or in the County's Pooled Money Investment Fund.
- 4.2. If funds are held in accounts outside of the County Treasury, the BOCC must appoint and approve all individuals authorized to sign checks or warrants in accord with these policies.
- 4.3. The BOCC will approve, in advance, the list of authorized signers on the school account. At least two individuals but no more than three will be authorized to sign checks. These signers will consist of the CEO, CFO and the Executive Director of Blue Oak Charter School.
- 4.4. The BOCC will authorize all transactions to open and close bank accounts.
- 4.5. The Business Office personnel and the Executive Director will be responsible for all blank checks and will keep them secured.
- 4.6. The School's back office provider will reconcile the school's ledger(s) with its bank accounts or accounts in the county treasury on a monthly basis and prepare (1) a balance sheet, (2) a comparison of budgeted to actual revenues and expenditures to date, and (3) a cash flow statement. The Finance Committee including the Treasurer and Executive Director and the BOCC will review these statements each month.
- 4.7. The School will deposit all funds received as soon as practical upon receipt and in no event later than seven days after receipt. Funds will be in a locked cabinet or safe while awaiting deposit.

5. Purchasing

- 5.1. A good faith effort will be made to obtain the lowest possible purchase price for goods and services of equivalent quality.
- 5.2. All purchases in excess of \$5,000 must be bid by a BOCC-approved process.
Documentation of this effort will be maintained along with purchasing documentation.

The bid process may be suspended in emergency circumstances. The BOCC will then be notified of the expenditure at the next regular meeting.

- 5.3. The Executive Director may authorize expenditures within the approved budget. The Finance Committee and the BOCC will review and accept all expenditures via review of a check register and ACH debits which lists all checks and debits written during a set period of time and includes check #, payee, date, and amount.
- 5.4. Individuals other than the Executive Director are not authorized to make purchases without written pre approval. A Purchase Requisition must be prepared and approved in advance of any purchase requested on behalf of the school. The Executive Director must authorize and sign the purchase requisition prior to purchase. No other individual may authorize purchases. This includes members of the BOCC and subcommittees of the BOCC.
- 5.5. When approving purchases, the Executive Director must:
 - 5.5.1. Determine if the expenditure is budgeted
 - 5.5.2. Determine if funds are currently available for expenditures (i.e. cash flow)
 - 5.5.3. Determine if the expenditure is allowable under the appropriate revenue source
 - 5.5.4. Determine if the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations.
 - 5.5.5. Determine if the price is competitive.
- 5.6. Any individual making an authorized purchase on behalf of the school must provide the business office with appropriate documentation of the purchase.
- 5.7. Individuals who use personal funds to make unauthorized purchases will not be reimbursed. Authorized purchases will be reimbursed by a bank check upon receipt of appropriate documentation of the purchase.

6. Cash on Hand

Other than the minimal cash needed to support fundraising, no cash will be kept on site.

7. Cash Receipts and Deposits

- 7.1. Segregation of Duties – Duties are to be separated when handling cash. A system of checks and balances in which tasks are performed by different individuals for adequate control will be implemented. For example, the same person is not to collect money from students or other payees, post receivables and other accounting records, and prepare and make the deposit.
- 7.2. It is the Executive Director’s responsibility to scrutinize all documents to ensure that the amount being deposited includes everything that was collected.
- 7.3. Mail containing payments is to be opened and recorded in one central location by someone who will have no further involvement with the deposit or accounting for cash receipts. The person opening the mail will record all funds received in a pre-numbered, multi copy receipt book and place it in the business office lock box by the end of that business day. The business office staff will verify that the deposit reconciles with the receipt.
- 7.4. Necessary initial control for in-person or over the counter receipts requires the person who

receives the money to immediately prepare a record of the amount to establish accountability and a basis for proving that subsequent deposits include everything that was received. Pre- numbered, multi copy receipt books are acceptable methods of initial control.

- 7.5. All funds received will be kept in a locked box or safe until ready for deposit. Deposits will be made as soon as practical but at least once per week.

8. Returned (NSF) Check Policy

- 8.1. A returned-check processing fee will be charged for any checks returned as non-sufficient funds (NSF). Unless otherwise pre-approved by the business office or the Executive Director, payment of the NSF check and processing fee must be made by cash, money order or certified check.
- 8.2. In the event that a second NSF check is received for any individual, in addition to the processing fee, the individual will lose check-writing privileges. Payment of the NSF check, the processing fee and any subsequent payment(s) by that individual must be made by money order or certified check.
- 8.3. In the case of NSF checks written by parents of students, failure to pay may result in the withholding of report cards/transcripts at the end of the semester and/or school year until payment is received, unless other mutually agreeable arrangements are approved by the Executive Director and/or BOCC.
- 8.4. If unsuccessful in collecting funds owed, the school may initiate appropriate collection and/or legal action at the discretion of the Executive Director and/or BOCC.

9. Credit/Debit Cards

- 9.1. Credit or Debit cards usage will be limited, carefully controlled and monitored. Using a credit or debit card is the same as handling cash and is subject to the same precautions and requirements.
- 9.2. Credit or debit cards will only be issued to the Executive Director in both his/her name and Blue Oak Charter School upon approval of the BOCC. The Blue Oak Charter School Tax identification number will be used. Any new applications for credit/debit cards must have prior approval by the BOCC.
- 9.3. Credit/debit cards will only be used for traveling on school business or for a legitimate need to purchase goods and services online or in person when a vendor will not accept a purchase order or school check.
- 9.4. The credit card limit will not exceed \$3000.
- 9.5. Credit/debit card purchases will be minimal and infrequent and will not be used to bypass established purchasing procedures.
- 9.6. The school credit card shall be kept in custody on the school site.
- 9.7. The credit card can only be used by the person authorized on the card, and only for such purchases that require a card.
- 9.8. Credit cards may not be used for cash advances or withdrawals at any time, even if the cash

is to be used for a school-related purpose.

- 9.9. Each charge to the credit card must be supported by a receipt of the expenditure and a concise description of the cost or activity and its school-related purpose. The receipt must contain details of the item(s) purchased. If receipts are not available or are missing the individual making the charge will be held responsible for payment.
- 9.10. Credit card accounts shall be paid in full each month; a balance shall not be allowed to be carried over into the next billing cycle.

10. Authority to Enter Into Contracts and Agreements

- 10.1. Except as otherwise provided in these policies, the Executive Director may enter into contracts and agreements not to exceed \$10,000.00 without BOCC approval, provided funds sufficient for the contract or agreement are authorized and available within the school's adopted budget. The Finance Committee and BOCC will be notified at the next regular meeting.
- 10.2. Contracts and agreements in excess of \$10,000.00 must be submitted for BOCC approval and may be executed by the Executive Director, Chief Business Officer, or Chief Executive Officer after the BOCC has duly approved the contract or agreement.
- 10.3. Consideration will be made of in-house capabilities and volunteers to accomplish services before contracting for them.
- 10.4. Business Office personnel will keep and maintain a contract file evidencing the competitive bids obtained (if any).
- 10.5. Competitive bids will be obtained where required by law or otherwise deemed appropriate and in the best interests of the school.
- 10.6. Written contracts clearly defining work to be performed will be maintained in the business office for all contract service providers (i.e. consultants, independent contractors, subcontractors).
- 10.7. Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance currently in effect. The Executive Director may also require that contract service providers list the school as an additional insured.
- 10.8. If the contract service provider is a sole proprietor or a partnership (including LP, and LLP), the business office personnel will obtain a W-9 from the contract service provider prior to submitting any requests for payments to the business office.
- 10.9. The Executive Director will forward contracts and modifications over \$3,000 in writing to the Finance Committee and BOCC for approval prior to signing.
- 10.10. Contract service providers will be paid in accordance with approved contracts as work is performed.
- 10.11. The Executive Director will be responsible for ensuring the terms of the contracts are fulfilled.

11. Record Keeping of Financial Documents

- 11.1. Transaction ledgers, canceled/duplicate checks, attendance and entitlement records, payroll records, and any other necessary fiscal documents will be retained by school staff in a secure location for minimum of seven (7) years, or as long as required by applicable law, whichever is longer. At the discretion of the BOCC or Executive Director, certain documentation may be maintained for a longer period of time.
- 11.2. Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored in a secure offsite location, separate from the school by back office provider.
- 11.3. Financial records will be shredded at the end of their retention period.

12. Asset Inventory

- 12.1. An asset is defined as all items, purchased or donated, with a value of \$1,000 or more and with a useful life of more than one year. The Executive Director shall establish and maintain an inventory of all non-consumable goods and equipment worth over \$1,000.
- 12.2. This inventory shall include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting the school's assets.
- 12.3. All non-consumable school property lent to students shall be returned to the school no later than 5 working days after the end of the school year.
- 12.4. The assigned staff member will make a physical inventory of all assets at least 90 days before the end of each fiscal year, indicating the condition and location of the asset.
- 12.5. The Executive Director will immediately be notified of all cases of theft, loss, damage or destruction of assets.
- 12.6. The sale or auction of property owned by the school with a fair market value in excess of \$ 3,000.00 shall be approved in advance by the BOCC.

13. Payroll Services

- 13.1. An outside payroll service will prepare payroll checks, tax and retirement withholdings, tax statements, and perform other payroll support functions.
- 13.2. The Business Office personnel will establish and oversee a system to prepare time and attendance reports and submit payroll check requests.
- 13.3. All staff expense reimbursements will be on checks separate from payroll checks.
- 13.4. No checks for additional services will be paid outside of the payroll system.
- 13.5. Upon hiring of staff, a personnel file will be established with all appropriate payroll related documentation including a federal I-9 form, tax withholding forms, pay scale, retirement status, and an accounting of the use of sick leave.

14. Attendance Accounting

- 14.1. The Registrar with the support of the Attendance Clerk will establish and maintain an appropriate attendance accounting system to record the number of days students are

actually in attendance and engaged in the activities required of them.

- 14.2. The annual audit will review actual attendance accounting records and practices to ensure compliance.
- 14.3. The attendance accounting practices will conform with the Charter Schools Act and the applicable California Administrative Code sections defining Charter School Average Daily Attendance.
- 14.4. ADA will be computed by dividing the actual number of days of student attendance by the number of calendar days of instruction;
- 14.5. Blue Oak's instructional calendar will include at least the minimum number of days of instruction as provided by the Administrative Code Regulation to avoid any fiscal penalties.
- 14.6. The master schedule, in combination with the annual instructional calendar will document that the school offers an amount of annual minutes of instruction as required pursuant to applicable law.
- 14.7. Independent study shall be in compliance with applicable laws.

15. Financial Reporting

- 15.1. The Executive Director, working in conjunction with the back office provider's representative, will produce and submit to the charter granting agency any and all required fiscal, attendance, enrollment and other data reports as may be required by state or federal law, or mandated by the terms of the school's charter.
- 15.2. The Executive Director, business office personnel and the SBM will prepare the annual financial budget for approval by the Finance Committee and the BOCC.
- 15.3. The Back Office Provider in conjunction with the business office personnel will prepare and submit the following reports for the Finance Committee and BOCC monthly:
 - 15.3.1. Budget to Actual with variance and remaining balance
 - 15.3.2. Cash flow
 - 15.3.3. Donations of \$500 or more
 - 15.3.4. Balance Sheet
- 15.4. The back office representative or business office personnel will provide the Executive Director, the Finance Committee and/or BOCC with additional financial reports, as needed.

16. Loans and Lines of Credit

- 16.1. The Finance Committee and the BOCC will approve all loans and Lines of Credit from third parties. In the case of a long-term loan, approval may also be required from the charter-granting agency in accordance with the terms of the charter petition and/or other lenders in accordance with the loan documents.
- 16.2. Once approved, a promissory note will be prepared and signed by the Executive Director and BOCC President before funds are borrowed.
- 16.3. Employee loans are not allowed.

17. Property and Liability Insurance

- 17.1. The Executive Director shall ensure that the school retains appropriate property and liability insurance coverage.
- 17.2. The Executive Director through the business office personnel will maintain the files of insurance policies, including an up-to-date copy of all certificates of insurance, insurance policies and procedures, and related claim forms.
- 17.3. The Executive Director and the business office personnel will carefully review insurance policies on an annual basis, prior to renewal.
- 17.4. Insurance will include general liability, worker's compensation, student accident, professional liability, and directors' and officers' coverage. Supplementary coverage will cover the after-hours and weekend activities. Coverage will be in line with the limits listed in the school's approved charter petition.

18. Capital Expenditure

- 18.1. Capital – The term capital shall mean equipment with a useful life of more than one year and valued at five thousand dollars (\$5,000) or more, including actual or estimated tax, shipping and handling, and land, buildings, and improvements. All items over five thousand dollars (\$5,000) with a useful life of more than one year shall be capitalized.
- 18.2. Equipment purchased with grant funds or required by the terms of the grant to be tracked as capital.
- 18.3. In addition to items specifically included in the Annual Budget, the Executive Director may purchase capital items costing up to three thousand dollars \$3,000. The purchase of capital equipment exceeding these limits, which has not received prior budget approval, must be approved by the BOCC.

19. Fundraising, Grant Solicitation, and Donation Recognition

- 19.1. The BOCC recognizes the importance of community support of school programs, including voluntary financial contributions, to assist the school in achieving its goals for student learning.
- 19.2. The BOCC is committed to the use of good business practices and internal controls in application to fundraisers and the use of those funds.
- 19.3. Donations and fundraising receipts will be accounted for under a separately coded account within the school accounting system.
- 19.4. The BOCC desires to work cooperatively with the parent community in determining the purposes for which funds may be used to meet the changing needs of the school and its students. The Parent Council is established as the primary fundraising organization within the school.
- 19.5. No pupil will be denied the opportunity to participate in any school activity because of the inability to contribute to any fundraising campaign.
- 19.6. Fundraisers will align with one of the following categories:
 - 19.6.1. Annual Giving Campaign – Designed to support across the BOCC programs or

services which support Blue Oak's public Waldorf program; including but not limited to high quality materials, Specialty needs, or playground equipment.

- 19.6.2. Classroom fundraisers – Designed to support specific classroom activities, i.e. field-trips. Funds raised are accounted for in individual Classroom Funds.
- 19.6.3. Parent Council Fundraisers - Designed to support specific projects as determined by the Parent Council. Funds raised are accounted for in the Parent Council Fund.
- 19.7. All fundraising activities, including online fundraisers, must be approved in writing by administration. With the consent of the Executive Director or designee, the Parent Council or other approved school group, may use the school's name, or any logo attributable to the school as appropriate.
- 19.8. A Fundraiser Application is to be filled out to initiate the approval process.
- 19.9. The Parent Council, the BOCC, and the Executive Director will develop a fundraising calendar at the beginning of the school year so that fundraising efforts can be coordinated. The BOCC shall be notified no later than the next regular BOCC meeting of any changes that are made to the fundraising calendar.
- 19.10. All fundraising or grant solicitation activities on behalf of the school must be approved in advance by the Executive Director and by the BOCC at the next regularly scheduled meeting.
- 19.11. The BOCC shall be informed of any conditions, restrictions, or compliance requirements associated with the receipt of such funds, including grants or categorical programs sponsored by the state or federal government.
- 19.12. The BOCC shall be notified no later than the next regular BOCC meeting of the award or receipt of any funds and shall approve the receipt of any grants, donations of more than \$500, or receipts of fundraising proceeds.

20. Fund Balance Reserve

- 20.1. Financial reserves are needed to manage cash flow and protect the school from unforeseen revenue shortfalls, unexpected costs and economic uncertainties. Financial reserves also allow the school to save for large purchases and reduce the cost of borrowing money.
- 20.2. Blue Oak Charter will maintain a fund balance reserve of at least 3% of the total unrestricted General Fund revenues.
- 20.3. It is the responsibility of the Executive Director to prioritize payments as needed. The Executive Director has responsibility for all operations and activities related to financial management.

21. Expense Reimbursements

Employee

- 21.1. Employees must obtain pre-approval from the Executive Director prior to purchasing an item or service utilizing a Purchase/Check Requisition Form.
- 21.2. Employees will be reimbursed for approved expenditures within ten (10) business days

of presentation of reimbursement request along with appropriate documentation or when cash flow permits.

- 21.3. Receipts or other appropriate documentation will be required for all expenses to be reimbursed. The employee and the Executive Director/designee must sign a Request for Reimbursement Form.
- 21.4. Expenses greater than two months old will not be reimbursed.
- 21.5. Expense reimbursements requested by the Executive Director must be approved by the Chief Business Officer or Chief Executive Officer.

Volunteer

- 21.6. All volunteers will submit a Request for Purchase Form to the Executive Director for all expenses prior to purchasing any item or incurring any expense.
- 21.7. Only items with prior written authorization from the Executive Director will be reimbursed upon completion of a Request for Reimbursement Form and proper receipts.

22. Parking Lot Liability

- 22.1. Parking lot related incidences are not covered under any insurance policy. The school assumes no liability for damage to cars parked in the parking lot during or after school hours.
- 22.2. The only exception to this policy will be when a student is observed by an adult accidentally causing damage to a vehicle while engaged in a school activity, such as physical education equipment breaking a window (e.g. a ball)
- 22.3. Otherwise, liability is as follows:
- 22.4. If a student willfully causes damage (i.e. not an accident as described above), the student's parent or guardian is responsible.
- 22.5. If a parent or other visitor causes damage, that individual is responsible.
- 22.6. If an employee causes damage, the employee is responsible.
- 22.7. If an unknown person causes damage and there is no witness, the affected individual would determine if they have applicable coverage through his/her individual insurance policies.

23. Telephone and Copy Machine Usage

- 23.1. Employees and volunteers will not make personal long distance calls on the telephones without prior approval from a supervisor. Employees and volunteers will reimburse the school for all personal telephone calls.
- 23.2. Employees and volunteers will not make personal copies on the school copy machines without prior approval from a supervisor. Employees and volunteers will reimburse the school for all personal copies at the rate of \$.10 per page black & white, \$.15 per page color copies

24. Political Contributions and Involvement

- 24.1. Contributing to political campaigns or making political donations may jeopardize the Blue Oak's nonprofit status. Blue Oak Charter will not take any position regarding any

political candidate. School officials will not make political endorsements in their official capacity, and expenditure of charter funds for any political purpose is prohibited. However, charter school officials are not prohibited from making endorsements privately.

24.2. Prohibited Contributions, Expenditures, and Uses of Assets and Resources

24.3. Examples of prohibited political contributions, lobbying, and expenditures that support or oppose candidates for public office include, but are not limited to, the following:

24.3.1. Contributions to political parties or political action committees.

24.3.2. Contributions to the campaigns of individual candidates for public office.

24.3.3. Expenditures to print or assist in printing any political materials.

24.3.4. Expenditures for political advertisements.

24.4. The use of any charter school assets or resources for any political activities. This includes such use by management, employees, BOCC members, or other representatives. Charter school managers, employees, BOCC members or other representatives may engage in political activities on their own time, using their personal assets and resources; however, they may not act or appear to be acting on behalf of the charter school and may not use any charter school resources to assist in political activities.

24.5. Blue Oak Charter will comply with all federal and state laws and regulations regarding political contributions, lobbying and expenditures. No federal funds, or assets obtained from federal funds, will be used for any political purposes whatsoever.

BP 3030 – Student Fees, Deposits, and Other Charges

Policy

Blue Oak School is a free, public K- 8 Charter School. The BOCC recognizes that California law requires that a student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. This policy is adopted by the Blue Oak School BOCC with the explicit intent to comply with AB 1575, which states that “A pupil enrolled in a school shall not be required to pay any fee, deposit, or other charge not specifically authorized by law.”

1. Definitions

- 1.1. An educational activity is defined as an activity offered by a school, school Blue Oak Charter, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
- 1.2. A pupil fee is defined as a fee, deposit, or charge imposed on pupils, or a pupil’s parents or guardians, including, but not limited to:
- 1.3. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- 1.4. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform, or other materials or equipment.
- 1.5. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or uniforms associated with an educational activity.

2. Declarations

- 2.1. All supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge.
- 2.2. A fee waiver policy shall not make a pupil fee permissible.
- 2.3. The School shall not establish a two-tiered educational system by requiring a minimum educational standard and also offering a second, higher educational standard which pupils may only obtain through payment of a fee or purchase of additional supplies that the School does not provide.
- 2.4. The School shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil’s parents or guardians. The School shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil’s parents or guardians did not or will not provide money or donations of goods or services to the School.

3. Fundraising Activities

Participation in fundraising activities which solicit donations for the benefit of the school is completely voluntary and will never be a requirement for participation in an educational activity.

4. Fees Authorized by Law

- 4.1. The prohibition on pupil fees as defined above does not prohibit imposition of a fee, deposit, or other charge otherwise allowed by law. As a charter school, Blue Oak Charter is subject to the prohibition on pupil fees and fewer fees authorized by law apply to charter schools.
- 4.2. As a charter school, the School may, but is not required to, charge the following fees:
 - 4.2.1. Transportation – Fees for transportation to and from school, as long as:
 - 4.2.2. The fee does not exceed the statewide average non subsidized cost per pupil;
 - 4.2.3. There is a waiver provision based on financial need; and
 - 4.2.4. Fees are not charged to pupils with disabilities whose Individual Education Program (IEP) includes transportation as a related service necessary for them to receive a free, appropriate public education. (EC Section 39807.5(b), (d), and (f)).
- 4.3. Charges for food served to pupils, subject to free and reduced price meal program eligibility and other restrictions specified in law. (EC Sections 38082 and 38084).
- 4.4. Field Trips:
 - 4.4.1. Fees for field trips and excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities so long as no pupil is prevented from making the field trip or excursion because of a lack of sufficient funds. (EC Section 35330(b)).

5. Complaints

- 5.1. Blue Oak School shall make every effort to comply with laws and regulations regarding fees.
- 5.2. Students, parents or guardians with a complaint regarding fees or charges imposed by Blue Oak School are referred to Blue Oak School BOCC Policy 6090 Uniform Complaint Policy. This policy provides a formal process for expression and resolution of complaints.
- 5.3. If, during the complaint review process delineated in Blue Oak School BOCC Policy 6090 Uniform Complaint Policy, it is found that a complaint regarding a pupil fee or charge has merit, the Charter School shall reimburse the fee or charge to all affected pupils, parents, or guardians.

BP 3040 – Travel Expense and Reimbursement Policy

Policy

Blue Oak Charter School recognizes that school employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Executive Director shall authorize payment for actual and necessary travel expenses in accordance with the adopted budget and upon determining that the travel is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Blue Oak Charter School assumes no responsibility for personal automobiles used for business.

Procedures

1. Approval & Claims

- 1.1. An employee shall obtain approval from the Executive Director or designee prior to traveling.
- 1.2. The Executive Director must pre-approve all out of town travel.
- 1.3. All expense reimbursement claims shall be submitted on a Blue Oak Charter form, within 10 working days following return from travel. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet school policy criteria for reimbursement.
- 1.4. The Executive Director or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to Blue Oak Charter business.
- 1.5. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

2. Expenses

- 2.1. Reimbursement of travel expenses shall be based on actual expenses as documented by receipts.
- 2.2. Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, and lodging when Blue Oak Charter business reasonably requires an overnight stay, registration fees for seminars and conferences, and other necessary incidental expenses.

Mileage Reimbursement

- 2.2.1. Employees will be reimbursed for mileage when pre-approved by an Executive Director.
- 2.2.2. Reimbursement will be based on the standard mileage rate as authorized by the Internal Revenue Service in effect at the time of travel for the distance traveled, less the distance from the employee's residence to the school site for each direction traveled.

For incidental travel, mileage will only be reimbursed if the one-way mileage

exceeds 10 miles.

2.2.3. Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

2.2.4. The Blue Oak Charter shall not reimburse personal travel expenses including, but not limited to, alcohol, entertainment, laundry, in-room telephone, in-room honor bar, expenses of any family member who is accompanying the employee on Blue Oak Charter-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on Blue Oak Charter business.

Meal Reimbursement

2.2.5. Employees may choose to be reimbursed for the actual cost of meals while in training or conducting school business. Meal costs shall be reimbursed based on documented actual expenses within the maximum amounts established by the BOCC and based on the time of day that travel for school business begins and ends. To qualify for reimbursement the following leave and return times apply:

Breakfast: leave before 6:00 am;

Lunch: leave before 11:30 am or return after 1:30 pm

Dinner: leave before 4:00 pm or return after 6:30 pm.

For example, breakfast will not be reimbursed for single day training in Sacramento that begins at 9:00 am. It is assumed the employee will have breakfast at home before leaving for the training.

2.2.6. Any expense that exceeds the maximum rate of reimbursement established by the Blue Oak Charter shall be reimbursed only with the approval of the Executive Director.

2.2.7. A detailed receipt must be provided with the expense claim showing the cost of food, beverages and gratuity for each meal claimed. Unless automatically assessed by the restaurant, the gratuity should not exceed 18% of total pre-tax cost of meal.

Overnight Stays

2.2.8. Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by an Executive Director and the event is more than 100 miles from either the employee's residence or the school site.

2.2.9. Lodging arrangements should be based on convenience, and rates should be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered.

2.2.10. If an employee is accompanied by a non-employee such as a family member or friend and as a result incurs additional costs, those additional costs are the responsibility of the employee.

Travel Advances

2.2.11. Travel advances are discouraged but if deemed necessary, a travel advance requires written approval from the Executive Director via a formal check request.

- 2.2.12. Travel advances require receipts for all advanced funds.
- 2.2.13. After the trip, the employee must enter all of the appropriate information on an expense Reimbursement Claim and submit it to the Executive Director for approval and then on to the business office for processing.
- 2.2.14. If the advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check. Excess travel advance funds may not be carried forward to a future expense claim.
- 2.2.15. If the advance is less than the amount of the receipts, the difference will be reimbursed to the employee as soon as possible, with cash flow permitting, in accordance with the expense report.

Air Travel

- 2.2.16. Air travel paid by the employee cannot be reimbursed until after the event.
- 2.2.17. A brochure or flyer describing the event and reason for air travel must be submitted with the travel claim.
- 2.2.18. Supporting documentation from the airline must include travelers name, ticket number, departure/return dates, and amount of fare and method of payment.

Conference Registration & Materials

- 2.2.19. Conference fees paid by the employee will not be reimbursed until after the event and proof of attendance and payment have been submitted.
- 2.2.20. Original itemized receipts must be submitted for any materials purchased while attending a conference.

Lodging

- 2.2.21. Hotel bills paid by the employee will not be reimbursed until after the stay.
- 2.2.22. A brochure or flyer describing the reason for hotel stay must be submitted with the travel claim.
- 2.2.23. Finalized bill must include the hotel occupant's name, dates of stay and method of payment.

Taxi, Bus Shuttle Service, Parking, Tolls

- 2.2.24. Original receipts must be submitted.
- 2.2.25. If receipts cannot be obtained for these services, employees must document on paper the type of service, location, date and amount of expense.

Rental Cars

- 2.2.26. Car rental and fuel is allowable for out-of-Blue Oak Charter travel. Rental must be pre-approved by the Executive Director. No mileage reimbursement allowed.

3. Excluded Expenses

- 3.1. Excluded expenses include but are not limited to alcohol, entertainment, video rentals and laundry service.
- 3.2. Employees should request separate checks for alcohol and for expenses incurred by any individual they are accompanied by who is not employed by the School.