

**Blue Oak Charter School
450 W. East Avenue, Chico, CA 95926
Meeting Room 24**

**FINANCE COMMITTEE
REGULAR MEETING APPROVED MINUTES**

Join Zoom Meeting

<https://us06web.zoom.us/j/84359772769?pwd=J1YzMTZVWz8Wf7V2tEBiSICKMo6kbRb.1>

Meeting ID: 843 5977 2769

Passcode: cArTu0

Tuesday March 12, 2024 - 4:15 PM

Vision: To be a model for successful education of the whole child.

Mission: To nurture and deepen each child's academic and creative capacities using methods inspired by Waldorf education in a public school setting.

Notice: Any person with a disability may request the agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting at, 450 W. East Ave., Chico, CA or by calling (530) 879-7483 between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday (at least 48 hours before the meeting). All efforts will be made for reasonable accommodations.

Blue Oak Charter Council (BOCC) may tape, film, stream, or broadcast any open BOCC Meeting. The BOCC Chair may announce that a recording or broadcasting is being made at the direction of BOCC members and that the recording or broadcast may capture images and sounds of those attending the meeting. Any BOCC recording may be erased or destroyed 30 days after the meeting. All times noted on the agenda are approximate and listed solely for convenience. The Board may hear items earlier or later than is noted and may move the order of agenda items.

AGENDA

OPEN SESSION - 4:15 PM

1. OPENING

1.1. Call Meeting to Order 4:20pm

1.2. Roll Call of Committee Members and Establish Quorum

Name	Present	Absent
Trisha Atehortua	X	
Susan Domenighini	X	
Kate McDonald		X
Cheryl Grant	X	
Elizabeth Nail	X	

1.3. Invocation - School Verse Read

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

1.4. Audience to Address the Committee

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

1.5. Agenda Modifications (None)

1.6. Approve Minutes - January 16, 2024 & February 13, 2024 (No vote)

Motion to approve the minutes by Elizabeth Nail. Second by Susan Domenighini.

➤ Vote.

Name	Yes	No	Abstain	Absent
Trisha Atehortua	X			
Susan Domenighini	X			
Kate McDonald				X
Cheryl Grant	X			
Elizabeth Nail	X			

➤ Vote passes.

2. FINANCIAL REPORTS

2.1. Charter Impact Monthly Report (December/January) Annie Gilbert-Charter Impact

2.2. Attendance and Enrollment

2.2.1. Cash Flow

2.2.2. Balance Sheet Detail

2.2.3. Warrants/Aged Payable

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

Presenting financials from February 2024. We last reported through the end of December. Enrollment is the same 28 down from the budget forecast of 234. Revenue forecast increased by \$70k for Community Engagement Initiative. Forecast deficit \$43,545 with addition of Community Engagement. Based on the current level of spending , cash is forecast to be \$381k at June 30th, 2024 representing 32 days cash on hand. Days cash on hand is a new addition to the report that is important to our future when we start looking at funding for the new school site. Lenders look at this information when deciding who to lend to. The Charter Council will be approving the 2nd interim budget at next week's meeting. This should have been on this agenda but was an oversight. Attendance Data & Metrics show the unduplicated pupil data that shows up in February with other data and this is what the State uses to determine funding. So February is a good month to get a benchmark for where we will end up. The attendance ADA is 217 and the Attendance rate is at 92.6%. Attendance is a struggle for the entire state. This is an actually good rate. The one time funding of \$779k will decline as it comes to an end this year. In 2024-25 you see from the report that it goes down to \$214k then after that in 2025-26 it declines again to \$51k. Susan mentions that we received a tremendous amount of money

for the last two years and did not spend any of it last year. However, we are spending it this year on critical items. Annie adds -The annual allocation is going down. A significant amount of ELOP funds will be going into Facilities. Susan - As we look forward to next year there will be budget adjustments made but we do not expect this will impact our services but we may have to fund Facilities in a different way. This year ELOP has been new and we have been exploring and trying a variety of programs to see what works. For next year we may offer only the programs that were popular this year. The funds that will be available next year will be about half of what we have this year. Overall expenses increased \$121,073k. We budgeted \$4,181,368 actual expenses were 4,302,441. Fund Balance - Forecast deficit (\$43,545). Year end fund balance projected at 15.7%. We definitely need to watch our expenses as we move forward. We do not want to see expenses increase. Cash balance \$770k. Year end projected to be \$381k = 32 days cash on hand. A healthy cash on hand for financing is 60 days. Expenses for the year divided by 365 days in the year. If our expenses were reduced we would have more days cash on hand.

Review of Compliance Deadlines.

Review of 2nd Interim Budget Report. There is nothing new with this report; it is just a retelling of information that has already been presented in previous meetings. We had increased expenses and increased revenue that actually made us break even. The three year projection shows the adjustments made to expenses so they would be at net zero instead of a deficit. The reason for this is back to the one time funding that dropped off. We need to right size our expenditures so we maintain a neutral or a positive year end surplus.

- 2.3. Point of Sale Transactions/Check Register (Feb 2024)
 Motion to approve Susan Domenighini. Second by Elizabeth Nail.

➤ Vote.

Name	Yes	No	Abstain	Absent
Trisha Atehortua	X			
Susan Domenighini	X			
Kate McDonald				X
Cheryl Grant	X			
Elizabeth Nail	X			

➤ Vote passes.

2.4. Credit Card Statement

(Feb 2024)

Motion to approve Elizabeth Nail. Second by Trisha Atehortua.

➤ Vote.

Name	Yes	No	Abstain	Absent
Trisha Atehortua	X			
Susan Domenighini	X			
Kate McDonald				X
Cheryl Grant	X			
Elizabeth Nail	X			

➤ Vote passes.

3. BUSINESS

3.4 Executive Directors Report

Susan Domenighini

We are beginning to look at budgeting for next school year. We are looking at staffing cuts particularly to teaching and aides staff to balance the budget. We have not addressed the remainder of the clerical staff as we do not know how much the lunch program will be bringing in so it is unclear how much support we will be able to have. We have some one time funds from last year for planning a preschool program which we didn't do this year because implementing two new programs in one year seemed like too much. We put this off until this year. I am looking at this as an option for next year. We have done some preliminary work on this but my biggest concern is that we are covering our costs and making money for the school. I will be meeting with an associate that will be able to help me work through the details and potential for this program. I'll be meeting with district representatives to do our "spring review". We planned on the ERC (Employee Retention Credit) money coming in but we do not know when this funding will come through. This would increase our cash balance. We have approximately \$150k in arts and music funding over the next three years that was proposed to be spent but the board has approved only one year. There are two different types of arts and music funding one from the legislature and one from a ballot bond measure. Each has different restrictions. We are discussing the arts and music funding that is a bond measure. The legislature provided this funding, called it "arts and music" funding to be used as they specified but also then increased the amount of retirement benefits we are now required to pay. There were complaints about this so then the legislature said schools could use these funds to support the retirement benefits increase. It is restricted it to use for arts and music but then changed

their minds and said we could also use it to pay for the retirement benefits they increased and provided no funding for. It can be confusing. In addition, there will be other arts and music funding that is coming through in the near future. We will be discussing this more in upcoming meetings. These are just some of the challenges balancing the budget and affording the purchase of a new building. We will start looking at the budget for next year at next month's meeting. We took on the new lunch program this year by ordering our own food and planning menus and researching the requirements for the program and the additional costs. We are not sure how much we will be getting for funding. We do know that it is enough to cover the food for the program but the additional costs still have to be looked at. This is a new income stream for us. Some of the funding we hope will cover staffing and clerical costs but it is still unknown how it will impact the school budget. There will be no new hires at this time.

3.5 IRS Moratorium - new employee retention claims - They have restarted the payouts but at a slower rate so we are not certain when these funds will be allocated.

3.7 Teacher Remuneration - Revisit next meeting for discussion - There was a discussion about the amount that teachers were paid for online training. Susan has done some research but she would like to delay this discussion for when all members of the Committee are here.

3.8 Admin Payscale - Revisit next meeting with corrections. Review of proposed scale. There were some discrepancies. This will be revisited next meeting with updated data.

3.9 Audit Contract - Time for us to approve our auditor for next year. Susan recommends that we continue on with CLA for 2024. We have a list of approved auditors to consider for future audits. This is to assure that we are reviewing this as it has not been considered in a while. We will reach out to other firms and give the committee three options for future consideration. So by March of 2025 we will do this review.

4. NEXT MEETING - Tuesday April 9, 2024

5. ADJOURNMENT - 5:44pm

Minutes Taken By: Maggie Buckley

Approved by: _____ Date: _____

➤ Vote.

Name	Yes	No	Abstain	Absent
Trisha Atehortua				
Susan Domenighini				
Kate McDonald				
Cheryl Grant				
Elizabeth Nail				

➤ Vote passes.