

**Blue Oak Charter School  
450 W. East Avenue, Chico, CA 95926  
Meeting Room 24  
FINANCE COMMITTEE  
REGULAR MEETING AGENDA**

**Tuesday June 11, 2024 - 4:15 PM**

**Join Zoom Meeting**

**<https://us06web.zoom.us/j/87406310280?pwd=Hgw1Rv9ZS9m4eSUV01xXVnbEQnrUy2.1>**

**Meeting ID: 874 0631 0280**

**Passcode: GBE7gS**

**Tuesday June 11, 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.*

*Virtues: Hold Reverence - Have Courage - Build Friendships - Seek Wisdom - Show Compassion*

**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 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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**AGENDA**

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**OPEN SESSION - 4:15 PM**

**1. OPENING**

**1.1. Call Meeting to Order**

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

**1.3. Invocation - School Verse Read**

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

**1.4. Audience to Address the Committee**

*This is the opportunity for members of the community to address the committee concerning items not on the agenda. 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
- 1.6. Approve Minutes - **May 14, 2024**

**2. FINANCIAL REPORTS**

- 2.1. Charter Impact Monthly Report <sup>MAY 2024</sup> ~~(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)*
- 2.3. Point of Sale Transactions/Check Register (May 2024)
- 2.4. Credit Card Statement (May 2024)

**3. BUSINESS**

- 3.1. LCAP Discussion
- 3.2. BCOE Outside Butte County Selpa
- 3.3. Family First Contract

**4. NEXT MEETING - Tuesday, July 9, 2024**

**5. ADJOURNMENT**

Minutes Taken By: Maggie Buckley

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

**Blue Oak Charter School**  
**450 W. East Avenue, Chico, CA 95926**  
**Meeting Room 24**  
**FINANCE COMMITTEE**  
**REGULAR MEETING AGENDA**

**Join Zoom Meeting**

<https://us06web.zoom.us/j/84436945332?pwd=2pJNxW7EoZRyeM01mz35v5qejoSkrT.1>

**Meeting ID: 844 3694 5332**

**Passcode: B36zeC**

**Tuesday May 14, 2024 - 4:15 PM**

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Virtues: Hold Reverence - Have Courage - Build Friendships - Seek Wisdom - Show Compassion

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**AGENDA**

**OPEN SESSION - 4:15 PM**

**1. OPENING**

- 1.1.** Call Meeting to Order 4:29pm
- 1.2.** Roll Call of Committee Members and Establish Quorum

| <b>Name</b>       | <b>Present</b> | <b>Absent</b> |
|-------------------|----------------|---------------|
| Trisha Atehortua  |                | X             |
| Susan Domenighini | X              |               |
| Kate McDonald     | X              |               |
| Cheryl Grant      | X              |               |
| Elizabeth Nail    | X              |               |

|  |   |  |
|--|---|--|
| Kristen Woods proxy for Trisha Atehortua | 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**

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No audience members addressed the Finance Committee.

**1.5. Agenda Modifications -None at this time.**

**1.6. Approve Minutes - April 9, 2024**

Motion to approve Elizabeth Nail. Second by Susan Domenighini.

Vote.

| Name                                     | Yes | No | Abstain | Absent |
|--|-----|----|---------|--------|
| Kristen Woods proxy for 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 (March/April)**

**Annie Gilbert-Charter Impact**

Enrollment forecast 233, down (29) from budget, April ADA 211.5  
 Revenue forecast +116K from March due to January apportionment recognized  
 Forecast deficit (\$20K) with Actuals through April

Based on current level of spending, cash is forecast to be \$257K at June 30, 2024 representing 21 days cash on hand.

**Enrollment and Per Pupil Data Attendance Metrics**

Expenses per ADA higher than revenue per ADA (\$20,618 vs \$20,526)

Enrollment 234, down from budget 262.

91% ADA forecast (216.7) and rolling UPP 60%.



LCFF is calculated at approx. \$12,000 per ADA.

**Enrollment & Per Pupil Data Attendance Metrics**

Actual Forecast Budget

Average Enrollment Actual 234 Forecast 234 Budget 262

ADA Actual 211 Forecast 213 Budget 244

Attendance Rate Actual 90.2% Forecast 91.0% Budget 93.0%

Unduplicated Actual % 60.0% Forecast 60.0% Budget 58.4%

Revenue per ADA Forecast \$20,526 Budget \$17,280

Expenses per ADA Forecast \$20,618 Budget \$17,161

**Revenue**

April Updates

Reduced ADA cuts (\$314K)+ from budget.

Additional \$70K Revenue from Community Engagement Initiative included in current year

Forecast includes additional \$779K one-time funding, declining in future years.

Year-to-Date Annual/Full Year

Actual Budget Fav/(Unf) Forecast Budget Fav/(Unf)

**Revenue**

State Aid-Rev Limit \$ 2,019,638 \$ 2,155,693 \$ (136,055) \$ 2,593,775 \$ 2,908,486 \$ (314,710)

Federal Revenue 117,728 152,719 (34,991) 322,497 244,096 78,401

Other State Revenue 466,908 661,884 (194,976) 1,364,148 997,758 366,390

Other Local Revenue 83,773 53,400 30,373 90,373 60,000 30,373

Total Revenue \$2,688,047/\$3,023,697/\$(335,650)/\$4,370,793/ \$4,210,340/ \$160,453

|   | 2022/23   | 2023/24   | 2024/25   | 2025/26   |
|---|-----------|-----------|-----------|-----------|
| Educator Effectiveness Block Grant      | \$30,637  | \$25,446  | \$20,257  | \$ -      |
| Arts, Music and Instructional Materials | \$ -      | \$51,516  | \$51,516  | \$51,516  |
| Prop 28                                 |           |           | \$40,905  | \$40,905  |
| Learning Recovery                       | \$ -      | \$142,992 | \$142,992 | \$ -      |
| Extended Learning FY23                  |           | \$308,103 | \$192,007 | \$192,007 |
| Community Schools Planning              |           | \$100,000 | \$85,220  |           |
| Community Engagement Initiative         |           | \$70,000  |           |           |
| MTSS                                    |           | \$49,159  |           |           |
| ESSER III                               | \$388,778 | \$101,822 | - -       |           |
| One-Time Funding plan                   | \$937,472 | \$849,038 | \$32,896  | \$284,428 |

**Expenses**

April Updates

Overall expenses forecasted increase of \$209Kk higher than budget  
Books and Supplies +6K, Subagreement (9K), Legal +6K, Field Trips +15K from  
March 2024.

Surplus/(Deficit) & Fund Balance

Forecast deficit (\$20K).  
Year End Fund balance projected at 15.9%.

Current cash \$901K . Year end projected to be \$257K = 21 days Cash on Hand

As of April 30, 2024

Cash Flow – Monthly and Annual Forecast  
Statement of Financial Position (Balance Sheet)  
Statement of Cash Flows  
Detailed Month and YTD Budget vs. Actual  
Accounts Payable Aging  
Check Register

Compliance Deadlines Reviewed

LCAP review in progress.  
Multi-Year Forecast reviewed - Line items updated and will continue to be updated as  
line items are edited to correct categories.

6:04pm technical difficulty and recording ended. Kate McDonald motioned to receive the financials  
and send them to BOCC for approval. Susan seconds motion.

Vote.

| Name  | Yes | No | Abstain | Absent |
|---|-----|----|---------|--------|
| Kristen Woods proxy<br>for Trisha Atehortua | X   |    |         |        |
| Susan Domenighini                           | X   |    |         |        |
| Kate McDonald                               | X   |    |         |        |
| Cheryl Grant                                | X   |    |         |        |
| Elizabeth Nail                              | X   |    |         |        |

Vote passes.

**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*)

Lengthy discussion regarding attendance.

**2.3. Point of Sale Transactions/Check Register (April 2024)**

**2.4. Credit Card Statement (April 2024)**

**2.5. Accept New BOFC Parent Members**

- 2.5.1 Megan Davila
- 2.5.2 Abigail Rasmussen

Kate McDonald motion to approve 2.5.1 and 2.5.2. Elizabeth Nail seconds.

Vote.

| Name                                     | Yes | No | Abstain | Absent |
|--|-----|----|---------|--------|
| Kristen Woods proxy for Trisha Atehortua | X   |    |         |        |
| Susan Domenighini                        | X   |    |         |        |
| Kate McDonald                            | X   |    |         |        |
| Cheryl Grant                             | X   |    |         |        |
| Elizabeth Nail                           | X   |    |         |        |

Vote passes.

**3. BUSINESS**

**3.1 BOCS Board Discussions**

3.1.1 PSA for Miriam Park Property - CUSD is going to put the Miriam Park Property on the Board Agenda for 5-15-24. Susan will be there to answer any questions. We are entering into new 2 year contract with the current building. Facilities Meeting will be scheduled for further questions and answers.

3.1.2 Discuss Chico Unified Agenda Item

3.1.3 CUSD Bond Issue - Cannot officially discuss this item but it could mean additional funding for our new school site. We will be asking our parents to go out and talk about the bond so we can get the votes to pass this item. We need 55% of the vote to pass the bond issue. This will be on the November ballot!

**3.2 Teacher Remuneration - Discussion**

**3.3 Administrative Pay Scale - Tabled for number corrections**

4. **NEXT MEETING - Tuesday, June 11, 2024**

5. **ADJOURNMENT**

Minutes Taken By: Kellie Machi

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

DRAFT

| <b>Name</b>       | <b>Present</b> | <b>Absent</b> |
|-------------------|----------------|---------------|
| Trisha Atehortua  |                |               |
| Susan Domenighini |                |               |
| Kate McDonald     |                |               |
| Cheryl Grant      |                |               |
| Elizabeth Nail    |                |               |

Vote.

| <b>Name</b>       | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>Absent</b> |
|-------------------|------------|-----------|----------------|---------------|
| Trisha Atehortua  |            |           |                |               |
| Susan Domenighini |            |           |                |               |



|                |  |  |  |  |
|----------------|--|--|--|--|
| Kate McDonald  |  |  |  |  |
| Cheryl Grant   |  |  |  |  |
| Elizabeth Nail |  |  |  |  |
|                |  |  |  |  |

Vote passes.

DRAFT



# Blue Oak Charter School

Monthly Financial Presentation – May 2024



# May Highlights

## Highlights

- Enrollment forecast 233, down **(29)** from budget, April ADA 211.5
- Revenue forecast +\$9k from April due to SB740
- Forecast deficit (\$65K) **with Actuals through May**
- Based on current level of spending, cash is forecast to be \$349K at June 30<sup>th</sup>, 2024 representing 29 days cash on hand.

## Compliance and Reporting

- Arts, Music & Instructional Materials Block Grant Board approved plan required before utilizing funding.

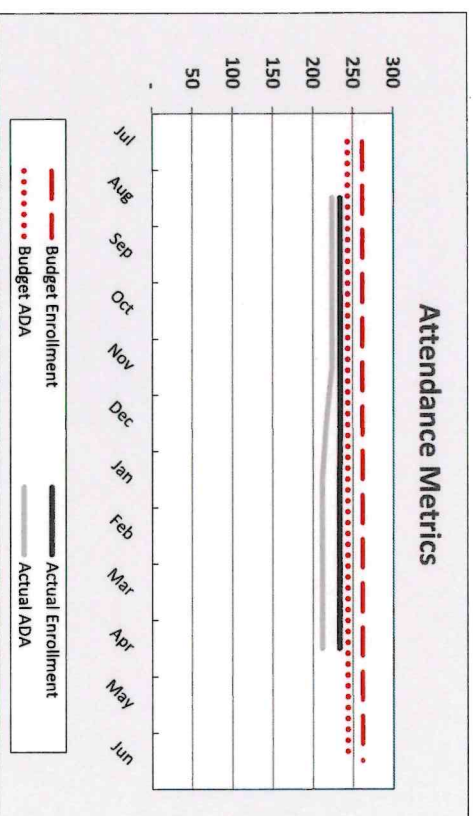


# Attendance Data and Metrics

## Enrollment and Per Pupil Data

| Enrollment & Per Pupil Data |               |                 |               |
|-----------------------------|---------------|-----------------|---------------|
|                             | <u>Actual</u> | <u>Forecast</u> | <u>Budget</u> |
| Average Enrollment          | 234           | 234             | 262           |
| ADA                         | 211           | 213             | 244           |
| Attendance Rate             | 90.2%         | 91.0%           | 93.0%         |
| Unduplicated %              | 60.0%         | 60.0%           | 58.4%         |
| Revenue per ADA             | \$20,557      |                 | \$17,280      |
| Expenses per ADA            |               | \$20,865        | \$17,161      |

## Attendance Metrics



Expenses per ADA higher than revenue per ADA (\$20,865 vs \$20,557)

Enrollment 234, down from budget 262.

91% ADA forecast (216.7) and rolling UPP 60%.

LCFF is calculated at approx. \$12,000 per ADA.

# Revenue

- May Updates
- Reduced ADA cuts (\$314K)+ from budget.
- Additional \$70K Revenue from Community Engagement Initiative included in current year
- Forecast includes additional \$779K one-time funding, declining in future years.

|                      | Year-to-Date        |                     |                     | Annual/Full Year    |                     |                   |
|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
|                      | Actual              | Budget              | Fav/(Unf)           | Forecast            | Budget              | Fav/(Unf)         |
| <b>Revenue</b>       |                     |                     |                     |                     |                     |                   |
| State Aid-Rev Limit  | \$ 2,019,638        | \$ 2,155,693        | \$ (136,055)        | \$ 2,593,775        | \$ 2,908,486        | \$ (314,710)      |
| Federal Revenue      | 117,728             | 152,719             | (34,991)            | 322,497             | 244,096             | 78,401            |
| Other State Revenue  | 466,908             | 661,884             | (194,976)           | 1,364,148           | 997,758             | 366,390           |
| Other Local Revenue  | 83,773              | 53,400              | 30,373              | 90,373              | 60,000              | 30,373            |
| <b>Total Revenue</b> | <b>\$ 2,688,047</b> | <b>\$ 3,023,697</b> | <b>(\$ 335,650)</b> | <b>\$ 4,370,793</b> | <b>\$ 4,210,340</b> | <b>\$ 160,453</b> |

|   | 2022/23   |                |           |                | 2023/24   |                |           |                | 2024/25 |  |  |  | 2025/26 |  |  |  |
|---|-----------|----------------|-----------|----------------|-----------|----------------|-----------|----------------|---------|--|--|--|---------|--|--|--|
|   |           |                |           |                |           |                |           |                |         |  |  |  |         |  |  |  |
| Educator Effectiveness Block Grant      | \$        | 30,637         | \$        | 25,446         | \$        | 20,257         | \$        | -              |         |  |  |  |         |  |  |  |
| Arts, Music and Instructional Materials | \$        | -              | \$        | 51,516         | \$        | 51,516         | \$        | 51,516         |         |  |  |  |         |  |  |  |
| Prop 28                                 |           |                |           |                | \$        | 40,905         | \$        | 40,905         |         |  |  |  |         |  |  |  |
| Learning Recovery                       | \$        | -              | \$        | 142,992        | \$        | 142,992        | \$        | -              |         |  |  |  |         |  |  |  |
| Extended Learning FY23                  | \$        | 308,103        | \$        | 308,103        | \$        | 192,007        | \$        | 192,007        |         |  |  |  |         |  |  |  |
| Community Schools Planning              | \$        | 100,000        | \$        | 100,000        | \$        | 85,220         |           |                |         |  |  |  |         |  |  |  |
| Community Engagement Initiative         |           |                |           |                |           | 70,000         |           |                |         |  |  |  |         |  |  |  |
| MTSS                                    |           |                |           |                |           | 49,159         |           |                |         |  |  |  |         |  |  |  |
| ESSER III                               |           |                |           |                |           | 101,822        |           |                |         |  |  |  |         |  |  |  |
| <b>One-Time Funding plan</b>            | <b>\$</b> | <b>937,472</b> | <b>\$</b> | <b>849,038</b> | <b>\$</b> | <b>532,896</b> | <b>\$</b> | <b>284,428</b> |         |  |  |  |         |  |  |  |



# Expenses



## May Updates

- Overall expenses forecasted decreased \$11k from April; \$25k higher than budget
- Salaries and Benefits decreased \$20k from April 2024; Books & Supplies +\$6k

| Expenses              | Year-to-Date        |                     |                     | Annual/Full Year    |                     |                     |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
|                       | Actual              | Budget              | Fav/(Unf)           | Forecast            | Budget              | Fav/(Unf)           |
| Certificated Salaries | \$ 1,562,569        | \$ 1,581,568        | \$ 18,998           | \$ 1,572,264        | \$ 1,590,901        | \$ 18,637           |
| Classified Salaries   | 654,908             | 625,795             | (29,113)            | 690,610             | 643,281             | (47,329)            |
| Benefits              | 679,625             | 650,577             | (29,048)            | 706,030             | 666,803             | (39,226)            |
| Books and Supplies    | 180,181             | 100,433             | (79,747)            | 189,834             | 106,200             | (83,634)            |
| Subagreement Services | 128,647             | 65,739              | (62,908)            | 146,847             | 72,096              | (74,751)            |
| Operations            | 174,906             | 155,838             | (19,068)            | 182,104             | 170,064             | (12,040)            |
| Facilities            | 612,463             | 614,167             | 1,704               | 667,500             | 670,000             | 2,500               |
| Professional Services | 256,462             | 238,756             | (17,706)            | 287,883             | 262,023             | (25,861)            |
| Depreciation          | -                   | -                   | -                   | -                   | -                   | -                   |
| Interest              | -                   | -                   | -                   | -                   | -                   | -                   |
| <b>Total Expenses</b> | <b>\$ 4,249,761</b> | <b>\$ 4,032,872</b> | <b>\$ (216,888)</b> | <b>\$ 4,443,072</b> | <b>\$ 4,181,368</b> | <b>\$ (261,705)</b> |

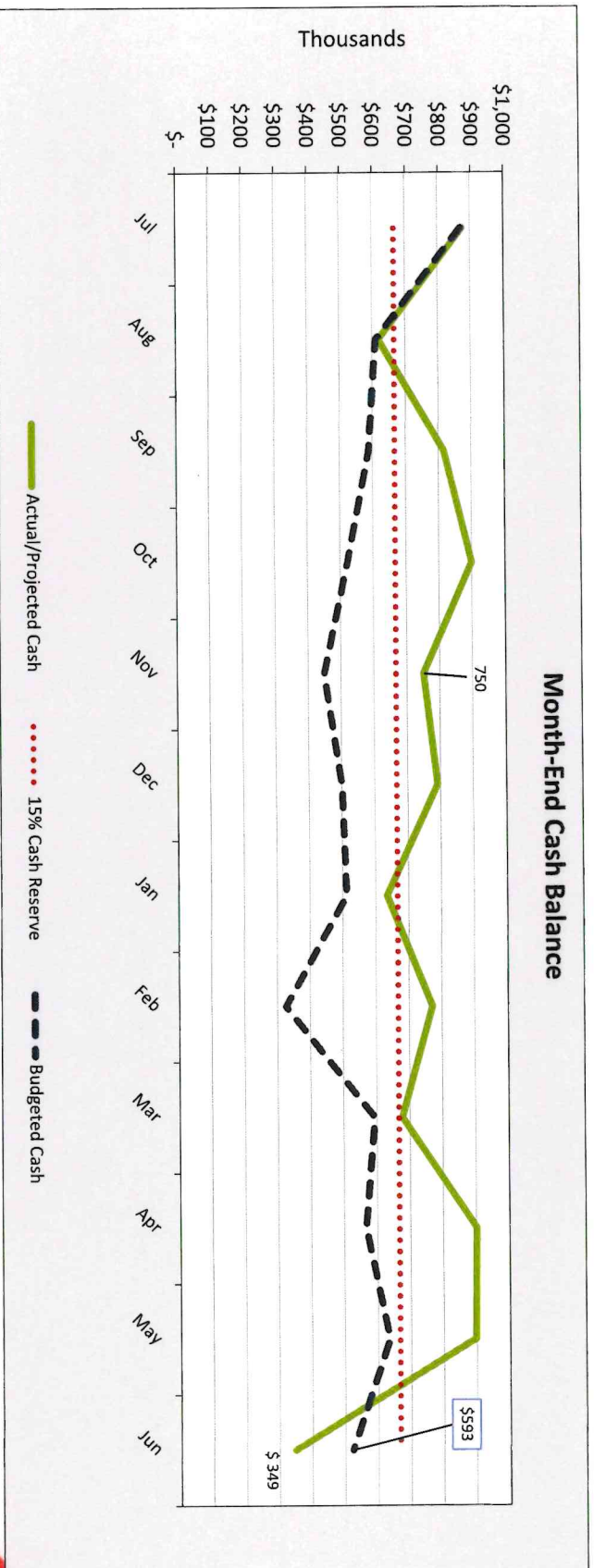
# Surplus / (Deficit) & Fund Balance

- Forecast deficit (\$65K).
- Year End Fund balance projected at 17.9%.

|                           | Year-to-Date        |                 |              | Annual/Full Year  |                   |             |
|---------------------------|---------------------|-----------------|--------------|-------------------|-------------------|-------------|
|                           | Actual              | Budget          | Fav/(Unf)    | Forecast          | Budget            | Fav/(Unf)   |
| Total Surplus(Deficit)    | \$ (1,337,809)      | \$ (709,916)    | \$ (627,892) | \$ (65,612)       | \$ 28,972         | \$ (94,585) |
| Beginning Fund Balance    | 719,439             | 719,439         |              | 719,439           | 719,439           |             |
| Ending Fund Balance       | <u>\$ (618,370)</u> | <u>\$ 9,523</u> |              | <u>\$ 653,827</u> | <u>\$ 748,411</u> |             |
| As a % of Annual Expenses | -13.9%              | 0.2%            |              | 14.7%             | 17.9%             |             |

# Cash Balance

- Current cash \$898K . Year end projected to be \$348K = 29 days Cash on Hand





# Compliance Deadlines (next 60 days)

| Area   | Due Date | Description   | Completed By                       | Board Must Approve | Signature Required | Additional Information  |
|--|----------|---|------------------------------------|--------------------|--------------------|---|
| FINANCE  | Jun-05   | <b>SB 740 Charter School Facility Grant Program applications (Continuing Schools)</b> - The 2024/25 Online Application opened April 15th. Late applications will NOT be accepted.<br>The SB740 Program is intended to provide grants to charter schools to assist with facilities' rent and lease costs associated with the school. Each year applicants must submit a new Application and the Authority will determine eligibility on an annual basis. Charter schools must also meet the FRPM Eligibility requirements each year.   | Charter Impact                     | No                 | Yes                | <a href="http://www.treasurer.ca.gov/csta/cstifgp/index.asp">http://www.treasurer.ca.gov/csta/cstifgp/index.asp</a> |
| FINANCE  | Jun-20   | <b>Certification of the Second Principal Apportionment</b> - The Principal Apportionment includes funding for the Local Control Funding Formula, which is the primary source of an LEA's general purpose funding; Special Education (AB 602); and funding for several other programs. The Second Principal Apportionment (P-2), certified by June 20, is based on the second period data that LEAs report to CDE in April and May. P-2 supersedes the P-1 Apportionment calculations and is the final state aid payment for the fiscal year ending in June.   | FYI                                | No                 | No                 | <a href="https://www.cde.ca.gov/fg/aa/pa/">https://www.cde.ca.gov/fg/aa/pa/</a>                                     |
| FINANCE  | Jun-30   | <b>2021 Kitchen Infrastructure and Training (KIT) Funds Expenditure Deadline</b> - KIT funding can be used to purchase, repair, or fund infrastructure improvements, including those needed to implement the Universal Meals Program, at the district or school-site level such as electrical, plumbing, and construction related to the following four categories: Cooking equipment and supporting infrastructure needs; service equipment; refrigeration and storage; transportation between sites.  | FYI                                | No                 | No                 | <a href="https://www.cde.ca.gov/ls/nv/kittfunds2021.asp">https://www.cde.ca.gov/ls/nv/kittfunds2021.asp</a>         |
| FINANCE  | Jun-30   | <b>California Community Schools Partnership Program (CCSPP) Annual Progress Report (APR) and Annual Expenditure report</b> - There are two parts to annual reporting: 1. LEA/Consortium-level APR, due June 30, 2024, and 2. Annual Expenditure Report, due June 30, 2024. Grantee should receive email with report info from <a href="mailto:CCSPP@cde.ca.gov">CCSPP@cde.ca.gov</a> .<br>The APR should be developed by each LEA/Consortium's CCSPP shared decision-making team or council to ensure participation from students, staff, families and community partners. The APR process encourages local teams/councils to identify and reflect on areas for growth, learning and evidence of progress.  | Client with Charter Impact support | No                 | No                 | <a href="https://www.cde.ca.gov/ci/gs/hs/ccspp.asp">https://www.cde.ca.gov/ci/gs/hs/ccspp.asp</a>                   |
| FINANCE  | Jun-30   | <b>2021-22 CA Community Schools Partnership Program: Planning Grant Expenditure Deadline</b> - The 2021-22 California Community Schools Partnership Program Planning Grant funds are to be used to support local educational agencies (LEA) in the development of a community school implementation plan.   | FYI                                | No                 | No                 | <a href="https://www.cde.ca.gov/ci/gs/hs/ccspp.asp">https://www.cde.ca.gov/ci/gs/hs/ccspp.asp</a>                   |
| FINANCE  | Jun-30   | <b>Local Control and Accountability Plan</b> - 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 local educational agencies (LEAs) to share their stories of how, what, and why programs and services are selected to meet their local needs. The components of the LCAP for the 2024-2025 LCAP year must be posted as one document assembled in the following order:<br><br>LCFF Budget Overview for Parents<br>2023-24 LCAP Annual Update<br>Plan Summary<br>Engaging Educational Partners<br>Goals and Actions<br>Increased or Improved Services for Foster Youth, English Learners, and Low-income students<br>Action Tables<br>Instructions | Client with Charter Impact support | Yes                | No                 | <a href="https://www.cde.ca.gov/el/c/">https://www.cde.ca.gov/el/c/</a>   |
| <p><b>The LCAP must be presented at the same public meeting as the budget, preceding the budget hearing. LCAP and budget adoption must be at least 1 day after the public hearing.</b></p> |          |   |                                    |                    |                    |   |



# Compliance Deadlines

(next 60 days)

| Area    | Due Date | Description   | Completed By                       | Board Must Approve | Signature Required | Additional Information   |
|---------|----------|---|------------------------------------|--------------------|--------------------|--|
| FINANCE | Jun-30   | <b>Submit Preliminary Budget Plan to Authorizer</b> - Charter Schools are required to submit their annual budgets to their authorizer by the authorizer-imposed deadline. Authorizers then use the budget to determine if the Charter School has reasonable financial health to sustain operations.<br><br><b>The budget must be presented at the same public meeting as the LCAP, following the budget hearing. LCAP and budget adoption must be at least 1 day after the public hearing.</b>  | Charter Impact                     | Yes                | No                 | <a href="https://www.cde.ca.gov/fg/s/fr/calendar/23district.asp">https://www.cde.ca.gov/fg/s/fr/calendar/23district.asp</a>  |
| FINANCE | Jun-30   | <b>Education Protection Account (EPA) spending plan</b> - The governing board is required to approve a spending plan for EPA funds prior to recording allocable expenses for the year. This approval is not required by June 30th but is commonly approved during the annual budget adoption meeting for the upcoming year.   | Charter Impact                     | Yes                | No                 | <a href="https://www.cde.ca.gov/fg/aa/pa/pafaq.asp">https://www.cde.ca.gov/fg/aa/pa/pafaq.asp</a>  |
| FINANCE | Jun-30   | <b>Complete Consolidated Application reporting - Spring</b> - The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. Annually, in May, each local educational agency (LEA) submits the spring release of the application to document participation in these programs and provide assurances that the district will comply with the legal requirements of each program.   | Charter Impact with Client support | Yes                | No                 | <a href="https://www.cde.ca.gov/fg/aa/co/index.asp">https://www.cde.ca.gov/fg/aa/co/index.asp</a>  |
| FINANCE | Jun-30   | <b>Prop 28 Annual Report</b> - This annual report must be board approved, submitted to the CDE through the Arts and Music in Schools Portal, and posted to the LEA's website. The mandated information for this report includes: The number of full-time equivalent teachers, classified personnel, and teaching aides; The number of pupils served; The number of school sites providing arts education programs with AMS funds.   | Charter Impact with Client support | Yes                | No                 | <a href="https://www.cde.ca.gov/eo/in/prop28artsandmusicedfunding.asp">https://www.cde.ca.gov/eo/in/prop28artsandmusicedfunding.asp</a>  |
| FINANCE | Jun-30   | <b>School Nutrition Application Due for Community Eligibility or Provision 2</b> - School Nutrition Program Provisions 1, 2, 3, and the Community Eligibility Provision are alternative ways for local educational agencies to claim student meals.<br><br>Provisions are methods for reducing paperwork and other administrative burdens at the local level by simplifying the traditional operating procedures for meal eligibility and meal counting. Schools must apply to participate in Provisions and receive approval from the California Department of Education (CDE) prior to implementation.  | Client                             | No                 | No                 | <a href="https://www.cde.ca.gov/fg/nw/sn/cep.asp">https://www.cde.ca.gov/fg/nw/sn/cep.asp</a><br><br><a href="https://www.cde.ca.gov/fg/nw/sn/provisions.asp">https://www.cde.ca.gov/fg/nw/sn/provisions.asp</a> |
| DATA    | Jun-30   | <b>Principal Apportionment Data Collection</b> - End-of-Year ADA data must be reconciled and submitted to Charter School authorizers for funding purposes. All attendance data collected from the first day of school to June 30 must be included in this submission. Due dates may vary and are prescribed by the school's authorizer. The Principal Apportionment includes funding for the Local Control Funding Formula, which is the primary source of an LEA's general purpose funding; Special Education (AB 602); Expanded Learning Opportunities Program; and funding for several other programs. The Principal Apportionment is a series of apportionment calculations that adjust the flow of state funds throughout the fiscal year as information becomes known.<br><br><b>English Language Proficiency Assessment</b> - Students must be reclassified as fluent English proficient (RFEP) on or before 6/30 per the school's reclassification criteria. Reclassification is the process whereby a student is reclassified from English learner (EL) status to Fluent English Proficient (RFEP) status. Reclassification can take place at any time during the academic year, immediately upon the student meeting all the criteria. General information on how to setup, monitor and report students' RFEP status can be found at the website within the Notes column. | Charter Impact with Client support | No                 | Yes                | <a href="https://www.cde.ca.gov/fg/aa/pa/index.asp">https://www.cde.ca.gov/fg/aa/pa/index.asp</a>  |
| DATA    | Jun-30   |   | Client with Charter Impact support | No                 | No                 | <a href="https://www.cde.ca.gov/fg/pl/evrd/">https://www.cde.ca.gov/fg/pl/evrd/</a>  |



# Compliance Deadlines

(next 60 days)

| Area       | Due Date          | Description  | Completed By                       | Board Must Approve | Signature Required | Additional Information   |
|------------|-------------------|--|------------------------------------|--------------------|--------------------|--|
| FINANCE    | Jun-30            | <b>CSFA Charter School Revolving Loan Application</b> - The CA School Finance Authority's Charter School Revolving Loan Fund provides low-interest loans of up to \$250,000 to new charter schools in their first Charter term to assist them with meeting the purposes of the school's approved charter. The program is available to any charter school that is not a conversion of an existing public school, and that has not yet completed the full term of its initial charter.   | Client with Charter Impact support | Yes                | Yes                | <a href="http://www.theschoolca.gov/csf/revolving_loan">http://www.theschoolca.gov/csf/revolving_loan</a>  |
| OPERATIONS | Jun-30            | <b>Approve school calendar and instructional minutes</b> - 160/175 days charter schools and are allowed to shorten instructional year by 5 days without fiscal penalty. Kindergarten - 600 hours; Grades 1-3 - 540 hours; Grades 4-8 - 590 hours; Grades 9-12 - 1080 hours   | Client with Charter Impact support | Yes                | No                 | <a href="http://www.csf.ca.gov/gsa/pdca/160days">http://www.csf.ca.gov/gsa/pdca/160days</a>  |
| FINANCE    | Jun-30            | <b>Executive School Leadership Review Evaluation</b> - The board of directors is responsible for hiring and establishing the compensation (salary and benefits) of the executive director by identifying compensation that is "reasonable and not excessive". The board conducting the review should document who was involved and the process used to conduct the review, as well as the disposition of the full board's decision to approve the executive director's compensation (minutes of a meeting are fine for this). The documentation should demonstrate that the board took the comparable data into consideration when it approved the compensation. | Client                             | Yes                | No                 | This is an IRS requirement for Executive Director positions. If needed, Charter Impact can provide data on comparable salaries for your organization's Board of Directors. |
| GOVERNANCE | Jun-30            | <b>Review your Homeless Education Policy</b> - A Homeless Education Policy is used to ensure that your school is compliant with key provisions of the Education for Homeless Children and Youth's Act. It is also used to collect the contact information for your required designated homeless liaisons at your school. All schools are required to establish a board approved Homeless Education Policy.   | Client                             | No                 | No                 | <a href="https://www.csf.ca.gov/ehp/cv/ehp2023-24.pdf">https://www.csf.ca.gov/ehp/cv/ehp2023-24.pdf</a>  |
| GOVERNANCE | Jun-30            | <b>Review your Parental Involvement Policy</b> - Every local educational agency (LEA) in California must have a parental involvement policy. Federal requirement (LEAs accepting Title I funds) State requirement (California Education Code [EC] for non-Title I schools). Parents must be involved in how the funds reserved for parental involvement will be allocated for parental involvement activities. Keep minutes and sign-in sheets documenting these discussions. The California Department of Education (CDE) reviews the Consolidated Application and Reporting System (CARS) to see if the required reservation has been made.                    | Client                             | Yes                | No                 | <a href="https://www.cde.ca.gov/ta/ta/p/parentinvolvement/index.asp">https://www.cde.ca.gov/ta/ta/p/parentinvolvement/index.asp</a>  |
| FINANCE    | Jul-07            | <b>Final ERMHS Report (Special Education)</b> - Financial reporting for year-end actuals are due for Sonoma SELPA members.   | Charter Impact                     | No                 | No                 |  |
| FINANCE    | Jul-10            | <b>Final Federal Expenditure Report (Special Education)</b> - Financial reporting for year-end actuals are due for LACOE SELPA members.  | Charter Impact                     | No                 | No                 |  |
| FINANCE    | Jul-14            | <b>Federal Stimulus Reporting</b> - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through the CARES Act, the CRRSA Act, and the ARP (ESSER I, GEER, ESSER II, ESSER III). LEAs are required to report status of funds for the period April 1, 2024 - June 30, 2024.   | Charter Impact with Client support | No                 | No                 | <a href="https://www.cde.ca.gov/ep/ep/rr/reporting.asp">https://www.cde.ca.gov/ep/ep/rr/reporting.asp</a>  |
| FINANCE    | Jul-31            | <b>Comprehensive Support and Improvement (CSI) Expenditure Reporting - 2023 Report 1 and 2022 Report 4</b> - Actual expenditures for each performance period within the grant period shall be reported to the California Department of Education (CDE) as part of regular grant management and administration.   | Charter Impact with Client support | No                 | No                 | <a href="https://www.cde.ca.gov/ep/ep/rr/reporting.asp">https://www.cde.ca.gov/ep/ep/rr/reporting.asp</a>  |
| FINANCE    | Jul-31            | <b>Federal Cash Management - Period 1</b> - Title I, Part A, Title II, Part D, Subpart 2, Title II, Part A, Title III, EEP, Title III Immigrant, and Title IV programs under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the ESSA, will utilize the Federal Cash Management program. Charter schools that are awarded a grant under any of these programs must submit the CNDIC report for a particular quarter in order to receive an appropriation for that quarter. CDE will apportion funds to LEAs whose cash balance is below a certain threshold.  | Charter Impact                     | No                 | No                 | <a href="https://www.cde.ca.gov/ep/ep/rr/reporting.asp">https://www.cde.ca.gov/ep/ep/rr/reporting.asp</a>  |
| GOVERNANCE | Jul-31            | <b>Annual review of organization's Fiscal Policies</b> - Board approved fiscal policies define the organization's financial operations and internal controls to ensure compliance with industry and government regulations. An annual review is recommended to ensure compliance with current procedures and annually updated regulations. If updates are necessary, revised policies may be documented and presented for Board approval.  | Charter Impact with Client support | Yes                | No                 |  |
| FINANCE    | TBD               | <b>59a 740 Facility Grant Program: Deadline to Submit Eligible 2023/24 "Other" Costs for Reimbursement</b> - Applicants requesting reimbursement for Charter School costs associated with remodeling buildings, deferred maintenance, initially installing or extending service systems and other built-in equipment, improving site and common area maintenance charges must file by annual due date - in 2022/23 original July due date was extended to Aug 15th.  | Charter Impact with Client support | No                 | Yes                | <a href="https://www.cde.ca.gov/ep/ep/rr/reporting.asp">https://www.cde.ca.gov/ep/ep/rr/reporting.asp</a>  |
| FINANCE    | Aug-30            | <b>Mandate Block Grant Application</b> - Mandate Block Grant funding is available to fund the costs of mandated programs and activities. The Mandate Block Grant application is the only option for charter schools to receive this funding. (2023/24 budget funding per P1 ADA K-8 \$19.85, 9-12 \$55.17).  | Charter Impact                     | No                 | No                 | <a href="https://www.cde.ca.gov/gp/gv/11/mandateblockgrant.asp">https://www.cde.ca.gov/gp/gv/11/mandateblockgrant.asp</a>  |
| FINANCE    | Aug-31            | <b>Final Federal Expenditure and ERMHS Report (Special Education)</b> - Financial reporting for year-end actuals are due for Santa Barbara SELPA members.  | Charter Impact                     | No                 | No                 |  |
| FINANCE    | Set by Authorizer | <b>Unaudited Actual Reports</b> - Annual unaudited financial statements for the preceding year are due by date set by the charter authorizer (no later than September 15th).   | Charter Impact                     | Yes                | Yes                | <a href="https://www.cde.ca.gov/gp/gv/11/mandateblockgrant.asp">https://www.cde.ca.gov/gp/gv/11/mandateblockgrant.asp</a>  |



BLUE OAK CHARTER SCHOOL

# Appendices

## As of May 30, 2024

- Cash Flow – Monthly and Annual Forecast
- Statement of Financial Position (Balance Sheet)
- Statement of Cash Flows
- Detailed Month and YTD Budget vs. Actual
- Accounts Payable Aging
- Check Register

# Blue Oak Charter School

## Statement of Activities

For the period ended May 31, 2024

|                                    | Current<br>Period Actual | Current<br>Period<br>Budget | Current<br>Period<br>Variance | Current Year<br>Actual |
|------------------------------------|--------------------------|-----------------------------|-------------------------------|------------------------|
| <b>Revenues</b>                    |                          |                             |                               |                        |
| State Aid - Revenue Limit          |                          |                             |                               |                        |
| LCFF State Aid                     | \$ 90,200                | \$ 127,449                  | \$ (37,249)                   | \$ 981,848             |
| Education Protection Account       | -                        | -                           | -                             | 548,666                |
| State Aid - Prior Year             | (335)                    | -                           | (335)                         | 1,734                  |
| In Lieu of Property Taxes          | -                        | 60,038                      | (60,038)                      | 577,255                |
| Total State Aid - Revenue Limit    | 89,865                   | 187,487                     | (97,622)                      | 2,109,503              |
| Federal Revenue                    |                          |                             |                               |                        |
| Special Education - Entitlement    | -                        | -                           | -                             | -                      |
| Federal Child Nutrition            | -                        | -                           | -                             | 77,087                 |
| Title I, Part A - Basic Low Income | 24,724                   | -                           | 24,724                        | 55,920                 |
| Title II, Part A - Teacher Quality | 3,336                    | -                           | 3,336                         | 7,781                  |
| Title III - Limited English        | -                        | -                           | -                             | -                      |
| Other Federal Revenue              | 2,500                    | -                           | 2,500                         | 7,500                  |
| Prior Year Federal Revenue         | 1                        | -                           | 1                             | 1                      |
| Total Federal Revenue              | 30,561                   | -                           | 30,561                        | 148,289                |
| Other State Revenue                |                          |                             |                               |                        |
| State Special Education            | 13,562                   | 19,938                      | (6,376)                       | 192,573                |
| State Child Nutrition              | 1,404                    | -                           | 1,404                         | 8,496                  |
| School Facilities (SB740)          | 82,699                   | 84,138                      | (1,439)                       | 248,096                |
| Mandated Cost                      | -                        | -                           | -                             | 61                     |
| State Lottery                      | -                        | -                           | -                             | 18,972                 |
| Prior Year Revenue                 | -                        | -                           | -                             | 33,253                 |
| Other State Revenue                | 1,382                    | 1,096                       | 286                           | 64,505                 |
| Total Other State Revenue          | 99,047                   | 105,172                     | (6,125)                       | 565,955                |
| Other Local Revenue                |                          |                             |                               |                        |
| Other Fees and Contracts           | -                        | -                           | -                             | 26,250                 |
| School Fundraising                 | 4,433                    | 6,600                       | (2,167)                       | 61,956                 |
| Total Other Local Revenue          | 4,433                    | 6,600                       | (2,167)                       | 88,206                 |
| <b>Total Revenues</b>              | <b>223,905</b>           | <b>299,259</b>              | <b>(75,354)</b>               | <b>2,911,953</b>       |
| <b>Expenses</b>                    |                          |                             |                               |                        |
| Certificated Salaries              |                          |                             |                               |                        |
| Teachers' Salaries                 | 34,151                   | -                           | (34,151)                      | 1,226,384              |
| Teachers' Substitute Hours         | 13,300                   | 3,792                       | (9,508)                       | 60,931                 |
| Teachers' Extra Duty/Stipends      | 3,120                    | 1,500                       | (1,620)                       | 27,543                 |
| Pupil Support Salaries             | 9,491                    | 6,194                       | (3,296)                       | 67,629                 |
| Administrators' Salaries           | 16,371                   | 19,333                      | 2,962                         | 180,082                |
| Total Certificated Salaries        | 76,433                   | 30,820                      | (45,613)                      | 1,562,569              |
| Classified Salaries                |                          |                             |                               |                        |
| Instructional Salaries             | 43,981                   | 17,216                      | (26,765)                      | 283,505                |
| Clerical and Office Staff Salaries | 21,956                   | 21,485                      | (471)                         | 201,326                |



# Blue Oak Charter School

## Statement of Activities

For the period ended May 31, 2024

|   | Current<br>Period Actual | Current<br>Period<br>Budget | Current<br>Period<br>Variance | Current Year<br>Actual |
|---|--------------------------|-----------------------------|-------------------------------|------------------------|
| <b>Books &amp; Supplies</b>                         |                          |                             |                               |                        |
| Textbooks and Core Materials                        | -                        | -                           | -                             | 9,382                  |
| Books and Reference Materials                       | -                        | -                           | -                             | 2,429                  |
| School Supplies                                     | 1,043                    | 3,000                       | 1,957                         | 31,360                 |
| Software  | 329                      | 1,500                       | 1,171                         | 10,827                 |
| Office Expense                                      | 454                      | 1,167                       | 713                           | 12,019                 |
| Business Meals                                      | 326                      | 100                         | (226)                         | 2,024                  |
| School Fundraising Expense                          | 1,290                    | -                           | (1,290)                       | 3,972                  |
| Noncapitalized Equipment                            | 1,353                    | -                           | (1,353)                       | 32,573                 |
| Food Services                                       | 11,661                   | -                           | (11,661)                      | 75,594                 |
| <b>Total Books &amp; Supplies</b>                   | <b>16,456</b>            | <b>5,767</b>                | <b>(10,689)</b>               | <b>180,180</b>         |
| <b>Subagreement Services</b>                        |                          |                             |                               |                        |
| Nursing   | 2,597                    | 2,167                       | (431)                         | 26,773                 |
| Special Education                                   | 16,072                   | 4,000                       | (12,072)                      | 99,503                 |
| Security  | -                        | 191                         | 191                           | 2,371                  |
| <b>Total Subagreement Services</b>                  | <b>18,670</b>            | <b>6,357</b>                | <b>(12,313)</b>               | <b>128,646</b>         |
| <b>Operations &amp; Housekeeping</b>                |                          |                             |                               |                        |
| Auto and Travel                                     | 1,705                    | 327                         | (1,378)                       | 11,454                 |
| Dues & Memberships                                  | -                        | 750                         | 750                           | 8,438                  |
| Insurance   | 2,739                    | 4,348                       | 1,609                         | 50,236                 |
| Utilities   | 8,672                    | 7,000                       | (1,672)                       | 85,796                 |
| Janitorial Services                                 | 195                      | 807                         | 612                           | 8,575                  |
| Communications                                      | 364                      | 833                         | 469                           | 9,407                  |
| Postage and Shipping                                | 96                       | 160                         | 64                            | 1,001                  |
| <b>Total Operations &amp; Housekeeping</b>          | <b>13,772</b>            | <b>14,226</b>               | <b>454</b>                    | <b>174,905</b>         |
| <b>Facilities, Repairs &amp; Other Leases</b>       |                          |                             |                               |                        |
| Rent  | 54,000                   | 54,000                      | -                             | 591,500                |
| Equipment Leases                                    | 1,336                    | 1,167                       | (169)                         | 14,995                 |
| Repairs and Maintenance                             | 455                      | 667                         | 211                           | 5,968                  |
| <b>Total Facilities, Repairs &amp; Other Leases</b> | <b>55,791</b>            | <b>55,833</b>               | <b>42</b>                     | <b>612,463</b>         |
| <b>Professional/Consulting Services</b>             |                          |                             |                               |                        |
| IT  | 3,668                    | 1,383                       | (2,284)                       | 17,101                 |
| Audit & Taxes                                       | -                        | -                           | -                             | 15,225                 |
| Legal   | 4,810                    | 1,333                       | (3,477)                       | 16,633                 |
| Professional Development                            | 200                      | 2,545                       | 2,345                         | 19,120                 |
| General Consulting                                  | -                        | 2,885                       | 2,885                         | 31,942                 |
| Special Activities/Field Trips                      | 1,632                    | -                           | (1,632)                       | 29,972                 |
| Bank Charges  | 50                       | 24                          | (26)                          | 465                    |
| Printing  | -                        | 200                         | 200                           | -                      |
| Other Taxes and Fees                                | 569                      | 360                         | (209)                         | 6,321                  |
| Payroll Service Fee                                 | 957                      | 667                         | (291)                         | 8,225                  |
| Management Fee                                      | 8,528                    | 7,017                       | (1,511)                       | 76,717                 |
| District Oversight Fee                              | 800                      | 1,075                       | 275                           | 10,770                 |

# Blue Oak Charter School

## Statement of Financial Position

May 31, 2024

|   | Current Balance     | Beginning Year Balance | YTD Change            | YTD % Change |
|---|---------------------|------------------------|-----------------------|--------------|
| <b>Assets</b>                           |                     |                        |                       |              |
| <b>Current Assets</b>                   |                     |                        |                       |              |
| Cash & Cash Equivalents                 | \$ 898,175          | \$ 1,026,453           | \$ (128,278)          | -12%         |
| Accounts Receivable                     | 2,626               | 875,943                | (873,317)             | -100%        |
| Public Funding Receivables              | 28,543              | 54,554                 | (26,011)              | -48%         |
| Prepaid Expenses                        | 55,801              | 77,540                 | (21,739)              | -28%         |
| <b>Total Current Assets</b>             | <b>985,145</b>      | <b>2,034,490</b>       | <b>(1,049,345)</b>    | <b>-52%</b>  |
| <b>Long-Term Assets</b>                 |                     |                        |                       |              |
| Deposits                                | 28,000              | 28,000                 | -                     | 0%           |
| Leased Asset                            | 3,428,153           | 3,428,153              | -                     | 0%           |
| <b>Total Long Term Assets</b>           | <b>3,456,153</b>    | <b>3,456,153</b>       | <b>-</b>              | <b>0%</b>    |
| <b>Total Assets</b>                     | <b>\$ 4,441,298</b> | <b>\$ 5,490,643</b>    | <b>\$ (1,049,345)</b> | <b>-19%</b>  |
| <b>Liabilities</b>                      |                     |                        |                       |              |
| <b>Current Liabilities</b>              |                     |                        |                       |              |
| Accounts Payable                        | \$ 15,458           | \$ 31,152              | \$ (15,694)           | -50%         |
| Accrued Liabilities                     | 143,547             | 419,836                | (276,289)             | -66%         |
| Deferred Revenue                        | 1,413,145           | 832,700                | 580,446               | 70%          |
| Other Current Liabilities               | 441,612             | 441,612                | -                     | 0%           |
| <b>Total Current Liabilities</b>        | <b>2,013,763</b>    | <b>1,725,300</b>       | <b>288,463</b>        | <b>17%</b>   |
| <b>Long-Term Liabilities</b>            |                     |                        |                       |              |
| Other Long-Term Liabilities             | 3,045,904           | 3,045,904              | -                     | 0%           |
| <b>Total Long-Term Liabilities</b>      | <b>3,045,904</b>    | <b>3,045,904</b>       | <b>-</b>              | <b>0%</b>    |
| <b>Total Liabilities</b>                | <b>5,059,667</b>    | <b>4,771,204</b>       | <b>288,463</b>        | <b>6%</b>    |
| <b>Total Net Assets</b>                 | <b>(618,369)</b>    | <b>719,439</b>         | <b>(1,337,808)</b>    | <b>-186%</b> |
| <b>Total Liabilities and Net Assets</b> | <b>\$ 4,441,298</b> | <b>\$ 5,490,643</b>    | <b>\$ (1,049,345)</b> | <b>-19%</b>  |



## Blue Oak Charter School

### Statement of Cash Flows

For the period ended May 31, 2024

###

|   | Month Ended<br>05/31/24 | YTD Ended<br>05/31/24 |
|---|-------------------------|-----------------------|
| <b>Cash Flows from Operating Activities</b>   |                         |                       |
| Change in Net Assets  | \$ (123,512)            | \$ (1,337,808)        |
| Adjustments to reconcile change in net assets to net cash flows<br>from operating activities: |                         |                       |
| Decrease/(Increase) in Operating Assets:  |                         |                       |
| Public Funding Receivables  | 9,079                   | 873,317               |
| Grants, Contributions & Pledges Receivable  | -                       | 26,011                |
| Prepaid Expenses  | 9,273                   | 21,739                |
| (Decrease)/Increase in Operating Liabilities:   |                         |                       |
| Accounts Payable  | 13,998                  | (15,694)              |
| Accrued Expenses  | (45,303)                | (276,289)             |
| Deferred Revenue  | 133,280                 | 580,446               |
| <b>Total Cash Flows from Operating Activities</b>   | <b>(3,185)</b>          | <b>(128,278)</b>      |
| <br>  |                         |                       |
| Change in Cash & Cash Equivalents   | (3,185)                 | (128,278)             |
| Cash & Cash Equivalents, Beginning of Period  | 901,360                 | 1,026,453             |
| <br>  |                         |                       |
| <b>Cash and Cash Equivalents, End of Period</b>   | <b>\$ 898,175</b>       | <b>\$ 898,175</b>     |

**Blue Oak Charter School**

**Accounts Payable Aging**

May 31, 2024

| Vendor Name                       | Invoice/Credit Number | Invoice Date | Date Due  | Current          | 1 - 30 Days Past Due | 31 - 60 Days Past Due | 61 - 90 Days Past Due |
|-----------------------------------|-----------------------|--------------|-----------|------------------|----------------------|-----------------------|-----------------------|
| Advantage Therapy Services Inc    | 2.4106E+11            | 4/15/2024    | 5/15/2024 | \$ 5,281         | \$ -                 | \$ -                  | \$ -                  |
| Butte County Environmental Health | 548407                | 4/30/2024    | 5/30/2024 | 524              | -                    | -                     | -                     |
| The Danielsen Company             | 330504                | 4/23/2024    | 5/23/2024 | 659              | -                    | -                     | -                     |
| Granite Data Solutions            | IN92963-1             | 4/15/2024    | 5/15/2024 | 964              | -                    | -                     | -                     |
| Granite Data Solutions            | IN92962-1             | 4/15/2024    | 5/15/2024 | 389              | -                    | -                     | -                     |
| Humana Insurance Co               | 47959561              | 4/22/2024    | 5/22/2024 | 1,801            | -                    | -                     | -                     |
| Caren Lehe                        | LEHE043024            | 4/22/2024    | 5/22/2024 | 93               | -                    | -                     | -                     |
| PG&E                              | PGEX051324-4816       | 4/22/2024    | 5/22/2024 | 4,055            | -                    | -                     | -                     |
| Robert Brook & Associates         | 321582                | 4/22/2024    | 5/22/2024 | -                | 115                  | -                     | -                     |
| US Foods, Inc.                    | 4848382               | 4/23/2024    | 5/23/2024 | 1,577            | -                    | -                     | -                     |
| <b>Total Outstanding Invoices</b> |                       |              |           | <b>\$ 15,343</b> | <b>\$ 115</b>        | <b>\$ -</b>           | <b>\$ -</b>           |

# Blue Oak Charter School

## Check Register

for the period ended May 31, 2024

| Check Number | Vendor Name                                       | Transaction Description                                 |
|--------------|---|---|
| 12003        | VOID  | VOID  |
| 12085        | ERNE000--Angie Ernest                             | Reimb Office Supplies 4/18/24-4/22/24,4/15/24-4/21/24   |
| 12086        | CHAR000--Charter Impact                           | Qtr 1 2024 Tax Return                                   |
| 12087        | GRAN000--Cheryl Grant                             | Reimb - School Supplies 03/29/24; Office Expense -      |
| 12088        | MADE000--Kari Madera                              | Reimb - Dorm Room - 04/21/24; Business Meals 01/29/24   |
| 12089        | MCDO000--Kate McDonald                            | Reimb - School Supplies - 04/18/24                      |
| 12090        | LEHM000--Katherine Lehman                         | Reimb - Hotel - 04/07/24                                |
| 12091        | ADVA000--Advanced Document Concepts for Business  | Copier Lease - 05/24                                    |
| 12092        | ADVA001--Advantage Therapy Services Inc           | SpEd Svcs - 04/15/24 - 04/25/24 04/03/24 - 04/12/24     |
| 12093        | HURD000--Amanda Hurd                              | Reimb - School Supplies - 04/26/24                      |
| 12094        | PIER000--Amber Pierce                             | Reimb - School Supplies - 04/08/24 - 04/20/24           |
| 12095        | ATTX000--AT&T                                     | Communication Svcs - 04/15/24 - 05/14/24                |
| 12096        | BLUE000--Blue Shield of California                | Health Ins - 05/24                                      |
| 12097        | CHAR000--Charter Impact                           | Payroll Svcs - 04/24,05/24,Business Mgmt - 05/24        |
| 12098        | JCNE000--J C Nelson Supply Co                     | Janitorial Supplies                                     |
| 12099        | LEHM000--Katherine Lehman                         | Prof. Development - 08/08/24 - 08/13/24 7/19/24 -       |
| 12100        | CESC000--Lauren Cesca                             | Reimb - Office Supplies - 04/14/24 - 04/20/24           |
| 12101        | PGEX4816--PG&E                                    | Utility Svcs - 03/12/24 - 04/11/24                      |
| 12102        | TAHO000--Tahoe Pure Water Co                      | Office Water  |
| 12103        | DANI000--The Danielsen Company                    | Food Svcs   |
| 12104        | DOOR000--The Door Company                         | Maintenace Svcs - Drop Tested Fire Door - 04/24         |
| 12105        | USFO000--US Foods, Inc.                           | Food Svcs   |
| 12106        | CALI000--California Water Service                 | Utility Svcs - 03/15/24 - 04/12/24                      |
| 12107        | CHIC000--Chico Country Day School                 | Nursing Costs - 05/24                                   |
| 12108        | CITY003--City of Chico                            | Sewer Svcs - 03/29/24 - 04/28/24                        |
| 12109        | CORN001--Cornell Distributing                     | Food Svcs - 04/26/24,4/23,4/19,4/16,4/12,4/09,4/30,4/05 |
| 12110        | PHIL000--Philadelphia Insurance Companies         | Specialty & Training - 07/31/23 - 06/30/24 -            |
| 12111        | SAND000--Ryan Sanders                             | Reimb - Alcohol Sales License - 04/12/24, 4/21/24       |
| 12112        | DANI000--The Danielsen Company                    | Food Svcs   |
| 12113        | USFO000--US Foods, Inc.                           | Food Svcs - 05/02/24                                    |
| 12114        | ERNE000--Angie Ernest                             | Reimb - Office Supplies - 12/18/23; Business Meals -    |
| 12115        | LEHE000--Caren Lehe                               | Reimb - Business Meals - 04/24/24 - 04/27/24,4/06/24    |
| 12116        | FLAN000--Ciaran Flanagan                          | School Supplies   |
| 12117        | PHIL001--Julie Phillips                           | Reimb - Office Supplies - Dollar Tree, Ross - 05/01/24  |
| 12118        | YOUN000--Law Offices of Young, Minney & Corr, LLP | Legal Svcs - 04/16/24 - 04/29/24                        |
| 12119        | LEEN000--Leen-Liberty Park                        | Rent - 04/24  |
| 12120        | ONBR000--ONB Business Solutions LLC               | School Supplies   |

# Blue Oak Charter School

## Check Register

for the period ended May 31, 2024

| Check Number | Vendor Name                               | Transaction Description                  |
|--------------|---|--|
| 7365         | Brianna Dorenzo                           | Refund for 8th Grade Field Trip          |
| 7366         | Jill Ayers                                | Refund for 8th Grade Field Trip          |
| 7368         | Bowlero                                   | 8th Grade Field Trip                     |
| ACH          | TMOB4649--T-Mobile                        | Communication Svcs - 03/10/24 - 04/09/24 |
| ACH          | CALP000--CalPERS                          | PERS 04/24                               |
| ACH          | CALP000--CalPERS                          | PERS 04/24                               |
| ACH          | ADOB000--Adobe Inc.                       | Adobe Acrobat Pro                        |
| ACH          | ZOOM000--Zoom Video Communications Inc    | Zoom Communications                      |
| ACH          | BENE000--Benefit Resource, Inc            | Benefit Resource                         |
| ACH          | AMER001--American Express                 | CC Payment - 03/18/24 - 4/18/24          |
| ACH          | BENE000--Benefit Resource, Inc            | Benefit Resource                         |
| ACH          | EMPL000--Employment Development Dept      | EDD Benefit Charge Q1                    |
| ACH          | MACQ000--Macquarie Equipment Capital Inc. | Copier Lease                             |
| ACH          | EMPL000--Employment Development Dept      | EDD Benefit Charge Q1                    |
| ACH          | EMPL000--Employment Development Dept      | EDD Benefit Charge Q1                    |
| ACH          | INTE000--Internal Revenue Services        | Federal Tax Pmt PPE051524                |
| ACH          | EVER3734--Everbank                        | Copier Lease                             |
| ACH          | MACQ000--Macquarie Equipment Capital Inc. | Copier Lease                             |
| ACH          | BENE000--Benefit Resource, Inc            | Benefit Resource                         |
| ACH          | EMPL000--Employment Development Dept      | State Tax Payment SDI PPE052824          |
| ACH          | EMPL000--Employment Development Dept      | State Tax Payment PPE052824              |
| ACH          | CALP000--CalPERS                          | PERS 04/24                               |
| ACH          | INTE000--Internal Revenue Services        | Federal Tax Pmt PPE052424                |
| ACH          | CALP000--CalPERS                          | PERS 04/24                               |
| ACH          | GOLD000--Golden Valley Bank               | Bank Fee - Positive Pay Charge           |

**Total Disbursements |**



# Business Checking – XXXXX0889

## Search transactions

Activity: Date range; Start date: May 01, 2024; End date: May 31, 2024; Type: Debits

## Transactions

Pending  Posted

| Date         | Description  | Debit     | Credit | Balance |
|--------------|--|-----------|--------|---------|
| May 31, 2024 | <u>Check 12107</u>   | 2,597.43  |        |         |
| May 31, 2024 | <u>Check 12115</u>   | 331.68    |        |         |
| May 31, 2024 | ACH Payment BLUE OAK CHARTER PAYROLL   | 200.40    |        |         |
| May 30, 2024 | <u>Check 12118</u>   | 4,810.00  |        |         |
| May 30, 2024 | <u>Check 12123</u>   | 942.11    |        |         |
| May 29, 2024 | <u>Check 12122</u>   | 1,329.40  |        |         |
| May 29, 2024 | <u>Check 12121</u>   | 763.44    |        |         |
| May 29, 2024 | ACH Payment CALPERS 3100   | 24,277.32 |        |         |
| May 29, 2024 | ACH Payment IRS USATAXPYMT   | 14,486.86 |        |         |
| May 29, 2024 | ACH Payment CALPERS 3100   | 5,025.00  |        |         |
| May 28, 2024 | <u>Check 12119</u>   | 54,000.00 |        |         |
| May 28, 2024 | <u>Check 12109</u>   | 1,281.93  |        |         |
| May 28, 2024 | Dep Item Rtn ACH SHEILA MOSS-R04-INVALID<br>ACCT NUMBER                          | 3,982.41  |        |         |
| May 28, 2024 | ACH Payment EMPLOYMENT DEVEL EDD<br>EFTPMT                                       | 1,942.23  |        |         |
| May 28, 2024 | ACH Payment EMPLOYMENT DEVEL EDD<br>EFTPMT                                       | 1,040.04  |        |         |
| May 28, 2024 | ACH Payment BENEFIT RESOURCE BRI XFER  | 836.32    |        |         |
| May 28, 2024 | ACH Payment ASSET FINANCE ACH0528<br><i>FSA</i><br><i>copier lease agreement</i> | 162.38    |        |         |
| May 24, 2024 | <u>Check 12093</u>   | 43.08     |        |         |

|   |              |  |           |
|---|--------------|--|-----------|
| • | May 24, 2024 | ACH Payment BLUE OAK CHARTER PAYROLL                                 | 43,593.46 |
| • | May 24, 2024 | ACH Payment BLUE OAK CHARTER PAYROLL                                 | 29,027.84 |
| • | May 24, 2024 | ACH Payment BLUE OAK CHARTER PAYROLL                                 | 17,223.21 |
| • | May 24, 2024 | ACH Payment BLUE OAK CHARTER PAYROLL                                 | 5,929.55  |
| • | May 24, 2024 | ACH Payment BLUE OAK CHARTER PAYROLL                                 | 3,982.41  |
| • | May 23, 2024 | <u>Check 12106</u>   | 360.17    |
| • | May 22, 2024 | <u>Check 12110</u>   | 2,739.36  |
| • | May 22, 2024 | <u>Check 12111</u>   | 1,290.00  |
| • | May 22, 2024 | <u>Check 12112</u>   | 749.40    |
| • | May 22, 2024 | <u>Check 12094</u>   | 121.27    |
| • | May 22, 2024 | <u>Check 12084</u>   | 100.00    |
| • | May 21, 2024 | <u>Check 12113</u>   | 1,311.00  |
| • | May 21, 2024 | <u>Check 12108</u>   | 471.71    |
| • | May 21, 2024 | <u>Check 12100</u>   | 97.44     |
| • | May 20, 2024 | <u>Check 7368</u>  | 479.52    |
| • | May 20, 2024 | <u>Check 7366</u>  | 400.00    |
| • | May 20, 2024 | <u>Check 12095</u>   | 139.32    |
| • | May 20, 2024 | <u>Check 12087</u>   | 44.62     |
| • | May 20, 2024 | ACH Payment EverBank, N.A. EverBank<br><i>copier lease agreement</i> | 298.77    |
| • | May 16, 2024 | <u>Check 12092</u>   | 10,791.60 |
| • | May 16, 2024 | <u>Check 12097</u>   | 9,885.75  |
| • | May 16, 2024 | <u>Check 7365</u>  | 400.00    |
| • | May 15, 2024 | <u>Check 12101</u>   | 3,784.57  |
| • | May 15, 2024 | <u>Check 12091</u>   | 550.00    |
| • | May 15, 2024 | ACH Payment IRS USATAXPYMT   | 8,605.21  |
| • | May 15, 2024 | ACH Payment EMPLOYMENT DEVEL EDD<br>EFTPMT                           | 531.44    |

|   |              |  |           |
|---|--------------|--|-----------|
| • | May 15, 2024 | ACH Payment EMPLOYMENT DEVEL EDD<br>EFTPMT | 500.69    |
| • | May 15, 2024 | ACH Payment ASSET FINANCE ACH0515          | 324.75    |
| • | May 15, 2024 | ACH Payment EMPLOYMENT DEVEL EDD<br>EFTPMT | 265.05    |
| • | May 15, 2024 | ACH Payment BENEFIT RESOURCE BRI XFER      | 124.00    |
| • | May 14, 2024 | <u>Check 12105</u>                         | 2,640.96  |
| • | May 14, 2024 | <u>Check 12103</u>                         | 1,255.79  |
| • | May 14, 2024 | <u>Check 12096</u>                         | 310.00    |
| • | May 14, 2024 | <u>Check 12098</u>                         | 195.15    |
| • | May 14, 2024 | <u>Check 12102</u>                         | 43.00     |
| • | May 14, 2024 | ACH Payment AMEX EPAYMENT ACH PMT          | 2,362.08  |
| • | May 13, 2024 | <u>Check 12104</u>                         | 340.00    |
| • | May 13, 2024 | ACH Payment BENEFIT RESOURCE BRI XFER      | 186.32    |
| • | May 10, 2024 | <u>Check 7362</u>                          | 176.00    |
| • | May 10, 2024 | <u>Check 12086</u>                         | 103.35    |
| • | May 10, 2024 | <u>Check 12080</u>                         | 75.00     |
| • | May 10, 2024 | <u>Check 11973</u>                         | 34.00     |
| • | May 10, 2024 | ACH Payment BLUE OAK CHARTER PAYROLL       | 29,220.03 |
| • | May 10, 2024 | ACH Payment BLUE OAK CHARTER PAYROLL       | 5,965.76  |
| • | May 09, 2024 | <u>Check 7364</u>                          | 150.00    |
| • | May 09, 2024 | ACH Payment Blue Oak Charter BOCS ACH      | 53.73     |
| • | May 07, 2024 | <u>Check 12075</u>                         | 300.00    |
| • | May 07, 2024 | <u>Check 7363</u>                          | 250.00    |
| • | May 06, 2024 | <u>Check 12085</u>                         | 189.11    |
| • | May 03, 2024 | <u>Check 12077</u>                         | 1,801.20  |
| • | May 01, 2024 | <u>Check 12074</u>                         | 8,963.48  |

*Copier lease agreement*

*FSA*

*FSA*

|   |              |  |           |
|---|--------------|--|-----------|
| • | May 01, 2024 | <u>Check 12078</u>   | 2,467.33  |
| • | May 01, 2024 | ACH Payment CALPERS 3100   | 19,201.21 |
| • | May 01, 2024 | ACH Payment CALPERS 3100   | 4,269.81  |
| • | May 01, 2024 | ACH Payment T-MOBILE PCS SVC 800-937-<br>8997 <i>School Cell phone</i> | 25.06     |





**Blue Business<sup>SM</sup> Plus Credit Card**  
 BLUE OAK CHARTER SCH  
 SUSAN DOMENIGHINI  
 Closing Date 05/19/24 Next Closing Date 06/18/24  
 Account Ending 8-42008

p. 1/7

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

|                            |                   |
|----------------------------|-------------------|
| <b>New Balance</b>         | <b>\$4,476.15</b> |
| <b>Minimum Payment Due</b> | <b>\$45.00</b>    |
| <b>Payment Due Date</b>    | <b>06/13/24</b>   |

**Membership Rewards<sup>®</sup> Points**  
 Available and Pending as of 04/30/24  
**125,955**  
 For up to date point balance and full program details, visit [membershipewards.com](http://membershipewards.com)

**Late Payment Warning:** If we do not receive your Minimum Payment Due by the Payment Due Date of 06/13/24, you may have to pay a late fee of up to \$39.00 and your APRs may be increased to the Penalty APR of 29.99%.

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

| If you make no additional charges and each month you pay... | You will pay off the balance shown on this statement in about... | And you will pay an estimated total of... |
|---|--|---|
| Only the Minimum Payment Due                                | 15 years   | \$10,415                                  |
| \$171   | 3 years  | \$6,150<br>(Savings = \$4,265)            |

**Account Summary**

|                  |             |
|------------------|-------------|
| Previous Balance | \$2,362.08  |
| Payments/Credits | -\$2,990.00 |
| New Charges      | +\$5,104.07 |
| Fees             | +\$0.00     |
| Interest Charged | +\$0.00     |

|                            |                   |
|----------------------------|-------------------|
| <b>New Balance</b>         | <b>\$4,476.15</b> |
| <b>Minimum Payment Due</b> | <b>\$45.00</b>    |

|                  |             |
|------------------|-------------|
| Credit Limit     | \$25,000.00 |
| Available Credit | \$20,523.85 |

Days in Billing Period: 31

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.

**American Express<sup>®</sup> High Yield Savings Account**  
 No monthly fees. No minimum opening deposit. 24/7 customer support. Help meet your savings goals with an American Express High Yield Savings Account. Terms apply. Member FDIC. Learn more by visiting [americanexpress.com/save](http://americanexpress.com/save)

↓ 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](http://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    | <b>06/13/24</b>   |
| New Balance         | <b>\$4,476.15</b> |
| Minimum Payment Due | <b>\$45.00</b>    |

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**



0000349993099480190 000447615000004500 15 4

**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 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](http://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**

#### **Pay Your Bill with AutoPay**

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](http://www.americanexpress.com/privacy).

**Blue Business<sup>SM</sup> Plus Credit Card**BLUE OAK CHARTER SCH  
SUSAN DOMENIGHINI  
Closing Date 05/19/24

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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

Website: americanexpress.com

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& Billing Inquiries**  
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EL PASO, TX  
79998-1535**Payments**  
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CITY OF INDUSTRY  
CA  
91716-0189**Hearing Impaired**Online chat at [americanexpress.com](http://americanexpress.com) or use Relay dial 711 and 1-800-521-6121**Payments and Credits****Summary**

|                                   | Total              |
|-----------------------------------|--------------------|
| <b>Payments</b>                   | -\$2,362.08        |
| <b>Credits</b>                    | -\$627.92          |
| <b>Total Payments and Credits</b> | <b>-\$2,990.00</b> |

**Detail** \*Indicates posting date

| <b>Payments</b> |  | Amount      |
|-----------------|--|-------------|
| 05/13/24*       | ONLINE PAYMENT - THANK YOU                           | -\$2,362.08 |
| <b>Credits</b>  |  | Amount      |
| 05/10/24        | SIXFLAGS DKVALLEJOCA<br>707-644-4000 CA<br>ECOMMERCE | -\$627.92   |

**New Charges****Summary**

|                          | Total             |
|--------------------------|-------------------|
| <b>Total New Charges</b> | <b>\$5,104.07</b> |

**Detail****SUSAN DOMENIGHINI**  
Card Ending 8-42008

|          |   |      |               |    | Amount   |
|----------|---|------|---------------|----|----------|
| 04/18/24 | AMAZON MARKETPLACE NA PA<br>MERCHANDISE   | 4310 | AMZN.COM/BILL | WA | \$18.38  |
| 04/23/24 | CADENCE CORPORATE & MTGS<br>TRAVEL AGENCY SERVICE<br>Ticket Number: 89008723718552<br>Passenger Name: LINDAMAN/GORDON<br>Document Type: TRAVEL AGENCY FEE | 9015 | LA JOLLA      | CA | \$37.00  |
| 04/24/24 | AMAZON MARKETPLACE NA PA<br>MERCHANDISE   | 5502 | AMZN.COM/BILL | WA | \$28.13  |
| 04/26/24 | AMAZON MARKETPLACE NA PA<br>MERCHANDISE   | 5502 | AMZN.COM/BILL | WA | \$91.61  |
| 04/26/24 | AMAZON MARKETPLACE NA PA<br>MERCHANDISE   | 4302 | AMZN.COM/BILL | WA | \$168.24 |
| 04/27/24 | STAMPS.COM<br>0521300035 95926  | 5901 | 855-889-7867  | CA | \$19.99  |
| 04/30/24 | AMAZON MARKETPLACE NA PA<br>MERCHANDISE   | 5102 | AMZN.COM/BILL | WA | \$21.49  |

Continued on reverse

**Detail Continued**

|          |   |               |              | Amount     |
|----------|---|---------------|--------------|------------|
| 05/01/24 | JACKRABBIT TECHNOLOGIES, INC.*JACKRABB<br>EDUCATIONAL SERVICE | HUNTERSVILLE  | NC 2600-ELOP | \$89.00    |
| 05/01/24 | DHARMA TRADING CO 0404<br>707-283-0390                        | PETALUMA      | CA 4302-     | \$566.63   |
| 05/07/24 | WALDORFISH CURRICULUM<br>+17072915732                         | WALNUT        | CA 5804-     | \$260.00   |
| 05/09/24 | VIMEO PRO<br>VIM77610089 10001                                | 212-625-0668  | NY 5804-     | \$249.00   |
| 05/09/24 | EB *HEALING THROUGH SI<br>8014137200                          | SAN FRANCISCO | CA 5804-     | \$321.96   |
| 05/09/24 | SIXFLAGS DKVALLEJOCA<br>ECOMMERCE                             | 707-644-4000  | CA 5806-     | \$1,631.77 |
| 05/09/24 | SIXFLAGS DKVALLEJOCA<br>ECOMMERCE                             | 707-644-4000  | CA 5806-     | \$627.92   |
| 05/09/24 | SIXFLAGS DKVALLEJOCA<br>ECOMMERCE                             | 707-644-4000  | CA 5806-     | \$450.36   |
| 05/13/24 | VIMEO PRO<br>VIM77679905 10001                                | 212-625-0668  | NY 5804      | \$199.00   |
| 05/13/24 | SP LIVESCRIBE INC.<br>+16175301905                            | BOSTON        | MA 4310-     | \$30.65    |
| 05/14/24 | AMAZON MARKETPLACE NA PA<br>MERCHANDISE                       | AMZN.COM/BILL | WA 5502-     | \$169.02   |
| 05/14/24 | AMAZON MARKETPLACE NA PA<br>MERCHANDISE                       | AMZN.COM/BILL | WA 2600-     | \$75.17    |
| 05/17/24 | WALMART.COM 8009256278 09920<br>8009256278                    | BENTONVILLE   | AR 2600-     | \$48.75    |

**Fees**

|                                   |  | Amount        |
|-----------------------------------|--|---------------|
| <b>Total Fees for this Period</b> |  | <b>\$0.00</b> |

**Interest Charged**

|   |  | Amount        |
|---|--|---------------|
| <b>Total Interest Charged for this Period</b> |  | <b>\$0.00</b> |

**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.

**2024 Fees and Interest Totals Year-to-Date**

|                        |  | Amount |
|------------------------|--|--------|
| Total Fees in 2024     |  | \$0.00 |
| Total Interest in 2024 |  | \$0.00 |





**Blue Business<sup>SM</sup> Plus Credit Card**  
BLUE OAK CHARTER SCH  
SUSAN DOMENIGHINI  
Closing Date 05/19/24

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Account Ending 8-42008

### Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.  
Variable APRs will not exceed 29.99%.

|              | Annual<br>Percentage Rate | Balance Subject<br>to Interest Rate | Interest<br>Charge |
|--------------|---------------------------|-------------------------------------|--------------------|
| Purchases    | 29.99% (v)                | \$0.00                              | \$0.00             |
| <b>Total</b> |                           |                                     | <b>\$0.00</b>      |

(v) Variable Rate



**BUTTE COUNTY OFFICE OF EDUCATION  
AGREEMENT  
FOR CONTRACTING WITH LEAs OUTSIDE BUTTE COUNTY SELPA**

This Agreement is entered between Butte County Office of Education (“District”) and **Blue Oak Charter School** (LEA outside Butte County SELPA). District and LEA may be collectively referred to as the “Parties” or individually as a “Party.” This Agreement shall be effective as of the date of the last-executed signature below.

**1. Purpose of Agreement**

**Whereas** Education Code section 56195.1, subdivision (e) provides that membership in a special education local plan area (“SELPA”) does not limit a local educational agency’s (“LEA”) authority to contract for special education services from LEAs that are not members of their SELPA;

**Whereas** District is a member district of the Butte County SELPA and is willing to contract with Charter to provide special education and related services to students enrolled in Charter;

**Whereas** LEA is a district outside of the Butte County SELPA for the purposes of special education under Education Code Section 47640 and is a member district of El Dorado Charter SELPA;

**Whereas** LEA seeks to contract with BCOE in order for District personnel to provide special education and related services to students enrolled in LEA.

**2. Agreement Must be Renewed Annual**

This Agreement shall be in effect for the period beginning on 8/1/2024 and ending on the last day of the 2024-2025 school year. This Agreement may be renewed at the end of that period by following the “Submission Procedures” set forth in Section 3 of this Agreement. The Agreement may be amended at any time by mutual consent of the Parties. Note: Extended School Year, (ESY) services shall be processed and billed through an ESY Agreement and are in addition to this Agreement.

**3. Submission Procedures**

Unless there is a documented change in a student’s Individualized Education Program (“IEP”), all services contracted for under this Agreement will run for a period of one year, from 8/1/2024 to the end of the 2024-2025 school year. On or before April 1st, LEA shall submit a written request for services to District. The written request shall list each type of service requested and the number of weekly/monthly/annual service hours requested for that service. Requests for educationally related mental health services (“ERMHS”) or Assistive Technology services shall be made directly to the Butte County SELPA.

District shall provide LEA with a written response to the request for services from LEA. The District’s response shall specify whether the District is willing to provide all, some, or none of the services requested. If District is willing to provide less than all the requested services, the response will list each type of service it is willing to provide and the number of weekly/monthly/annual service hours it is willing to provide. District has the sole discretion to determine how many service hours it is willing to provide. District’s written response shall include a rate schedule for all requested services.

District may request a copy of LEA's annual budget report and/or other documentation regarding the fiscal health and management of the LEA. LEA shall provide requested documents within 10 business days of this request.

#### 4. Scope of Services

The special education and related services to be provided by District are set forth in **Attachment A**. Note: *The LEA shall submit a BCOE referral for each student, prior to services beginning.* Ongoing services from previous year do not require a new referral form. The scope of services set forth in **Attachment A** may be modified by mutual agreement of the Parties. All services will be provided at a District site unless otherwise agreed to by the Parties. District and LEA will mutually develop a schedule specifying the time, day, and location of services for each student served under this Agreement.

#### 5. District's Responsibilities

In addition to any other duties and responsibilities set forth in this Agreement, District shall have the following responsibilities:

- a. Ensure that staff members working with LEA students will assist with the drafting of proposed goals and objectives for review and approval by the student's IEP team;
- b. Notify LEA if it has reason to believe that a LEA student requires reevaluation, change of placement or services, and/or an IEP team meeting; and
- c. Make its best efforts to ensure that staff members working with LEA students are available to attend IEP meetings or other meetings regarding the education of LEA students;

#### 6. LEA's Responsibilities

In addition to any other duties and responsibilities set forth in this Agreement, LEA shall have the following responsibilities:

- a. Provide District with copies of all relevant students records;
- b. Schedule, convene, and conduct, all IEP meetings for LEA students served under this Agreement; and
- c. Provide timely notice to District when there is a change in a student's enrollment status at LEA, and/or when a student served under this Agreement has been suspended or expelled.



## **7. Payment for Services**

All Designated Instruction and Services will be billed at a flat rate to be determined annually. Billing will be split into 4 equal payments and District will send Invoice to LEA on the last school day of the months of October, December, February, and May. Invoice will show student names, service type & mileage.

**Note: ESY services shall be contracted and billed under a separate Agreement.**

LEA shall process and pay each invoice within thirty (30) days from its receipt. If the payment for the invoice is not postmarked from the LEA within forty-five (45) days of the receipt of the invoice, the LEA agrees to pay an additional fee of 1.5% interest per month on amounts not paid, such interest being calculated beginning day forty-six (46) from receipt of the invoice. Interest shall be calculated in accordance with standard accounting procedures. District shall bill the LEA for the interest. Failure by LEA to pay an appropriately submitted invoice, including an invoice from a prior Agreement between the Parties, within 90 days of receipt may be considered a breach of contract and is grounds for termination pursuant to Section 10 of this Agreement.

## **8. Student Absences**

LEA acknowledges that services provided by District under this Agreement will be provided on an annual basis and that District will be modifying its special education staffing and/or caseloads in order to provide special education and related services to LEA students.

As such, LEA agrees that the District will be reimbursed for any services offered by the District when a student is absent. District shall notify LEA if a student is absent for four (4) or more sessions during the contract year.

## **9. Changes to Student's IEP/Student No Longer Attending LEA**

If an IEP meeting is convened for a student receiving services under this Agreement, and the IEP team agrees to reduce the services being provided, the scope of services set forth in **Attachment A** shall be modified to reflect the reduction in services.

If a student being served under this Agreement is no longer attending the LEA, LEA shall notify District of the change in enrollment. Effective on the date that District receives notice of the change in enrollment, the scope of services set forth in **Attachment A** shall be modified to indicate the reduction in services.

## **10. Termination**

Either LEA or District may terminate this Agreement by providing the other party with thirty-days written notice except that District may terminate this Agreement by providing LEA with written notice that it is unable or unwilling to provide the requested services pursuant to Section 3 of this Agreement.

## **11. LEA Solely Responsible for Providing Free Appropriate Public Education to Students Served Under Agreement**

Parties agree that the LEA remains responsible for ensuring that students served under this Agreement receive FAPE as required by California and federal special education laws, Section 504 of the Rehabilitation Act of 1973, and related laws, even while the student is attending a program operated by



and/or receiving related services from District pursuant to this Agreement. The Parties further agree that District, for purposes of this Agreement, is only intended to be a service provider under contract as authorized by Education Code section 56369. Parties also agree that this Agreement does not constitute any form of interdistrict transfer or alternative attendance agreement that would transfer any responsibility for providing FAPE to District.

**12. District and LEA Are Independent Contractors**

LEA and District are independent parties to this Agreement and each agree that this Agreement was not intended to create the relationship of agent, servant, employee, partnership, joint venture or association.

**13. Non-Exclusive Agreement**

Parties agree that nothing herein is intended nor shall be construed as creating any exclusive arrangement between the Parties. This Agreement shall not restrict LEA from contracting for services with other LEAs, nor shall it restrict District from providing services to other LEAs, including other LEAs.

**14. Indemnification and Hold Harmless**

Except as set forth in Section 15, LEA and District shall each defend, hold harmless and indemnify the other party, its governing board, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, and other representatives from and against any and all liabilities, claims, demands, costs, losses, damages, or expenses, including reasonable attorneys' fees and costs, and including but not limited to consequential damages, loss of use, extra expense, cost of facilities, death, sickness, or injury to any person(s) or damage to any property, from any cause whatsoever arising from or connected with its service hereunder, that arise out of or result from, in whole or in part, the negligent, wrongful or willful acts or omissions of the indemnifying party, its employees, agents, subcontractors, independent contractors, consultants, or other representatives.

**15. Responsibility for Litigation Costs**

In the event of any compliance complaint, due process hearing request, or other litigation based on, arising from, or connected to the provision of services under this Agreement, the LEA shall bear its own costs and shall reimburse District for all legal costs incurred from litigation of these claims.

**16. Meet and Confer**

If a dispute arises regarding any aspect of this Agreement, the Parties agree that they shall meet and confer in a good faith effort to amicably resolve their difference prior to initiating any litigation. If the initial attempt to resolve the dispute is not successful, Parties may seek assistance from the Butte County SELPA except where SELPA is a party to the Agreement.

**17. Credentials, Licenses and Other Qualifications**

District shall provide all special education and related services under this Agreement using appropriately qualified staff. District shall provide appropriately credentialed teachers and/or licensed personnel consistent with the California laws and regulations unless the California Department of Education has granted a written waiver.



**18. Severability/Waiver**

If any provision of this Agreement is determined to be illegal, unenforceable, or invalid, such provision shall in no way affect the validity of any other provision of this Agreement. No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

**19. Execution of Agreement Electronically and In Counterparts**

This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy or an original, with all signatures appended together, shall be deemed a fully executed Agreement. A facsimile or scanned version of any party's signature shall be deemed an original signature.

IN WITNESS WHEREOF, the Parties via their respective authorized representatives have executed and entered into this Agreement as of the date set next to the signatures below.

 Dated: \_\_\_\_\_  


By: \_\_\_\_\_  
Mary Sakuma, Superintendent  
Butte County Office of Education

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Susan Domenighini, Executive Director  
Blue Oak Charter School

Attachment A

**Blue Oak Charter School 2024-2025**

| <b>Student Name</b> | <b>Service Provided</b> | <b>Cost</b> |
|---------------------|-------------------------|-------------|
| Rowan Eiden         | OT                      | \$6,500.00  |
| Nadav Elmaleh       | OT                      | \$6,500.00  |
| Zuhayrah Saad       | OT                      | \$6,500.00  |
| Camden Marney       | OT & APE                | \$13,000.00 |
|                     | Total                   | \$32,500.00 |

For BCOE Use:

Classroom placements: 01-6500-0-8677-5750-7210-2166-2213

All DIS services: 01-6500-0-8677-5770-7210-0000-2214

Nurse services: 01-6500-0-8677-5001-3140-0000-2208

RST: 01-6500-0-8677-5770-7210-0000-2222

PE: 01-6500-0-8677-5750-7210-2166-2213

CBIS: TBD

Psych services: 01-0016-0-8677-8600-7210-0000-2211





## INDEPENDENT AGENCY AGREEMENT

This Independent Agency Agreement (AGREEMENT) is made between Blue Oak Charter School (BLUE OAK), and Family Behavior Solutions, doing business as Family Behavior Solutions (FAMILY FIRST) (together, PARTIES).

The PARTIES agree as follows:

1. **Services.** FAMILY FIRST shall furnish to BLUE OAK the services as described in EXHIBIT "A" attached hereto and incorporated herein by this reference ("Services").
2. **Term.** The term for Services and schedule is **7/1/2024** through **6/30/2025**.
3. **Compensation.** BLUE OAK's compensation to FAMILY FIRST shall be as set forth in EXHIBIT "A" as the proposed Scope for Services, but in no event shall any fees, costs, or expenses be incurred, without the express approval of BLUE OAK.
4. **Expenses.** BLUE OAK shall not be liable to FAMILY FIRST for any costs or expenses paid or incurred by FAMILY FIRST in performing Services for BLUE OAK, other than as identified in EXHIBIT "A."
5. **Independent Contractor.** FAMILY FIRST, in the performance of this AGREEMENT, shall be and act as an independent contractor. FAMILY FIRST understands and agrees that FAMILY FIRST and all employees shall not be considered officers, employees, agents, partner, or joint venture of BLUE OAK, and are not entitled to benefits of any kind or nature normally provided employees of BLUE OAK and/or to which BLUE OAK's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. FAMILY FIRST shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to FAMILY FIRST's employees.
6. **Materials.** FAMILY FIRST shall furnish, and pay for all labor, materials, equipment, supplies and other items necessary to complete the Services to be provided pursuant to this Agreement.
7. **Standard of Care.** FAMILY FIRST's Services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of the profession for such services to California schools.
8. **Originality of Services.** FAMILY FIRST agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to BLUE OAK and/or used in connection with this AGREEMENT, shall be wholly original to FAMILY FIRST and shall not be copied in whole or in part from any other source, except that submitted to FAMILY FIRST by BLUE OAK as a basis for such Services.





9. **Audit.** FAMILY FIRST shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of FAMILY FIRST transacted under this Agreement. FAMILY FIRST shall retain these books, records, and systems of account during the Term of this Agreement and for three (3) years thereafter. FAMILY FIRST shall permit BLUE OAK, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that BLUE OAK shall give reasonable prior notice to FAMILY FIRST and shall conduct audit(s) during FAMILY FIRST's normal business hours, unless FAMILY FIRST otherwise consents.

#### 10. Termination.

a. **Without Cause by BLUE OAK.** BLUE OAK may, at any time, with or without reason, terminate this Agreement with thirty (30) days written notice, and compensate FAMILY FIRST only for Services satisfactorily rendered up to the date of termination (i.e., BLUE OAK will compensate FAMILY FIRST for Services completed to date as a pro rata amount of the full fees, costs, and expenses). Written notice by BLUE OAK shall be sufficient to stop further performance of Services by FAMILY FIRST. Notice shall be deemed given when received by FAMILY FIRST or no later than three (3) days after the day of mailing, whichever is sooner.

b. **Without Cause by FAMILY FIRST.** FAMILY FIRST may, upon thirty (30) days written notice, with or without reason, terminate this Agreement. Upon this termination, BLUE OAK shall only be obligated to compensate FAMILY FIRST for Services satisfactorily rendered to the date of termination. Written notice by FAMILY FIRST shall be sufficient to stop further performance of services to BLUE OAK. FAMILY FIRST acknowledges that this thirty (30) day notice period is acceptable so that BLUE OAK can attempt to procure the Services from another source.

c. Upon termination, FAMILY FIRST shall provide BLUE OAK with all documents produced maintained or collected by FAMILY FIRST pursuant to this Agreement, whether or not such documents are final or draft documents.

11. **Indemnification.** To the furthest extent permitted by California law, FAMILY FIRST shall, at its sole expense, defend, indemnify, and hold harmless BLUE OAK, the State of California, and their agents, representatives, officers, employees, trustees, and volunteers (the "indemnified parties") from any and all demands, losses, liabilities, claims, suits, and actions (the "claims") of any kind, nature, and description, including, but not limited to, personal injury, death, property damage, and FAMILY FIRST's and/or attorney's fees and costs, directly or indirectly arising out of, connected with, or resulting from the performance of the Agreement or from any activity, work, or thing done, permitted, or suffered by FAMILY FIRST under or in conjunction with this Agreement, unless the claims are caused wholly by the sole negligence or willful misconduct of the indemnified parties.



BLUE OAK shall have the right to accept or reject any legal representation that FAMILY FIRST proposes to defend the indemnified parties.

## 12. Insurance.

a. FAMILY FIRST shall procure and maintain at all times it performs any portion of the Services the following insurance:

- i. **General Liability.** One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage in the form of Comprehensive General Liability and Contractual Liability.
- ii. **Workers' Compensation and Employers' Liability Insurance.** For all of FAMILY FIRST's employees who are subject to this Agreement and to the extent required by the applicable state or federal law, FAMILY FIRST shall keep in full force and effect, a Workers' Compensation policy. That policy shall provide employers' liability coverage with minimum liability coverage of One Million Dollars (\$1,000,000) per accident for bodily injury or disease.

13. **Compliance with Laws.** FAMILY FIRST shall observe and comply with all rules and regulations of the governing board of BLUE OAK and all federal, state, and local laws, ordinances and regulations. FAMILY FIRST shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If FAMILY FIRST observes that any portion of the Services required by this Agreement is at variance with any such laws, ordinance, rules or regulations, FAMILY FIRST shall notify BLUE OAK, in writing, and, at the sole option of BLUE OAK, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon FAMILY FIRST's receipt of a written termination notice from BLUE OAK. If FAMILY FIRST performs any portion of the Services that is in violation of any laws, ordinances, rules or regulations, without first notifying BLUE OAK of the violation, FAMILY FIRST shall bear all costs arising therefrom.

14. **Permits/Licenses.** FAMILY FIRST and all of FAMILY FIRST's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Agreement.

15. **Safety and Security.** FAMILY FIRST is responsible for maintaining safety in the performance of this Agreement. FAMILY FIRST shall be responsible to ascertain from BLUE OAK the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.

16. **Antidiscrimination.** It is the policy of FAMILY FIRST that in connection with all work performed under its contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical





disability, medical condition, marital status, sexual orientation, gender, or age and therefore FAMILY FIRST agrees to comply with applicable Federal and California laws including, but not limited to, Labor Code section 1735 and the California Fair Employment and Housing Act beginning with Government Code section 12900.

17. **Confidentiality.** FAMILY FIRST and all FAMILY FIRST's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.
18. **Notice.** Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission.
19. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorneys' fees.
20. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
21. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties
22. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Butte County, California.
23. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.
24. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
25. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.



**FAMILY FIRST**  
DEVELOPMENTAL & BEHAVIORAL SERVICES

26. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates indicated below.

**Family Behavior Solutions**

Dated:

By: \_\_\_\_\_

Name: Liz Fuller

Title: Executive Director

**BLUE OAK Representative**

Dated:

By: \_\_\_\_\_

Name: Susan Domenighini

Title: Executive Director





**FAMILY FIRST**  
DEVELOPMENTAL & BEHAVIORAL SERVICES

**EXHIBIT "A"**  
**Scope of Services**

BLUE OAK agrees to pay FAMILY FIRST for Ongoing Behavioral Services satisfactorily rendered pursuant to this AGREEMENT unless otherwise agreed upon. The basis for this fee for services shall be as follows:

\$100/hour for behavioral services

\$40/hour for travel time