

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

**CHARTER COUNCIL**  
**REGULAR MEETING**

**Join Zoom Meeting**

<https://bcoe.zoom.us/j/98313155039>

**Meeting ID: 983 1315 5039**

**Tuesday, May 19, 2020 - 6 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.*

*LCAP Goal Summary: Build the parent community, support success for all students, and prepare students for high school*

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

All times noted on the agenda are approximate and listed solely for convenience. The Board may hear items earlier or later than is noted and may move the order of agenda items.

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

**AGENDA**

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**OPEN SESSION - 6 PM**

**1. OPENING - 5 Minutes**

- 1.1. Call Meeting to Order
- 1.2. Roll Call of Council Members and Establish Quorum
- 1.3. Invocation - School Verse Read

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

- 1.4. Agenda Modifications
- 1.5. Audience to Address the Council

*This is an opportunity for members of the community to address the committee concerning items not on the agenda. Persons addressing the Committee will be allowed a maximum of three (3) minutes for their presentation. The chair may establish a maximum speaking time for any item. Persons may not yield their time to another speaker (Gov. Code § 54954.3)*

**2. CONSENT AGENDA - 10 Minutes**

- 2.1. Approve Minutes from April 21, 2020
- 2.2. Charter Impact Monthly Report
  - 2.2.1. Attendance and Enrollment
  - 2.2.2. Cash Flow
  - 2.2.3. Balance Sheet Detail

Jim Weber, Charter Impact

- 2.2.4. Warrants/Aged Payable
- 2.2.5. Point of Sale Transactions/Check Register
- 2.2.6. Actual to Budget Summary (*part of the Financial Forecast in the Charter Impact Report*)
- 2.3. Approve Employment for Certified Employees for 2020/2021

**3. GOVERNANCE - 15 minutes**

- 3.1. Finance Committee Chelsea Parker
- 3.2. Policy Review Susan Domenighini
  - 3.2.1. Conflict of Interest Policy
- 3.3. Charter Council Election Susan Domenighini
  - 3.3.1. Returning Charter Council Member Applications
- 3.4. Executive Director Review Form & Process L, Hill-Ward / L. Swanson

**4. FACULTY**

- 4.1. Grade Level Report

**5. ADMINISTRATION - 30 Minutes**

- 5.1. Executive Director's Report
  - 5.1.1. LCAP
  - 5.1.2. Strategic Plan
  - 5.1.3. Factoring
  - 5.1.4. COVID-19
    - 5.1.4.1. PPP Loan Agreement

**6. CLOSED Session**

- 6.1. Employee Review
- 6.2. Report out of closed session

**7. NEXT MEETING - Tuesday, June 16, 2019**

**ADJOURNMENT**

**Blue Oak Charter School**  
**450 W. East Avenue, Chico, CA 95926**  
**CHARTER COUNCIL**  
**REGULAR MEETING**  
**Zoom Meeting**  
<https://bcoe.zoom.us/j/97791455610>  
**Meeting ID: 977 9145 5610**

**Minutes**

**Tuesday, April 21, 2020 - 6 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.*

*LCAP Goal Summary: Build the parent community, support success for all students, and prepare students for high school*

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

**AGENDA**

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**OPEN SESSION - 6 PM**

**1. OPENING - 5 Minutes**

**1.1. Call Meeting to Order**

- Monica called the meeting to order at 6:05 PM.

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

- Present: Monica McDaniel, Chelsea Parker, Trisha Atehortua, Laura Swanson, Vicki Wonacott
- Absent: Laurel Hill-Ward

**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, Love of life itself. Let us remember that as many hands build a house, So many hearts build a school."*

- Vicki Wonacott read the school verse.

**1.4. Agenda Modifications**

- Susan Domenighini requested to pull item 5.2 Approve employment for Certificated Employees for 2020-2021 as it is not fully ready. The list of certificated employees for approval will be available at the next regularly scheduled charter council meeting.

**1.5. Audience to Address the Council**

*This is an opportunity for members of the community to address the committee concerning items not on the agenda. Persons addressing the Committee will be allowed a maximum of three (3) minutes for their presentation. The chair may establish a maximum speaking time for any item. Persons may not yield their time to another speaker (Gov. Code § 54954.3)*

- No audience to address the council.

## 2. **CONSENT AGENDA - 10 Minutes**

### 2.1. **Approve Minutes from March 24, 2020**

### 2.2. **Charter Impact Monthly Report**

**Jim Weber, Charter Impact**

#### 2.2.1. **Attendance and Enrollment**

#### 2.2.2. **Cash Flow**

#### 2.2.3. **Balance Sheet Detail**

#### 2.2.4. **Warrants/Aged Payable**

#### 2.2.5. **Point of Sale Transactions/Check Register**

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

### 2.3. **Tax Return**

- Chelsea Parker made a motion to approve the consent agenda. Trisha seconds.
- No discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Monica McDaniel			x	
Chelsea Parker	x			
Trisha Atehortua	x			
Laura Swanson	x			
Vicki Wonacott	x			
Laurel Hill-Ward				x

- Vote passes.

## 3. **GOVERNANCE - 15 minutes**

### 3.1. **Finance Committee**

**Chelsea Parker, Finance Chair**

#### 3.1.1. **Parent Member Nomination, Frankie Boisseree**

- Chelsea Parker shared the work that the finance committee is doing in regards to the strategic plan. They are specifically working on the teacher salary schedule. A good draft salary schedule has been submitted to the Finance Committee.
- Chelsea Parker presented the parent candidate for the Finance Committee: Frankie Boisseree. The Finance Committee recommends this parent and requests that the Charter Council approve and appoint her as a parent member.
- Monica McDaniel made a motion to approve Frankie Boisseree as a parent member to the Finance Committee. Vicki Wonacott seconds.
- No discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Monica McDaniel	x			
Chelsea Parker			x	

Trisha Atehortua	x			
Laura Swanson	x			
Vicki Wonacott	x			
Laurel Hill-Ward				x

- Vote passes.

### **3.2. Policy Review**

#### **3.2.1. Charter Council Bylaws**

- Proposed updates to the Charter Council Bylaws were reviewed.
- Chelsea Parker made a motion to approve and accept the changes to the Charter Council Bylaws. Laura Swanson seconds.
- No discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Monica McDaniel			x	
Chelsea Parker	x			
Trisha Atehortua	x			
Laura Swanson	x			
Vicki Wonacott	x			
Laurel Hill-Ward				x

- Vote passes.

### **3.3. Charter Council Elections**

## **4. FACULTY**

### **4.1. Grade Level Report**

- The faculty co-chairs, Ally Welch and Brianna Lee were both present and spoke to the Charter Council. Blue Oak teachers were recently surveyed and asked to speak to one thing that is going well and one thing that they are having a hard time with. With the change to distance learning teachers are able to connect with their students and families in many ways and generally feel good about the connections that are being made. Teachers are able to have good facetime with the whole class together at one time through platforms like Zoom. A harder time is being experienced with navigating the various digital platforms, having to learn quickly, and the sense of being overwhelmed by the new processes. Concern was expressed regarding those students and families with whom communication is difficult and inconsistent.
- Laurel Hill-Ward joins at 6:29 PM.
- The various stresses that parents and students are undergoing at this time was acknowledged along with the need for grace and compassion. Concern for students falling behind and the need to support parents was expressed. Disparity of resources and accessibility to resources for all was discussed.

**5. ADMINISTRATION - 30 Minutes**

**5.1. Executive Director's Report**

**Susan Domenighini, Executive Director**

**5.1.1. Strategic Plan**

- Strategic Plan, other than what the Finance committee is doing, is on hold.

**5.1.2. COVID 19**

- The COVID 19 Emergency has meant a shift to distance learning. Internet connectivity continues to be an issue for parents and families. Should there be a need for distance learning again next year, we are looking to organize our distance learning model to ease any transition. At the state level it has been announced that all testing for the current school year has been cancelled. Expectations for next year will be reset with the knowledge that students have not had the expected growth through the COVID 19 Emergency, thus the same standard cannot be set.

**5.1.3. Local Control Accountability Plan (LCAP)**

- The California Department of Education (CDE) is requesting that the governor postpone the LCAP due date until the fall of 2020. This could impact title 1 funding as they are tied together.

**5.1.4. FEMA**

- The school has submitted a FEMA application for the COVID 19 Emergency. We are currently tracking information and spending that is relevant to FEMA funding. Any FEMA funds would not be distributed until the emergency is over. Once the emergency is over we will need to access whether we have a worthy FEMA claim.

**5.1.5. SBA Loan**

- The school has applied for a Small Business Administration (SBA) loan through Golden Valley Bank. This loan is being processed. There is a chance the funds could be converted to a grant. It is our hope that these funds will help support the school as our normal funding could be delayed.

**5.1.6. State Funding**

- The state has provided \$5,000 specifically for COVID-19 costs, these funds have already been received.

**5.1.7. SB 740 reduction**

- The Charter School Facility Grant Program SB740 will be reduced by 5% in the upcoming year. This funding is separate from ADA funding.

**5.2. Approve employment for Certificated Employees for 2020-2021 (removed)**

**6. NEXT MEETING - Tuesday, May 19, 2020**

**ADJOURNMENT**

- Monica Adjourned the meeting at 7:10 PM.

Minutes taken by: Tess Slaton

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

# Blue Oak Charter School

Monthly Financial Presentation – April 2020

# April Highlights

## Highlights

- Forecast loss **(\$38K)** due to reduced ADA.
- Revenue forecast below budget **(\$56K)**.
- Expenses forecast above budget **(\$37K)**, consistent with prior month.

## Compliance and Reporting

- Compliance reporting (Q3) was completed during April.
- 2020/21 Budget and COVID-19 Operations Written Report will be presented before June 30<sup>th</sup>.
- LCAP extended to Dec 15th.

## Enrollment and Revenues

- P-2 ADA, 293.37, below budget.

## Cash

- Paycheck Protection Program loan received, **\$529,920**.
- Cash, excluding loan, is forecast to end year **\$14K**.
- Economic uncertainty threatens budget cuts and payment deferrals during 2020/21 and beyond.



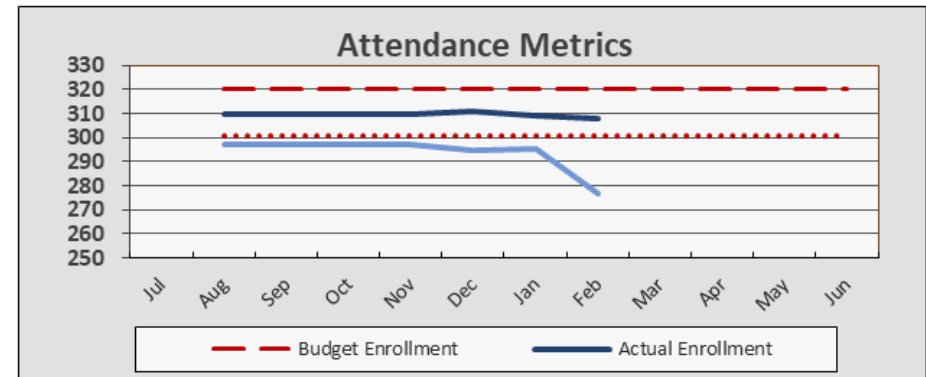
# Attendance Data and Metrics



## Enrollment and Per Pupil Data

<b>Enrollment &amp; Per Pupil Data</b>			
	<b><u>Actual</u></b>	<b><u>Forecast</u></b>	<b><u>Budget</u></b>
Average Enrollment	310	310	320
ADA	293	293	301
Attendance Rate	94.6%	94.6%	94.0%
Unduplicated %		57.9%	57.9%
Revenue per ADA		\$11,953	\$11,838
Expenses per ADA		\$12,083	\$11,831

## Attendance Metrics



P-2 ADA is 293.37, (3.5) below P-1 and (7) below 1<sup>st</sup> interim budget.

# Revenue

- **April Updates**
  - Revenues update – LCFF decreased with ADA, reduced fundraising, increased FEMA funding and LPSBG.
  - **Response to Closure**
    - State funding is maintained based on February ADA and forecast unchanged funding rates.
    - SB117 providing \$5K funding for COVID-19 related expenses.
    - SB740 funding rate reduced to 94.46%.
  - **CARES Act federal funding** – potential **\$64K** funding **not** included in forecast, pending award.

## Revenue

<i>Annual/Full Year</i>		
Forecast	Budget	Fav/(Unf)
\$ 2,622,487	\$ 2,724,729	\$ (102,242)
144,132	136,121	8,011
523,176	429,809	93,367
217,000	272,430	(55,430)
<b>\$ 3,506,795</b>	<b>\$ 3,563,089</b>	<b>\$ (56,294)</b>



# Expenses

- April Updates
  - Expenses update – Compensation maintained at budget, potential reductions for site-based expenses.
  - Response to Closure
    - Compensation is forecast to continue at budget, with adjustments for pre-closure changes.
    - Site-based expenses are reduced for Mar-June, including field trips, fundraising and PD.
    - Actual expenses may continue to decline as distance learning develops.

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
<b>Expenses</b>			
Certificated Salaries	\$ 1,370,876	\$ 1,357,638	\$ (13,238)
Classified Salaries	466,359	548,986	82,627
Benefits	615,212	552,638	(62,574)
Books and Supplies	95,353	73,339	(22,014)
Subagreement Services	35,584	-	(35,584)
Operations	133,790	134,347	557
Facilities	605,709	612,595	6,886
Professional Services	202,041	217,907	15,866
Depreciation	11,846	2,133	(9,713)
Interest	8,106	8,000	(106)
<b>Total Expenses</b>	<b>\$ 3,544,878</b>	<b>\$ 3,507,583</b>	<b>\$ (37,295)</b>

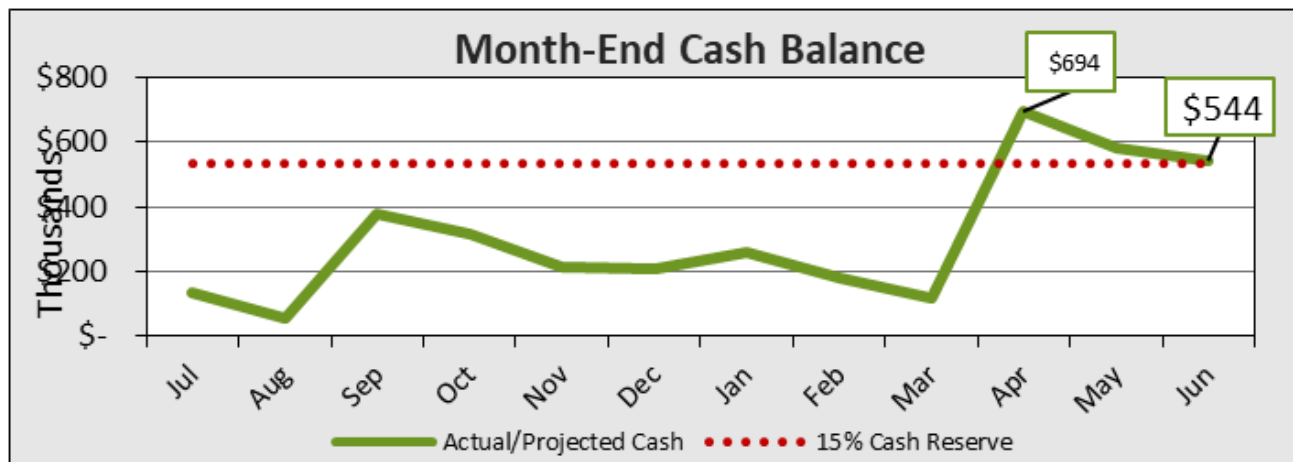
# Surplus / (Deficit) & Fund Balance

- Current forecast loss **(\$38K)**, below budget.
- Fund balance forecast **\$490K**, 14%, 50 days expenses.
- Forecast funding deferrals reduce fund balance available as cash reserves at June 30<sup>th</sup>.

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
<b>Total Surplus(Deficit)</b>	\$ (38,083)	\$ 55,506	\$ (93,589)
Beginning Fund Balance	<u>528,055</u>	<u>528,055</u>	
<b>Ending Fund Balance</b>	<u><b>\$ 489,973</b></u>	<u><b>\$ 583,561</b></u>	
<i>As a % of Annual Expenses</i>	13.8%	16.6%	

# Cash Balance

- Cash is forecast to end the year at \$544K, 5% of expenses.
- Paycheck Protection Program loan received, \$529,920, to ensure school meets payroll and rent.
- PPP loan is potentially forgivable after eight-week period or converts into 2-year loan.
- Economic uncertainty causes concern for deferral of cash payments and budget cuts beginning in late June and continuing through 2020/21.
- Management and Charter Impact are monitoring activities to ensure adequate cash availability.



# Compliance Deadlines (next 60 days)



Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	May 15th extended to July 15th	<b>Extended Due Date - Form 990</b> - The IRS Form 990 is the annual information return filed by most non-profit charter schools. The form should be reviewed and accepted by the Board prior to filing. <b>During 2020 - due date has been automatically extended to July 15, 2020.</b>	BOCS/Audit firm	Yes	No	<a href="http://www.publiccounsel.org/useful_materials?id=0025">http://www.publiccounsel.org/useful_materials?id=0025</a>
FINANCE	Jun-01	<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.	BOCS	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.
FINANCE	Jun-04	<b>SB 740 Charter School Facility Grant Program applications (Continuing Schools)</b> - The 2020-21 Online Application will be made available April 30, 2020 and will close June 4, 2020 at 5:00 P.M. Late applications will NOT be accepted. 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/csfa/csfgo/index.asp">http://www.treasurer.ca.gov/csfa/csfgo/index.asp</a>
FINANCE	Jun-15	<b>Submit Charter Schools Annual Information Survey</b> - The Charter Schools Annual Information Survey has 5 sections: location and school contact information, authorizing agency, site, curriculum and governance information, facilities, retirement and services information, and funding. The funding selection impacts how your school receives revenue payments. All charter schools must be either directly or locally funded. For example: LCFF apportionment funds for a locally funded charter school flow through its local chartering authority whereas funds for a direct funded charter school may flow directly to the county treasurer and then to the charter school. However, the funding type decision may impact the amount of other state and federal funds that a charter school receives, outside the LCFF. This decision may be reconsidered on an annual basis.	Charter Impact	No	Yes	<a href="https://www.cde.ca.gov/sp/ch/csinfosvy.asp">https://www.cde.ca.gov/sp/ch/csinfosvy.asp</a>
FINANCE	Jun-25	<b>Certification of the 2019-20 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 25, 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.	Charter Impact	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>Local Control and Accountability Plan and COVID-19 Operations Written Report 2020–21 LCAP Changes in Response to COVID-19</b> - Executive Order N-56-20 extended the deadline for adoption of the 2020–21 LCAP from July 1, 2020, to December 15, 2020.  Executive Order N-56-20 requires that all LEAs complete a written report to explain the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency, the major impacts of such closures on students and families, and a description of how the LEA is meeting the needs of its unduplicated students. The California Department of Education (CDE) is currently developing a COVID-19 Written Report form that may be used for this purpose.  The COVID-19 Operations Written Report must be adopted with the LEA's budget which is due on or before July 1, 2020.	BOCS with Charter Impact support	Yes	No	<a href="https://www.cde.ca.gov/re/lc/documents/covid19rprrtguidance.pdf?utm_campaign=Capitol%20Update&amp;utm_medium=email&amp;_hsmt=87612015&amp;_hsenc=p2ANqtz--PTv9_bvgRugH7q9SkP1F1clGnFkQ0I2i48Vwgrxw76roAv1_G0KS6oq9dyRzXs2GoJh&amp;utm_content=87612015&amp;utm_source=hs_email">https://www.cde.ca.gov/re/lc/documents/covid19rprrtguidance.pdf?utm_campaign=Capitol%20Update&amp;utm_medium=email&amp;_hsmt=87612015&amp;_hsenc=p2ANqtz--PTv9_bvgRugH7q9SkP1F1clGnFkQ0I2i48Vwgrxw76roAv1_G0KS6oq9dyRzXs2GoJh&amp;utm_content=87612015&amp;utm_source=hs_email</a>
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.  The budget must be presented at the same public meeting as the COVID-19 Operations Report, following the budget hearing. COVID-19 Operations Report and budget adoption must be at least 1 day after the public hearing.	Charter Impact	Yes	No	<a href="https://www.cde.ca.gov/fg/sf/fr/calendar19district.asp">https://www.cde.ca.gov/fg/sf/fr/calendar19district.asp</a>

# Compliance Deadlines (next 60 days)



Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
OPERATIONS	Jun-30	<b>Approve school calendar and instructional minutes</b> - 180/175 days charter schools and are allowed to shorten instructional year by 5 days without fiscal penalty. Kindergarten ~ 600 hours; Grades 1-3 ~ 840 hours; Grades 4-8 ~ 900 hours; Grades 9-12 ~ 1080 hours	BOCS with Charter Impact support	Yes	No	<a href="https://www.cde.ca.gov/fg/aa/pa/lcfftfaq.asp">https://www.cde.ca.gov/fg/aa/pa/lcfftfaq.asp</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.	BOCS	Yes	No	<a href="https://www.cde.ca.gov/sp/sw/t1/parentfamilyinvolve.asp">https://www.cde.ca.gov/sp/sw/t1/parentfamilyinvolve.asp</a>
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 Youths 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.	BOCS	No	No	<a href="https://www.cde.ca.gov/sp/hs/cy/strategies.asp">https://www.cde.ca.gov/sp/hs/cy/strategies.asp</a>
FINANCE	Jun-30	<b>School Nutrition Application Due to CDE</b> - Funding supports five school meal and milk programs to assist schools, districts, and other nonprofit agencies in providing nutritious meals and milk to children at reasonable prices or free to qualified applicants. The five programs are the National School Lunch Program (NSLP), School Breakfast Program (SBP), Seamless Summer Feeding Option (SSFO), Special Milk Program (SMP), and State Meal Program (STMP)	BOCS	No	No	<a href="https://www.cde.ca.gov/ls/nu/sn/eligmaterials.asp">https://www.cde.ca.gov/ls/nu/sn/eligmaterials.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 BOCS 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>

# Appendices

**As of April 30, 2020**

- Cash Flow – Monthly and Annual Forecast
- Statement of Financial Position (Balance Sheet)
- Statement of Cash Flows
- Accounts Payable Aging
- Check Register



# ***Blue Oak Charter***

**Financial Package**

**April 30, 2020**

*Presented by:*



# Blue Oak Charter School

## Monthly Cash Flow/Forecast FY19-20

Revised 05/07/2020

ADA = 293.37



### Revenues

#### State Aid - Revenue Limit

8011	LCFF State Aid	-	89,069	89,069	160,324	160,324	160,324	160,324	111,241	111,241	111,241	111,241	113,299
8012	Education Protection Account	-	-	-	137,001	-	137,000	-	-	94,930	-	-	93,481
8019	State Aid - Prior Year	-	-	-	-	-	-	-	(11,677)	(10,976)	(10,976)	(10,976)	(10,976)
8096	In Lieu of Property Taxes	-	47,061	94,121	62,748	62,748	62,748	62,748	76,932	38,478	37,119	37,126	33,058

Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Year-End Accruals
-	136,130	183,190	360,073	223,072	360,072	223,072	223,072	176,496	233,673	137,384	137,391	228,862

Annual Forecast	1st Interim Budget	Favorable / (Unfav.)
	ADA = 300.39	
1,538,021	1,540,591	(2,570)
462,412	532,632	(70,220)
(55,581)	-	(55,581)
677,635	651,506	26,129
2,622,487	2,724,729	(102,242)

#### Federal Revenue

8181	Special Education - Entitlement	-	-	-	-	-	-	-	-	11,250	11,250	22,500
8290	Title I, Part A - Basic Low Income	-	-	-	-	-	-	18,460	49,133	-	-	10,090
8291	Title II, Part A - Teacher Quality	-	-	-	2,864	-	-	-	6,600	-	-	1,985
8296	Other Federal Revenue	-	-	-	2,370	-	-	-	6,732	-	-	898

-	-	-	-	5,234	-	-	-	18,460	62,465	11,250	11,250	35,473
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45,000	37,600	7,400
77,683	77,067	616
11,449	11,454	(5)
10,000	10,000	-
144,132	136,121	8,011

#### Other State Revenue

8545	School Facilities (SB740)	-	-	-	-	-	-	-	195,205	-	82,027	50,875
8550	Mandated Cost	-	-	-	-	-	5,697	-	-	-	-	-
8560	State Lottery	-	-	-	-	-	17,816	-	17,245	-	-	25,667
8598	Prior Year Revenue	-	-	40	-	4,945	-	-	(514)	-	-	-
8599	Other State Revenue	-	-	120,332	-	-	-	-	5,145	-	-	-

-	-	120,372	-	4,945	-	22,209	-	-	217,081	-	82,027	76,542
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328,107	361,848	(33,741)
5,697	5,697	-
60,728	62,264	(1,536)
3,168	-	3,168
125,477	-	125,477
523,176	429,809	93,367

#### Other Local Revenue

8689	Other Fees and Contracts	-	1,112	-	-	-	-	-	-	-	-	-
8699	School Fundraising	520	7,911	4,362	5,647	7,090	3,639	4,566	4,030	7,164	20	-
8792	Transfers of Apportionments	-	8,660	8,660	15,589	15,589	15,589	15,589	28,573	11,049	-	4,005
8980	Contributions, Unrestricted	1,084	-	-	500	-	-	-	19,415	-	-	-

1,604	17,683	13,022	21,736	22,679	19,228	20,155	19,619	55,152	11,069	11,049	-	4,005
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1,112	-	1,112
44,948	78,030	(33,082)
149,941	154,400	(4,459)
20,999	40,000	(19,001)
217,000	272,430	(55,430)

### Total Revenue

1,604	153,813	316,584	381,809	255,930	379,300	265,436	242,691	250,108	524,288	159,683	230,668	344,882
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3,506,795	3,563,089	(56,294)
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### Expenses

#### Certificated Salaries

1100	Teachers' Salaries	88,461	118,203	136,289	111,894	111,250	111,324	106,258	109,180	107,294	107,700	-
1170	Teachers' Substitute Hours	120	-	1,643	3,420	2,473	1,680	2,483	1,860	1,320	-	-
1175	Teachers' Extra Duty/Stipends	-	1,720	-	-	-	-	5,944	6,144	6,249	5,944	154
1200	Pupil Support Salaries	-	-	-	-	-	425	1,608	1,595	1,489	5,240	9,819
1300	Administrators' Salaries	22,631	12,732	12,732	12,732	21,440	14,116	13,962	13,962	13,962	13,962	13,962
1900	Other Certificated Salaries	2,198	850	(254)	2,309	1,337	1,579	1,699	1,818	1,699	1,962	2,336

113,411	133,505	150,409	130,353	136,499	129,124	131,953	134,559	132,012	134,807	26,271	17,973	-
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1,107,852	1,129,828	21,976
14,998	30,600	15,602
26,310	5,151	(21,159)
23,450	-	(23,450)
180,152	174,144	(6,008)
18,114	17,915	(199)
1,370,876	1,357,638	(13,238)

#### Classified Salaries

2100	Instructional Salaries	1,644	5,944	15,286	14,896	10,606	10,671	10,049	9,413	8,687	9,960	12,497
2200	Support Salaries	-	1,750	3,823	3,425	1,113	1,248	-	-	-	-	-
2300	Classified Administrators' Salaries	3,086	4,516	5,946	4,516	4,516	4,516	-	-	-	-	-
2400	Clerical and Office Staff Salaries	7,499	9,517	15,427	18,410	14,606	10,870	8,716	7,835	7,585	8,586	12,750
2900	Other Classified Salaries	1,546	14,493	20,586	24,091	19,634	16,264	18,080	15,448	16,450	17,380	13,974

13,776	36,220	61,067	65,338	50,475	43,569	36,845	32,696	32,722	35,926	39,221	18,505	-
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112,778	147,615	34,837
11,359	16,350	4,991
27,096	49,668	22,572
130,299	199,476	69,177
184,827	135,877	(48,950)
466,359	548,986	82,627

#### Benefits

3101	STRS	17,366	20,899	23,803	20,169	26,340	20,066	20,037	20,680	20,093	20,503	4,492
3202	PERS	4,941	8,568	16,924	13,508	6,380	7,496	7,483	11,946	8,630	9,316	7,735
3301	OASDI	1,505	2,881	4,191	4,583	3,703	2,594	2,205	4,031	2,830	3,121	2,432
3311	Medicare	1,769	2,383	2,941	2,712	2,589	2,204	2,223	2,611	2,281	2,367	950
3401	Health and Welfare	14,788	15,542	13,731	28,129	17,235	13,208	18,433	17,068	14,337	14,896	21,545
3501	State Unemployment	61	82	101	93	89	76	77	90	79	829	381
3601	Workers' Compensation	1,250	1,250	1,378	1,469	1,469	1,469	1,395	2,132	1,385	2,785	1,250
3901	Other Benefits	-	-	-	-	-	-	78	79	73	75	-

41,680	51,605	63,071	70,663	57,806	47,113	51,930	58,637	49,707	53,891	38,784	30,325	-
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217,522	222,011	4,489
106,576	95,860	(10,716)
35,223	36,695	1,472
25,559	26,807	1,248
210,457	152,500	(57,957)
2,340	5,765	3,425
17,231	13,000	(4,231)
304	-	(304)
615,212	552,638	(62,574)

Blue Oak Charter School

Monthly Cash Flow/Forecast FY19-20

Revised 05/07/2020

ADA = 293.37



Books and Supplies

4100	Textbooks and Core Materials
4200	Books and Reference Materials
4302	School Supplies
4305	Software
4310	Office Expense
4312	School Fundraising Expense
4400	Noncapitalized Equipment

Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Year-End Accruals
19,614	-	-	-	183	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	7,673	-	-	-	-	-
25,987	9,398	(80)	-	6,931	175	928	536	2,774	1,626	1,000	1,000	-
-	-	-	-	170	294	-	-	-	-	-	-	-
203	343	265	1,360	1,444	637	848	1,237	520	2,442	2,000	2,000	-
-	-	-	-	-	-	-	907	502	2,079	-	-	-
-	-	-	-	-	-	-	-	-	357	-	-	-
45,804	9,740	185	1,360	8,729	1,106	1,776	10,353	3,797	6,504	3,000	3,000	-

Annual Forecast	1st Interim Budget	Favorable / (Unfav.)
19,797	17,465	(2,332)
7,673	2,149	(5,524)
50,275	25,000	(25,275)
464	-	(464)
13,298	24,225	10,927
3,488	3,500	12
357	1,000	643
95,353	73,339	(22,014)

Subagreement Services

5102	Special Education
5105	Security
5106	Other Educational Consultants

-	-	-	-	-	-	-	-	3,840	5,760	11,890	11,890	-
-	-	-	-	-	-	1,227	-	428	-	-	-	-
-	-	-	-	-	-	550	-	-	-	-	-	-
-	-	-	-	-	-	1,777	-	4,268	5,760	11,890	11,890	-

33,380		(33,380)
1,654		(1,654)
550		(550)
35,584	-	(35,584)

Operations and Housekeeping

5201	Auto and Travel
5300	Dues & Memberships
5400	Insurance
5501	Utilities
5502	Janitorial Services
5900	Communications
5901	Postage and Shipping

445	1,065	-	-	1,577	45	416	636	97	-	419	419	-
1,000	-	-	-	-	-	-	-	-	-	1,291	1,291	-
9,285	-	8,224	1,772	1,767	2,175	408	408	408	408	408	408	-
8,841	9,089	901	13,846	11,307	3,843	8,046	4,469	4,393	2,490	4,000	4,000	-
-	-	-	-	-	-	957	5,699	2,314	1,210	1,510	1,510	-
2,554	544	437	1,044	52	539	1,207	751	701	785	800	800	-
-	-	-	363	42	66	24	74	194	20	-	-	-
22,125	10,699	9,562	17,025	14,745	6,668	11,056	12,037	8,106	4,912	8,428	8,428	-

5,118	5,118	-
3,582	3,582	-
25,669	25,847	178
75,225	85,000	9,775
13,200	3,200	(10,000)
10,213	11,600	1,387
784		(784)
133,790	134,347	557

Facilities, Repairs and Other Leases

5601	Rent
5602	Additional Rent
5603	Equipment Leases
5604	Other Leases
5610	Repairs and Maintenance

47,379	48,718	47,379	48,867	48,867	48,867	48,867	48,867	48,867	48,867	48,867	48,867	-
-	-	-	-	231	-	-	-	-	-	-	-	-
1,068	1,128	320	1,529	3,500	891	1,159	675	2,371	1,583	1,575	1,575	-
-	-	-	-	-	-	-	400	-	-	-	-	-
-	85	608	-	393	-	950	-	390	-	1,000	1,000	-
48,447	49,931	48,307	50,395	52,991	49,758	50,976	49,942	51,628	50,450	51,442	51,442	-

583,279	583,995	717
231		(231)
17,375	18,900	1,525
400		(400)
4,425	9,700	5,275
605,709	612,595	6,886

Professional/Consulting Services

5801	IT
5802	Audit & Taxes
5803	Legal
5804	Professional Development
5805	General Consulting
5806	Special Activities/Field Trips
5807	Bank Charges
5808	Printing
5809	Other taxes and fees
5810	Payroll Service Fee
5811	Management Fee
5812	District Oversight Fee
5815	Public Relations/Recruitment

-	-	-	-	375	4,824	-	795	4,093	(4,395)	1,625	-	1,625
-	-	-	-	-	-	3,502	-	-	-	1,500	2,500	-
926	711	4,500	-	892	-	-	-	-	-	2,486	2,486	-
400	725	(725)	-	3,361	695	97	450	46	-	975	975	-
1,422	-	1,015	5,180	10,701	9,030	2,900	2,893	6,048	-	-	-	-
-	190	2,462	-	1,093	-	7,518	2,400	4,785	(4,120)	-	-	-
-	-	15	-	-	15	-	-	-	-	-	-	-
-	-	-	-	-	445	-	-	-	-	-	-	-
-	32	-	20	321	140	660	697	1,480	450	750	750	-
695	929	4	-	-	-	-	450	497	466	833	833	-
7,084	7,084	7,084	7,084	1,500	5,967	5,967	5,967	5,967	5,733	5,967	5,967	-
-	1,362	1,832	3,601	2,231	2,231	2,973	1,603	1,003	1,952	1,374	1,374	4,689
550	369	-	-	350	189	650	210	-	373	1,154	1,154	-
11,076	11,402	16,187	15,885	20,824	23,536	24,267	15,465	23,919	459	16,665	16,040	6,314

8,942	14,000	5,058
7,502	9,500	1,998
12,000	12,000	-
7,000	15,000	8,000
39,189	10,000	(29,189)
14,328	35,800	21,472
30	-	(30)
445	-	(445)
5,300	1,500	(3,800)
4,709	10,000	5,291
71,371	74,250	2,879
26,225	30,857	4,632
5,000	5,000	-
202,041	217,907	15,866

Depreciation

6900	Depreciation Expense
------	----------------------

-	-	-	-	-	-	209	209	209	7,981	1,619	1,619	-
-	-	-	-	-	-	209	209	209	7,981	1,619	1,619	-

11,846	2,133	(9,713)
11,846	2,133	(9,713)

Interest

7438	Interest Expense
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-	-	3,497	-	-	4,609	-	-	-	-	-	-	-
-	-	3,497	-	-	4,609	-	-	-	-	-	-	-

8,106	8,000	(106)
8,106	8,000	(106)

Total Expenses

296,320	303,102	352,285	351,020	342,068	305,483	310,789	313,898	306,368	300,691	197,320	159,222	6,314
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3,544,878	3,507,583	(37,295)
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Monthly Surplus (Deficit)

(294,716)	(149,289)	(35,701)	30,789	(86,138)	73,817	(45,353)	(71,208)	(56,260)	223,598	(37,637)	71,446	338,568
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(38,083)	55,506	(93,589)
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-1% 2%

Blue Oak Charter School

Monthly Cash Flow/Forecast FY19-20

Revised 05/07/2020

ADA = 293.37



Cash Flow Adjustments

Monthly Surplus (Deficit)

Cash flows from operating activities

Depreciation/Amortization

Public Funding Receivables

Grants and Contributions Rec.

Prepaid Expenses

Accounts Payable

Accrued Expenses

Summer Holdback

Cash flows from investing activities

Purchases of Prop. And Equip.

Cash flows from financing activities

Proceeds from Factoring

Payments on Factoring

Proceeds(Payments) on Debt

Total Change in Cash

Cash, Beginning of Month

Cash, End of Month

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Year-End Accruals	Annual Forecast	1st Interim Budget	Favorable / (Unfav.)
Monthly Surplus (Deficit)	(294,716)	(149,289)	(35,701)	30,789	(86,138)	73,817	(45,353)	(71,208)	(56,260)	223,598	(37,637)	71,446	338,568	(38,083)		
Cash flows from operating activities														-		
Depreciation/Amortization	-	-	-	-	-	-	209	209	209	7,981	1,619	1,619	-	11,846		
Public Funding Receivables	381,765	10,176	-	-	-	(137,000)	137,000	-	-	(22,390)	22,390	-	(344,882)	47,059		
Grants and Contributions Rec.			88,937	90,352	27,052	450	(15,613)	69,667	899	899			-	262,642		
Prepaid Expenses	-	-	74,538	-	(1,469)	(3,014)	(20,799)	3,590	(2,633)	(45,265)	408	4,142	-	9,498		
Accounts Payable	(24,716)	10,949	(16,543)	(33,099)	(7,098)	(5,986)	52,978	(11,881)	9,643	(57,467)	-	(9,573)	6,314	(86,479)		
Accrued Expenses	(31,636)	35,278	45,992	(10,065)	34,024	(25,559)	(19,975)	(26,948)	23,862	(20,872)	(45,413)	(52,548)	-	(93,859)		
Summer Holdback	-	12,138	14,785	10,190	11,563	11,628	11,628	11,628	11,628	11,550	(53,370)	(53,370)	-	-	-	
Cash flows from investing activities														-		
Purchases of Prop. And Equip.	-	-	-	-	-	-	(50,185)	-	-	-	-	-	-	(50,185)	-	
Cash flows from financing activities														-		
Proceeds from Factoring	-	-	200,000	-	-	150,000	-	-	-	-	-	-	-	350,000	-	
Payments on Factoring	-	-	(50,679)	(150,000)	(80,000)	(68,888)	-	(52,000)	(52,000)	(50,609)	-	-	-	(504,176)	-	
Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	529,920			-	529,920	-	
Total Change in Cash	30,697	(80,748)	321,329	(61,833)	(102,066)	(4,552)	49,890	(76,942)	(64,651)	577,345	(112,003)	(38,283)				
Cash, Beginning of Month	105,648	136,345	55,597	376,926	315,093	213,027	208,475	258,365	181,423	116,772	694,117	582,114				
Cash, End of Month	136,345	55,597	376,926	315,093	213,027	208,475	258,365	181,423	116,772	694,117	582,114	543,830				

## Blue Oak Charter

### Statement of Financial Position

April 30, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
<b>Assets</b>				
<b>Current Assets</b>				
Cash & Cash Equivalents	\$ 694,117	\$ 105,648	\$ 588,469	557%
Accounts Receivable	(2,763)	651,820	(654,583)	-100%
Public Funding Receivables	22,390	-	22,390	0%
Factored Receivables	-	(154,176)	154,176	-100%
Prepaid Expenses	73,324	78,272	(4,948)	-6%
<b>Total Current Assets</b>	<b>787,068</b>	<b>681,564</b>	<b>105,504</b>	<b>15%</b>
<b>Long-Term Assets</b>				
Property & Equipment, Net	43,710	2,133	41,576	1949%
Deposits	28,000	28,000	-	0%
<b>Total Long Term Assets</b>	<b>71,710</b>	<b>30,133</b>	<b>41,576</b>	<b>138%</b>
<b>Total Assets</b>	<b>\$ 858,777</b>	<b>\$ 711,697</b>	<b>\$ 147,080</b>	<b>21%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 9,573	\$ 92,793	\$ (83,220)	-90%
Accrued Liabilities	201,689	90,848	110,841	122%
<b>Total Current Liabilities</b>	<b>211,263</b>	<b>183,642</b>	<b>27,621</b>	<b>15%</b>
<b>Long-Term Liabilities</b>				
Notes Payable, Net of Current Portion	529,920	-	529,920	0%
<b>Total Long-Term Liabilities</b>	<b>529,920</b>	<b>-</b>	<b>529,920</b>	<b>0%</b>
<b>Total Liabilities</b>	<b>741,182</b>	<b>183,642</b>	<b>557,541</b>	<b>304%</b>
<b>Total Net Assets</b>	<b>117,595</b>	<b>528,055</b>	<b>(410,460)</b>	<b>-78%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 858,777</b>	<b>\$ 711,697</b>	<b>\$ 147,080</b>	<b>21%</b>

## Blue Oak Charter

### Statement of Cash Flows

For the period ended April 30, 2020

	Month Ended 04/30/20	YTD Ended 04/30/20
<b>Cash Flows from Operating Activities</b>		
Change in Net Assets	\$ 223,598	\$ (410,460)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	7,981	8,609
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	(22,390)	(22,390)
Grants, Contributions & Pledges Receivable	(49,710)	500,407
Prepaid Expenses	(45,265)	4,948
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(57,467)	(83,220)
Accrued Expenses	(9,322)	110,841
<b>Total Cash Flows from Operating Activities</b>	<b>47,425</b>	<b>108,734</b>
<b>Cash Flows from Investing Activities</b>		
Purchase of Property & Equipment	-	(50,185)
<b>Total Cash Flows from Investing Activities</b>	<b>-</b>	<b>(50,185)</b>
<b>Cash Flows from Financing Activities</b>		
Proceeds from (payments on) Long-Term Debt	529,920	529,920
<b>Total Cash Flows from Financing Activities</b>	<b>529,920</b>	<b>529,920</b>
Change in Cash & Cash Equivalents	577,344	588,469
Cash & Cash Equivalents, Beginning of Period	116,772	105,648
<b>Cash and Cash Equivalents, End of Period</b>	<b>\$ 694,117</b>	<b>\$ 694,117</b>

**Blue Oak Charter*****Accounts Payable Aging***

April 30, 2020

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	Over 90 Days Past Due	Total
CSMC	38777	9/15/2019	10/1/2019	\$ -	\$ -	\$ -	\$ -	\$ 7,084	\$ 7,084
Total Outstanding Invoices				\$ -	\$ -	\$ -	\$ -	\$ 7,084	\$ 7,084

## Blue Oak Charter

### Check Register

For the period ended April 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
7285	Leen Brothers Enterprises	4/1/2020	\$ 48,866.97
10125	Blue Shield of California	4/10/2020	353.30
10126	Brette Heady	4/10/2020	30.00
10127	California State University Chico	4/10/2020	20.00
10128	Charter Impact	4/10/2020	12,166.00
10129	Chico News & Review	4/10/2020	373.00
10130	CMEA North State	4/10/2020	300.00
10131	Comcast	4/10/2020	507.87
10132	Department of Justice	4/10/2020	64.00
10133	Elizabeth Fuller	4/10/2020	900.00
10134	Employers Preferred Ins CO	4/10/2020	1,389.80
10135	Evergreen Janitorial Supply Inc	4/10/2020	693.23
10136	Full Circle Speech Therapy	4/10/2020	1,920.00
10137	Hoffecker Burgess Consulting	4/10/2020	5,118.00
10138	Jessee Heating & Air Conditioning	4/10/2020	30,000.00
10139	Palos Sports, Inc.	4/10/2020	356.97
10140	PG&E	4/10/2020	2,820.27
10141	Philadelphia Insurance Companies	4/10/2020	1,767.29
10142	Recology Butte Colusa Counties	4/10/2020	1,209.60
10143	Scholastic Book Fairs - 10	4/10/2020	2,079.29
10144	School Nurse Supply	4/10/2020	113.28
10145	Shady Creek Outdoor School	4/10/2020	480.00
10146	Susan Domenighini	4/10/2020	96.80
10147	Sutter County Schools Office	4/10/2020	3,000.00
10148	Syncb/Amazon	4/10/2020	1,897.21
10149	Tekk International Inc.	4/10/2020	321.00
10150	Advanced Document Concepts for Business	4/23/2020	536.90
10151	Anthem Blue Cross	4/23/2020	17,870.05
10152	California Water Service	4/23/2020	752.02
10153	Comcast	4/23/2020	507.11
10154	Department of Justice	4/23/2020	64.00
10155	Fedex	4/23/2020	20.00
10156	Full Circle Speech Therapy	4/23/2020	5,760.00
10157	Jeeptail	4/23/2020	193.50
10158	Leen Brothers Enterprises	4/23/2020	48,866.97
10159	Office Depot Inc	4/23/2020	300.21
10160	PowerSchool Group LLC	4/23/2020	804.00
10161	Pure Water Partners	4/23/2020	42.90
10162	TIAA Commercial Finance Inc	4/23/2020	665.19
10163	TIAA Commercial Finance, Inc.	4/23/2020	337.85
ACH	Employment Development Department	4/1/2020	747.00
ACH	Sprint	4/3/2020	100.01
ACH	Employers Preferred Ins CO	4/6/2020	1,394.80
ACH	Employment Development Dept	4/13/2020	109.94
ACH	Employment Development Dept	4/13/2020	161.85
ACH	Internal Revenue Services	4/13/2020	2,996.20
ACH	CalPERS	4/20/2020	4,480.46



## Blue Oak Charter

### Check Register

For the period ended April 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	CalPERS	4/20/2020	4,927.27
ACH	CalPERS	4/20/2020	5,468.92
ACH	CalPERS	4/20/2020	11,901.33
ACH	CalPERS	4/21/2020	4,831.94
ACH	CalPERS	4/21/2020	7,060.46
ACH	Employment Development Dept	4/27/2020	1,411.12
ACH	Employment Development Dept	4/27/2020	2,859.67
ACH	Internal Revenue Services	4/27/2020	18,201.37
ACH	Employment Development Department	4/28/2020	237.24
ACH	Dharma Trading Co.	4/30/2020	<u>1,177.04</u>

**Total Disbursements Issued in April    \$    261,631.20**

# Business Checking – XXXXX0889

## Search transactions

Activity: Date range; Start date: Apr 01, 2020; End date: Apr 30, 2020; Type: All

## Transactions

🕒 Pending ● Posted

Date ▼	Description ◇	Debit ◇	Credit ◇	Balance
● Apr 30, 2020	<u>Check 10128</u>	12,166.00		723,665.15
● Apr 30, 2020	<u>Check 10159</u>	300.21		735,831.15
● Apr 30, 2020	<u>Check 10157</u>	193.50		736,131.36
● Apr 30, 2020	<u>Check 10154</u>	64.00		736,324.86
● Apr 30, 2020	<u>Check 10161</u>	42.90		736,388.86
● Apr 30, 2020	POS Purchase DHARMA TRADING CO 707-283-0390 CA #3136 (Kindergarten/8th grade SILKS & supplies)	1,177.04		736,431.76
● Apr 30, 2020	ACH Deposit EL DORADO COUNTY AP PAYMENT		11,049.00	737,608.80
● Apr 29, 2020	<u>Check 10152</u>	752.02		726,559.80
● Apr 29, 2020	<u>Check 70061</u>	548.90		727,311.82
● Apr 29, 2020	<u>Check 10150</u>	536.90		727,860.72
● Apr 29, 2020	<u>Check 70053</u>	468.78		728,397.62
● Apr 29, 2020	<u>Check 70059</u>	382.80		728,866.40
● Apr 28, 2020	<u>Check 10153</u>	507.11		729,249.20
● Apr 28, 2020	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT (UI) Unemployment Ins	237.24		729,756.31
● Apr 28, 2020	ATM RCR Payment STAMPS.COM 855-608-2677 CA #3136	17.99		729,993.55
● Apr 27, 2020	<u>Check 10158</u>	48,866.97		730,011.54
● Apr 27, 2020	<u>Check 10160</u>	804.00		778,878.51
● Apr 27, 2020	<u>Check 10155</u>	20.00		779,682.51
● Apr 27, 2020	ACH Payment IRS USATAXPYMT employment/Payroll Taxes	18,201.37		779,702.51
● Apr 27, 2020	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT (UI)	2,859.67		797,903.88
● Apr 27, 2020	ACH Payment BENEFIT RESOURCE BRI XFER Medical FSA	1,659.00		800,763.55

Date ▼	Description ◊	Debit ◊	Credit ◊	Balance
● Apr 27, 2020	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT (UI)	1,411.12		802,422.55
● Apr 24, 2020	ACH Payment BLUE OAK CHARTER PAYROLL	67,008.72		803,833.67
● Apr 24, 2020	ACH Payment BLUE OAK CHARTER PAYROLL	14,917.10		870,842.39
● Apr 24, 2020	ACH Payment BLUE OAK CHARTER PAYROLL	10,023.25		885,759.49
● Apr 24, 2020	ACH Payment BLUE OAK CHARTER PAYROLL	3,805.55		895,782.74
● Apr 24, 2020	POS Purchase UPS (800) 811-1648 CHICO CA #3136 <i>Postage Return Items to Vendor</i>	152.70		899,588.29
● Apr 23, 2020	Transfer Deposit Fund Ln XXXXXX3305 PPP Loan Proceeds		529,919.65	899,740.99
● Apr 21, 2020	ACH Payment CALPERS 3100	7,060.46		369,821.34
● Apr 21, 2020	ACH Payment CALPERS 3100	4,831.94		376,881.80
● Apr 20, 2020	<u>Check 10137</u>	5,118.00		381,713.74
● Apr 20, 2020	<u>Check 10141</u>	1,767.29		386,831.74
● Apr 20, 2020	ACH Payment CALPERS 3100	11,901.33		388,599.03
● Apr 20, 2020	ACH Payment CALPERS 3100	5,468.92		400,500.36
● Apr 20, 2020	ACH Payment CALPERS 3100	4,927.27		405,969.28
● Apr 20, 2020	ACH Payment CALPERS 3100	4,480.46		410,896.55
● Apr 17, 2020	<u>Check 10138</u>	30,000.00		415,377.01
● Apr 17, 2020	<u>Check 10120</u>	2,313.82		445,377.01
● Apr 17, 2020	<u>Check 70060</u>	949.49		447,690.83
● Apr 17, 2020	<u>Check 10135</u>	693.23		448,640.32
● Apr 16, 2020	<u>Check 10147</u>	3,000.00		449,333.55
● Apr 16, 2020	<u>Check 10136</u>	1,920.00		452,333.55
● Apr 16, 2020	<u>Check 10139</u>	356.97		454,253.55
● Apr 16, 2020	<u>Check 10149</u>	321.00		454,610.52
● Apr 16, 2020	<u>Check 10132</u>	64.00		454,931.52
● Apr 15, 2020	<u>Check 10140</u>	2,820.27		454,995.52
● Apr 15, 2020	<u>Check 10143</u>	2,079.29		457,815.79
● Apr 15, 2020	<u>Check 10148</u>	1,897.21		459,895.08
● Apr 15, 2020	<u>Check 10131</u>	507.87		461,792.29

Date ▼	Description ◇	Debit ◇	Credit ◇	Balance
● Apr 15, 2020	<u>Check 10127</u>	20.00		462,300.16
● Apr 15, 2020	ACH Payment BENEFIT RESOURCE BRI XFER <i>Medical FSA</i>	132.00		462,320.16
● Apr 14, 2020	<u>Check 10134</u>	1,389.80		462,452.16
● Apr 14, 2020	<u>Check 10129</u>	373.00		463,841.96
● Apr 14, 2020	<u>Check 10144</u>	113.28		464,214.96
● Apr 14, 2020	<u>Deposit</u>		38,093.00	464,328.24
● Apr 13, 2020	<u>Check 10125</u>	353.30		426,235.24
● Apr 13, 2020	ACH Payment IRS USATAXPYMT <i>Employment/Payroll Taxes</i>	2,996.20		426,588.54
● Apr 13, 2020	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT (01)	161.85		429,584.74
● Apr 13, 2020	ACH Payment BENEFIT RESOURCE BRI XFER <i>Medical FSA</i>	155.00		429,746.59
● Apr 13, 2020	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT (01)	109.94		429,901.59
● Apr 10, 2020	<u>Check 10113</u>	2,367.89		430,011.53
● Apr 10, 2020	ACH Payment <u>BLUE OAK CHARTER PAYROLL</u>	11,199.81		432,379.42
● Apr 09, 2020	POS Debit Reversal DEPT PARKS CONTACT CE SACRAMENTO CA #3136		1,332.01	443,579.23
● Apr 08, 2020	<u>Check 7285</u>	48,866.97		442,247.22
● Apr 08, 2020	<u>Deposit</u>		196,045.91	491,114.19
● Apr 08, 2020	ACH Deposit CHARTER ASSET MA PREFUND		172,685.26	295,068.28
● Apr 07, 2020	<u>Check 10123</u>	665.19		122,383.02
● Apr 07, 2020	<u>Check 10110</u>	336.81		123,048.21
● Apr 07, 2020	<u>Check 10124</u>	255.00		123,385.02
● Apr 07, 2020	<u>Check 70057</u>	209.52		123,640.02
● Apr 06, 2020	<u>Check 10112</u>	1,920.00		123,849.54
● Apr 06, 2020	<u>Check 10109</u>	427.50		125,769.54
● Apr 06, 2020	<u>Check 70056</u>	222.44		126,197.04
● Apr 06, 2020	<u>Check 10116</u>	192.99		126,419.48
● Apr 06, 2020	ACH Payment EMPLOYERS EPIC E 8886826671 <i>Insurance Pmt.</i>	1,394.80		126,612.47
● Apr 06, 2020	POS Purchase POSTAL PLUS 530-8911626 CA #3136	20.74		128,007.27
● Apr 03, 2020	<u>Check 10106</u>	502.36		128,028.01



Date ▼	Description ↕	Debit ↕	Credit ↕	Balance
● Apr 03, 2020	<u>Check 10119</u>	42.90		128,530.37
● Apr 03, 2020	<i>School / Emergency Cell Phone</i> <u>ACH Payment SPRINT8006396111 ACHBILLPAY MY9V9AHHAC3QDTQC</u>	100.01		128,573.27
● Apr 03, 2020	ACH Deposit Square Inc 200403P2		18.99	128,673.28
● Apr 02, 2020	<u>Check 10107</u>	18,696.23		128,654.29
● Apr 02, 2020	<u>Check 10117</u>	352.01		147,350.52
● Apr 01, 2020	<u>Check 10118</u>	1,767.29		147,702.53
● Apr 01, 2020	<u>Check 10105</u>	515.90		149,469.82
● Apr 01, 2020	<u>Check 10108</u>	490.19		149,985.72
● Apr 01, 2020	<u>Check 10111</u>	232.40		150,475.91
● Apr 01, 2020	<u>Check 10122</u>	115.80		150,708.31
● Apr 01, 2020	<u>Check 10114</u>	57.87		150,824.11
● Apr 01, 2020	<u>Check 10121</u>	20.00		150,881.98

## **Agenda Item: Approve Employment for Certified Employees for 2020-2021**

**Prepared by:** Susan Domenighini Charter Council Date: 05/19/2020

### **Background Information:**

Blue Oak would like to approve employment for certificated employees for 2020-2021.

Classified employees will be approved next month.

Rehire Listing:

- Jennifer Adams
- Briaunna Cisneros
- Chairun Combs
- Katie Donovan
- Ellie Glusman
- Cheryl Grant
- Brittany Jones
- Sarah Lee
- Brianna Lee
- Kari Madera
- Kate McDonald
- Nick Meier
- Sheila Moss
- Riley Murray
- Hunter Stiglitz
- Eneida Sweringen
- Ally Welch
- Susan Whittlesey

**Agenda Item: Policy - Conflict of Interest**

**Prepared by:** Susan Domenighini Charter Council Date: 05/19/2020

**Background Information:**

- Blue Oak Charter School Executive Director suggested edits to the Conflict of Interest policy.

CONFLICTS OF INTEREST CODE

*The Government Code requires public entities to adopt and maintain a conflicts of interest code. There has been some debate as to the applicability of these Government Code provisions to charter schools. However, as the Fair Political Practices Commission has opined that the Government Code provisions are applicable to Charter Schools, and as there are strong arguments to support the applicability of such provisions, a charter school may want to act conservatively in adopting and maintaining a conflicts of interest code.*

*Additionally, under Title 5, Section 11963.2 ("SB740 regulations"), a nonclassroom based charter school is REQUIRED to certify to the State Board of Education that it has adopted and implemented conflict of interest policies as a condition to filing a request for a funding determination.*

Adoption

The Governing Board hereby adopts this Conflict of Interest Code ("Code"), which shall apply to all governing board members, candidates for member of the board, and all other designated employees of the Charter School.

Designated Employees

Employees of this Charter School, including Board members and candidates, who hold positions that involve the making or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be designated employees. The designated positions are listed in Exhibit "A" attached to this policy and incorporated by reference herein.

Statement Of Economic Interests: Time Of Filing

Each designated employee, including governing board members and candidates, shall file a Statement of Economic Interest Form 700 ("Statement") at the time and manner prescribed below, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee's position is assigned in Exhibit A.

An investment, interest in real property or income shall be reportable if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or by participation in the decision by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in Exhibit B.

Statements Filed With the Charter School

All Statements shall be supplied by the Charter School. All Statements shall be filed with the Charter School. The Charter School's filing officer shall make and retain a copy and forward the original to the County Board of Supervisors.



### Contents of Initial Statements

Initial Statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the Code and income received during the twelve (12) months prior to the effective date of the Code.

### Disqualification

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

- Any business entity or real property in which the designated employee has a direct or indirect investment or interest worth one thousand dollars (\$1,000) or more.
- Any source of income totaling two hundred fifty dollars (\$250) or more provided or promised to the designated employee within twelve months prior to the decision. (This category does not include gifts or loans made at regular rates by commercial lending institutions.)
- Any business entity in which the designated employee is the director, officer, partner, trustee, employee, or any kind of manager.
- Any donor of gifts totaling \$250 or more in value provided or promised to the designated employee within twelve months prior to the decision; any intermediary or agency for such a donor.

No designated employee shall be prevented from making or participating in any decision to the extent that his/her participation is legally required for the decision to be made. (The need to break a tie vote does not make the designated employee's participation legally required.)

### Manner Of Disqualification

When a designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Charter School Director, who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority.

Governing Board members shall disclose a disqualifying interest at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board's official record. The Board member shall then refrain from participating in the decision in any way.

### Definition Of Terms

As applicable to a charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, Government Code 1090, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

Adopted: 01/05

Revised: 11/12

EXHIBIT A  
Designated Positions

- I. Persons occupying the following positions are designated employees and must disclose financial interests in all categories defined in Exhibit B (i.e. categories 1, 2, and 3).
- A. Members of the Governing Board
  - B. Candidates for Member of the Governing Board
  - C. Director of Charter School
  - D. Assistant Director
  - E. Chief Business Officer
  - F. Director of Personnel Services
  - G. Assistant Director of Personnel Services
  - H. Consultants<sup>1</sup>
  - I. Other Employees<sup>2</sup>
- II. Persons occupying the following positions are designated employees and must disclose financial interests defined in Category 1 of Exhibit B.
- A. Purchasing Manager
  - B. Assistant Business Officer
  - C. Other Employees<sup>3</sup>
- III. Persons occupying the following positions are designated employees and must disclose financial interests defined in Categories 2 and 3 of Exhibit B.
- A. Information Systems Technician
  - B. Contractor
  - C. Other Employees<sup>4</sup>

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<sup>1</sup> The Director may determine, in writing, that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Director's determination is a public record and shall be retained for public inspection in the same manner and location of interest code.

<sup>2</sup> "Other Employees" include any employee occupying a position that requires the employee to make a governmental decision that foreseeably and materially affects a personal financial interest, source of income, or a business position in a business entity.

<sup>3</sup> "Other Employees" include any employee with authority to make purchases that may foreseeably and materially affect an investment and/or business position in business entities or who are in a position to influence a governmental decision that may foreseeably and materially affect an investment and/or business position in a business entity.

<sup>4</sup> "Other Employees" include employees with authority to make purchases that may foreseeably and materially effect investments and business positions in business entities which provide services, supplies, materials, or equipment in which the employee has authority to purchase.



EXHIBIT B  
Disclosure Categories

Category 1 Reporting:

- A. Interest in real property which is located in whole or in part either (1) within the boundaries of the District, or (2) within two miles of the boundaries of the District, including any leasehold, beneficial or ownership interests or option to acquire such interest in real property, if the fair market value of the interest is greater than \$1,000.  
(Interests in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a ten percent interest or greater.)
- B. Investments in or income from persons or business entities which are contractors or sub-contractors which are or have been within the previous two-year period engaged in the performance of building construction or design within the District.
- C. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the jurisdiction.  
(Investment includes any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership interest or other ownership interests.)  
(Investments of any individual include a pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.)  
(Investment does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.)  
(No investment or interest in real property is reportable unless its fair market value exceeds \$1,000. No source of income is reportable unless the income received by or promised to the public official aggregates \$250 or more in value or \$50 or more in value if the income was a gift during the preceding 12-month reporting period.)

Category 2 Reporting:

- A. Investments in or income from business entities which manufacture or sell supplies, books, machinery or equipment of the type utilized by the department for which the designated employee is Manager or Director. Investments include interests described in Category 1.

Category 3 Reporting:

- A. Investments in or income from business entities which are contractors or sub-contractors engaged in the performance of work or services of the type utilized by the department for which the designated employee is Manager or Director. Investments include the interests described in Category 1.

## **Agenda Item: Charter Council Elections**

**Prepared by:** Susan Domenighini Charter Council Date: 05/19/2020

### **Background Information:**

- Bylaws updated
- Charter Council Members (terms in parentheses)
  - Monica McDaniel, Chairperson  
Parent Member (Aug. 2018 – Aug. 2020)
  - Vicki Wonacott, Co-chair  
Community Member (Aug. 2019 – Aug. 2020)
  - Chelsea Parker, CFO & Treasurer  
Parent Member (Aug. 2018 – Aug. 2020)
  - Trisha Atehortua, Clerk, Secretary & PC Liaison  
Parent Member (Aug. 2018 – Aug. 2020)
  - Laurel Hill-Ward  
Community Member (Aug. 2019 – Aug. 2020)
  - Laura Swanson  
Interim Community Member (Nov. 2019 – Aug. 2020)
- Council Members who wish to run again should complete and submit their application by May 20, 2020.
- All Blue Oak parents and community members are eligible to apply.
- The election will be held from May 26 to May 29.



# BLUE OAK SCHOOL

A WALDORF-INSPIRED PUBLIC CHARTER (K-8)

## Charter Council Application

*Please complete this application and read through the additional information attached.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Are you applying for a Community seat or Parent Seat? \_\_\_\_\_

*Please note: we are only accepting community seats this election*

How did you learn of this opportunity? \_\_\_\_\_

Are you related to anyone who works at Blue Oak? \_\_\_\_\_

### **Please attach the following:**

- A paragraph of your top five strengths, which are most applicable to your role as a Charter Council member. You may use the following questions to help you create your paragraph.
  - Do you have experience with the management or oversight of a business?
  - Do you have experience with financial and/or budget management?
  - Do you have experience working collaboratively with others?
  - Have you ever served on any other non-profit board?
  - Do you have any experience with fundraising or grant writing?
- Brief Resume
- Photo image (large enough to be displayed i.e. 5x7 image)

Applications should be emailed to the Executive Assistant, Tess Slaton at [tslaton@blueoakcharterschool.org](mailto:tslaton@blueoakcharterschool.org).

### **Additional Information for Blue Oak School Charter Council Applicants**

Blue Oak School is governed by a 7 member board, called the Charter Council. There are 3 parent representatives & 4 community members. The Charter Council's primary responsibility is one of oversight; ensuring that our school's operation is faithful to the terms of our School Charter; legally compliant, fiscally viable and ethical. All stakeholder groups (Administration, Faculty, and Parents) in our community, report to the board in an advisory capacity.

To qualify for a Community seat, you may not have a child, stepchild, or child of a partner/significant other who is enrolled at Blue Oak School. Grandparents **can** serve as a Community board member.

To qualify for a Parent seat, you need to be the parent or legal guardian of a child currently enrolled at Blue Oak School.

Voting will take place May 28th - May 31st. The results will be communicated the following week. Should you be elected, your term will begin at the regular board meeting in August 2019. Terms will vary from 1 to 2 years.

#### **Commitments:**

- Attending monthly meetings, currently held on every third Tuesday of each month at 6pm
- Attend occasional special session meetings as needed
- Review supplemental materials before each meeting
- Become familiar with our School Charter, Charter Council By-laws and school policies
- Attend a School Tour as soon as possible (you may do this before you apply as well)
- Contribute to committee work and leadership, in collaboration with all stakeholders
- Become familiar with the Brown Act, Robert's' Rules of Order, the board's Code of Ethics, and attend scheduled board training

#### **Primary Work of the Charter Council**

- Fiscal Oversight
- Ensuring that the school's academic programs are successful
- Evaluation of the Executive Director and approving the hiring and termination of staff
- Creating, serving on, and appointing members to necessary committees
- Adopting policies that further clarify and assist in maintaining the Blue Oak mission and educational programs

# **Blue Oak Charter School**

## **Administrator Evaluation by Board**

### **Information About This Evaluation Tool**

This evaluation instrument is based on the California Professional Standards for Educational Leaders (CPSEL), which were developed by the California Commission on Teacher Credentialing (CCTC) with the input of the California Teachers Association (CTA), the Association of School Administrators (ACSA) and other educational organizations.

These standards identify key competencies for public school administrators and provide indicators of performance. The CPSEL is thorough in addressing all aspects of effective educational administration, including communication with stakeholders, attention to student performance and content, students' affective needs, engagement, empowerment and growth for all individuals in a school community including students, family, the community and staff, and responsiveness to the dynamic nature of the issues and dilemmas that may arise in a school community.

Using this evaluation assists a board to engage in a collaborative effort with an administrator to evaluate his or her performance. The results of the evaluation are useful to set goals and objectives to engage in a continuous cycle of improvement for Blue Oak School.

While all of the Professional Standards (CPSEL) are included here, the focus standards for each are included here, along with the indicators for each. This simplification is to help focus the Board on key areas and to simplify the process so that evaluation occurs on a regular basis. A copy of the complete CCTC CPSEL standards with example indicators is available to the Board and should be used to guide the Board to identify specific actions and behaviors by the administrator.

### **Directions for Use of this Evaluation Tool**

Review each standard and indicate whether the administrator's performance:

☐ Poor      ☐ Fair      ☐ Acceptable      ☐ Good      ☐ Excellent

Each rating above or below "Acceptable" should include a statement as to why the rating has been chosen. The statements should be objective and include factual information and/or data for why the evaluator chose the particular rating. Any rating of "poor" or "excellent" will be evaluated on the long form. The Board may, at its discretion, choose the form on which to evaluate the administrator in any year. However, the administrator in his or first year at Blue Oak Charter School will be evaluated using the long form of the Blue Oak School Administrator Evaluation Form.

The administrator will be given a copy of the evaluation tool and meet with the Board after she/he fills out the form in the same manner, including supporting evidence for each rating about or below acceptable.

Should the Board and/or Administrator want greater focus on any of the CPSEL standards, they should refer to the complete CCTC CPSEL document.

## **STANDARD 1: DEVELOPMENT AND IMPLEMENTATION OF A SHARED VISION**

**Education leaders facilitate the development and implementation of a shared vision of learning and growth of all students.**

Element 1A Student–Centered Vision: Leaders shape a collective vision that uses multiple measures of data and focuses on equitable access, opportunities, and outcomes for all students.

Element 1B Developing Shared Vision Leaders engage others in a collaborative process to develop a vision of teaching and learning that is shared and supported by all stakeholders.

Element 1C Vision Planning and Implementation Leaders guide and monitor decisions, actions, and outcomes using the shared vision and goals.

### **STANDARD 1: OVERALL RATING**

☐ Needs Improvement      ☐ Fair      ☐ Acceptable      ☐ Good      ☐ Excellent

**COMMENTS:**



## **STANDARD 2: INSTRUCTIONAL LEADERSHIP**

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**Education leaders shape a collaborative culture of teaching and learning informed by professional standards and focused on student and professional growth.**

Element 2A Professional Learning Culture: Leaders promote a culture in which staff engages in individual and collective professional learning that results in their continuous improvement and high performance.

Element 2B Curriculum and Instruction: Leaders guide and support the implementation of standards-based curriculum, instruction, and assessments that address student expectations and outcomes.

Element 2C Assessment and Accountability: Leaders develop and use assessment and accountability systems to monitor, improve, and extend educator practice, program outcomes and student learning.

### **STANDARD 2: OVERALL RATING**

☐ Needs Improvement      ☐ Fair      ☐ Acceptable      ☐ Good      ☐ Excellent

**COMMENTS:**

### STANDARD 3: MANAGEMENT AND LEARNING ENVIRONMENT

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#### **Education leaders manage the organization to cultivate a safe and productive learning and working environment.**

Element 3A-1 Operations and Facilities: Leaders provide and oversee a clean, functional, safe, ADA compliant learning environment.

Element 3A-2 Monitor and Maintain Student Services (e.g. food, transportation): Collaborate to monitor and maintain services that contribute to student learning, health and welfare.

Element 3A-3 Acquisition, Distribution and Maintenance of Resources: Effectively manage equipment, materials and technology to meet the needs of all students.

Element 3A-4 Emergency and Risk Management Procedures with Input from Experts and Stakeholders

#### STANDARD 3A OVERALL RATING

☐ Needs Improvement      ☐ Fair      ☐ Acceptable      ☐ Good      ☐ Excellent

#### COMMENTS:

### **Element 3B: Plans and Procedures**

**Leaders establish structures and employ policies and processes that support students to graduate ready for college and career:**

3B-1 Develop schedules and assign placements that are student-centered and maximize instructional time and staff collaboration.

3B-2 Manage legal and contractual agreements and storage of confidential records (both paper and electronic) to insure student security and confidentiality.

3B-3 Set clear working agreements that support sharing problems, practices and results within a safe and supportive environment.

3B-4 Engage stakeholders in using problem solving and decision-making processes and distributed leadership to develop, monitor, evaluate and revise plans and programs.

### **STANDARD 3B OVERALL RATING**

☐ Needs Improvement      ☐ Fair      ☐ Acceptable      ☐ Good      ☐ Excellent

**COMMENTS:**

### **Element 3C: Climate**

**Leaders facilitate safe, fair, and respectful environments that meet the intellectual, linguistic, cultural, social-emotional, and physical needs of each learner.**

3C-1 Strengthen school climate through participation, engagement, connection, and a sense of belonging among all students and staff.

3C-2 Implement a positive and equitable student responsibility and behavior system with teaching, intervention and prevention strategies and protocols that are clear, fair, incremental, restorative, culturally responsive, and celebrate student and school achievement.

3C-3 Consistently monitor, review and respond to attendance, disciplinary, and other relevant data to improve school climate and student engagement and ensure that management practices are free from bias and equitably applied to all students.

### **STANDARD 3C OVERALL RATING**

☐ Needs Improvement      ☐ Fair      ☐ Acceptable      ☐ Good      ☐ Excellent

### **COMMENTS:**

### **Element 3D: Fiscal and Human Resources**

**Leaders align fiscal and human resources and manage policies and contractual agreements that build a productive learning environment.**

3D-1 Provide clear rationale for decisions and distribute resources equitably to advance shared vision and goals focused on the needs of all students.

3D-2 Work with the district and school community to focus on both short and long-term fiscal management.

3D-3 Actively direct staff hiring and placement to match staff capacity with student academic and support goals.

3D-4 Engage staff in professional learning and formative assessments with specific feedback for continuous growth.

3D-5 Conduct personnel evaluations to improve teaching and learning, in keeping with district and state policies.

3D-6 Establish and monitor expectations for staff behavior and performance, recognizing positive results and responding to poor performance and/or inappropriate or illegal behavior directly and in a timely and systematic manner.

### **STANDARD 3D OVERALL RATING**

☐ Needs Improvement      ☐ Fair      ☐ Acceptable      ☐ Good      ☐ Excellent

**COMMENTS:**

**Education leaders collaborate with families and other stakeholders to address diverse student and community interests and mobilize community resources.**

4A-5 Facilitate a reciprocal relationship with families that encourages them to assist the school and to participate in opportunities that extend their capacity to support students.

☐ Needs Improvement      ☐ Fair      ☐ Acceptable      ☐ Good      ☐ Excellent

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### **Element 4B: Community Partnerships:**

**Leaders establish community partnerships that promote and support students to meet performance and content expectations and graduate ready for college and career.**

4B-1 Incorporate information about family and community expectations and needs into decision-making and activities.

4B-2 Share leadership responsibility by establishing community, business, institutional and civic partnerships that invest in and support the vision and goals.

4B-3 Treat all stakeholder groups with fairness and respect and work to bring consensus on key issues that affect student learning and well-being.

4B-4 Participate in local activities that engage community members and staff in communicating school successes to the broader community.

### **STANDARD 4B OVERALL RATING**

☐ Needs Improvement      ☐ Fair      ☐ Acceptable      ☐ Good      ☐ Excellent

### **COMMENTS:**

## **Element 4C: Community Resources and Services:**

**Leaders leverage and integrate community resources and services to meet the varied needs of all students.**

4C-1 Seek out and collaborate with community programs and services that assist students who need academic, mental, linguistic, cultural, social-emotional, physical, or other support to succeed in school.

4C-2 Build mutually beneficial relationships with external organizations to coordinate the use of school and community facilities.

4C-3 Work with community emergency and welfare agencies to develop positive relationships.

4C-4 Secure community support to sustain existing resources and add new resources that address emerging student needs.

### **STANDARD 4C OVERALL RATING**

☐ **Needs Improvement**

☐ **Fair**

☐ **Acceptable**

☐ **Good**

☐ **Excellent**

**COMMENTS:**



## **STANDARD 5: ETHICS AND INTEGRITY**

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**Education leaders make decisions, model, and behave in ways that demonstrate professionalism, ethics, integrity, justice, and equity and hold staff to the same standard.**

**Element 5A: Reflective Practice: Leaders act upon a personal code of ethics that requires continuous reflection and learning.**

5A-1 Examine personal assumptions, values, and beliefs to address students' various academic, linguistic, cultural, social-emotional, physical, and economic assets and needs and promote equitable practices and access appropriate resources.

5A-2 Reflect on areas for improvement and take responsibility for change and growth.

5A-3 Engage in professional learning to be up-to-date with education research, literature, best

practices and trends to strengthen their ability to lead.

5A-4 Continuously improve cultural proficiency skills and competency in curriculum, instruction, and assessment for all learners.

5A-5 Sustain personal motivation, commitment, energy, and health by balancing professional and personal responsibilities.

### **STANDARD 5A OVERALL RATING**

☐ Needs Improvement

☐ Fair

☐ Acceptable

☐ Good

☐ Excellent

**COMMENTS:**

## **Element 5B: Ethical Decision-Making**

**Leaders guide and support personal and collective actions that use relevant evidence and available research to make fair and ethical decisions.**

5B-1 Consider and evaluate the potential moral and legal consequences of decisions.

5B-2 Review multiple measures of data and research on effective teaching and learning, leadership, management practices, equity and other pertinent areas to inform decision- making.

5B-3 Identify personal and institutional biases and remove barriers that derive from economic, social-emotional, racial, linguistic, cultural, physical, gender, or other sources of educational disadvantage or discrimination.

5B-4 Commit to making difficult decisions in service of equitable outcomes for students, staff and the school community.

### **STANDARD 5B OVERALL RATING**

☐ Needs Improvement      ☐ Fair      ☐ Acceptable      ☐ Good      ☐ Excellent

**COMMENTS:**

## **Element 5C: Ethical Action**

**Leaders recognize and use their professional influence with staff and the community to develop a climate of trust, mutual respect, and honest communication necessary to consistently make fair and equitable decisions on behalf of all students.**

5C-1 Communicate expectations and support for professional behavior that reflects ethics, integrity, justice, and equity.

5C-2 Use a variety of strategies to lead others in safely examining personal assumptions and respectfully challenge beliefs that negatively affect improving teaching and learning for all students.

5C-3 Encourage and inspire others to higher levels of performance, commitment, and motivation by modeling transparent and accountable behavior.

5C-4 Protect the rights and appropriate confidentiality of students, staff, and families.

5C-5 Promote understanding and follow the legal, social, and ethical use of technology among all members of the school community.

**S**

## **TANDARD 5-C OVERALL RATING**

☐ Needs Improvement      ☐ Fair      ☐ Acceptable      ☐ Good      ☐ Excellent

**COMMENTS:**

## **STANDARD 6: EXTERNAL CONTEXT AND POLICY**

**Education leaders influence political, social, economic, legal and cultural contexts affecting education to improve education policies and practices.**

Element 6A: Understanding and Communicating Policy: Leaders actively structure and participate in opportunities that develop greater public understanding of the education policy environment.

6A-1 Operate consistently within the parameters of federal, state, and local laws, policies, regulations, and statutory requirements.

6A-2 Understand and can explain the roles of school leaders, boards of education, legislators and other key stakeholders in making education policy.

6A-3 Welcome and facilitate conversations with the local community about how to improve learning and achievement for all students, including English Learners, and students needing additional support.

6A-4 Facilitate discussions with the public about federal, state and local laws, policies, regulations, and statutory requirements affecting continuous improvement of educational programs and outcomes.

6A-5 Work with local leaders to assess, analyze and anticipate emerging trends and initiatives and their impact on education.

## **STANDARD 6A OVERALL RATING**

☐ Needs Improvement

☐ Fair

☐ Acceptable

☐ Good

☐ Excellent

## **COMMENTS:**

## **Element 6B: Professional Influence**

**Leaders use their understanding of social, cultural, economic, legal and political contexts to shape policies that lead to all students to graduate ready for college and career.**

6B-1 Advocate for equity and adequacy in providing for students' and families' educational, linguistic, cultural, social-emotional, legal, physical, and economic needs, so every student can meet education expectations and goals.

6B-2 Support public policies and administrative procedures that provide for present and future needs of all children and families and improve equity and excellence in education.

6B-3 Promote public policies that ensure the equitable distribution of resources and support services for all students.

### **STANDARD 6B OVERALL RATING**

☐ Needs Improvement      ☐ Fair      ☐ Acceptable      ☐ Good      ☐ Excellent

### **COMMENTS:**

## **Element 6C: Policy Engagement**

**Leaders engage with policymakers and stakeholders to collaborate on education policies focused on improving education for all students.**

6C-1 Work with the governing board, district and local leaders to influence policies that benefit students and support the improvement of teaching and learning.

6C-2 Actively develop relationships with a range of stakeholders, policymakers, and researchers to identify and address issues, trends, and potential changes that affect the context and conduct of education.

6C-3 Collaborate with community leaders and stakeholders with specialized expertise to inform district and school planning, policies and programs that respond to cultural, economic, social and other **emerging issues.**

### **STANDARD 6C OVERALL RATING**

☐ Needs Improvement      ☐ Fair      ☐ Acceptable      ☐ Good      ☐ Excellent

**COMMENTS:**

# Charter School Oversight and Visit Self-Assessment

## Years One Through Four

The purpose of charter oversight is to monitor each school's progress in achieving the academic, organizational, and fiscal objectives set forth in its charter petition. Charter oversight visits and the self-assessment are specifically designed to support Renewal Criterion 2: Sound Educational Program and Capacity to Implement.

Within Criterion 2 are four categories of performance indicators to which you will respond:

1. Student Achievement and Educational Performance
2. Governance and Organizational Management
3. Fiscal Operations
4. Fulfillment of the Charter

This work, in addition to State data, is designed to provide multiple measures of evaluating the success of charter school program throughout the term of its approved petition.

Charter schools in the first, second, third, or fourth year of the charter term complete a brief self-assessment. The self-assessment must be submitted to the Chico Unified charter oversight office via Doc-tracker by the assigned due date. Charter schools in the fifth or last year of the charter term will use the evidence gathered in previous years' self-assessments to craft a Renewal Application in lieu of the self-assessment. Collectively, the annual self-assessments should be submitted with content that will help you demonstrate, in year five, progress made toward meeting the performance goals described in the petition.

The goal of the self-assessment is two-fold:

- 1) ) Promote directly relevant, respectful and rigorous conversations during the site visit—and to enable the school to take an active role in preparing for and contributing to the effectiveness of the site visit. By communicating this analysis to the oversight office, it enables the school to direct their attention to the key programmatic elements of which they are particularly proud and to communicate their plans for future development. In essence, it is the school's opportunity to say, "This is the way that we see our school."
- 2) Provide a process through which the charter school can actively reflect on its progress toward meeting its performance goals and the Criteria for Renewal.

In preparing the self-assessment, the school is asked to address:

- ***School Strengths and Evolving Promising Practices:*** Provide positive indicators and evidence related to the key areas of inquiry.
- ***School Developmental Needs:*** Be forthcoming with regard to challenges the school faces in meeting performance goals and the Criteria for Renewal so the school can be proactive in strategizing how it may overcome those challenges as it approaches renewal.

The following questions are from the renewal application packet and are meant to guide the work in the self-assessment. **While the self-assessments are meant to be brief, each item must be addressed.** If done well, the content should be easy to summarize in the five year summary of progress that is required for the final renewal application.

## Format Requirements

- 1) Data representations must be included in the self-assessment.
  - a. **The tables must be complete.** This information will be formatted into charts and inserted in the final annual report the charter oversight director submits to the Chico Unified School District.
  - b. Include additional, relevant, data to support progress toward petition goals and claims.
- 2) Be sure not to skip sections or topics. Each one must be addressed to capture progress and evidence for the year. **While responses need not be lengthy, it is important that enough information be included to provide ample evidence for renewal in year five.** If done well, the renewal process, and the amount of work necessary, will be streamlined.
- 3) Consider your audience, the Board of Education and the public, when crafting this document.



## Section 1: Student Achievement and Education Performance

### Educational (Program) Summary

#### a. Charter Program

- Overview

The goal of The Blue Oak School ("Blue Oak") is to bring to the Chico community and surrounding areas an instructional method and educational philosophy committed to educating the whole child. This approach creates in each child an ability to respond to curricular material with empathy and a will to persevere as they complete challenging academic tasks through a multicultural integrated curriculum, active learning, and the arts. We acknowledge the uniqueness of each individual and support the full development of each child's potential. At Blue Oak, academic subjects stimulate the intellect. Instruction in foreign language fosters familiarity with and appreciation of cultural differences. Artistic activity, music, and the teaching of communication and interpersonal skills nurture healthy emotional growth. The children participate in conscious, daily group-building activities and tasks that strengthen their motor skills, bolster their self-esteem as well as extending empathy beyond themselves in order to develop a compassionate perspective toward all the members of their class. Many hands-on activities and tasks strengthen motor skills and the sense of a capable self. Blue Oak endeavors to cultivate a lifelong enthusiasm and love for learning building upon a strong academic foundation while emphasizing the skills of problem-solving and independent thinking.

Blue Oak blends Waldorf-inspired methods and content with rigorous standards-based instruction and curriculum to deliver the Common Core Standards. This approach results in a relevant, rigorous, child-centered curriculum that incorporates the creative arts, storytelling, literature, music, drama, and activities adapted to the learning needs of each child. This teaching pedagogy has universal appeal and is effective with children of varied backgrounds, learning styles and cultures. It is supported by many child development specialists such as Gesell, Piaget, Montessori, and more recently Elkind, Healy, and Gardner.

Blue Oak's teaching approach supports our goals of imparting meaningful understanding, critical thinking skills, imagination, self-reliance, confidence, and responsibility while fostering respect for our social and natural worlds. We know that there are key moments in the development of every child when new capacities are made available to the child. At these windows of development, certain curricular material becomes easier and more meaningful for the child to grasp. Our curriculum is sensitive to these time frames and is structured around these peak periods of receptivity in the students. All students participate in all basic subjects regardless of their special aptitudes. The purpose of studying a subject is to awaken and educate the capacities that every human being needs.

- Current Year

During the 2019-20 school year Blue Oak:

- 1) Advanced the use of iReady to increase its use in assessment, data development, and Tier II student intervention,
- 2) Implemented Bridges to Math for 1st through 5th Grade
- 3) Began piloting new English Language Curriculum
- 4) Continued to strengthen Special Education general education Inclusion

CUSD Comparable School: Neal Dow

### Enrollment and Demographics

## 2019-20 Student Enrollment by Grade

K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
42	26	38	36	30	47	23	36	33	N/A	N/A	N/A	N/A

## 2019-2020 Student Demographics

Demographics	Your School		Comparable **		Comparable **	
	#	%	#	%	#	%
All Students	311	100%	355	100%		%
English Learners	5	1.61%	5	1.61%	5	1.61%
Foster Youth	4	1.29%	2	0.56%		%
Homeless	5	1.61%	7	2.0%		%
Socioeconomically Disadvantaged	150	48.23%	201	56.62%		%
Students with Disabilities	36	11.58%	70	19.71%		%
African American	7	2.26%	10	2.8%		%
American Indian or Alaska Native	2	.65%	4	1.1%		%
Asian	3	.95%	7	2.0%		%
Filipino		%	3	0.8%		%
Hispanic	66	21.29%	69	19.4%		%
Native Hawaiian or Pacific Islander		%	1	0.3%		%
White	204	65.81%	222	62.5%		%
Two or More Races	22	7.1%	28	7.9%		%

**\*\* Chico Unified will input Comparable Information above**

- a. How effective are the strategies and processes that you have implemented to ensure the school enrolls a diverse student population (i.e. representation of English language learners, students with disabilities, or of homeless status)? A complete evaluation should include:
- How you know
  - Strongest aspects of efforts to create a diverse student population
  - Aspects of efforts with developmental need, and what action is being taken
  - Relevant data/evidence to support claims

One of the highlights of Waldorf Inspired education is to educate students on a wide variety of cultures including those of the Eastern hemisphere as well as Latin America. Students learn to appreciate different traditions from around the world and celebrate them at different points in the school year. All students are taught that regardless of religious views, first spoken languages, or geographical origin, Blue Oak's style of education is appreciative of any person's cultures.

Blue Oak's resource program devotes a great deal of time and personnel to custom create a learning experience for all students including those with disabilities or who are dealing with emotional or financial hardship. This includes holding regular meetings with parents, offering inclusive support in the homeroom classroom, and the availability of a school Behavioral Specialist as well as an on-site psychologist. Through detailed attendance tracking and communication with parents, it is a great priority of ours to get children to school every day and provide a safe, nurturing learning environment.

Blue Oak intentionally includes minority communities in outreach planning. Staff is trained concerning equitable registration practices.

Relevant data/evidence to support claims  
Curriculum at a Glance  
Registration information  
Demographic data  
Outreach planning and implementation

- b. How effective are the methods and strategies by which the school assures that students with disabilities are provided a free appropriate public education in the least restrictive environment and English Language Learners are supported? A complete evaluation should include:
- How you know
  - Strongest aspects of subgroup support whether significant or insignificant, and why
  - Developmental needs related to student groups, and what action is being taken
  - Relevant data/evidence to support claims

Blue Oak uses an inclusion model with in-class support to ensure students with disabilities have access to the same curriculum and instruction as all students. Such students receive this support through a credentialed special education teacher or a trained paraprofessional. A small group study hall setting is also used to provide these students with support in completing homework and other assignments. Regular communication with parents and all staff is ongoing and in turn, warrants modification and improvements to all programs serving students with disabilities.

A trained English Language Development teacher is on campus to provide students and teachers with multiple means of access to the curriculum including technology, graphic organization of materials, and regular check-ups on progress. The past two years of CAASPP results indicate improvement for our largest English Language Learner population in both the areas of mathematics and ELA.

## Student Progress

c. How well do students achieve? A complete evaluation should include:

- How you know
- Subjects and grades with best student performance, and why
- Subjects and grades with developmental need in student performance, and why
- Is there evidence of differential attainment according to gender, ethnic background or other grouping and, if so, what action is being taken?
- Relevant data/evidence to support claims

Student achievement is measured through Standardized assessments, observation, and comparison to goals and instructional expectations. It is common in Waldorf for students to gain in their testing results as they move into middle school, this is a common occurrence at Blue Oak. Blue Oak continues to work on standardized English Language Curriculum to build more strength in the area of writing and informational text. As an intentionally low technology school students do not receive technology instruction until third grade. This has hampered the measurement of learning. Increased technology training began in 2018 and continues to be a focus.

Blue Oak is a schoolwide Title 1 program. Students are assessed for their needs and supported through in-classroom programs in line with the Universal Design for Learning. Second Language programs have a priority and have significantly increased the students who have been redesignated.

Relevant data/evidence to support claims

Assessments

Redesignations

Staff scheduling

Meeting notes

### English Language Arts Two Year Comparison of Students Average Distance from Standard (DFS)

*(Do not report data on fewer than 10 students)*

Student Groups	Fall 2018 Dashboard	Fall 2019 Dashboard	Fall 2019 Change
Hispanic	39.6 below	28.6 below	11 increase
[Other] White	29.4 below	22.4 below	7 increase
[Other] Socioeconomically Disadvantaged	65.2 below	38.1 below	27.1 increase

### Math Two Year Comparison of Students Average Distance from Standard (DFS)

*(Do not report data on fewer than 10 students)*

Student Groups	Fall 2018 Dashboard	Fall 2019 Dashboard	Fall 2019 Change Level
Hispanic	67.5 below	49.5 below	18 increase
[Other] White	39.5 points	38.5 below	1 point increase
[Other] Socioeconomically Disadvantaged	76.7 below	55.5 below	21.2 increase

### CAST

*(Do not report data on fewer than 10 students)*

Student Groups	Fall 2018 Dashboard	Fall 2019 Dashboard	Fall 2019 Change Level
Hispanic		46.15 at or above	N/A

[Other] White		35.14 at or above	N/A
[Other] Socioeconomically Disadvantaged		39.13 at or above	N/A

d. How effective is the quality of instruction, including teaching, learning and curriculum? A complete evaluation should include:

- How you know
- Strongest features of teaching and learning, and why
- Aspects of teaching and learning with the most developmental need, and what action is being taken
- Relevant data/evidence to support claims

Blue Oak applies Waldorf inspired education. The Waldorf pedagogy has been studied by Stanford University, University of San Diego, and California State University, San Marcos. These studies show that a Waldorf education can provide an experiential learning environment while also support strong academic results.

The curriculum engages the whole child integrating learning through storytelling, art, music, movement and drama. Eleven Blue Oak classroom teachers are certified in Waldorf pedagogy and form a strong back bone of the Blue Oak educational staff.

The strongest features of the education provided at Blue Oak include the strong classroom community and longer term student teacher relationship. Teachers present block lessons which occur over a period of weeks and which integrate subjects including Science, Social Studies, English, Math, movement and the Arts. Specialties such as Music, Handwork, Practical Skills, Games, Technology, and Spanish round out the education delivered at Blue Oak.

Blue Oak continues to work to develop a stronger structure in English Language Arts to better its showing on Common Core based standardized state assessments. Piloting of two curriculums began last year and will continue into the 2020-21 school year.

Relevant data/evidence to support claims

<https://blog.waldorfmoraine.org/2017/06/stanford-university-reviews-waldorf-education/>

Committee Notes

Block Plans

Main Lesson Books

Master Schedule

Assessments

e. How effective is the assessment of student learning? A complete evaluation should include:

- How you know
- Strongest features of assessment
- Aspects of assessment with developmental need, and what action is being taken
- Relevant data/evidence to support claims

Effective assessment of learning at Blue Oak includes the following:

- 1) Teacher developed curriculum-based assessments based on classroom instruction
- 2) Teacher review and assessment of progress goals through observation, questioning strategies, and reporting.
- 3) iReady general math and ELA 3-8th
- 4) iReady Mastery assessments for Common Core
- 5) CAASPP state level

The strongest feature of assessment is the variety of assessments. With the intent of establishing the individual strengths and needs of students.

Blue Oak continues to work on increasing the use of data to determine intervention and support needs.

Relevant data/evidence to support claims

Assessment Result

Report Cards  
Student Study Team Results  
Leadership referrals

- f. How well does the charter school collaborate with parents and community stakeholders to encourage active participation in their student's education and in school decision making? A complete evaluation should include:
- How you know
  - Strongest aspects of parent/ community engagement, and why
  - Developmental needs related to parent/ community engagement, and what action is being taken
  - Relevant data/evidence to support claims

Blue Oak collaborates with parents and community stakeholders in both formal and informal ways. Our governing board, the Blue Oak Charter Council, includes representatives from both our parent body and community members. A Parent Council made up of representatives from each class meets monthly to discuss school issues and prepare supports for the school. Parents sit on all formal committees including Finance, Facilities, and the Safety Committee. Waldorf considers parents an equal partner in the education of children. Participation in school festivals, field trips, and school presentations help connect families to each other and the school community... Open communication through Parent Square and Aeries is encouraged between parents and teachers. The Executive Director holds a Morning Community Coffee quarterly allowing parents to speak directly on issues of concern. Town Hall meetings, surveys are also used to collect and share parent input.

Relevant data/evidence to support claims

Committee and Council Meeting Minutes

Community Coffee Notes

Survey results

## Section 2: Governance and Organizational Management

### Leadership

How effective is the leadership and management of the school? A complete evaluation should include:

- How you know
- How the school monitors teacher and staff implementation of the school's curriculum, including its alignment with the California Common Core State Standards
- Steps taken if school administrators and teachers are not effectively implementing the curriculum
- Aspects of leading and managing the academic performance of the school that work best, and why
- Developmental needs of leadership and management related to academic performance, and what action is being taken
- Relevant data/evidence to support claims

Blue Oak leadership is effectively moving the school forward toward meeting school goals and achieving the mission and vision of the school. This is shown by schoolwide data including Block Plans, teacher developed assessments, standardized assessments.

Curriculum alignment is best seen through the Block Planning process. Here classroom teachers establish a block of instruction lasting from three to 5 weeks connecting Waldorf inspired lessons with specific Common Core Standards. Content Mastery tests from iReady or those developed by teachers show the extent of the Common Core Standards achieved by students.

If the curriculum is not being effectively implemented by teachers or administrators plans for corrective action are put in place. These may include but are not limited to establishing specific goals, observations and feedback, mentoring, and training specific to the issue. If implantation continues to be ineffective the staff member may be reassigned or otherwise removed from the position.

The full implementation of iReady this year has been highly effective in improving the academic performance of Blue Oak. Teachers attended two iReady Professional Development sessions focusing on the use of data in improving instruction. Additionally, teachers began regular grade-level meetings to collaborate on improved curriculum implementation. Finally, Blue Oak Charter School's Joint Leadership Team began meeting weekly and the Student Study Team process was streamlined to allow struggling students to receive higher level supports more quickly.

The following actions will continue to improve academic performance.

Training and focus on databased decision making and decision making processes

Induction programs for new teachers

Mentoring

Relevant Data/Evidence to support claims

iReady assessments

CASSPP results

Block plans and other teacher planning documents

Student Study Team process completion

Fidelity Integrity Assessment

## Governance (Dependent charters, please discuss the council process)

a. How effective is the governing board of the school? A complete evaluation should include:

- How you know
- Describe the process for selecting the governing board members
- Provide an example of an issue or policy that the board is resolving or developing
- Notable features of the governing board in the school
- How effectively does the governing board work with the school leader(s)?
- Relevant data/evidence to support claims

The BOCC member election process is outlined in the bylaws. Prospective members turn in applications outlining their qualifications in the spring. Elections are held in May and new members take office in August. This year the BOCC has reviewed the bylaws and is considering revisions to improve continuity and staggered terms. BOCC is engaging in a rolling policy review to address all policies for any needed updates and changes. This started with personnel policies and is moving into student policies. The BOCC established an improved Executive Director evaluation that aligns with the California Teacher Credentialing Standards of Quality and Effectiveness for Administrators. This will help move the school's overall evaluation process in that direction.

The Executive Director meets monthly with the Charter Council chair and the Finance Committee chair to review concerns coming forward. Charter Council members have been trained Brown Act and fiscal report reviews. This, along with the improved review process helps the board to work effectively with school leadership.

Relevant Data/Evidence to support claims

Board Agendas and Minutes

Training Documentation

Strategic Plan

Bylaws

Executive Director Evaluation Form

The Blue Oak Charter Council meets regularly on the third Tuesday of every month. The agenda, packet, and minutes for each meeting can be viewed here: <https://blueoakcharterschool.org/2017-18-agendas-minutes/>

b. How effective is the school at ensuring legal compliance? A complete evaluation should include:

- How you know
- Strongest features of ensuring legal compliance
- Developmental needs related to ensuring legal compliance
- Relevant data/evidence to support claims

Blue Oak effectively ensures legal compliance by attending training as well as local and regional meetings. Experts such as various legal firms, Charter Impact, Butte County Office of Education, El Dorado Charter SELPA, and California Charter School Association. Blue Oak also utilizes specific legal advice when necessary.

Policies are developed based on legal requirements, education code and examples of district policies charter legal support. Policy review and development

Relevant data/evidence to support claims

Policy and Procedure

Staff Meeting & Board Minutes



### Section 3: Fiscal Operations

FY 2019-2020 Budget Summary	#	%
Certificated Salaries	1,357,638	38.71
Classified Salaries	548,986	15.65
Benefits	552,638	15.76
Supplies	73,339	2.09
Contracted Services	964,849	27.51
Capital Outlay	2,133	.06
Other, Debt Transfers	8,000	2.3

ADA Trends	CBEDS Enrollment	Estimated P2 Enrollment	Attendance Rate (%)
2019/20	319	310	94

a. How effectively is the school managed fiscally? A complete evaluation should include:

- How you know
- Strongest aspects of fiscal operations
- Ways the fiscal system can be improved, and action being taken
- Relevant data/evidence to support claims

Blue Oak effectively manages fiscal responsibilities through the implementation of fiscal policies and procedures, and the oversight of the Finance Committee and Blue Oak Charter Council. Blue Oak leans on its back office provider, Charter Impact, for their expertise and on training by legal firms, Butte County Office of Education, and others with specific expertise.

The strength of our management is the participation by all stakeholder groups in the finance committee and the commitment to staff to the importance of segregation of duties.

Blue Oak continues to work on developing and documenting procedures in order to ensure consistency. Cash flow, though improved, continues to be a concern for Blue Oak.

Relevant data/evidence to support claims

- Fiscal Policies
- Emails
- Finance Committee and Blue Oak Charter Council Minutes
- Training records
- Records

Deposits

Payment Requests

Aged Payables



## Section 4: Fulfillment of the Charter

- a. How effective has the school been overall in addressing the mission and vision of the charter? In addressing the goals (LCAP Priorities and MPO's) set forth in the charter? A complete evaluation should include:
- How you know
  - Notable strengths
  - Areas of Developmental Need
  - Relevant data/evidence to support claims

### VISION

To be a model for the 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

During the 2019-20 school year, Blue Oak employed Waldorf mentors to support and review teaching staff. Each of the three mentors commented on the strength of our Waldorf inspired program including games, movement, art, music, handwork, practical skills, and academics. Past students express how their learning and instruction have continued with them helping them in their success in high school and college subjects.

The creativity of the students is shown in the writing, art, handwork, Spanish, annual project presentations, and drama completed by the students.

The strongest feature of teaching and learning is community education development teaching students not only individually but as a classroom community. This leads to a natural collaborative and problem-solving atmosphere and strong student relationships to each other, to staff, and to learning.

The integration of Waldorf and Common Core as expressed in the CAASPP testing continues to be a growth. The current work to adopt the English Language Arts curriculum to help structure the Waldorf blocks will improve the consistency of instruction.

Relevant data/evidence to support claims

Graduate Survey

Main Lesson Books

Art, Spanish, Music Presentations

Classroom Presentations

Assessments

# Teacher In-Service Day

## Sign-in Sheet

### PRINT

01. Rachel Ceja
02. Kate McDonald
03. Allyson Welch
04. Nick Meier
05. Kari Madera
06. Katie Donovan
07. J. Adams
08. Riley Murray
09. Sarah Eblin
10. Sarah Lee
11. Bree Cisneros
12. Susan Dominguez
13. Sheila Moss
14. Chabun Combs
15. Hunter Stiglitz
16. Brianna Lee
17. Cheryl Grant
18. Mingo Chew
19. Susan Whittlesey
20. Enaida Sweringen

### SIGN

- Rachel Ceja
- Kate McDonald
- Allyson Welch
- Nick Meier
- Kari Madera
- Katie Donovan
- Jennifer Adams
- Riley Mae Mullen
- Sarah Eblin
- Sarah Lee
- Bree Cisneros
- Susan Dominguez
- Sheila Moss
- Chabun Combs
- Hunter Stiglitz
- Brianna Lee
- Cheryl Grant
- Mingo Chew
- Susan Whittlesey
- Enaida Sweringen

# Teacher In-Service Day

## Sign-in Sheet

### PRINT

21. Jordan Todd
22. Ellie Glusman
23. \_\_\_\_\_
24. \_\_\_\_\_
25. \_\_\_\_\_
26. \_\_\_\_\_
27. \_\_\_\_\_
28. \_\_\_\_\_
29. \_\_\_\_\_
30. \_\_\_\_\_

### SIGN

- Jordan Todd
- Ellie Glusman
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# Teacher In-Service Day

November 1st, 2019

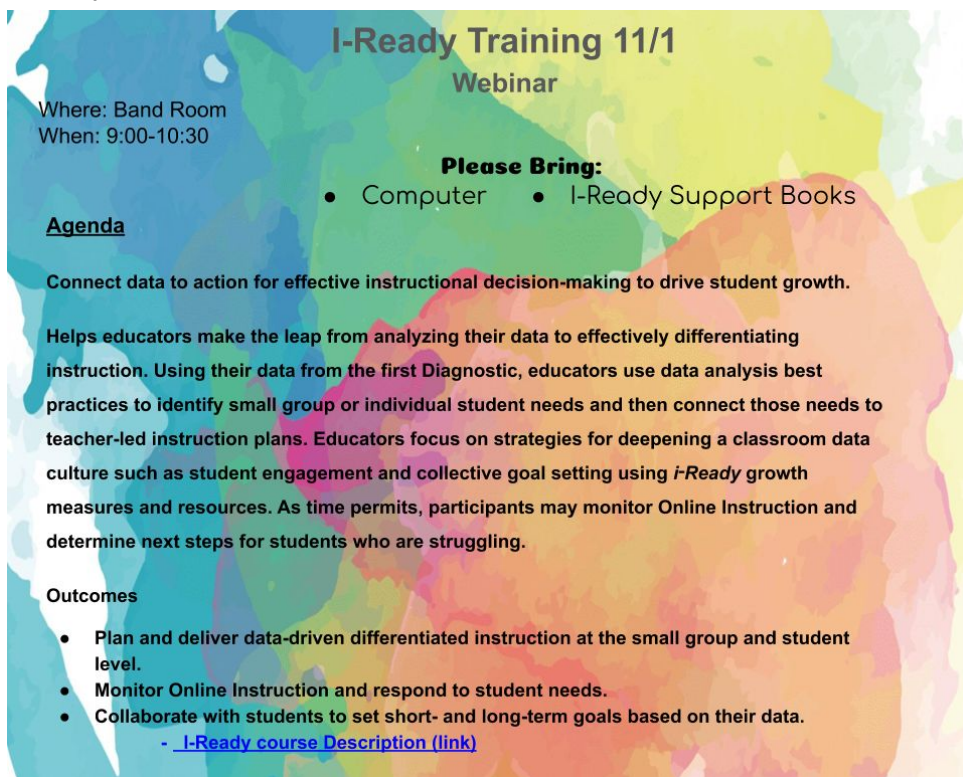
Band/Meeting Room

7:45-8:15 Greetings & Goodies in the staff room

8:15 Begins the day Announcements

- Parent Square
  - <https://parentsquare.com/>
  - [Ways to Communicate](#)
  - Use it to set up Parent Conferences/field trips/volunteer hours
  - How it is working for Sheila
  - [12 Teacher trainings for Parent Square](#)
- Aeries
  - <https://learn.aeries.com/>
  - For Help setting up Gradebook make an appointment with Kellie

9:00-10:30 iReady data use



**I-Ready Training 11/1**  
Webinar

Where: Band Room  
When: 9:00-10:30

**Please Bring:**

- Computer
- I-Ready Support Books

**Agenda**

Connect data to action for effective instructional decision-making to drive student growth.

Helps educators make the leap from analyzing their data to effectively differentiating instruction. Using their data from the first Diagnostic, educators use data analysis best practices to identify small group or individual student needs and then connect those needs to teacher-led instruction plans. Educators focus on strategies for deepening a classroom data culture such as student engagement and collective goal setting using *i-Ready* growth measures and resources. As time permits, participants may monitor Online Instruction and determine next steps for students who are struggling.

**Outcomes**

- Plan and deliver data-driven differentiated instruction at the small group and student level.
- Monitor Online Instruction and respond to student needs.
- Collaborate with students to set short- and long-term goals based on their data.

- [I-Ready course Description \(link\)](#)

10:30 Break

#### 10:45 Behavior Plans

- Work on classroom-based plans for 2nd tier students (students who get significant level 2 referrals)

Student:

What/why?:

The goal is to:

Early indicators for escalation are:

Suggested interventions (provided by Mom):

---

Cutpoint:

Response:

#### [Simple Behavior Support Plan](#)

#### 12:00 Lunch

1:15 “Although the world is full of suffering, it is also full of the overcoming of it.” – Helen Keller  
Plans for honoring the Camp fire anniversary.

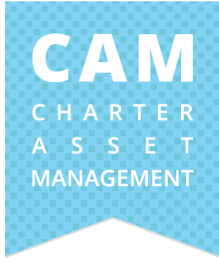
#### 1:30 Classroom or Collaborative Work

- Susan/Rachel will check in on the days learning and implementation plan

#### 3:15 End of day

#### [Classroom Teacher Lost Prep Time Form](#)

#### [Specialty Teacher Substitute Tracking](#)



May 13, 2020

## Charter Asset Management Statement

### CAMS - Funds Distribution

Blue Oak Charter School<sup>1</sup>

#### Current Transactions

Transaction	Description	Amount
Receivable Distribution	20200513_Butte_20200430_Blue Oak_Check 3005-176209_Bridge-0650_FY20 LCFF Apr PMT	\$87,241.39
Pass-Through Distribution to School	<b>Credit</b>	<b>\$87,241.39</b>
	<b>Total Credit</b>	<b>\$87,241.39</b>

#### No Outstanding Receivables

This funds distribution statement provides a record for assets received by CAM as of the above date and the details for the processing of these assets. Assets purchased and owned by CAM have been collected. Other funds not purchased by CAM have been pass-through to your account on file via ACH transfer. Please allow 1 business day for the funds to appear in your account.

**Disclaimer:**

CAM is not a lender and does not make loans. CAM is a factoring company. The availability of funding for each draw request is subject to and conditioned upon CAM's prior approval, satisfactory completion of due diligence, and the parties agreeing upon and reducing to writing all terms and conditions necessary and incidental to the validity of a separate purchase contract. CAM has no obligation to provide funding until the parties have executed a formal written Factoring Agreement covering each specific draw request. This CAMS-Funds Distribution is intended for school leadership review purposes only and should not be distributed and shared with any third party without express permission by CAM.





## Paycheck Protection Program Borrower Certification Form

### By Signing Below, You Make the Following Representations, Authorizations, and Certifications

#### CERTIFICATIONS AND AUTHORIZATIONS

I certify that:

- I have read the statements included in this form, including the Statements Required by Law and Executive Orders, and I understand them.
- The Applicant is eligible to receive a loan under the rules in effect at the time this application is submitted that have been issued by the Small Business Administration (SBA) implementing the Paycheck Protection Program under Division A, Title I of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (the Paycheck Protection Program Rule).
- The Applicant (1) is an independent contractor, eligible self-employed individual, or sole proprietor or (2) employs no more than the greater of 500 or employees or, if applicable, the size standard in number of employees established by the SBA in 13 C.F.R. 121.201 for the Applicant's industry.
- I will comply, whenever applicable, with the civil rights and other limitations in this form.
- All SBA loan proceeds will be used only for business-related purposes as specified in the loan application and consistent with the Paycheck Protection Program Rule.
- To the extent feasible, I will purchase only American-made equipment and products.
- The Applicant is not engaged in any activity that is illegal under federal, state or local law.
- Any loan received by the Applicant under Section 7(b)(2) of the Small Business Act between January 31, 2020 and April 3, 2020 was for a purpose other than paying payroll costs and other allowable uses loans under the Paycheck Protection Program Rule.

For Applicants who are individuals: I authorize the SBA to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for programs authorized by the Small Business Act, as amended.

#### CERTIFICATIONS

The authorized representative of the Applicant must certify in good faith to all of the below by **initialing** next to each one:

DS  
SD

The Applicant was in operation on February 15, 2020 and had employees for whom it paid salaries and payroll taxes or paid independent contractors, as reported on Form(s) 1099-MISC.

DS  
SD

Current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant.

DS  
SD

The funds will be used to retain workers and maintain payroll or make mortgage interest payments, lease payments, and utility payments, as specified under the Paycheck Protection Program Rule; I understand that if the funds are knowingly used for unauthorized purposes, the federal government may hold me legally liable, such as for charges of fraud.

DS  
SD

The Applicant will provide to the Lender documentation verifying the number of full-time equivalent employees on the Applicant's payroll as well as the dollar amounts of payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities for the eight-week period following this loan.

DS  
SD

I understand that loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities, and not more than 25% of the forgiven amount may be for non-payroll costs.

DS  
SD

During the period beginning on February 15, 2020 and ending on December 31, 2020, the Applicant has not and will not receive another loan under the Paycheck Protection Program.

DS  
SD

I further certify that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects. I understand that knowingly making a false statement to obtain a guaranteed loan from SBA is punishable under the law, including under 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.

DS  
SD

I acknowledge that the lender will confirm the eligible loan amount using required documents submitted. I understand, acknowledge and agree that the Lender can share any tax information that I have provided with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of compliance with SBA Loan Program Requirements and all SBA reviews.

DocuSigned by:

*Susan Domenighini*

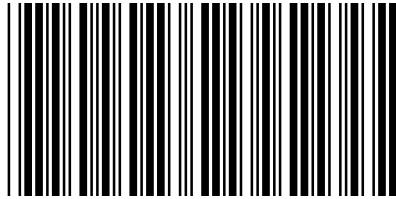
4/22/2020

Signature of Authorized Representative of Applicant  
Susan Domenighini

Print Name

Date  
Executive Director

Title



\*HLP0101\*

## CORPORATE RESOLUTION TO BORROW / GRANT COLLATERAL

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
<b>\$529,919.65</b>	<b>04-21-2020</b>	<b>04-21-2022</b>	<b>164003305</b>	<b>4a / 2002</b>		<b>QRV</b>	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

**Corporation:** BLUE OAK CHARTER SCHOOL INCORPORATED  
450 W EAST AVE  
CHICO, CA 95926



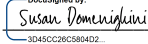
**Lender:** Golden Valley Bank  
Cohasset Branch  
190 Cohasset Road, Ste. 170  
Chico, CA 95926  
(530) 894-1000

### WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT:

**THE CORPORATION'S EXISTENCE.** The complete and correct name of the Corporation is BLUE OAK CHARTER SCHOOL INCORPORATED ("Corporation"). The Corporation is a corporation for profit which is, and at all times shall be, duly organized, validly existing, and in good standing under and by virtue of the laws of the State of California. The Corporation is duly authorized to transact business in all other states in which the Corporation is doing business, having obtained all necessary filings, governmental licenses and approvals for each state in which the Corporation is doing business. Specifically, the Corporation is, and at all times shall be, duly qualified as a foreign corporation in all states in which the failure to so qualify would have a material adverse effect on its business or financial condition. The Corporation has the full power and authority to own its properties and to transact the business in which it is presently engaged or presently proposes to engage. The Corporation maintains an office at 450 W EAST AVE, CHICO, CA 95926. Unless the Corporation has designated otherwise in writing, the principal office is the office at which the Corporation keeps its books and records. The Corporation will notify Lender prior to any change in the location of the Corporation's state of organization or any change in the Corporation's name. The Corporation shall do all things necessary to preserve and to keep in full force and effect its existence, rights and privileges, and shall comply with all regulations, rules, ordinances, statutes, orders and decrees of any governmental or quasi-governmental authority or court applicable to the Corporation and the Corporation's business activities.

**RESOLUTIONS ADOPTED.** At a meeting of the Directors of the Corporation, or if the Corporation is a close corporation having no Board of Directors then at a meeting of the Corporation's shareholders, duly called and held on **April 21, 2020**, at which a quorum was present and voting, or by other duly authorized action in lieu of a meeting, the resolutions set forth in this Resolution were adopted.

**OFFICERS.** The following named persons are officers of BLUE OAK CHARTER SCHOOL INCORPORATED:

NAMES	TITLES	AUTHORIZED	ACTUAL SIGNATURES
MONICA MCDANIEL	Chairman of the Board	Y	X 
CHELSEA PARKER-HARRIS	Treasurer	Y	X 
SUSAN DOMENIGHINI	Executive Director	Y	X 

**ACTIONS AUTHORIZED.** Any two (2) of the authorized persons listed above may enter into any agreements of any nature with Lender, and those agreements will bind the Corporation. Specifically, but without limitation, any two (2) of such authorized persons are authorized, empowered, and directed to do the following for and on behalf of the Corporation:

**Borrow Money.** To borrow, as a cosigner or otherwise, from time to time from Lender, on such terms as may be agreed upon between the Corporation and Lender, such sum or sums of money as in their judgment should be borrowed; however, not exceeding at any one time the amount of **Five Hundred Twenty-nine Thousand Nine Hundred Nineteen & 65/100 Dollars (\$529,919.65)**, in addition to such sum or sums of money as may be currently borrowed by the Corporation from Lender.

**Execute Notes.** To execute and deliver to Lender the promissory note or notes, or other evidence of the Corporation's credit accommodations, on Lender's forms, at such rates of interest and on such terms as may be agreed upon, evidencing the sums of money so borrowed or any of the Corporation's indebtedness to Lender, and also to execute and deliver to Lender one or more renewals, extensions, modifications, refinancings, consolidations, or substitutions for one or more of the notes, any portion of the notes, or any other evidence of credit accommodations.

**Grant Security.** To mortgage, pledge, transfer, endorse, hypothecate, or otherwise encumber and deliver to Lender any property now or hereafter belonging to the Corporation or in which the Corporation now or hereafter may have an interest, including without limitation all of the Corporation's real property and all of the Corporation's personal property (tangible or intangible), as security for the payment of any loans or credit accommodations so obtained, any promissory notes so executed (including any amendments to or modifications, renewals, and extensions of such promissory notes), or any other or further indebtedness of the Corporation to Lender at any time owing, however the same may be evidenced. Such property may be mortgaged, pledged, transferred, endorsed, hypothecated or encumbered at the time such loans are obtained or such indebtedness is incurred, or at any other time or times, and may be either in addition to or in lieu of any property theretofore mortgaged, pledged, transferred, endorsed, hypothecated or encumbered.

**Execute Security Documents.** To execute and deliver to Lender the forms of mortgage, deed of trust, pledge agreement, hypothecation agreement, and other security agreements and financing statements which Lender may require and which shall evidence the terms and conditions under and pursuant to which such liens and encumbrances, or any of them, are given; and also to execute and deliver to Lender any other written instruments, any chattel paper, or any other collateral, of any kind or nature, which Lender may deem necessary or proper

# CORPORATE RESOLUTION TO BORROW / GRANT COLLATERAL (Continued)

Loan No: 164003305

Page 2

in connection with or pertaining to the giving of the liens and encumbrances. Notwithstanding the foregoing, any one of the above authorized persons may execute, deliver, or record financing statements.

**Negotiate Items.** To draw, endorse, and discount with Lender all drafts, trade acceptances, promissory notes, or other evidences of indebtedness payable to or belonging to the Corporation or in which the Corporation may have an interest, and either to receive cash for the same or to cause such proceeds to be credited to the Corporation's account with Lender, or to cause such other disposition of the proceeds derived therefrom as they may deem advisable.

**Further Acts.** In the case of lines of credit, to designate additional or alternate individuals as being authorized to request advances under such lines, and in all cases, to do and perform such other acts and things, to pay any and all fees and costs, and to execute and deliver such other documents and agreements, **including agreements requiring disputes with Lender to be submitted to binding arbitration for final resolution**, as the officers may in their discretion deem reasonably necessary or proper in order to carry into effect the provisions of this Resolution.

**ASSUMED BUSINESS NAMES.** The Corporation has filed or recorded all documents or filings required by law relating to all assumed business names used by the Corporation. Excluding the name of the Corporation, the following is a complete list of all assumed business names under which the Corporation does business: **None.**

**NOTICES TO LENDER.** The Corporation will promptly notify Lender in writing at Lender's address shown above (or such other addresses as Lender may designate from time to time) prior to any (A) change in the Corporation's name; (B) change in the Corporation's assumed business name(s); (C) change in the management of the Corporation; (D) change in the authorized signer(s); (E) change in the Corporation's principal office address; (F) change in the Corporation's state of organization; (G) conversion of the Corporation to a new or different type of business entity; or (H) change in any other aspect of the Corporation that directly or indirectly relates to any agreements between the Corporation and Lender. No change in the Corporation's name or state of organization will take effect until after Lender has received notice.

**CERTIFICATION CONCERNING OFFICERS AND RESOLUTIONS.** The officers named above are duly elected, appointed, or employed by or for the Corporation, as the case may be, and occupy the positions set opposite their respective names. This Resolution now stands of record on the books of the Corporation, is in full force and effect, and has not been modified or revoked in any manner whatsoever.

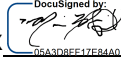
**NO CORPORATE SEAL.** The Corporation has no corporate seal, and therefore, no seal is affixed to this Resolution.

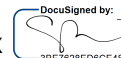
**CONTINUING VALIDITY.** Any and all acts authorized pursuant to this Resolution and performed prior to the passage of this Resolution are hereby ratified and approved. This Resolution shall be continuing, shall remain in full force and effect and Lender may rely on it until written notice of its revocation shall have been delivered to and received by Lender at Lender's address shown above (or such addresses as Lender may designate from time to time). Any such notice shall not affect any of the Corporation's agreements or commitments in effect at the time notice is given.


**IN TESTIMONY WHEREOF, we have hereunto set our hand and attest that the signatures set opposite the names listed above are their genuine signatures.**

**We each have read all the provisions of this Resolution, and we each personally and on behalf of the Corporation certify that all statements and representations made in this Resolution are true and correct. This Corporate Resolution to Borrow / Grant Collateral is dated April 21, 2020.**

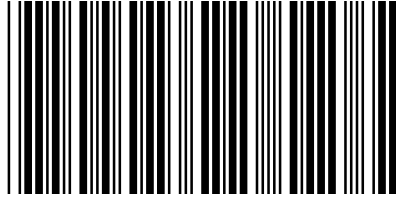
## CERTIFIED TO AND ATTESTED BY:

X  DocuSigned by:  
75A3DBCE17EB4A0  
MONICA MCDANIEL, Chairman of the Board of BLUE  
OAK CHARTER SCHOOL INCORPORATED

X  DocuSigned by:  
3D03B8D9CE48C  
CHELSEA PARKER-HARRIS, Treasurer of BLUE OAK  
CHARTER SCHOOL INCORPORATED

X  DocuSigned by:  
3D03B8D9CE48C  
SUSAN DOMENIGHINI, Executive Director of BLUE  
OAK CHARTER SCHOOL INCORPORATED

NOTE: If the officers signing this Resolution are designated by the foregoing document as one of the officers authorized to act on the Corporation's behalf, it is advisable to have this Resolution signed by at least one non-authorized officer of the Corporation.



\*HLP0343\*

## PROMISSORY NOTE

Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
<b>\$529,919.65</b>	<b>04-21-2020</b>	<b>04-21-2022</b>	<b>164003305</b>	<b>4a / 2002</b>		<b>QRV</b>	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "*****" has been omitted due to text length limitations.							

**Borrower:** BLUE OAK CHARTER SCHOOL INCORPORATED  
450 W EAST AVE  
CHICO, CA 95926

**Lender:** Golden Valley Bank  
Cohasset Branch  
190 Cohasset Road, Ste. 170  
Chico, CA 95926  
(530) 894-1000

**Principal Amount: \$529,919.65**

**Interest Rate: 1.000%**

**Date of Note: April 21, 2020**

**PROMISE TO PAY.** BLUE OAK CHARTER SCHOOL INCORPORATED ("Borrower") promises to pay to Golden Valley Bank ("Lender"), or order, in lawful money of the United States of America, the principal amount of Five Hundred Twenty-nine Thousand Nine Hundred Nineteen & 65/100 Dollars (\$529,919.65), together with interest on the unpaid principal balance from April 21, 2020, calculated as described in the "INTEREST CALCULATION METHOD" paragraph using an interest rate of 1.000%, until paid in full. The interest rate may change under the terms and conditions of the "INTEREST AFTER DEFAULT" section.

**PAYMENT.** Borrower will pay this loan in 18 payments of \$29,822.28 each payment. Borrower's first payment is due November 21, 2020, and all subsequent payments are due on the same day of each month after that. Borrower's final payment will be due on April 21, 2022, and will be for all principal and all accrued interest not yet paid. Payments include principal and interest. Unless otherwise agreed or required by applicable law, payments will be applied first to any accrued unpaid interest; then to principal; and then to any late charges. Borrower will pay Lender at Lender's address shown above or at such other place as Lender may designate in writing.

**INTEREST CALCULATION METHOD.** Interest on this Note is computed on a 365/365 basis; that is, by applying the ratio of the interest rate over the number of days in a year (365 for all years, including leap years), multiplied by the outstanding principal balance, multiplied by the actual number of days the principal balance is outstanding. All interest payable under this Note is computed using this method.

**PREPAYMENT.** Borrower may pay without penalty all or a portion of the amount owed earlier than it is due. Early payments will not, unless agreed to by Lender in writing, relieve Borrower of Borrower's obligation to continue to make payments under the payment schedule. Rather, early payments will reduce the principal balance due and may result in Borrower's making fewer payments. Borrower agrees not to send Lender payments marked "paid in full", "without recourse", or similar language. If Borrower sends such a payment, Lender may accept it without losing any of Lender's rights under this Note, and Borrower will remain obligated to pay any further amount owed to Lender. **All written communications concerning disputed amounts, including any check or other payment instrument that indicates that the payment constitutes "payment in full" of the amount owed or that is tendered with other conditions or limitations or as full satisfaction of a disputed amount must be mailed or delivered to: Golden Valley Bank, Credit Support, 190 Cohasset Road, Ste. 170 Chico, CA 95926.**

**LATE CHARGE.** If a payment is 15 days or more late, Borrower will be charged **5.000% of the regularly scheduled payment.**

**INTEREST AFTER DEFAULT.** Upon default, the interest rate on this Note shall, if permitted under applicable law, immediately increase by 4.000 percentage points.

**DEFAULT.** Each of the following shall constitute an event of default ("Event of Default") under this Note:

**Payment Default.** Borrower fails to make any payment when due under this Note.

**Other Defaults.** Borrower fails to comply with or to perform any other term, obligation, covenant or condition contained in this Note or in any of the related documents or to comply with or to perform any term, obligation, covenant or condition contained in any other agreement between Lender and Borrower.

**Default in Favor of Third Parties.** Borrower or any Grantor defaults under any loan, extension of credit, security agreement, purchase or sales agreement, or any other agreement, in favor of any other creditor or person that may materially affect any of Borrower's property or Borrower's ability to repay this Note or perform Borrower's obligations under this Note or any of the related documents.

**False Statements.** Any warranty, representation or statement made or furnished to Lender by Borrower or on Borrower's behalf under this Note or the related documents is false or misleading in any material respect, either now or at the time made or furnished or becomes false or misleading at any time thereafter.

**Insolvency.** The dissolution or termination of Borrower's existence as a going business, the insolvency of Borrower, the appointment of a receiver for any part of Borrower's property, any assignment for the benefit of creditors, any type of creditor workout, or the commencement of any proceeding under any bankruptcy or insolvency laws by or against Borrower.

**Creditor or Forfeiture Proceedings.** Commencement of foreclosure or forfeiture proceedings, whether by judicial proceeding, self-help, repossession or any other method, by any creditor of Borrower or by any governmental agency against any collateral securing the loan. This includes a garnishment of any of Borrower's accounts, including deposit accounts, with Lender. However, this Event of Default shall not apply if there is a good faith dispute by Borrower as to the validity or reasonableness of the claim which is the basis of the creditor or forfeiture proceeding and if Borrower gives Lender written notice of the creditor or forfeiture proceeding and deposits with Lender monies or a surety bond for the creditor or forfeiture proceeding, in an amount determined by Lender, in its sole discretion, as being an adequate reserve or bond for the dispute.

**Events Affecting Guarantor.** Any of the preceding events occurs with respect to any guarantor, endorser, surety, or accommodation party

**PROMISSORY NOTE  
(Continued)****Loan No: 164003305****Page 2**

of any of the indebtedness or any guarantor, endorser, surety, or accommodation party dies or becomes incompetent, or revokes or disputes the validity of, or liability under, any guaranty of the indebtedness evidenced by this Note.

**Change In Ownership.** Any change in ownership of twenty-five percent (25%) or more of the common stock of Borrower.

**Adverse Change.** A material adverse change occurs in Borrower's financial condition, or Lender believes the prospect of payment or performance of this Note is impaired.

**Cure Provisions.** If any default, other than a default in payment, is curable and if Borrower has not been given a notice of a breach of the same provision of this Note within the preceding twelve (12) months, it may be cured if Borrower, after Lender sends written notice to Borrower demanding cure of such default: (1) cures the default within fifteen (15) days; or (2) if the cure requires more than fifteen (15) days, immediately initiates steps which Lender deems in Lender's sole discretion to be sufficient to cure the default and thereafter continues and completes all reasonable and necessary steps sufficient to produce compliance as soon as reasonably practical.

**LENDER'S RIGHTS.** Upon default, Lender may declare the entire unpaid principal balance under this Note and all accrued unpaid interest immediately due, and then Borrower will pay that amount.

**PAYCHECK PROTECTION PROGRAM- SBA LOAN # 19311072-10.** Golden Valley Bank ("Lender") is making this loan pursuant to the Paycheck Protection Program (the "PPP") created by Section 1102 of the Coronavirus Aid, Relief, and Economic Security Act (the " CARES Act") and governed by the CARES Act, section 7(a)(36) of the Small Business Act, any rules or guidance that has been issued by the Small Business Administration implementing the PPP, or any other applicable Loan Program Requirements, as defined in 13 CFR § 120.10, as amended from time to time (collectively "PPP Loan Program Requirements"). Notwithstanding anything to the contrary herein, the Borrower (a) agrees that this Promissory Note shall be interpreted and construed to be consistent with the PPP Loan Program Requirements and (b) authorizes the Bank to unilaterally amend any provision of this Promissory Note to the extent required to comply with the PPP Loan Program Requirements.

**ATTORNEYS' FEES; EXPENSES.** Lender may hire or pay someone else to help collect this Note if Borrower does not pay. Borrower will pay Lender that amount. This includes, subject to any limits under applicable law, Lender's attorneys' fees and Lender's legal expenses, whether or not there is a lawsuit, including attorneys' fees, expenses for bankruptcy proceedings (including efforts to modify or vacate any automatic stay or injunction), and appeals. Borrower also will pay any court costs, in addition to all other sums provided by law.

**WHEN FEDERAL LAW APPLIES.** When SBA is the holder, this Note will be interpreted and enforced under federal law, including SBA regulations. Lender or SBA may use state or local procedures for filing papers, recording documents, giving notice, foreclosing liens, and other purposes. By using such procedures, SBA does not waive any federal immunity from state or local control, penalty, tax, or liability. As to this Note, Borrower may not claim or assert against SBA any local or state law to deny any obligation, defeat any claim of SBA, or preempt federal law.

**DISHONORED ITEM FEE.** Borrower will pay a fee to Lender of \$25.00 if Borrower makes a payment on Borrower's loan and the check or preauthorized charge with which Borrower pays is later dishonored.

**COLLATERAL.** This loan is unsecured.

**ARBITRATION.** Borrower and Lender agree that all disputes, claims and controversies between them whether individual, joint, or class in nature, arising from this Note or otherwise, including without limitation contract and tort disputes, shall be arbitrated pursuant to the financial services rules of J.A.M.S. or its successor in effect at the time the claim is filed, upon request of either party. No act to take or dispose of any collateral securing this Note shall constitute a waiver of this arbitration agreement or be prohibited by this arbitration agreement. This includes, without limitation, obtaining injunctive relief or a temporary restraining order; invoking a power of sale under any deed of trust or mortgage; obtaining a writ of attachment or imposition of a receiver; or exercising any rights relating to personal property, including taking or disposing of such property with or without judicial process pursuant Article 9 of the Uniform Commercial Code. Any disputes, claims, or controversies concerning the lawfulness or reasonableness of any act, or exercise of any right, concerning any collateral securing this Note, including any claim to rescind, reform, or otherwise modify any agreement relating to the collateral securing this Note, shall also be arbitrated, provided however that no arbitrator shall have the right or the power to enjoin or restrain any act of any party. Borrower and Lender agree that in the event of an action for judicial foreclosure pursuant to California Code of Civil Procedure Section 726, or any similar provision in any other state, the commencement of such an action will not constitute a waiver of the right to arbitrate and the court shall refer to arbitration as much of such action, including counterclaims, as lawfully may be referred to arbitration. Judgment upon any award rendered by any arbitrator may be entered in any court having jurisdiction. Nothing in this Note shall preclude any party from seeking equitable relief from a court of competent jurisdiction. The statute of limitations, estoppel, waiver, laches, and similar doctrines which would otherwise be applicable in an action brought by a party shall be applicable in any arbitration proceeding, and the commencement of an arbitration proceeding shall be deemed the commencement of an action for these purposes. The Federal Arbitration Act shall apply to the construction, interpretation, and enforcement of this arbitration provision.

**SUCCESSOR INTERESTS.** The terms of this Note shall be binding upon Borrower, and upon Borrower's heirs, personal representatives, successors and assigns, and shall inure to the benefit of Lender and its successors and assigns.

**NOTIFY US OF INACCURATE INFORMATION WE REPORT TO CONSUMER REPORTING AGENCIES.** Borrower may notify Lender if Lender reports any inaccurate information about Borrower's account(s) to a consumer reporting agency. Borrower's written notice describing the specific inaccuracy(ies) should be sent to Lender at the following address: Golden Valley Bank Credit Support 190 Cohasset Road, Ste. 170 Chico, CA 95926.

**GENERAL PROVISIONS.** If any part of this Note cannot be enforced, this fact will not affect the rest of the Note. Lender may delay or forgo enforcing any of its rights or remedies under this Note without losing them. Borrower and any other person who signs, guarantees or endorses this Note, to the extent allowed by law, waive any applicable statute of limitations, presentment, demand for payment, and notice of dishonor. Upon any change in the terms of this Note, and unless otherwise expressly stated in writing, no party who signs this Note, whether as maker, guarantor, accommodation maker or endorser, shall be released from liability. All such parties agree that Lender may renew or extend (repeatedly and for any length of time) this loan or release any party or guarantor or collateral; or impair, fail to realize upon or perfect Lender's security interest in the collateral; and take any other action deemed necessary by Lender without the consent of or notice to anyone. All such parties also agree that Lender may modify this loan without the consent of or notice to anyone other than the party with whom the modification is made. The obligations under this Note are joint and several.

Loan No: 164003305

**PROMISSORY NOTE  
(Continued)**

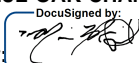
Page 3

PRIOR TO SIGNING THIS NOTE, BORROWER READ AND UNDERSTOOD ALL THE PROVISIONS OF THIS NOTE. BORROWER AGREES TO THE TERMS OF THE NOTE.


BORROWER ACKNOWLEDGES RECEIPT OF A COMPLETED COPY OF THIS PROMISSORY NOTE.

BORROWER:

**BLUE OAK CHARTER SCHOOL INCORPORATED**

By: 

**MONICA MCDANIEL, Chairman of the Board of  
BLUE OAK CHARTER SCHOOL INCORPORATED**

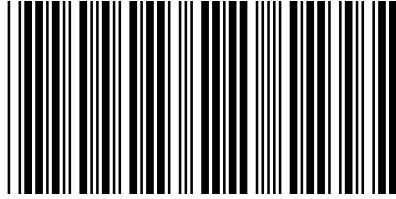
By: 

**SUSAN DOMENIGHINI, Executive Director of BLUE  
OAK CHARTER SCHOOL INCORPORATED**

By: 

**CHELSEA PARKER-HARRIS, Treasurer of BLUE OAK  
CHARTER SCHOOL INCORPORATED**





\*HLP0348\*

## DISBURSEMENT REQUEST AND AUTHORIZATION


Principal	Loan Date	Maturity	Loan No	Call / Coll	Account	Officer	Initials
<b>\$529,919.65</b>	<b>04-21-2020</b>	<b>04-21-2022</b>	<b>164003305</b>	<b>4a / 2002</b>		<b>QRV</b>	
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "****" has been omitted due to text length limitations.							

**Borrower:** BLUE OAK CHARTER SCHOOL INCORPORATED  
450 W EAST AVE  
CHICO, CA 95926

**Lender:** Golden Valley Bank  
Cohasset Branch  
190 Cohasset Road, Ste. 170  
Chico, CA 95926  
(530) 894-1000

**LOAN TYPE.** This is a Fixed Rate (1.000%) Nondisclosable SBAExpress Loan to a Corporation for \$529,919.65 due on April 21, 2022.

**PRIMARY PURPOSE OF LOAN.** The primary purpose of this loan is for (please initial):

- ☐ Personal, Family, or Household Purposes or Personal Investment.
- ☒  Business (Including Real Estate Investment).

**SPECIFIC PURPOSE.** The specific purpose of this loan is: PAYCHECK PROTECTION PROGRAM.

**DISBURSEMENT INSTRUCTIONS.** Borrower understands that no loan proceeds will be disbursed until all of Lender's conditions for making the loan have been satisfied. Please disburse the loan proceeds of \$529,919.65 as follows:

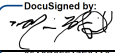
**Amount paid to Borrower directly:** \$529,919.65  
\$529,919.65 Deposited to Checking Account # 100050889

**Note Principal:** \$529,919.65

**FINANCIAL CONDITION.** BY SIGNING THIS AUTHORIZATION, BORROWER REPRESENTS AND WARRANTS TO LENDER THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT AND THAT THERE HAS BEEN NO MATERIAL ADVERSE CHANGE IN BORROWER'S FINANCIAL CONDITION AS DISCLOSED IN BORROWER'S MOST RECENT FINANCIAL STATEMENT TO LENDER. THIS AUTHORIZATION IS DATED APRIL 21, 2020.

**BORROWER:**

**BLUE OAK CHARTER SCHOOL INCORPORATED**

By:   
**MONICA MCDANIEL, Chairman of the Board of  
BLUE OAK CHARTER SCHOOL INCORPORATED**

By:   
**SUSAN DOMENIGHINI, Executive Director of BLUE  
OAK CHARTER SCHOOL INCORPORATED**

By:   
**CHELSEA PARKER-HARRIS, Treasurer of BLUE OAK  
CHARTER SCHOOL INCORPORATED**



## SBA PAYCHECK PROTECTION PROGRAM (PPP) LOAN FORGIVENESS INFORMATION AND FAQ'S

Thank you for choosing Golden Valley Bank to process your application for a Paycheck Protection Program ("PPP") Loan. Information contained in this document is based on the CARES Act (HR 748) signed into law on March 27, 2020, the SBA Interim Rule issued April 2, 2020, the SBA Interim Rule issued April 14, 2020, and subsequent US Treasury Guidance. **The majority of information in this document is our interpretation of existing guidance and should not be taken as legal advice. Subsequent guidance from the SBA may be vastly different than information contained in this document.** We are providing this information as a method of communicating what we anticipate the forgiveness portion will look like and cannot guarantee any information contained herein. Please continue to monitor the SBA and US Treasury guidance for new information as it becomes available. Please contact your Golden Valley Bank representative for additional information, or if you have any questions.

### LOAN FORGIVENESS

After disbursement of the loan, a borrower is eligible for loan forgiveness on up to eight weeks of covered expenses. A borrower will apply for forgiveness through their lender by submitting all relevant paperwork, at which time a lender will have up to sixty days to approve or deny the application. If the loan forgiveness application is approved, that portion of a borrower's loan is forgiven, and SBA will pay the lender the part of the principal amount plus interest.

Amounts eligible for forgiveness appear as though they will be forgiven with no tax consequence (i.e., forgiveness of indebtedness income is waived), but this has not been clarified by further guidance. Golden Valley Bank cannot confirm that forgiveness of debt will have no tax implications. Section 1106 of the CARES Act states that amounts forgiven on a PPP loan "*shall be excluded from gross income*". Please consult a professional tax advisor in making a determination on taxability of forgiven indebtedness.

In addition, you should be aware that participation in the PPP may affect your eligibility for state administered unemployment compensation or unemployment assistance programs, including the programs authorized by Title II, Subtitle A of the CARES Act, or CARES Act Employee Retention Credits.

### LOAN FORGIVENESS FAQ'S

Can a PPP loan be forgiven in whole or in part?

Yes, the amount of loan forgiveness can be up to the full principal amount of the loan and any accrued interest.

The amount of forgiveness of a PPP loan depends on the borrower's payroll costs over an eight-week period; when does that eight-week period begin?

The eight-week period begins on the date the lender makes the first disbursement of the PPP loan funds to the borrower. The lender must make the first disbursement of the loan no later than ten calendar days from the date of loan approval.

**Example:** If your loan funds on 04/13/2020, the eight week period would begin on that day and run 8 weeks, or 55 additional calendar days, ending 06/07/2020.



### How does a borrower get the entire PPP loan forgiven?

The borrower will not be responsible for any loan payment if:

1. The borrower uses all loan proceeds for forgivable purposes, and
2. Employee and compensation levels are maintained.

### How is the forgiveness amount calculated?

The actual amount of loan forgiveness depends, in part, on payments made over the eight-week period following the date of the loan, including:

1. The total amount of payroll costs,
2. Payments of interest on mortgage obligations\* incurred before February 15, 2020,
3. Rent payments on leases\* dated before February 15, 2020, and
4. Utility payments under service agreements dated before February 15, 2020.

***\*NOTE** – Based on the Interim Rule regarding sole proprietors released 04/14/2020, mortgage or lease payments can be for real OR personal property – which appears to mean that equipment loans/leases would be included as long as they are for a valid business purpose, and reported as a business expense. It would be logical to assume that this same standard would apply for business entities, but guidance confirming this has not been released yet and Golden Valley Bank cannot guarantee this will be the case. We anticipate further clarification from the SBA in the near future.*

### What will the process be to submit an application for forgiveness?

The process has not yet been established by the SBA.

### What should I be collecting and tracking during the eight week covered period?

Based on the SBA Interim Rule issued April 14, 2020, it appears that the following documentation will be required to apply for forgiveness. This may change greatly once the SBA issues final guidance, but this is our best estimate of what will be required at this time.

- Form 941 for the covered period (if the period extends past the end of Q2, we assume the SBA may require equivalent payroll processor records).
- Payroll processor records for the covered period.
- State quarterly wage unemployment insurance tax reporting forms for the covered period (if the period extends past the end of Q2, we assume the SBA may require equivalent payroll processor records).
- Evidence of any retirement and health insurance contributions.
- Evidence of mortgage interest payments (but not prepayments or principal payments) on any business mortgage obligation on real or personal property.
- Business rent/lease payments (which may include the invoice and evidence of payment – TBD).
- Business utility payments (which may include the invoice and evidence of payment – TBD).

As a reminder all mortgage, rent, or utility agreements must have been entered into prior to February 15, 2020. **The SBA has not provided any guidance** on what they will require as evidence to demonstrate that the agreements were in place prior to this date.

### How much of the loan forgiveness must be attributable to payroll costs?

At least 75% of the loan forgiveness amount must be attributed to payroll costs. **Not more than 25% of the loan forgiveness amount may be attributable to non-payroll costs.**

*Example. XYZ Co. borrowed \$100,000 in PPP proceeds on April 10, 2020. Over the next 8 weeks, XYZ Co. spent \$50,000 on payroll costs and \$40,000 on rent and utilities. XYZ Co.'s loan forgiveness is limited to \$66,667, \$50,000 of payroll costs and \$16,667 of rent and utilities. XYZ Co. would be left with a remaining balance of \$33,333 that would be ineligible for forgiveness that would be required to be repaid under the existing loan terms.*

### Why is forgiveness heavily weighted to the percentage of payroll costs, when the CARES Act allows a mix of payroll costs and other payments to determine loan forgiveness?

The April 2, 2020 Interim Final Rule states:

*“[w]hile the Act provides that borrowers are eligible for forgiveness in an amount equal to the sum of payroll costs and any payments of mortgage interest, rent, and utilities, the [SBA] has determined that the non-payroll portion of the forgivable loan amount should be limited to effectuate the core purpose of the statute and ensure finite program resources are devoted primarily to payroll.”*

### Can my amount of forgiveness be reduced if I have reduced my number of employees, or their salaries?

Yes, according to the CARES Act (HR 748), the amount forgiven may be reduced based on reduction in the number of employees. Please note the SBA has not provided additional guidance on interpretations on reduction in forgivable amounts as of April 16, 2020. They anticipate providing formal guidance pertaining to forgiveness in the near future.

### Based on The CARES Act, how can my forgivable amount be reduced if my FTE has been reduced?

**Please note** – This information is directly from The CARES Act. No additional guidance on reduction in forgivable amounts based on reduction in staff or salary has been issued by the SBA or US Treasury.

Under The CARES Act the amount of loan forgiveness can be reduced if the number of employees within the eight week period following the loan is less than the number of employees compared to one of two time periods. The borrower can elect which time period to choose:

Either:

- The average number of Full-time Employees (FTE) between 02/15/2019 through 06/30/2019; OR
- The average number of Full-time Employees (FTE) between 01/01/2020 and 02/29/2020.

**Example #1:** A borrower takes out a \$100,000 PPP loan. During the covered period (the eight weeks following disbursement of funds), their average FTE was 8. For purposes of the comparison – the borrower selects the time period from 02/15/2019 through 06/30/2019 during which their average FTE was 10 (meaning they had an average of 10 full time employees during that time).

The borrower had a 20% reduction in FTE between the “selected” time period and the “covered” period.

8 FTE in covered period (eight weeks)  $\div$  10 FTE in selected period (02/15/19 – 06/30/19) = 80%, or a 20% reduction.

Based on this calculation – the borrower would only be eligible for a maximum forgivable amount of \$80,000 of their \$100,000 loan (80%).

**Example #2:** A borrower takes out a \$100,000 PPP loan. During the covered period (the eight weeks following disbursement of funds), their average FTE was 10. For purposes of the comparison – the borrower selects the time period from 02/15/2019 through 06/30/2019 during which their average FTE was 10 (meaning they had an average of 10 full time employees during that time).

The borrower had a 0% reduction in FTE between the “selected” time period and the “covered” period.

10 FTE in covered period (eight weeks)  $\div$  10 FTE in selected period (02/15/19 – 06/30/19) = 100%, or a 0% reduction.

Based on this calculation – the borrower would only be eligible for a maximum forgivable amount of \$100,000 (their full loan amount).

Based on the CARES Act, how can by forgivable amount be reduced if I have reduced my employee’s salaries?

**Please note** – This information is directly from The CARES Act. No additional guidance on reduction in forgivable amounts based on reduction in staff or salary has been issued by the SBA or US Treasury.

The amount of loan forgiveness is further reduced if employees who made less than \$100,000 in annualized wages in 2019 receive a reduction in pay of more than 25% during the covered period. The SBA will be issuing additional guidance on the loan forgiveness element of the PPP, and specific guidance on this provision is warranted to determine how this dollar-for-dollar calculation will work in practice.

To prevent the reduction in forgivable amounts, can I rehire employees or restore wages?

Reductions in full-time employment or salary that occur between Feb. 15, 2020 and April 26, 2020 can be “cured” and will not reduce the amount of loan forgiveness if, by June 30, 2020, the borrower eliminates the reduction in employees or the reduction in wages, as applicable. There is no requirement that the borrower rehire the same employees; hiring full-time equivalent employees is sufficient.

How Does This Work in Practice?

To illustrate how the loan forgiveness **theoretically** works in practice, let’s use a hypothetical example.

Company A is a non-seasonal employer whose business is significantly affected by COVID-19. As a result, Company A terminates the employment of 50 full-time employees on March 1, 2020. Later, Company A borrows \$1 million through the PPP on May 1, 2020. Company A spends all of the loan proceeds on payroll costs, so the full amount is eligible for forgiveness. Company A has an average of 150 full-time employees between May 1 and June 27 (i.e., the eight-week “covered period”), as compared to (a) the average of 250 full-time employees it had between Feb. 15, 2019 and June 20, 2019 and (b) the average of 200 full-time employees it had between Jan. 1, 2020 and Feb. 29, 2020. For now, assume that Company A did not reduce the pay of any of its employees.

In this hypothetical (and all other things being equal), Company A is eligible for loan forgiveness in the amount of \$750,000. Company A would elect option (b) as its “denominator,” and the \$1 million would be

multiplied by a fraction of 150/200 (i.e., 75%). The remaining \$250,000 must be paid back by Company A under the terms of the loan (i.e., at 1% interest over a two-year term).

Now, adjust the hypothetical to assume that on March 1, 2020, Company A also reduced the total salaries of its remaining workers, all of which earned an annualized salary of less than \$100,000 in 2019. If the salary reductions during the covered period were more than a 25% reduction from the employee salaries during the most recently completed calendar quarter, the amount of loan forgiveness would be further reduced dollar-for-dollar by the amount of that decrease. The CARES Act isn't entirely clear on how this amount will be calculated, and it is expected that the SBA will issue further guidance on the issue. But in implementing the salary reductions, Company A should be prepared to repay a portion of the loan proceeds under the terms of the loan.

Finally, assume that on June 1, Company A elects to rehire all the full-time employees it terminated on March 1, and the company rescinds the salary reductions referenced above. All other things equal, as a result of the action taken by Company A on June 1, the entire \$1,000,000 loan is eligible for loan forgiveness.

**Agenda Item:** Closed Session

**Prepared by:** Susan Domenighini Charter Council Date: 05/19/2020

**Background Information:**

- Public Employee Performance Evaluation (§ 54957)  
Executive Director