

Blue Oak Charter School
450 W. East Avenue, Chico, CA 95926
FINANCE COMMITTEE
REGULAR MEETING
Band / Meeting Room

Minutes

Tuesday, Sept. 10, 2019 - 4:15 pm

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

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

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

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

AGENDA

OPEN SESSION - 4:15 PM

1. OPENING 15 Minutes

1.1. Call Meeting to Order

- At 4:27 PM Chelsea Parker called the meeting to order

1.2. Roll Call of Committee Members and Establish Quorum

- Present: Chelsea Parker, Tighe O'Neill, Maggie Buckley, Susan Domenighini, Chairun Combs
- Absent: Kate McDonald

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 make a school."

- Chelsea Parker read the school verse.

1.4. Audience to Address the Committee

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

1.5. Agenda Modifications

1.6. Approve Minutes from June

- The incorrect minutes were listed on the agenda. June minutes have already been approved. Unapproved minutes will be brought to the next meeting for review.

2. FINANCIAL REPORTS - 15 minutes

S Lefkowitz

- 2.1. **Warrants**
- Tighe O’Neill asked about the changes from contracted positions to staff members.
- 2.2. **Point of Sale Transactions**
- 2.3. **Actual to Budget Detail**
- 2.4. **Balance Sheet Detail**
- 2.5. **Cash Flow**
- Susan Domenighini brought up concerns about the possible need to borrow funds to cover payroll. The school has historically had the need to borrow funds, pay them back and then borrow again. A lot of work has been done to lessen this need and the school is on track this year to borrow less than in previous years. A line of credit would be a better option instead of borrowing and re-borrowing each month. The committee explored the options of borrowing versus the possibilities of a line of credit.
- Tighe O’Neill made a motion to approve the financial reports. Susan Domenighini seconds the motion.

Name	Yes	No	Abstain	Absent
Susan Domenighini	x			
Chelsea Parker	x			
Tighe O’Neill	x			
Maggie Buckley	x			
Kate McDonald				x
Chairun Combs	x			

3. BUSINESS - 25 minutes

S Domenighini

3.1. Executive Directors Report

- The business office staff has been working on budget reductions and a loan to cover cash flow. Enrollment is stable at 323 with upcoming tours scheduled for potential new enrollments. Marketing ideas are being sought via an outside contact. Attendance and enrollments have been a focus.

3.1.1. Measure K

- Items purchased with Measure K funds were reviewed. Potential uses of upcoming Measure K funds we discussed along with the need to have a plan for how funds will be spent. The use of Measure K funds throughout the Chico Unified School District was reviewed with the round 1 and round 2 handouts. Background on Measure K was discussed along with how the funds from this measure can and cannot be used.

3.1.2. Enrollment and Attendance

- Possible incentives for good attendance and attendance goals linked to possible classroom fundraising benefits were examined. Attendance statistics from the 2017/2018 school year were shared. While good attendance is considered to be 96%, and is a good goal, it is also important that students who are ill do not attend school.

- Lack of independent study completion when students are out on vacation is an area of concern. Unexcused absences are being followed up on.
- Data from supplied graphs was examined.

3.1.3. Attendance Plan

- Attendance trends and statistics of interest that can be tracked over time we brought up. Chronic low attendance, truancy letters, and the use of 504 programs for chronically ill students were discussed. There is a need to track prior years to establish a baseline for attendance. Exit reasons for students and families were considered. Benefits of strong class community and the role of the teacher in the community was shared along with past school events that were a draw for the community. An increase in attendance could give cause for an increase in expected income, which would lessen the amount needed to be cut from the budget.

3.2. Budget Reduction Review and Recommendations

- The chart of accounts was reviewed line by line.
- Instead of hiring for a special education aide the hours to meet student needs were allocated to a current staff member. This eliminated \$15,000 from the budget.
- Staff health benefit totals were less than had been previously budgeted for, saving \$40,000.
- With a lower student attendance the potential to decrease the staff was discussed without mention of specific staff members. This was a general discussion. The importance of transparency in all decisions was stated along with the importance of doing what is best for the school overall. Specific personnel decisions will be discussed by the Blue Oak Charter Council (BOCC) in an open session at the next regularly scheduled meeting.
- With a 5% reduction in attendance, it was suggested that the student consumed resources should be reduced by 5%. With this in mind cuts were recommended for curriculum and supplies. A potential return of unused curriculum is being planned with a return of between \$5,000 and \$7,000.
- One time purchases in the budget last year that will not be duplicated this year were discussed. This is estimated to be \$20,000 that won't be spent this year that is in the budget. There are still other potential unknown items that could come up as one time purchases and these scenarios were discussed.
- The use of funds for travel and conferences was broken down. There is a need for office staff and administration to be allocated funds to attend trainings and conferences. This is an area that has been neglected. Possible attendance at the Aeries conference, the Charter School Association conference and others like this was discussed. Potential need for safety training like ALICE that will prep the staff in the event of emergencies including live shooter threats is a need. Teacher induction costs were evaluated and contrasted with the increase in wages that was made last year. It was suggested to cut \$21,000 from this category which would impact teacher inductions, this would leave \$15,000 to relocate across all professional development needs with administration making the decision of how these funds should be spent.
- The following cuts were reflected on: \$40,000 from Health Insurance, \$7,000 in reduced curriculum, and \$21,000 from training. Remaining cuts would come from personnel and would be discussed by the Executive Director and the BOCC.
- Tighe O'Neill moved to recommend \$68,000 in reductions to the BOCC with the

remaining needed reductions to come out of the Personnel category with the overall goal of having a budget that has no more than a \$40,000 deficit.

- Health Insurance savings of \$40,000
- Curriculum reduction of \$7,000,
- Training and travel reduced by \$21,000

➤ Chairun Combs seconded this motion.

Name	Yes	No	Abstain	Absent
Susan Domenighini	x			
Chelsea Parker	x			
Tighe O'Neill	x			
Maggie Buckley	x			
Kate McDonald				x
Chairun Combs	x			

➤ Chelsea Parker made a motion to produce a contingency plan for an additional \$40,000 in reductions in the event that grant revenue is not received. Tighe O'Neill seconded this motion.

Name	Yes	No	Abstain	Absent
Susan Domenighini	x			
Chelsea Parker	x			
Tighe O'Neill	x			
Maggie Buckley	x			
Kate McDonald				x
Chairun Combs	x			

4. NEXT MEETING - October 8, 2019

5. ADJOURNMENT

➤ At 6:56 PM Susan Domenighini moves to adjourn the meeting.

Minutes taken by: Tess Slaton

Approved by : 