

**Blue Oak Charter School**  
**450 W. East Avenue, Chico, CA 95926**  
**CHARTER COUNCIL**  
**REGULAR MEETING**  
**Band Room / Meeting Room**

**Tuesday, February 18, 2020 at 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
- 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 regular and special meetings both on January 21, 2020
- 2.2. Warrants
- 2.3. Point of Sale Transactions
- 2.4. Cash Flow
- 2.5. Actual to Budget Summary
- 2.6. Balance Sheet Detail
- 2.7. 2nd Interim Report
- 2.8. ConApp Winter 2020

- 2.9. Resignations
  - 2.9.1. Bailey Akin
- 2.10. Field Trips
  - 2.10.1. Sacramento / San Francisco - Sarah Lee - May 2020
  - 2.10.2. Ashland, OR - Brianna Lee - May 2020
- 2.11. Occupational Therapy Contracts

**3. GOVERNANCE - 15 minutes**

- 3.1. Finance Committee
- 3.2. Strategic Plan
- 3.3. Charter Council Elections
- 3.4. Policy Review
  - 3.4.1. Tobacco Policy

**4. FACULTY**

- 4.1. Grade Level Reports

**5. ADMINISTRATION - 30 Minutes**

- 5.1. Executive Director's Report
  - 5.1.1. Enrollment and Attendance
  - 5.1.2. Marketing
  - 5.1.3. Town Hall Meeting
  - 5.1.4. Attendance Improvement Plan
- 5.2. CDE Public Release of Data Files

**6. NEXT MEETING - Tuesday, March 24, 2019**

**ADJOURNMENT**

**Blue Oak Charter School**  
**450 W. East Avenue, Chico, CA 95926**  
**CHARTER COUNCIL**  
**REGULAR MEETING**  
**Band Room / Meeting Room**

**MINUTES**  
**Tuesday, January 21 , 2020 - 6 pm**

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**AGENDA**

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**OPEN SESSION - 6 PM**

**1. OPENING - 5 Minutes**

**1.1. Call Meeting to Order**

- Monica McDaniel called the meeting to order at 6:04PM.

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

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

**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.”*

- The school verse was read by all present.

**1.4. Agenda Modifications**

- Chelsea Parker requested that item 2.10 Summer Camp through CARD be pulled from the consent agenda so teacher Riley Murray could speak more about it.

**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 December 17, 2019**

**2.2. Warrants**

**2.3. Point of Sale Transactions**

**2.4. Cash Flow**

**2.5. Actual to Budget Summary**

**2.6. Balance Sheet Detail**

**2.7. Donations**

**2.8. Resignation**

**2.8.1. Jennifer Wagner**

**2.8.2. Caitlin Morrison**

**2.8.3. Rachel Oakes**

**2.9. Overnight Field Trips**

**2.9.1. Nick Meier Ashland Oregon in May 2020**

**2.10. Summer Camp through CARD**

- Laurel Hill-Ward made a motion to approve the consent agenda items, save the pulled item 2.10 Summer Camp through CARD. Chelsea Parker 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.
- Vicki arrives at 6:07PM
- Riley Murray, third grade teacher at Blue Oak, spoke to the council about WOW Summer Camp. She presented feedback from last summer's participants and feedback from a recent survey of Blue Oak School via Parent Square. Her data showed that the program was well received. Parents were not aware that students not attending Blue Oak School could attend WOW Summer Camp. They seemed excited to learn this. She received positive feedback about the program and about interest in enrolling again. Last summer the program broke even, this year the goal will be to make a profit. Riley requested that the council approve the program for the summer of 2020.
- The council noted that an earlier start time could allow working parents to more easily have their students attend. Transportation from WOW Summer Camp to other afternoon CARD camps was discussed. Excitement for the program and gratitude to Riley Murray were expressed for providing a Waldorf option for summer camps in Butte County.
- Chelsea Parker made a motion to approve another reiteration of WOW Summer Camp through CARD. 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.
- Meeting break at 6:25PM.
- Meeting resumed at 6:37PM.

**3. GOVERNANCE - 15 minutes**

**3.1. Finance Committee**

- Chelsea Parker shared an update from the Finance Committee. A special training with Charter Impact was held on Thursday, January 9 to train Finance Committee members on financial reports. Our updated financial reports from Charter Impact are not yet available for our meetings as they are still processing and compiling all of our data from the prior months of the year. These reports should be available by this Friday and updated reports will be brought to the next Finance Committee and Charter Council meetings. Overall progress is being made.

**3.2. Budget Discussion and Review**

- No discussion at this time.

**3.3. Strategic Plan**

- An outline of each goal was shared. Potential objectives for each goal were discussed at length. Several passionate perspectives were communicated regarding the direction each task force should take.
- Goal #1 was discussed as potentially being a financial outline of different scenarios in its first phase. The Finance Committee was suggested as a possible group for addressing this goal.
- Goal #2 objectives were summed up as being outreach that builds community within the Blue Oak family that may also be fundraisers, but the main goal is to build community and allow the Blue Oak family to share its passions and talents. A team approach to events was discussed and is being implemented.
- Goal #3 is an opportunity for us to expand our thinking and reach out to donors beyond the Blue Oak Community.

**3.4. Policy Review**

- Susan Domenighini shared that the administrative team is looking to review policy on a more regular basis. The next policy we are looking to review and bring to the council after the homework policy will be the Charter Council elections policies.

**3.4.1. Homework Policy**

- This is a second look at the homework policy. The council was pleased with the updated wording regarding parent involvement and the overall clarity the policy gives to the expectation of homework.

- Chelsea Parker made a motion to accept the homework policy as presented. Trisha Atehortua seconds.
- No further 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.

**3.5. Measure K**

- Susan Domenighini reported that while we want to preserve the majority of our Measure K funds for a building purchase, there are a few items we can purchase at this time that will enhance and improve our program, having a huge impact on our students and faculty daily life.
- Faculty co-chair’s Ally Welch and Brianna Lee were present and spoke with excitement regarding the purchase of items listed on the Measure K proposal.
- Chelsea Parker made a motion to approve up to \$15,000 of Measure K funds be spent on the proposed items. Trisha Atehortua seconds.
- No further 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.

**4. FACULTY - 15 minutes**

**4.1. Grade Level Reports**

- No reports this month.

**5. ADMINISTRATION - 30 Minutes**

**5.1. Executive Director’s Report**

- 5.1.1. Enrollment and Attendance**
- 5.1.2. Marketing**
- 5.1.3. Borrowing Statement**
- 5.1.4. Mentor Visit**
- 5.1.5. Town Hall Meeting**
- 5.1.6. Alumni Survey**

- Blue Oak Executive Director, Susan Domenighini, shared a few favorite moments from the staff. She highlighted ongoing organizational projects and upcoming events, including a mentor visit with teacher observation, a parent education night on Thursday, March 5 and a Town Hall meeting to be held on a Thursday night in February. Attendance was reported as being up and an alumni survey to be sent out in February was reviewed and discussed.

**6. NEXT MEETING - Tuesday, February 18, 2019**

**ADJOURNMENT**

- Monica McDaniel adjourned the meeting at 8:20PM.

Minutes taken by: Tess Slaton

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

**Blue Oak Charter School**  
**450 W. East Avenue, Chico, CA 95926**  
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**SPECIAL MEETING**  
**Band Room / Meeting Room**

**MINUTES**  
**Tuesday, January 21 , 2020 - 6:15 PM**

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**AGENDA**

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**OPEN SESSION - 6:15 PM**

**1. OPENING - 5 Minutes**

**1.1. Call Meeting to Order**

- Monica McDaniel called the meeting to order at 6:25PM.

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

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

**1.3. Agenda Modifications**

- No modifications

**1.4. Audience to Address the Council**

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- Susan Domenighini addressed the council and gave some background regarding the School Accountability Report (SARC). She shared that it is an annual report from Data Quest, where the California Department of Education stores our information. Data is pulled annually and put into a report format for every school. Each school must review and approve the report annually. The SARC gives a clear indication of how we are doing as a school. It will be published to our website by Feb. 1.

**2. CONSENT AGENDA - 10 Minutes**

**2.1. School Accountability Report Card (SARC)**



- The council reviewed the report. Susan Domenighini spoke to a few highlights on the report, including the completion of our safety plan, Facility Inspection Tool (FIT) report, and adopted math curriculum. It was noted that physical fitness data is not yet available. It will be available later in the year. Homeless numbers were discussed along with the definition of homeless including children who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason, i.e. doubled up. The SARC data from this year was compared to the SARC report from last year. It was noted that this is the first time our students have been tested in science.
- Trisha Atehortua made a motion to accept the SARC report. Laurel Hill-Ward 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. NEXT MEETING - Tuesday, February 18, 2019**

**ADJOURNMENT**

- Monica McDaniel adjourned the meeting at 6:37PM.

Minutes taken by: Tess Slaton

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

**Blue Oak Charter**

**Accounts Payable Aging**

January 31, 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
Alice Training Institute LLC	48479	12/31/2019	1/30/2020	\$ 695	\$ -	\$ -	\$ -	\$ -	\$ 695
Butte County Office of Education	206	12/18/2019	1/17/2020	-	75	-	-	-	75
California State University Chico	010870	11/22/2019	12/22/2019	-	-	60	-	-	60
	010926	12/19/2019	1/18/2020	-	20	-	-	-	20
CSMC	38777	9/15/2019	10/1/2019	-	-	-	-	7,084	7,084
Jessee Heating & Air Conditioning	J19296CA1	10/24/2019	11/23/2019	-	-	-	50,185	-	50,185
Office Depot Inc	425334935001	1/8/2020	2/9/2020	193	-	-	-	-	193
PowerSchool Group LLC	INV183225	6/30/2019	7/30/2019	-	-	-	-	4,824	4,824
Sutter County Schools Office	20-0051	8/21/2019	10/1/2019	-	-	-	-	3,000	3,000
Syncb/Amazon	457449934449	11/21/2019	2/5/2020	48	-	-	-	-	48
	469446798639	11/20/2019	2/5/2020	233	-	-	-	-	233
	469459989653	12/3/2019	2/5/2020	22	-	-	-	-	22
Wild SF Tours LLC	Lee8016	1/21/2020	2/20/2020	350	-	-	-	-	350
<b>Total Outstanding Invoices</b>				<b>\$ 1,541</b>	<b>\$ 95</b>	<b>\$ 60</b>	<b>\$ 50,185</b>	<b>\$ 14,908</b>	<b>\$ 66,789</b>

## Blue Oak Charter

### Check Register

For the period ended January 31, 2020

Check Number	Vendor Name	Check Date	Check Amount
10011	Anna M Rainville	1/13/2020	\$ 1,449.00
10012	Butte County Office of Education	1/13/2020	5,000.00
10013	California Water Service	1/13/2020	841.06
10014	Charter Impact	1/13/2020	5,967.00
10015	Comcast	1/13/2020	495.96
10016	Employers Preferred Ins CO	1/13/2020	1,394.80
10017	Humana Insurance Co	1/13/2020	2,224.82
10018	Johnny's Lock & Safe	1/13/2020	337.39
10019	Markel Insurance Company	1/13/2020	4,890.00
10020	Mercurius Art Makes Sense	1/13/2020	3,912.50
10021	NCS Pearson Inc	1/13/2020	468.94
10022	Office Depot Inc	1/13/2020	192.99
10023	PG&E	1/13/2020	3,145.84
10024	Philadelphia Insurance Companies	1/13/2020	1,767.29
10025	Pure Water Partners	1/13/2020	42.90
10026	Squyres Fire Protection	1/13/2020	1,226.89
10027	Syncb/Amazon	1/13/2020	377.24
10028	Tahoe Pure Water Co	1/13/2020	15.00
10029	The Graphic Fox Ink	1/13/2020	444.92
10030	TIAA Commercial Finance Inc	1/13/2020	1,301.88
10031	Advanced Document Concepts for Business	1/28/2020	343.23
10032	Anthem Blue Cross	1/28/2020	18,982.10
10033	Brandon Morgan	1/28/2020	150.00
10034	CliftonLarsonAllen LLP	1/28/2020	3,630.00
10035	Department of Justice	1/28/2020	32.00
10036	Evergreen Janitorial Supply Inc	1/28/2020	316.18
10037	Humana Insurance Co	1/28/2020	2,224.58
10038	J C Nelson Supply Co	1/28/2020	104.29
10039	J White Appraisals and Consulting	1/28/2020	1,250.00
10040	Matt P McLaughlin	1/28/2020	550.00
10041	Mercurius Art Makes Sense	1/28/2020	3,672.26
10042	North State Parent	1/28/2020	310.00
10043	Steven J Rudy	1/28/2020	3,000.00
10044	Sutter County Schools Office	1/28/2020	3,120.00
10045	Tahoe Pure Water Co	1/28/2020	9.65
10046	TIAA Commercial Finance Inc	1/28/2020	685.19
10047	California Water Service	1/31/2020	440.71
10048	Comcast	1/31/2020	507.97
10049	Growing Up Chico Magazine	1/31/2020	340.00
10050	Mercurius Art Makes Sense	1/31/2020	927.60
10051	PG&E	1/31/2020	3,617.92
10052	Pure Water Partners	1/31/2020	62.90
10053	Recology Butte Colusa Counties	1/31/2020	956.63
10054	School Nurse Supply	1/31/2020	<u>19.55</u>

**Total Disbursements Issued** \$ 80,749.18

# Business Checking – XXXXX0889

## Search transactions

Activity: Date range; Start date: Jan 01, 2020; End date: Jan 31, 2020; Type: All

## Transactions

🕒 Pending ● Posted

Date ▼	Description ◇	Debit ◇	Credit ◇	Balance
● Jan 31, 2020	ACH Deposit Square Inc 200131P2		48.60	303,824.62
● Jan 30, 2020	ACH Deposit Square Inc 200130P2		135.96	303,776.02
● Jan 29, 2020	<u>Check 52289</u>	1,381.18		303,640.06
● Jan 29, 2020	<u>Check 52285</u>	426.70		305,021.24
● Jan 29, 2020	<u>Check 52286</u>	382.79		305,447.94
● Jan 29, 2020	ACH Payment BENEFIT RESOURCE BRI XFER <i>MEDICAL FSA</i>	1,659.00		305,830.73
● Jan 29, 2020	POS Purchase OREGON SHAKESPEARE FE 541-482-2111 OR #3136 <i>ASHLAND - FIELDTRIP 7TH GR.</i>	500.00		307,489.73
● Jan 28, 2020	<u>Check 52290</u>	2,504.97		307,989.73
● Jan 28, 2020	<u>Check 10017</u>	2,224.82		310,494.70
● Jan 28, 2020	<u>Check 52288</u>	436.42		312,719.52
● Jan 28, 2020	<u>Check 7275</u>	30.00		313,155.94
● Jan 28, 2020	ATM RCR Payment STAMPS.COM 855-608-2677 CA #3136 <i>POSTAGE</i>	17.99		313,185.94
● Jan 27, 2020	<u>Check 10014</u>	5,967.00		313,203.93
● Jan 27, 2020	<u>Check 10012</u>	5,000.00		319,170.93
● Jan 27, 2020	<u>Check 52291</u>	2,724.10		324,170.93
● Jan 27, 2020	<u>Check 10011</u>	1,449.00		326,895.03
● Jan 27, 2020	<u>Check 10030</u>	1,301.88		328,344.03
● Jan 27, 2020	<u>Check 10015</u>	495.96		329,645.91
● Jan 27, 2020	<u>Deposit</u>		1,335.00	330,141.87
● Jan 27, 2020	<u>Deposit</u>		766.00	328,806.87

Date ▾	Description ◇	Debit ◇	Credit ◇	Balance
● Jan 27, 2020	<u>Deposit</u>		441.49	328,040.87
● Jan 27, 2020	ACH Deposit Square Inc 200127P2		58.34	327,599.38
● Jan 24, 2020	<u>Check 10027</u>	377.24		327,541.04
● Jan 24, 2020	<u>Check 52280</u>	287.83		327,918.28
● Jan 24, 2020	ACH Deposit Square Inc 200124P2		87.46	328,206.11
● Jan 23, 2020	<u>Check 10013</u>	841.06		328,118.65
● Jan 23, 2020	<u>Check 10022</u>	192.99		328,959.71
● Jan 23, 2020	<u>Check 10025</u>	42.90		329,152.70
● Jan 23, 2020	ACH Payment Blue Oak Charter PAYROLL	72,248.19		329,195.60
● Jan 23, 2020	ACH Payment Blue Oak Charter VENDOR PMT <i>PAYROLL</i>	18,578.95		401,443.79
● Jan 23, 2020	ACH Payment Blue Oak Charter PAYROLL	11,814.87		420,022.74
● Jan 23, 2020	ACH Payment Blue Oak Charter VENDOR PMT <i>PAYROLL</i>	3,849.72		431,837.61
● Jan 22, 2020	<u>Check 10023</u>	3,145.84		435,687.33
● Jan 22, 2020	<u>Check 10016</u>	1,394.80		438,833.17
● Jan 22, 2020	<u>Check 10029</u>	444.92		440,227.97
● Jan 22, 2020	<u>Check 10018</u>	337.39		440,672.89
● Jan 22, 2020	<u>Check 7276</u>	45.24		441,010.28
● Jan 22, 2020	<u>Check 10028</u>	15.00		441,055.52
● Jan 22, 2020	ACH Deposit Square Inc 200122P2		23.97	441,070.52
● Jan 21, 2020	<u>Check 10019</u>	4,890.00		441,046.55
● Jan 21, 2020	<u>Check 10020</u>	3,912.50		445,936.55
● Jan 21, 2020	<u>Check 10006</u>	1,950.00		449,849.05
● Jan 21, 2020	<u>Check 10024</u>	1,767.29		451,799.05
● Jan 21, 2020	<u>Check 10026</u>	1,226.89		453,566.34
● Jan 21, 2020	<u>Check 10021</u>	468.94		454,793.23
● Jan 21, 2020	<u>Check 52276</u>	109.62		455,262.17
● Jan 17, 2020	<u>Check 7279</u>	612.65		455,371.79
● Jan 17, 2020	<u>Check 52277</u>	314.28		455,984.44

Date ▼	Description ◊	Debit ◊	Credit ◊	Balance
● Jan 17, 2020	<u>Check 52279</u>	252.50		456,298.72
● Jan 17, 2020	ACH Payment BENEFIT RESOURCE BRI XFER <i>MEDICAL FSA</i>	177.50		456,551.22
● Jan 16, 2020	POS Purchase DEPT. PARKS WEBSITE CA.STATEPARKS CA #3136 <i>8TH GRADE TRIP -</i>	1,347.99		456,728.72
● Jan 15, 2020	ACH Payment BENEFIT RESOURCE BRI XFER	132.00		458,076.71
● Jan 14, 2020	<u>Check 10003</u>	8,467.00		458,208.71
● Jan 14, 2020	POS Purchase AIRBNB HMWR4WZ4X3 AIRBNB.COM CA #3136 <i>E. HOEFFECKER - LODGING</i>	415.55		466,675.71
● Jan 13, 2020	<u>Check 52282</u>	1,007.98		467,091.26
● Jan 13, 2020	<u>Check 52281</u>	311.73		468,099.24
● Jan 13, 2020	<u>Check 52278</u>	287.90		468,410.97
● Jan 13, 2020	<u>Deposit</u>		62,660.80	468,698.87
● Jan 10, 2020	<u>Check 7278</u>	48,866.97		406,038.07
● Jan 10, 2020	<u>Check 10002</u>	427.50		454,905.04
● Jan 10, 2020	<u>Check 10004</u>	188.91		455,332.54
● Jan 10, 2020	ACH Deposit Square Inc 200110P2		4.67	455,521.45
● Jan 09, 2020	ACH Payment Blue Oak Charter PAYROLL	7,970.97		455,516.78
● Jan 09, 2020	ACH Payment Blue Oak Charter VENDOR PMT <i>PAYROLL</i>	3,297.34		463,487.75
● Jan 09, 2020	ACH Deposit CHARTER ASSET MA PREFUND		235,266.71	466,785.09
● Jan 08, 2020	<u>Check 302278</u>	100.00		231,518.38
● Jan 07, 2020	<u>Check 52272</u>	469.22		231,618.38
● Jan 07, 2020	<u>Check 10010</u>	323.61		232,087.60
● Jan 06, 2020	POS Purchase POSTAL PLUS 530-8911626 CA #3136 <i>POSTAGE</i>	8.80		232,411.21
● Jan 06, 2020	<u>Deposit</u>		16,866.88	232,420.01
● Jan 06, 2020	<u>Deposit</u>		376.00	215,553.13
● Jan 06, 2020	<u>Deposit</u>		308.27	215,177.13
● Jan 03, 2020	<u>Check 52268</u>	2,719.49		214,868.86
● Jan 03, 2020	<u>Check 10009</u>	1,767.30		217,588.35
● Jan 03, 2020	<u>Check 7255</u>	643.80		219,355.65
● Jan 03, 2020	<u>Check 52273</u>	550.58		219,999.45

Date ▼	Description ◊	Debit ◊	Credit ◊	Balance
● Jan 03, 2020	<u>Check 10000</u>	438.87		220,550.03
● Jan 03, 2020	ACH Payment SPRINT8006396111 ACHBILLPAY Q25XUFG9A6B9HMOU <i>EMERGENCY SCHOOL CELL PHONE</i>	52.81		220,988.90
● Jan 03, 2020	ACH Deposit Square Inc 200103P2		18.99	221,041.71
● Jan 02, 2020	<u>Check 11000</u>	3,842.72		221,022.72

# Blue Oak Charter School

## Monthly Cash Flow/Forecast FY19-20

Revised 2/08/2020



ADA = 296.67

	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.)
<div style="display: flex; justify-content: space-between;"> <div style="margin-left: 10px;"> <b>Revenues</b> </div> <div style="margin-right: 10px; border-left: 1px solid black; padding-left: 5px;"> <b>ADA = 300.39</b> </div> </div>																
<b>State Aid - Revenue Limit</b>																
8011 LCF State Aid	-	89,069	89,069	160,324	160,324	160,324	160,324	160,324	123,797	123,797	123,797	123,797	123,797	1,598,743	1,540,591	58,152
8012 Education Protection Account	-	-	-	137,001	-	137,000	-	-	-	96,806	-	-	96,806	467,614	532,632	(65,018)
8019 State Aid - Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8096 In Lieu of Property Taxes	-	47,061	94,121	62,748	62,748	62,748	62,748	62,748	61,921	31,273	31,273	31,279	31,892	642,560	651,506	(8,946)
	-	136,130	183,190	360,073	223,072	360,072	223,072	223,072	185,717	251,876	155,070	155,076	252,495	2,708,916	2,724,729	(15,813)
<b>Federal Revenue</b>																
8181 Special Education - Entitlement	-	-	-	-	-	-	-	-	22,500	-	-	11,250	11,250	45,000	37,600	7,400
8290 Title I, Part A - Basic Low Income	-	-	-	-	-	-	-	-	-	58,262	-	-	19,421	77,683	77,067	616
8291 Title II, Part A - Teacher Quality	-	-	-	-	2,864	-	-	-	-	5,723	-	-	2,862	11,449	11,454	(5)
8296 Other Federal Revenue	-	-	-	-	2,370	-	-	-	-	5,000	-	-	2,630	10,000	10,000	-
	-	-	-	-	5,234	-	-	-	22,500	68,985	-	11,250	36,163	144,132	136,121	8,011
<b>Other State Revenue</b>																
8545 School Facilities (SB740)	-	-	-	-	-	-	-	-	-	195,205	-	87,814	68,238	351,257	361,848	(10,591)
8550 Mandated Cost	-	-	-	-	-	-	5,697	-	-	-	-	-	-	5,697	5,697	0
8560 State Lottery	-	-	-	-	-	-	17,816	-	-	17,487	-	-	26,107	61,411	62,264	(853)
8598 Prior Year Revenue	-	-	40	-	4,945	-	(1,818)	-	-	-	-	-	-	3,168	-	3,168
8599 Other State Revenue	-	-	120,332	-	-	-	-	-	-	-	-	-	-	120,332	-	120,332
	-	-	120,372	-	4,945	-	21,695	-	-	212,692	-	87,814	94,345	541,865	429,809	112,056
<b>Other Local Revenue</b>																
8689 Other Fees and Contracts	-	1,112	-	-	-	-	-	-	-	-	-	-	-	1,112	-	1,112
8699 School Fundraising	520	7,911	4,362	5,547	1,087	197	9,734	9,734	9,734	9,734	9,734	9,734	-	78,030	78,030	-
8792 Transfers of Apportionments	-	8,660	8,660	15,589	15,589	15,589	15,589	15,589	11,554	11,554	11,554	11,554	11,554	153,037	154,400	(1,363)
8980 Contributions, Unrestricted	1,084	-	-	500	-	-	-	-	-	-	-	40,000	-	41,584	40,000	1,584
	1,604	17,683	13,022	21,636	16,676	15,786	25,323	25,323	21,289	21,289	21,289	61,289	11,554	273,763	272,430	1,333
<b>Total Revenue</b>	<b>1,604</b>	<b>153,813</b>	<b>316,584</b>	<b>381,709</b>	<b>249,927</b>	<b>375,858</b>	<b>270,091</b>	<b>248,395</b>	<b>229,506</b>	<b>554,842</b>	<b>176,359</b>	<b>315,429</b>	<b>394,558</b>	<b>3,668,677</b>	<b>3,563,089</b>	<b>105,588</b>
<b>Expenses</b>																
<b>Certificated Salaries</b>																
1100 Teachers' Salaries	88,461	118,203	136,289	111,894	111,250	111,750	111,149	110,473	110,473	110,473	-	-	-	1,120,416	1,129,828	9,413
1170 Teachers' Substitute Hours	120	-	1,643	3,420	2,473	1,680	1,320	3,060	3,060	3,060	3,060	3,060	-	25,955	30,600	4,645
1175 Teachers' Extra Duty/Stipends	-	1,720	-	-	-	-	-	-	-	-	-	-	-	1,720	5,151	3,431
1300 Administrators' Salaries	22,631	12,732	12,732	12,732	21,440	14,116	14,116	14,116	14,116	14,116	14,116	14,116	-	181,076	174,144	(6,932)
1900 Other Certificated Salaries	2,198	850	(254)	2,309	1,337	1,579	1,486	2,102	1,985	2,336	2,336	584	-	18,846	17,915	(931)
	113,411	133,505	150,409	130,353	136,499	129,124	128,071	129,751	129,634	129,985	19,511	17,760	-	1,348,013	1,357,638	9,625
<b>Classified Salaries</b>																
2100 Instructional Salaries	1,644	5,944	15,286	14,896	10,606	11,017	11,213	9,806	9,261	10,896	10,896	2,724	-	114,189	147,615	33,426
2200 Support Salaries	-	1,750	3,823	3,425	1,113	1,619	779	1,441	1,361	1,602	1,602	400	-	18,917	16,350	(2,567)
2300 Classified Administrators' Salaries	3,086	4,516	5,946	4,516	4,516	4,516	4,516	4,516	4,516	4,516	4,516	-	-	49,676	49,668	(8)
2400 Clerical and Office Staff Salaries	7,499	9,517	15,427	18,410	14,606	14,016	11,624	10,456	11,318	11,515	11,051	10,531	-	145,969	199,476	53,507
2900 Other Classified Salaries	1,546	14,493	20,586	24,091	19,634	13,248	10,689	8,512	8,039	9,458	9,458	2,364	-	142,118	135,877	(6,241)
	13,776	36,220	61,067	65,338	50,475	44,417	38,821	34,731	34,496	37,986	37,522	16,019	-	470,869	548,986	78,117
<b>Benefits</b>																
3101 STRS	17,366	20,899	23,803	29,416	21,708	20,404	20,127	19,969	19,951	20,005	3,003	2,733	-	219,383	222,011	2,628
3202 PERS	4,941	8,568	16,924	13,508	11,012	9,322	8,206	8,082	8,065	8,253	2,802	1,660	-	101,345	95,860	(5,485)
3301 OASDI	1,505	2,881	4,191	4,583	3,703	3,316	2,944	2,541	2,535	2,595	881	522	-	32,198	36,695	4,497
3311 Medicare	1,769	2,383	2,941	2,712	2,589	2,397	2,304	2,385	2,380	2,436	827	490	-	25,612	26,807	1,195
3401 Health and Welfare	14,788	15,542	13,731	28,129	17,103	14,289	13,665	14,094	14,094	14,094	21,545	21,545	-	202,619	152,500	(50,119)
3501 State Unemployment	61	82	101	93	89	83	79	1,417	709	354	354	354	-	3,778	5,765	1,987
3601 Workers' Compensation	1,250	1,250	1,723	1,250	4,407	1,682	1,395	1,250	1,250	1,250	1,250	-	-	17,955	13,000	(4,955)
	41,680	51,605	63,415	79,691	60,612	51,493	48,720	49,738	48,983	48,987	30,662	27,304	-	602,890	552,638	(50,252)



# Blue Oak Charter School

## Monthly Cash Flow/Forecast FY19-20

Revised 2/08/2020



ADA = 296.67

	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.)
<b>Books and Supplies</b>																
4100 Textbooks and Core Materials	19,614	-	-	-	183	-	-	-	-	-	-	-	-	19,797	17,465	(2,332)
4200 Books and Reference Materials	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,149	2,149
4302 School Supplies	25,987	9,398	(60)	-	6,400	175	928	765	765	765	765	765	-	46,652	25,000	(21,652)
4310 Office Expense	203	343	245	600	1,109	-	848	-	-	-	-	-	-	3,348	24,225	20,877
4312 School Fundraising Expense	-	-	-	-	-	-	-	700	700	700	700	700	-	3,500	3,500	-
4400 Noncapitalized Equipment	-	-	-	-	-	-	-	200	200	200	200	200	-	1,000	1,000	-
	45,804	9,740	185	600	7,693	175	1,776	1,665	1,665	1,665	1,665	1,665	-	74,297	73,339	(958)
<b>Subagreement Services</b>																
5101 Nursing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5102 Special Education	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5103 Substitute Teacher	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5104 Transportation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5105 Security	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5106 Other Educational Consultants	-	-	-	-	-	-	550	-	-	-	-	-	-	550	-	(550)
	-	-	-	-	-	-	550	-	-	-	-	-	-	550	-	(550)
<b>Operations and Housekeeping</b>																
5201 Auto and Travel	445	1,065	-	-	-	-	-	722	722	722	722	722	-	5,118	5,118	-
5300 Dues & Memberships	1,000	-	-	-	-	-	-	516	516	516	516	516	-	3,582	3,582	-
5400 Insurance	9,285	-	8,224	1,772	1,767	4,890	1,767	-	-	-	-	-	-	27,706	25,847	(1,859)
5501 Utilities	8,841	9,089	901	14,837	11,307	3,987	4,059	6,396	6,396	6,396	6,396	6,396	-	85,000	85,000	-
5502 Janitorial Services	-	-	-	-	-	957	-	449	449	449	449	449	-	3,200	3,200	-
5900 Communications	2,554	544	437	52	-	-	1,004	1,402	1,402	1,402	1,402	1,402	-	11,600	11,600	-
5901 Postage and Shipping	-	-	-	363	42	66	-	-	-	-	-	-	-	471	-	(471)
	22,125	10,699	9,562	17,025	13,116	9,900	6,830	9,484	9,484	9,484	9,484	9,484	-	136,678	134,347	(2,331)
<b>Facilities, Repairs and Other Leases</b>																
5601 Rent	47,379	48,718	47,379	47,379	48,867	48,867	48,867	48,867	48,867	48,867	48,867	48,867	-	581,791	583,995	2,204
5603 Equipment Leases	1,068	1,128	320	1,529	3,500	439	1,159	1,575	1,575	1,575	1,575	1,575	-	17,018	18,900	1,882
5610 Repairs and Maintenance	-	85	608	-	393	-	1,564	1,410	1,410	1,410	1,410	1,410	-	9,700	9,700	-
	48,447	49,931	48,307	48,908	52,759	49,306	51,590	51,852	51,852	51,852	51,852	51,852	-	608,508	612,595	4,087
<b>Professional/Consulting Services</b>																
5801 IT	-	-	-	-	375	-	-	2,725	2,725	2,725	2,725	2,725	-	14,000	14,000	-
5802 Audit & Taxes	-	-	-	-	-	-	3,630	-	-	-	1,500	2,500	-	7,630	9,500	1,870
5803 Legal	926	711	4,500	-	892	-	-	994	994	994	994	994	-	12,000	12,000	-
5804 Professional Development	400	725	1,415	-	2,100	-	97	2,053	2,053	2,053	2,053	2,053	-	15,000	15,000	-
5805 General Consulting	1,422	-	1,015	5,180	10,375	-	2,900	-	-	-	-	(2,392)	-	18,500	10,000	(8,500)
5806 Special Activities/Field Trips	-	190	2,462	-	807	-	6,470	5,174	5,174	5,174	5,174	5,174	-	35,800	35,800	-
5807 Bank Charges	-	32	15	-	-	30	-	-	-	-	-	-	-	77	-	(77)
5809 Other taxes and fees	-	-	30	20	128	-	20	20	20	20	20	20	-	300	1,500	1,200
5810 Payroll Service Fee	695	929	4	-	-	92	-	1,656	1,656	1,656	1,656	1,656	-	10,000	10,000	-
5811 Management Fee	7,084	7,084	7,084	-	1,500	8,467	5,967	5,967	5,967	5,967	5,967	5,967	-	67,021	74,250	7,229
5812 District Oversight Fee	-	1,362	1,832	3,601	2,231	2,231	628	2,231	1,857	2,519	1,551	1,551	5,496	27,089	30,857	3,768
5815 Public Relations/Recruitment	550	369	-	-	310	189	650	586	586	586	586	586	-	5,000	5,000	-
	11,076	11,402	18,357	8,801	18,718	11,009	20,362	21,407	21,033	21,695	22,227	20,835	5,496	212,417	217,907	5,490
<b>Depreciation</b>																
6900 Depreciation Expense	-	-	-	-	-	-	2,028	2,028	2,028	2,028	2,028	2,028	-	12,170	2,133	(10,037)
	-	-	-	-	-	-	2,028	2,028	2,028	2,028	2,028	2,028	-	12,170	2,133	(10,037)
<b>Interest</b>																
7438 Interest Expense	-	-	3,497	-	-	4,609	-	-	-	-	-	-	-	8,106	8,000	(106)
	-	-	3,497	-	-	4,609	-	-	-	-	-	-	-	-	8,000	(106)
<b>Total Expenses</b>	<b>296,320</b>	<b>303,102</b>	<b>354,800</b>	<b>350,716</b>	<b>339,872</b>	<b>300,033</b>	<b>298,749</b>	<b>300,656</b>	<b>299,176</b>	<b>303,681</b>	<b>174,951</b>	<b>146,947</b>	<b>5,496</b>	<b>3,466,392</b>	<b>3,507,583</b>	<b>33,085</b>
<b>Monthly Surplus (Deficit)</b>	<b>(294,716)</b>	<b>(149,289)</b>	<b>(38,216)</b>	<b>30,993</b>	<b>(89,944)</b>	<b>75,825</b>	<b>(28,658)</b>	<b>(52,261)</b>	<b>(69,669)</b>	<b>251,162</b>	<b>1,407</b>	<b>168,482</b>	<b>389,062</b>	<b>202,284</b>	<b>55,506</b>	<b>138,672</b>
														6%	2%	

**Blue Oak Charter School**  
**Monthly Cash Flow/Forecast FY19-20**

Revised 2/08/2020

ADA = 296.67



**Cash Flow Adjustments**

	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)	(38,216)	30,993	(89,944)	75,825	(28,658)	(52,261)	(69,669)	251,162	1,407	168,482	389,062	194,178		
Cash flows from operating activities																
Depreciation/Amortization	-	-	-	-	-	-	2,028	2,028	2,028	2,028	2,028	2,028	-	12,170		
Public Funding Receivables	381,765	10,176	88,038	89,784	26,153	(137,000)	137,000	53,946	-	-	-	-	(394,558)	255,303		
Prepaid Expenses	-	(7,642)	79,171	568	899	(18,083)	-	-	-	-	-	-	-	54,913		
Accounts Payable	(24,716)	10,949	(16,543)	(40,183)	(7,098)	1,174	-	-	-	-	-	-	5,496	(70,921)		
Accrued Expenses	(31,636)	42,920	39,840	1,982	31,338	(21,873)	-	-	-	-	-	-	-	62,571		
Summer Holdback	-	12,138	14,785	10,190	11,563	11,628	11,628	11,628	11,628	11,628	(53,408)	(53,408)	-	-	-	
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)	-	
<b>Total Change in Cash</b>	<b>30,697</b>	<b>(80,748)</b>	<b>316,396</b>	<b>(56,667)</b>	<b>(107,089)</b>	<b>(7,217)</b>	<b>71,814</b>	<b>(36,659)</b>	<b>(108,013)</b>	<b>214,209</b>	<b>(49,973)</b>	<b>117,102</b>				
Cash, Beginning of Month	105,648	136,345	55,597	371,994	315,327	208,238	201,021	272,835	236,176	128,163	342,372	292,400				
<b>Cash, End of Month</b>	<b>136,345</b>	<b>55,597</b>	<b>371,994</b>	<b>315,327</b>	<b>208,238</b>	<b>201,021</b>	<b>272,835</b>	<b>236,176</b>	<b>128,163</b>	<b>342,372</b>	<b>292,400</b>	<b>409,502</b>				

**Agenda Item:** Accept Resignations From Employees

**Prepared by:** Susan Domenighini Charter Council Date: 02/18/2020

**Background Information:**

Blue Oak would like to accept resignations from the following employees:

- Bailey Akin

**Agenda Item:** Overnight Field Trips

**Prepared by:** Susan Domenighini Charter Council Date: 02/18/2020

**Background Information:**

- Sarah Lee Capital Cultural Experience May 2020
- Brianna Lee Ashland, OR May 2020



BLUE OAK SCHOOL  
A 501(C)(3) NON-PROFIT PUBLIC CHARTER SCHOOL

## Faculty Field Trip Request Form

*Faculty: please turn this form into the Executive Assistant for Administrative approval.*

Faculty Name: Sarah Lee

Number of students attending: 15

List of chaperones:

Sarah Lee

Julie Velazquez (3-4 days)

Brianna Lee (only 1-2 days)

Heidi Dewitt - unconfirmed

Evey Stokes (Brown) - unconfirmed

Mathieu Bosschart - unconfirmed

Who is responsible for the cost:

- Student - cost per student: ~350.00
- School
- Class Funds
- Other

Departure Site: Blue Oak School Date: 11/18/20 Time: 8:00 AM

Destination Site: Sacramento 5/18-20; San Francisco 5/20-22 Date: \_\_\_\_\_ Time: \_\_\_\_\_

Return Site: Blue Oak School Date: F 5/22/20 Time: 3:30 PM

Method of transportation:

- Parent Driver's
- B-Line Bus
- Other \_\_\_\_\_

How does the field trip relate to curriculum? See CA Capital building - US History / Social Studies, Cultural experiences related to civil rights / justice, Scientific exploration

Teacher's Signature: Sarah Lee Date: 11/17/2020

Administrator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

BOCC approval date: \_\_\_\_\_



BLUE OAK SCHOOL

Faculty Field Trip Request Form

Faculty: please turn this form into the Executive Assistant for Administrative approval.

Faculty Name: Brianna Lee

Number of students attending: 18

List of chaperones:

- up to 6 adults
• Kellie & Mike Machi
Others TBD in the next two weeks

Who is responsible for the cost:

- Student (checked)
School
Class Funds
Other

Departure Site: Blue Oak Date: 5/13 Time: 8am
Destination Site: Ashland, OR Date: 5/13 Time: 11:30am
Return Site: Blue Oak Date: 5/14 Time: 6:30pm

Method of transportation:

- Parent Driver's (checked)
B-Line Bus
Other

How does the field trip relate to curriculum? Traditional 7th grade trip, aligns w/shakespeare & English Renaissance.

Teacher's Signature: [Signature] Date: 2/12/20

Administrator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

BOCC approval date: \_\_\_\_\_

**Agenda Item:** Contracts

**Prepared by:** Susan Domenighini Charter Council Date: 02/18/2020

**Background Information:**

Two Occupational Therapy Contracts for individual designated services are being presented. These contracts are with Butte County Office of Education.





Designated Services continued	Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Sessions		Prep and Documentation	IEP Attendance 1x/year	Assessment 1x/year	Estimated Maximum Total Cost for Contracted Period
			Reg School Year	ESY				
8. Speech/Language a. Group b. Individual c. Consultation d. Assessment								
9. Visual Impairment a. Group b. Individual c. Consultation d. Assessment								
10. Occupational Therapy a. Group b. Individual c. Consultation d. Assessment	1 hr - Assessment				Up to 5 Hours/month	Up to 2 hours/year	Up to 3 hours.year	Up to 31 hours @ \$94/hr = \$2,914
11. Other – Social Work Services/Case Management								

**BCOE REGIONAL PROGRAM PLACEMENT:**

<input type="checkbox"/> Access/ED	Placement Includes: Counseling & SAI	Estimated Cost:
<input type="checkbox"/> FOCUS/Mod-Severe	Placement Includes: SAI	Estimated Cost:
<input type="checkbox"/> DHH		Estimated Cost:

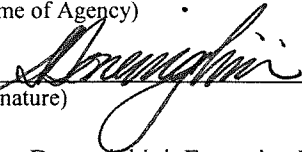
**ESTIMATED MAXIMUM RELATED SERVICES COST \$** 2,914

-CHARTER-

-DISTRICT-

Blue Oak Charter School  
(Name of Agency)

BCOE  
(Name of School District)

  
(Signature)

1/24/2020  
(Date)

(Signature)

(Date)

Susan Domenighini, Executive Director  
(Name and Title)

Mary Sakuma, Superintendent BCOE  
(Name of Superintendent or Authorized Designee)

For BCOE Use:



Designated Services continued	Duration of Session	Number of Sessions per wk/mo/yr	Maximum Number of Sessions		Prep and Documentation	IEP Attendance 1x/year	Assessment 1x/year	Estimated Maximum Total Cost for Contracted Period
			Reg School Year	ESY				
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<input type="checkbox"/> DHH		Estimated Cost:

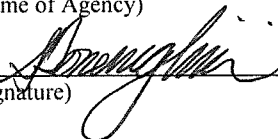
**ESTIMATED MAXIMUM RELATED SERVICES COST \$** 2,914

-CHARTER-

-DISTRICT-

Blue Oak Charter School  
(Name of Agency)

BCOE  
(Name of School District)

  
(Signature)

1/24/20  
(Date)

\_\_\_\_\_  
(Signature) (Date)

Susan Domenighini, Executive Director  
(Name and Title)

Mary Sakuma, Superintendent BCOE  
(Name of Superintendent or Authorized Designee)

For BCOE Use:

**Agenda Item:** Strategic Plan

**Prepared by:** Susan Domenighini Charter Council Date: 02/18/2020

**Background Information:**

Taskforce members from the parent community and the faculty for Strategic Plan Goals for July 1, 2019 to June 1, 2020 are being sought. The purpose or objective of each team is to be defined more clearly.

# Strategic Plan Goals for July 1, 2019 to June 1, 2020

## **Goal 1:**

Create a task force that will propose a sustainable school design with a single track scenario and a double-track scenario to be vetted through appropriate channels by or before May 30, 2020 .

### **Goal 1 Task Force:**

Chelsea Parker (board contact)

Chairun Combs, Finance Committee

Kate McDonald, Finance Committee

Maggie Buckley, Finance Committee

Susan Domenighini, Finance Committee

### **Goal 1 Task Force Purpose/Objective:**

Outline financial implications of possible school structures.

### **Current Status:**

- The suggestion that we address looping as first priority this year.
- Determining the data needed to support quality work. Concerned that the goal is too big for this year.

## **Goal 2:**

Create an In/Outreach Task Force that will determine the needs for further in-reach and outreach aligned with the mission and vision of Blue Oak Charter School consisting of parents, community members, Waldorf certified teachers, staff and perhaps two students appropriately selected to assist by or before June 1, 2020 . The In/outreach task force will report to the designated administrator.

Sub-goals could be articulated as follows:

- The task force will determine at least four platforms that Blue Oak Charter School will use to reach 1,000 people a month to inform parents and community.
- The task force will identify a current Blue Oak Charters School handout with 5 to 8 key points that will be used to inform and inspire students, parents and Community.

### **Goal 2 Task Force:**

Monica McDaniel (board contact)

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### **Goal 2 Task Force Purpose/Objective:**

## **Current Status**

- Improved digital presence -see Website/Facebook/Instagram
- Determine staff support for outreach breaking it into roles and goals
- Engage faculty and Parent Council in outreach
- Establish Public Service Announcements and News Release schedule and contacts

**Goal 3:**

Create a Fundraising Task Force that will apply to at least 5 new grant or donation opportunities. The task force will consist of parents, community members, Waldorf certified teachers, and staff by or before June 30, 2020.

**Goal 3 Task Force:**

Trisha Atehortua (board contact)

Laurel Hill-Ward

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**Goal 3 Task Force Purpose/Objective:**

Researching and preparing to fundraise by reaching beyond the parent community.

## SWOT Analysis - All Staff meeting 12/05/19

2019/2020 Goals - Next Steps

### Goal 1:

Our group was looking at the goal of creating a task force to tackle the single track/double track question. This is a big question so there was a lot of discussion.....

### Task Force Make-Up

1. Teacher reps (3 total: 1-kinder, 1-1st thru 5th, 1- Middle school)
2. Specialties rep (1)
3. Classified reps (1 each per section of school-maintenance, aides, admin wing)
4. Parent reps (3 total, same grade spread as teacher reps)
5. Student rep
6. Special Ed rep
7. Outside person (could be community board member)

### Single vs Double Track

- What can we afford
- What will our school realistically look like?
- Concerns: specialties, support staffs

### Question around finances of single vs double

- Clear budget and financial break down for each option, with hard line numbers
- Other building options for each track
- Financial picture of other healthy single and double tracked schools

### Long term sustainability

- attendance numbers
- quality kinder
- sports for upper grades
- high school looking back, what do we want from a middle school experience
- on-site pre-school
- Pre-K parent ed and outreach-connecting with new parents/families



**Goal 2:**

Advertise in publications that target diverse populations

Participate in art shows and community events, chico art center, world music festival, etc

More workshops done on a regular schedule (monthly) that are open to the public

Add outreach events to teacher duties, reorganizing existing duties to make this possible

Have presenters speak about Waldorf in teacher training program

**Goal 3:**

Ideas: Popcorn fundraiser, Jog-a-thon, Spaghetti and bingo, Thursday food sales, Local food places, Moms, raffles, faculty art show, May Faire at the Elks Lodge, Spring Concert at the Elks Lodge, Chipotle, T bar, Talent Show (teacher talent), All school dance - sock hop, Magazine sales

**Agenda Item:** Charter Council Election

**Prepared by:** Susan Domenighini Charter Council Date: 02/18/2020

**Background Information:**

As per the Blue Oak Charter School Bylaws we are initiating the election process for 2020. The parent council has elected an election committee chair. It has come to our attention that all council members will be up for election this year. We may want to look at electing members at 1, 2, and 3 years of service in order to have terms staggered.

Family Education Rights Privacy Act (“FERPA”) as set forth in Title 20 of the United States Code Section 1232g and attendant regulations as they may be amended from time to time.

Section 26. ROBERT’S RULES OF ORDER. Meetings shall be governed by Robert's Rules of Order, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with these Bylaws or with any applicable provision of law, including the Brown Act. The Council Chair may choose to suspend Robert's Rules of Order to allow a greater range of discussion among those present at a meeting, however, such suspension will not apply to motions or other actions necessary to conduct business.

## ARTICLE VIII ELECTION PROCESS

Section 1. ELIGIBILITY TO SERVE ON CHARTER COUNCIL. All parents and community members are eligible to be elected to the Charter Council **so long as they are not employees of Blue Oak Charter School.**

Section 2. ELECTION COMMITTEE AND APPLICATIONS. The Parent Council Election Committee shall be responsible for coordinating all elections. The Parent Council will oversee the Election Committee. During the January Parent Council Meeting the Executive Director will inform the Parent Council of the Charter Council vacancies. At the regular February Charter Council meeting the Parent Council Chair and Election Committee Chair will be in attendance for reading and review of the Charter Council Bylaws concerning Charter Council elections. If the Election Committee Chair is not in attendance, or at the Charter Council discretion, the Charter Council may choose to appoint, by majority vote, another person to be the Election Committee Chair. The Election Committee shall include one Council member whose term is not expiring, one Blue Oak Charter School teacher, one Blue Oak Charter School administrator, and at least one parent of a child enrolled at Blue Oak Charter School. Application packets may be obtained from and submitted to the front office of the school.

At the regular March Charter Council meeting the Election Committee Chair will present their selections for the Election Committee and present the election schedule. The approval of the Election Committee selections will be an action item on the March Charter Council agenda. The Election Committee makeup and schedule will be posted by the Election Committee on school bulletin board and website on the day following the March Charter Council meeting and will be included in the April Blue Oak Charter School newsletter.

Section 3. DUTIES OF ELECTION COMMITTEE. Duties of the Election Committee include:

- a) Actively seeking applicants to serve on the Charter Council;
- b) Developing and updating the complete nominating documents for the Charter Council election. Nominating documents include a letter of intent, resume, and application form with confidential references.

- c) Providing applicants with the Council member applicant requirements, conflict of interest disclosures and an application deadline.
- d) Developing and updating the ballot for the Charter Council election.
- e) All applicable election process documents shall be kept by the Election Committee Chair in the Election Committee binder.

Section 4. ELECTIONS. Elections shall be held in May, beginning on the first Monday in May of each year, except in cases where the incumbents or candidate have no one challenging their position. Should there be no other interested parties, the incumbents or candidates shall be automatically elected upon Charter Council ratification. Voting begins on the first Monday in May, when ballots are available at the front office voting station. Trained election officials chosen by the Election Committee shall be present at all times during polling hours. The polling hours shall be determined by the Election Committee with the goal of accommodating the availability of the Blue Oak Charter School families.

Each election shall:

- (a) Be preceded by public announcements over a two week period prior to the election;
- (b) Have complete nominating documents submitted from each applicant;
- (c) Have the complete nominating documents maintained in a public place for viewing;
- (d) Include a public forum for the community to meet candidates after the nominating period is closed and prior to the election and , and;
- (e) Utilize a ranked voting system to break ties. Ranked voting allows voters to rank candidates on the ballot and prevents ties by using 2nd choice votes to break ties for 1st place votes,

The ballots shall list all candidates. Ballots may not be removed from the voting area. All candidates applications, resumes, and letters of intent shall be posted at the polling station for public viewing.

Section 5. VOTING. Each Blue Oak Charter School community member is entitled to submit one ballot. Community members include each parent and/or legal guardian of children currently enrolled in Blue Oak Charter School (not to exceed a total of two ballots per family), each Blue Oak Charter School employee and each Charter Council member. **Independent contractors are not community members.** A list of eligible voters will be used by election officials to check off names of voters. If a voters name can not be found on the official list, a clearly marked provisional ballot will be issued but not cast until the election official determines the eligibility of the voter. Provisional voters will be notified within 24 hours of their eligibility.

On Friday of the week of the Charter Council elections, the ballot box shall be removed at 3:15 pm. Ballots shall be counted by two or more Election Committee Members selected by the Election Committee and the Executive Director or designate. All completed ballots will bound and kept with school records. Election results are posted the following school day to school bulletin boards and the Blue Oak Charter School website, however results are not

considered final until they are approved by the Charter Council at the regular June meeting. At the regular Charter Council June meeting the Election Chairperson will present the results of the Charter Council election. The results must be approved by a majority vote of the Charter Council. The Charter Council does reserve the right to take action when or if any irregularities, anomalies, or violations of these Bylaws occur. Such irregularities, anomalies, or violations may be waived by a unanimous vote of Charter Council. **Newly elected members will assume office and duties at the next regular or special meeting of the Charter Council following approval of the Charter Council election results by the Charter Council.. Prior to assuming duties, all newly elected and appointed Charter Council members will read the Board's Code Of Ethics (see Board Policy #5)**

## ARTICLE VIX OFFICERS OF THE CORPORATION

Section 1. OFFICES HELD. The officers of this corporation shall be a Chairman of the Board, (who shall be known as the "Council Chair"), a Vice-Chairman of the Board (who shall be known as the "Vice-Council Chair"), a President, a Secretary, and a Chief Financial Officer. The corporation, at the Council's direction, may also have a Chairman of the Board, one or more Vice-Presidents, one or more assistant secretaries, one or more assistant treasurers, and such other officers as may be appointed under Article VIX, Section 4, of these bylaws. The officers in addition to the corporate duties set forth in this Article VIX shall also have administrative duties as set forth in any applicable contract for employment or job specification. **Employees may be appointed officers of the corporation, but may not be members of the Charter Council.**

Section 2. DUPLICATION OF OFFICE HOLDERS. Any number of offices may be held by the same person, except that neither the Secretary nor the Chief Financial Officer may serve concurrently as either the Council Chair.

Section 3. ELECTION OF OFFICERS. The officers of this corporation shall be chosen by the Charter Council at the Annual Organizational Meeting **held within 30 days of the approval of the Charter Council election results by the Charter Council. as described in Article VII, Section 15 of these bylaws** and shall serve at the pleasure of the Council, subject to the rights of any officer under any employment contract.

Section 4. APPOINTMENT OF OTHER OFFICERS. The Charter Council may appoint and authorize the Council Chair, or another officer to appoint any other officers that the corporation may require. Each appointed officer shall have the title and authority, hold office for the period, and perform the duties specified in the bylaws or established by the Council. **O n e b o a r d member will be elected by majority of the BOCC as Parent Council Liaison and will report at both Parent Council and BOCC meetings. One board member will be elected by majority of the BOCC as the Charter Authorizer Liaison.**

Section 5. REMOVAL OF OFFICERS. Without prejudice to the rights of any officer under an employment contract, the Charter Council may remove any officer with or without cause.

# 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

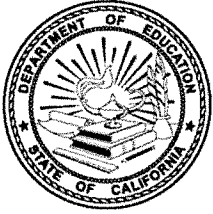
Interim Community Member (Nov. 2019 – Aug. 2020)

**Agenda Item:** Policy: Tobacco

**Prepared by:** Susan Domenighini Charter Council Date: 02/18/2020

**Background Information:**

This is a first look at a Tobacco-Free policy. The California Department of Education is encouraging all school districts to adopt a tobacco-free policy.



**CALIFORNIA DEPARTMENT  
OF EDUCATION**

**TONY THURMOND**  
STATE SUPERINTENDENT OF  
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

January 17, 2020

Dear County and District Superintendents and Charter School Administrators:

## **Tobacco-Free Campus Certification**

As you are aware, all California public schools, county offices of education, and charter schools must prohibit the use of tobacco and nicotine products on all school district owned or leased property.

In the interest of protecting the health and brain development of California's school-age youth, we encourage all local educational agencies (LEAs) to review current policies and regulations to ensure that use of all tobacco products, including electronic cigarettes (e-cigarettes), are prohibited on all school property. In the face of the vaping epidemic, it is more important than ever that our schools offer an environment that encourages healthy habits and promotes an optimal learning atmosphere. In addition to the harmful effects of nicotine, flavorings, and other chemical additives, e-cigarettes have introduced another mechanism for students to consume marijuana. Consequently, tobacco-free campus policies have the additional benefit of addressing student use of marijuana through vaping.

We would also like to remind you that in order to be eligible to apply for funding from the California Department of Education (CDE) Tobacco-Use Prevention Education (TUPE) Program, your district or charter school must have a tobacco-free campus policy in place by July 1 of each fiscal year. Your LEA must follow a prescribed process to be granted Tobacco-Free Campus Certification from the CDE that will permit you to apply for TUPE funding.

With a new funding opportunity planned for release in early 2020, we encourage you to obtain your LEA's Tobacco-Free Campus Certification in the next few months.

Information on the certification process is on the CDE Tobacco-Free School District Certification web page at <https://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp>.



January 17, 2020

Page 2

If you have any questions regarding this subject, please contact Francisco Michel, School Health Education Consultant, TUPE Office, by phone at 916-324-5686 or by email at [fmichel@cde.ca.gov](mailto:fmichel@cde.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Tony Thurmond". The signature is fluid and cursive, with the first name "Tony" being more prominent.

Tony Thurmond  
State Superintendent of Public Instruction

TT:fm  
2019-07665



## Executive Director's Report

Susan Domenighini

February 18, 2020

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### **Favorite Moments**

Watching Teacher Sheila at the mall working with potential new students on how to finger knit.

Walking the hall first thing in the morning and hearing classroom verses and songs.

We are currently investigating what conditions are best for a seed to germinate. While we were prepping the investigation, one of my students asked, "Didn't you tell us a story about seeds when you picked us up from kindergarten before first grade?" A few of the other children chimed in that they remembered that, too. It used to be a tradition that the incoming first grade teachers would pick up the kindergartners from their fly away ceremony, circle them up in their future classroom, and tell them a story. I, of course, told my class about poppy seeds that were nervous or excited about growing up into the world. I can't believe some of them actually remembered.

Hunting for fungus on the lawn and my children running across the grass shouting "Fungus!" at the top of their lungs.

Valentine's day treats & Dinners from parent council

### **Testing**

iReady 2nd assessment is complete, teachers are excited to have the data and are working with it to support students. **Science Scores are Looking Good!** Mr. Combs is sharing positive news. We will have more details once information is released.

### **Charter Impact**

Jim, Maggie, and I are continuing to work on the accuracy of the Cashflow/Forecast. Overall the numbers look good, but there were a number of personnel and contract changes in December, January, and February that are not clearly accounted for at this time. We are also transitioning to a new coding structure, which will require budgeting adjustments. Maggie has been working hard on moving payroll to Charter Impact this month.

Consolidated Application for Federal Funds, ESSA. We are working to get Charter Impact access to help with this report.

We qualify for Additional Targeted Support dollars

### **SB740**

The award is attached. We are expecting the first installment In March. Borrowing may be necessary.

### **Line of Credit**

Charter Asset Management, who currently funds us for selling receivables, has offered us a line of credit. I have verified with Chico Unified that they will support this move if it is for short term borrowing. I have reached out to Golden Valley and another local bank to see if they are willing to make a competitive offer. Golden Valley shared their requirements and we will move forward. Their final agreement will include a resolution by the board.

### **Charter Leaders**

Mary Sacuma, County Superintendent, met with charter leaders this week concerning support for children and families. We continue to work on mental health proposals, there are not enough services for the work that is needed. A new grant is available through the North Valley Community Foundation. I will let you know more when I do.

# Blue Oak Charter School

2/12/2020

2019-2020

## ATTENDANCE SUMMARY by Grade

Page 1

8/21/2019 through 1/31/2020

Grade	* Inactives:	Active:	Days Enrolled	Days Present	Exc Abs	Unex Abs	Exc Tdy	Unex Tdy	ABS	BRV	PSB	ILL	IIS	LAT	MED	INS	SUS	TRD	UNX	
TK	0	6	588	527	47	14	34	5	0	0	6	40	7	5	7	0	0	29	8	89.63%
K	4	35	3540	3271	151	118	132	30	0	0	10	132	27	30	19	0	0	121	108	92.40%
1	3	26	2786	2608	100	78	353	37	0	0	6	85	45	37	15	0	0	329	72	93.61%
2	3	37	3578	3335	111	132	349	28	0	0	7	106	18	28	5	0	1	324	124	93.21%
3	4	37	3719	3555	105	59	249	10	0	0	4	102	42	10	3	0	1	215	54	95.60%
4	2	30	3024	2841	126	57	418	35	0	0	5	115	12	35	11	0	4	395	48	93.95%
5	3	46	4522	4304	118	100	500	39	0	0	8	97	21	39	21	0	0	455	92	95.18%
6	3	23	2272	2149	76	47	200	9	0	0	4	74	18	9	2	0	0	187	43	94.59%
7	5	36	3567	3338	116	113	413	40	0	0	8	110	38	40	6	0	7	371	98	93.58%
8	4	33	3393	3244	81	68	289	20	0	0	11	73	61	20	8	0	0	266	57	95.61%
<b>School Totals:</b>	<b>31</b>	<b>309</b>	<b>30989</b>	<b>29172</b>	<b>1031</b>	<b>786</b>	<b>2937</b>	<b>253</b>	<b>0</b>	<b>0</b>	<b>69</b>	<b>934</b>	<b>289</b>	<b>253</b>	<b>97</b>	<b>0</b>	<b>13</b>	<b>2692</b>	<b>704</b>	<b>93.74%</b>

<b>Grade</b>	<b>Teacher</b>	<b>Class Total</b>	<b>Grade Total</b>	<b>Waiting List</b>
<b>K</b>	<b>Susan</b>	<b>21</b>	<b>41</b>	
<b>K</b>	<b>Cheryl</b>	<b>20</b>		
<b>1</b>	<b>Chew</b>	<b>26</b>	<b>26</b>	
<b>2</b>	<b>Moss</b>	<b>18</b>	<b>37</b>	
<b>2</b>	<b>Todd</b>	<b>19</b>		
<b>3</b>	<b>Mac Millan</b>	<b>20</b>	<b>37</b>	
<b>3</b>	<b>Stiglitz</b>	<b>17</b>		
<b>4</b>	<b>Adams</b>	<b>30</b>	<b>30</b>	<b>4</b>
<b>5</b>	<b>Madera</b>	<b>24</b>	<b>46</b>	
<b>5</b>	<b>Welch</b>	<b>22</b>		
<b>6</b>	<b>Jones</b>	<b>24</b>	<b>24</b>	
<b>7</b>	<b>Meier</b>	<b>18</b>	<b>36</b>	
<b>7</b>	<b>B. Lee</b>	<b>18</b>		
<b>8</b>	<b>McDonald</b>	<b>18</b>	<b>33</b>	
<b>8</b>	<b>S. Lee</b>	<b>15</b>		
<b>Total School Enrollment:</b>		<b>310</b>	<b>310</b>	<b>4</b>



**BLUE OAK SCHOOL**  
**PARENT**  
**TOWN HALL**  
**MEETING**

**Thursday**  
**March 26**  
**6PM**

**Discussion Topics:**

Blue Oak goals to move the school forward over next 3 years, Local Control Accountability Plan, & Strategic Plan

Childcare Provided

**450 WEST EAST AVE. - CHICO, CA**

**FOR MORE INFORMATION CONTACT US AT:**

**530-879-7483 OR [INFO@BLUEOAKCHARTERSCHOOL.ORG](mailto:INFO@BLUEOAKCHARTERSCHOOL.ORG)**

## Attendance Improvement Plan

Background: Low attendance affects student outcomes and finances. Blue Oak attendance is historically low.

2018-19 Chronic Absenteeism 20.1%

2019-20 Chronic Absenteeism 23.2%

### Positive

- Monthly Parties 98% attendance
  - February 2020 we will have a popcorn party for all students above 98% through January 31st
  - Monthly parties in March, April, & May
  - Annual awards for 98% or above in June to go out with report cards
  - Names in the Acorn Monthly with a Positive Attendance Message each month
- Certificates for 98% through January and above stating student-specific information
- Improved Attendance Recognized, also attend the party
  - *Need to define*
- Classroom incentives:
  - If you are over 95% for August-December your class receives \$500 towards their field trips
  - If you remain at or over 95% through April or achieve 95% your class will receive another \$500 (total possible \$1000)
  - If you achieve 95% attendance from January-April 30th your class will receive \$500
  - If you achieve 96% or above for the year you will receive an additional \$200 (total potential \$1200)
  - If you are below 94% and bring your class up a full % in the second half of the year you will receive \$250
  - The class most improved from January 1 through April 30th will receive an additional \$200.
- Chronic Absentee Check-in
  - Students with Chronic Absenteeism will be assigned an attendance mentor
    - The mentor makes a point of having a positive interaction with them every day they are here. This could just be a quick hello, how are you, good to see you, but always positive.
      - Using Affective Statements

### Possible future Positives

- Connect attendance to Greatness Passes
- Develop a student store/reward activities/other incentives for Greatness
- Morning Parent Coffee
- Thank Parents for getting students here (Chronic Absenteeism is a generational issue)
- Develop a resource list
  - After school care
  - Bus passes
  - ---

### Negative

- Formal notifications of Truancy and chronic attendance including Admin Meetings and contracts
- Attendance below XX = No dances no non-core field trips
- IS required or SARB process begins and reflected in assignments

### Other

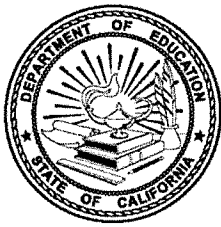
- When a student enrolls with chronic negative attendance a meeting will be scheduled with the Executive Director to establish a plan.
- Attendance is also affected by social-emotional, behavioral, and academic support. Be aware of all cases of how this might be affecting individual student attendance.

## Action Plan

1) Pull attendance reports for the year through 1/31/20 <ul style="list-style-type: none"><li>a) Determine students with 98% attendance for the year</li><li>b) Determine students chronically absent for the year</li><li>c) Plan and implement popcorn party with the help of office staff</li></ul>	Kellie C	February 7
2) Present information at all-staff meeting	Susan D	February 6th
3) Develop & implement Attendance Mentorship plan <ul style="list-style-type: none"><li>a) 1 or 2 student check-ins per staff</li></ul>	Susan D	February 21st



4) Review new student protocol with Kellie Machi	Susan D	February 6th
5) Review Strategies with PC and BOCC	Susan D	March meetings
6) Include in LCAP	Susan D	May BOCC meeting
7) Look for other incentives from the community	Kelley C coordinate All can participate	May 2020



**CALIFORNIA DEPARTMENT  
OF EDUCATION**

**TONY THURMOND**  
STATE SUPERINTENDENT OF  
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

January 31, 2020

Dear County and District Superintendents and Charter School Administrators:

**PUBLIC RELEASE OF DATA FILE FOR SCHOOLS THAT MEET THE CRITERIA  
FOR SUPPORT AND IMPROVEMENT IN 2019–2020**

The Every Student Succeeds Act (ESSA) requires the California Department of Education (CDE) to determine school eligibility for Comprehensive Support and Improvement (CSI) and Additional Targeted Support and Improvement (ATSI) based on the criteria in California's ESSA State Plan. The 2019–2020 data file for schools that meet the criteria for CSI and ATSI is now posted on the CDE web site at <https://www.cde.ca.gov/sp/sw/t1/csi.asp> and <https://www.cde.ca.gov/sp/sw/t1/tsi.asp>. This file is now available for public viewing. More detailed information on the background of school assistance under ESSA and eligibility/exit criteria can be found on the State Board of Education February 2020 Information Memoranda web page at <http://www.cde.ca.gov/be/pn/im/infomemofeb2020.asp>.

Information on the selection, eligibility criteria, program requirements, and support for CSI and ATSI can be accessed from the CDE School Support web page at <https://www.cde.ca.gov/sp/sw/t1/schoolsupport.asp>. These criteria, including examples, are also available in the 2019 Dashboard Technical Guide (pages 178 through 185), which is available on the CDE California School Dashboard and System of Support web page at <https://www.cde.ca.gov/ta/ac/cm/documents/dashboardguide19.pdf>.

**Applications for Funding for CSI**

A link to the web-based 2019–2020 ESSA CSI Local Educational Agency (LEA) and County Office of Education (COE) Applications for Funding will be posted by close of business on the CDE School Support CSI web page at <https://www.cde.ca.gov/sp/sw/t1/csi.asp> (under the Funding tab) on February 5, 2020.

A walk-through webinar providing detailed instructions regarding the 2019-2020 ESSA CSI **COE** Application for Funding will be conducted on:  
Thursday, February 6, 2020, at 10 a.m.

A walk-through webinar providing detailed instructions regarding the 2019-2020 ESSA CSI **LEA** Application for Funding will be conducted on:  
Thursday, February 6, 2020, at 11:30 a.m.

January 31, 2020

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Two separate emails will be sent to County and District Superintendents and Charter School Administrators with log in credentials for both the applications for funding and the walk-through webinars by close of business on Monday, February 3, 2020.

### **Planning Requirements**

Schools eligible for CSI and ATSI are required to develop school plans to improve student outcomes. The CDE has posted a School Plan for Student Achievement (School Plan) template which meets the federal planning requirements for those schools operating a Title I, Part A, Schoolwide Program, or that are eligible for ESSA support and improvement. This School Plan template is available on the CDE Local Control and Accountability web page at <https://www.cde.ca.gov/re/lc/>.

### **Frequently Asked Questions**

Frequently Asked Questions about school eligibility for CSI and ATSI are addressed under the Technical Assistance tabs on two CDE web pages:

The CDE CSI web page at <https://www.cde.ca.gov/sp/sw/t1/csi.asp>, and

The CDE TSI/ATSI web page at <https://www.cde.ca.gov/sp/sw/t1/tsi.asp>.

### **Questions**

For questions regarding the eligibility criteria for CSI and ATSI, please contact the Data Visualization and Reporting Office, by email at [lcffessadata@cde.ca.gov](mailto:lcffessadata@cde.ca.gov) or by phone at 916-323-3071.

For questions regarding the funding application process, please contact the School Improvement and Support Office by email at [SISO@cde.ca.gov](mailto:SISO@cde.ca.gov) or by phone at 916-319-0833.

For information regarding the planning process, please contact the Local Agency Systems Support Office by email at [LCFF@cde.ca.gov](mailto:LCFF@cde.ca.gov) or by phone at 916-323-LCFF (5233).

Sincerely,

/s/

Cindy Kazanis, Director  
Analysis, Measurement and  
Accountability Reporting Division

/s/

Lindsay Weiss-Tornatore, Interim Director  
Improvement and Accountability Division

CK/LW

cc: Secure Accountability Coordinators  
California School Dashboard Coordinators