



March 13, 2025
Board Meeting Packet

**BIG SUR CHARTER SCHOOL
REGULAR SCHOOL BOARD MEETING MINUTES**

February 20, 2025 at 4:30 PM

Big Sur Charter School, 304 Foam St, Monterey CA, 93940

Individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating or documentation in accessible formats, should contact the School Director or designee at least two days before the meeting. The meeting may be attended virtually using the following Google

Meet link: <https://bigsurcharterschool-org.zoom.us/j/85963352790?pwd=eWJoOWFCb1FFaWI2MzVZRlh5YXFtQT09>

I. OPENING BUSINESS

A. Call to Order: 4:33 PM

B. Roll Call: Nathan Nuñez, Chantel Kjellgren, Courtney Adams, Rory Griffiths, Rachael Black
Others in attendance: Aimee Alling, Gina Keating, Heather O’Hara

C. Action to Add New Items Since Posting of Agenda (2/3 Majority)

D. Adoption of Agenda

Motion to Adopt: Courtney Adams

Second: Rory Griffiths

All in favor: Unanimous

Opposed: None

II. RECOGNITIONS: *STUDENTS, INDIVIDUALS AND/OR ORGANIZATIONS FOR SIGNIFICANT CONTRIBUTIONS MADE TO THE SCHOOL.*

Cindy Lathrop Donated a large telescope to the school on the stand.

Christin and Rory for Sip and Bid

III. COMMUNICATIONS

A. Written Communication: No written communications

B. Board Member Comments: Tutor question about supplies. Nathan submitted a grant for the school board training.

C. Director’s Report

- 2025-26 Enrollment
 - 92 possible returning students
 - 84 returning
 - 6 of 8 non-returning students are moving out of the area
 - 88 students on list for lottery to date
 - Lottery will be held on March 14th
- I attended the TK/K Roundup at the Monterey Library - there were five other schools there. One person from the round up has applied.
- Weekly school tours have been full
- School dance was a success. Most 5th-8th graders came
- Submitted Chapman grant

D. BSCS Staff Comments (Non-Agenda Items)

IV. HEARING SESSION

Citizens may address the board about subjects not listed on the agenda; comments on agenda items should be held until that matter is considered. In either case, speakers addressing the board are limited to three (3) minutes with a maximum of twelve (12) minutes per topic. Any member of the public who utilizes a translator will receive six (6) minutes with a maximum of twenty-four (24) minutes per topic. This ensures that non-English speakers receive the same opportunity to address the board as English speakers. Comments will be heard with no action taken.

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V. CONSENT AGENDA

Items listed under the Consent Agenda are considered to be routine and/or may have been discussed at a previous Board meeting. There is no discussion of these items prior to the Board vote unless a member of the Board requests specific items be discussed and/or removed from the Consent Agenda. Each item on the Consent Agenda and approved by the Board Members shall be deemed to have been considered in full and/or adopted as recommended.

- A. Approve Board Meeting Minutes from January 16, January 18 and January 27, 2025
Recommendation: (Aimee Alling, Director) The Administration recommends approval of the minutes as presented.

- B. Approve Santa Cruz County Bank Statement - January 31, 2025
Recommendation: (Aimee Alling, Director) I certify that I have reviewed the attached statement for consistency with the School's budget, and purchasing and accounting practices and therefore, recommend Board approval.

- C. Approve Credit Card Statements:
US Bank Statement - January 22, 2025
Recommendation: (Aimee Alling, Director) I certify that I have reviewed the attached statement for consistency with the School's budget, and purchasing and accounting practices and therefore, recommend Board approval.

- D. Board Report of Warrants:
Warrants from January 10, 2025 - February 14, 2025
Recommendations: (Aimee Alling, Director) I certify that I have reviewed the attached warrants for consistency with the School's budget, and purchasing and accounting practices and therefore, recommend Board approval.

Motion to Approve the Consent Agenda

Motion to approve: Rory Griffiths

All in favor: Unanimous

Second: Nathan Nunez

Opposed: None

VI. ACTION/DISCUSSION

- A. Review & Adopt 2nd Interim Budget

Board Action: Reviewed and discussed the next few years' budget. Cindy and Aimee had a discussion about the budget and our ability to take on increased rent in future years. The budget is strong and we are in a very strong financial position.

Motion to adopt: Nathan Nunez

All in favor: Unanimous

Second: Rachael Black

Opposed: None

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B. Set Enrollment Cap

Board Action: Discussed the class sizes we prefer to keep our school at. We will be setting the enrollment cap at 120 students.

Motion to adopt: Rachael Black

Second: Chantel Kjellgren

All in favor: Unanimous

Opposed: None

C. Review & Adopt Safety Plan

Board Action: When we move we will create a more in depth plan and with site specific input from the community. (police officers, fire department, community leaders).

Motion to accept: Chantel Kjellgren

Second: Courtney Adams

All in favor: Unanimous

Opposed: None

VII. INFORMATION/DISCUSSION

A. Review Legal Updates

Board Action: Reviewed the notes on legal updates. No immediate board action needed.

B. Discuss Charter Renewal

Board Action: Aimee is working with Debbie to reignite relationships with Big Sur Charter School and Big Sur Unified. Aimee is working with EdTec to simplify the testing results to share information more easily.

C. Facilities Search Update

Board Action: Aimee talked to Cindy about what we can afford for rent. Rent Lease negotiations are going well, architect drawings are finished, application has been submitted to the building department. Aimee has continued to talk with owners of several other properties as runner-up properties.

VIII. CLOSED SESSION

Time In: 5:25 PM

A. Lease Negotiations

IX. RECONVENE IN OPEN SESSION

Time Out: 6:08 PM

Report Out: Lease negotiations are moving forward for our preferred location.

X. ADJOURNMENT

Time Adjourned: 6:13 PM

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Items for next meeting:

- Review Board Composition & Terms
- Approve Academic Calendar
- Review Personnel Needs (Director)
- Send Employment satisfaction Survey
- Form 700 (due in April)
- File Statement of Information (even years only)
- Approve Auditor Selection
- Budget vs Actuals
- Send Employee Satisfaction Survey
- Review & Approve Family Handbook
- Review Bylaws

DRAFT

BIG SUR CHARTER SCHOOL
 304 FOAM ST
 MONTEREY CA 93940-1408

Managing Your Accounts

	Client Service	831.457.5000
	24-Hour Telebanking	831.457.5002
	Mailing Address	P.O. Box 8426 Santa Cruz, CA 95061
	Locations	sccountybank.com/locations
	Online Access	sccountybank.com

Summary of Accounts


We're turning 21! Thank you for choosing us as your trusted banking partner. Your relationship is special because it allows us the resources to not only meet your financial needs but also invest in the well-being of communities we serve. Learn more at sccountybank.com/community.cfm.

Account Type	Account Number	Ending Balance
Business Checking	XXXXXX0996	\$1,561.04

Business Checking - XXXXXX0996
Account Summary

Date	Description	Amount	Description	Amount
02/01/2025	Beginning Balance	\$2,611.50	Minimum Balance	\$1,561.04
	0 Credit(s) This Period	\$0.00	Average Ledger Balance	\$0.00
	1 Debit(s) This Period	\$1,050.46		
02/28/2025	Ending Balance	\$1,561.04		

Checks Cleared

Check Nbr	Date	Amount
1056	02/28/2025	\$1,050.46

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount
02/01/2025	\$2,611.50	02/28/2025	\$1,561.04

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date	Previous year-to-date
Total Overdraft Fees	\$0.00	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00	\$0.00

BIG SUR CHARTER SCHOOL 90-44911211 1056
331 FOAM ST
MONTEREY, CA 93940
(831) 324-4573 DATE 2/21/2025

PAY TO THE CREDIT OF CITY OF MONTEREY \$ 1050.46
ONE THOUSAND FIFTY DOLLARS & 46/100 DOLLARS

1ST CAPITAL BANK
MONTEREY BRANCH
307 Broadway Plaza Monterey, CA 93940
(831) 385-6177

MEMO: PERMIT # LP-25-005

#1056 02/28/2025 \$1,050.46



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P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER [REDACTED] 7669
STATEMENT DATE 02-24-2025
AMOUNT DUE \$1,932.33
NEW BALANCE \$1,932.33
 PAYMENT DUE ON RECE PT



00000824 01 SP 106481255406428 P

BIG SUR CHARTER SCHOOL
ATTN CHRISTIN LOPEZ
304 FOAM ST
MONTEREY CA 93940-1408

AMOUNT ENCLOSED
\$

Please make check payable to "U S Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

BIG SUR CHARTER SCHO [REDACTED] 7669	Previous Balance	Purchases And Other + Charges	Cash + Advances	Cash Advance Fees	Late Payment Charges	Credits	Payments	New = Balance
Company Total	\$1 084 90	\$1 932 33	\$0 00	\$0 00	\$0 00	\$0 00	\$1 084 90	\$1 932 33

CORPORATE ACCOUNT ACTIVITY

BIG SUR CHARTER SCHOOL [REDACTED] 7669				TOTAL CORPORATE ACTIVITY
Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-07	02-06	7479826503800000000832	PAYMENT - THANK YOU 00000 C	1,084.90 PY
				\$1,084.90 CR

NEW ACTIVITY

CHRISTIN LOPEZ [REDACTED] -7927		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$629.24	\$0.00	\$629.24
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
02-03	01-31	24137465032001307894239	USPS PO 0557420310 PACIFIC GROVE CA	146.00	
02-03	02-02	24692165033107081937268	SIMPLISAFE 888-957-4675 MA	31.99	
02-13	02-11	24198805043506361156044	PAYPAL *GIRLSCOUTSU 2128526591 NY	42.00	
02-14	02-13	24391215044083074018735	UNEX-UCOE/SCOUT 831-459-5294 CA	399.00	
02-14	02-13	24431065044149030330273	FASTRAK VIOLATION CENT 415-486-8655 CA	10.25	

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

[REDACTED] -7669

STATEMENT DATE

02/24/25

DISPUTED AMOUNT

.00

ACCOUNT SUMMARY

PREVIOUS BALANCE	1,084.90
PURCHASES & OTHER CHARGES	1,932.33
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00
CREDITS	.00
PAYMENTS	1,084.90
ACCOUNT BALANCE	1,932.33

AMOUNT DUE

1,932.33

SEND BILLING INQUIRIES TO:

U.S. Bank Nat on a Assoc at on

C/O U.S. Bancorp Purchas ng Card Program
P.O. Box 6335
Fargo, ND 58125-6335

Checks Dated 02/15/2025 through 03/10/2025 **Board Meeting Date March 13, 2025**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
12900794	02/27/2025	EMPLOYMENT DEVELOPMENT DEPT	62-5800		95.41
12900795	02/27/2025	Paul Bruno	62-5600		8,244.44
12900796	02/27/2025	PG&E	62-5500		679.74
12900797	02/27/2025	STATE OF CA DOJ Acctng Office	62-5800		49.00
12900798	02/27/2025	US Bank Corporate Payment System	62-4100	399.00	
			62-4300	916.72	
			62-5200	43.62	
			62-5500	31.99	
			62-5800	395.00	
			62-5900	146.00	1,932.33
12902213	03/06/2025	Carmelo's Gardening	62-5600		320.00
12902214	03/06/2025	Central Coast Language and Learning Center	62-5800		1,350.00
12902215	03/06/2025	Comcast	62-5900		323.17
12902216	03/06/2025	Comcast	62-5900		248.64
12902217	03/06/2025	Heather Crane Ed Therapy	62-5800		1,360.00
12902218	03/06/2025	RBM Janitorial Service, Inc.	62-5500		4,250.00
12902219	03/06/2025	TinyEye Technologies Corp	62-5800		341.98
Total Number of Checks			12		19,194.71

Fund Recap

Fund	Description	Check Count	Expensed Amount
62	Charter School Enterprise	12	19,194.71
	Total Number of Checks	12	19,194.71
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		19,194.71

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.