

March 13, 2025 Board Meeting Packet

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
 - o 92 possible returning students
 - o 84 returning
 - o 6 of 8 non-returning students are moving out of the area
 - o 88 students on list for lottery to date
 - o 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.

February 20, 2025 at 4:30 PM Big Sur Charter School, 304 Foam St, Monterey CA, 93940

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 Second: Nathan Nunez

All in favor: Unanimous 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 Second: Rachael Black

All in favor: Unanimous 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





Statement Ending 02/28/2025

Page 1 of 4

Managing Your Accounts

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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

BIG SUR CHARTER SCHOOL

MONTEREY CA 93940-1408

304 FOAM ST



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

XXXXXXX0996

\$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

 0 Credit(s) This Period
 \$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

OUTSTANDING CHECKS

RECONCILIATION INSTRUCTIONS

Reconciliation of Account

CHECKS WRITTEN BUT NOT PAID

NUMBER	AMOUNT		
		Date Please examine this statement and items at once and refer any exceptions immediately. Sort your checks numerically or by date issued. Mark off in your checkbook each of your checks paid by the bank and list the numbers and amounts of those not paid in the space provided at the left. Include any checks still not paid from previous statements. Subtract from your checkbook balance any SERVICE CHARGE (S.C.) or bank charge appearing on this statement. Reconcile your statement in the space provided below.	
		Enter bank balance from statement Add deposits not credited by bank (if any)	
		TOTAL	
			-

Client Service 831.457.5000

24-Hour Telebanking 831.457.5002

Any Charge for Imprinted Checks Includes State Sales Tax Computed at the Current Rate, When Applicable

IN CASE OF ERRORS OR QUESTIONS REGARDING ELECTRONIC TRANSFERS ON CHECKING OR SAVINGS ACCOUNTS

In Case of Errors or Questions About Your Electronic Transfers. Telephone us at 831.457.5000, or write us on a separate sheet at the address on your statement as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than sixty (60) days after we sent the FIRST statement on which the problem or error appeared.

- . Tell us your name and account number (if any).
- . Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
- . Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint or question in writing within ten (10) business days.

We will determine whether an error occurred within ten (10) business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to forty five (45) days to investigate your complaint or question. If we decide to do this, we will credit your account within ten (10) business days for the amount you think is in error; so that you will have the use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within ten (10) business days, we may not credit your account.

If a notice of error involves an electronic fund transfer that occurred within thirty (30) days after the first deposit to the account was made, the error involves a new account. For errors involving new accounts, point of sale debit card transactions, or foreign-initiated transactions, we may take up to ninety (90) days to investigate your complaint or question. For new accounts, we may take up to twenty (20) business days to credit your account for the amount you think is in error.

We will tell you the results within three (3) business days after completing our investigation. If we decide that there was no error, we will send you a written explanation. You may ask for copies of the documents that we used in our investigation.

BILLING RIGHTS SUMMARY

What To Do If You Think You Find A Mistake On Your Statement

If you think there is an error on your statement, write to us at: Santa Cruz County Bank, P.O. Box 8426, Santa Cruz, CA 95061. You may also contact us on the Web at sccountybank.com In your letter, give us the following information:

- Account information: Your name and account number.
 Dollar amount: The dollar amount of the suspected error.
- . Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement.

You must notify us of any potential errors in writing or electronically. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question. While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
 We can apply any unpaid amount against your credit limit.

IMPORTANT INFORMATION ABOUT YOUR MY COUNTY RESERVE OR OPEN ENDED CREDIT LINE, IF ANY

Method Used to Determine the Balance on Which Interest Will Be Computed

Daily Balance Method (Including current transactions)

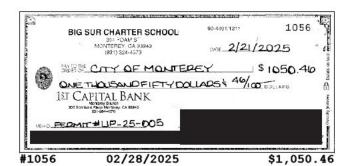
We figure the interest charge on your account by applying the periodic rate to the "daily balance" of your account for each day in the billing cycle. To get the "daily balance", we take the beginning balance of your account each day, add any new advances, and subtract any unpaid interest and any payments or credits. This gives us the daily balance.

Member FDIC



Statement Ending 02/28/2025

Page 3 of 4



STREAMON TO SEN

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P.O. BOX 6343 FARGO ND 58125-6343



ACCOUNT NUMBER 7669 STATEMENT DATE 02-24-2025 AMOUNT DUE \$1,932.33 **NEW BALANCE** \$1,932,33

PAYMENT DUE ON RECE PT

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000000824 01 SP 106481255406428 P

BIG SUR CHARTER SCHOOL ATTN CHRISTIN LOPEZ 304 FOAM ST MONTEREY CA 93940-14 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.

		CORPOR	A	TE ACCO	UNT SU	МІ	MARY			
BIG SUR CHARTER SCHO 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	\$ 00		\$0 00	\$0 00	\$1 084 90	\$1 932 33

	CORPORATE ACCOUNT ACTIVITY							
BIG SUR CHARTER SCHOOL TOTAL CORPORATE A \$1,08								
Post Date	Tran Date	Reference Number	Transaction Description		Amount			
02-07	02-06	74798265038000000000832	PAYMENT - THANK YOU 00000 C	81	,084.90 PY			

CHRISTIN LO	PEZ -7927	\$0.00	PURCHASES \$629.24	\$0.00	TOTAL ACTIVITY \$629.24	
Post Tran Date Date	Reference Number	Trans	saction Description			Amount
02-03 01-31 02-03 02-02 02-13 02-11 02-14 02-13 02-14 02-13	24137465032001307 2469216503310708 24198805043506367 24391215044083074 24431065044149030	1937268 SIMP 1156044 PAYE 4018735 UNEX	LISAFE 888-957-467 PAL *GIRLSCOUTSU (-UCOE/SCOUT 831	75 MA J 2128526591 NY		146.00 31.99 42.00 399.00 10.25

CUSTOMER SERVICE CALL	ACCOUNT	NUMBER	ACCOUNT SUMMARY	
		-7669	PREVIOUS BALANCE PURCHASES &	1,084.90
800-344-5696			OTHER CHARGES CASH ADVANCES	1,932.33
	02/24/25	.00	CASH ADVANCE FEES	.00
			CHARGES	.00
SEND BILLING INQUIRIES TO:	AMOUN	IT DUE	CREDITS	.00
U.S. Bank National Association	AWOUN	II DOL	PAYMENTS	1,084.90
C/O U.S. Bancorp Purchas ng Card Program P.O. Box 6335 Fargo, ND 58125-6335	1,932	2.33	ACCOUNT BALANCE	1,932.33



Company Name: BIG SUR CHARTER SCHOOL

Corporate Account Number: 7669

Statement Date: 02-24-2025

NEW ACTIVITY						
AIMEE ALLIN	IG -7891	CREDIT \$0.00		CASH ADV \$0.00	TOTAL ACTIVITY \$1,303.09	
Post Tran Date Date	Reference Numbe	r T	ransaction Descript	ion		Amount
01-23 01-22 01-23 01-22 01-24 01-22 01-24 01-23 01-27 01-24		26792634 <i>A</i> 51976864 T 91364568 V 00000717 F	MAZÓN MKTPL*ZC5 RADER JOE S #079 VHOLEFDS MRY 100 HILTON GARDEN INN	87 MONTEREY CA I ARPT SANTA ROSA	/BILL WA	34.90 10.91 149.59 20.52 12.85
01-30 01-29 01-31 01-30 01-31 01-31 02-03 01-31 02-03 01-31 02-03 01-31 02-06 02-05 02-06 02-05 02-07 02-07 02-07 02-07 02-07 02-07 02-13 02-12 02-18 02-17 02-20 02-20 02-24 02-21	246921650301048 246921650311053 240133950320000 242316850322304 244939850320715 246921650361099 248019750362345 246921650381012 246921650381012 246921650431057 241640750480910 246921650511019 2469216505511019	19183369 Č 97749113 A 58542193 F 532239543 A 53061739 E 53061739 E 53061739 E 53061739 E 53061739 E 54061730 A 55070849 N 6407111418 A 654752806 A 67172767 T 73951773 A 657766258 A	MMAZON MKTPL*Z75 MMAZON MKTPL*Z71 IZZA MY HEART MO NDRONICO S 0173 I DOS VICTORIAS MEX- MAZON MKTPL*Z75 MONTEREY BAY PAR- MAZON COM*HO65: MZN MKTP US*Z75 MMAZON MKTPL*478 MAZON MKTPL*U78 ARGET 0001062 MAZON MKTPL*931 MAZON MKTPL*931 MAZON MKTPL*HG8		M CA /BILL WA BILL WA Y CA /BILL WA A LL WA BILL WA BILL WA BILL WA BILL WA BILL WA	20.00 77.24 32.73 67.63 27.27 21.71 14.74 375.00 19.16 19.64 46.99 36.04 54.89 34.83 34.83 34.83

Department: 00000 Tota : \$1,932.33 D v s on: 00000 Tota : \$1,932.33

Board Report

Checks Da	ated 02/15/20	25 through 03/10/2025		Board Med	eting Date Mar	ch 13, 2025
Check Number	Check Date	Pay to the Order of	Fu	ınd-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