



April 17, 2025  
Board Meeting Packet

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

March 13, 2025 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 Zoom link: <https://bigsurcharterschool-org.zoom.us/j/85963352790?pwd=eWJoOWFCb1FFaWl2MzVZRH5YXFtOT09>*

**I. OPENING BUSINESS**

1. Call to Order 4:32pm
2. Roll Call: Nathan Nuñez, Rachael Black, Chantel Kjellgren, Courtney Adams, Rory Griffiths  
Others in Attendance: Aimee Alling
3. Action to Add New Items Since Posting of Agenda (2/3 Majority)
  - i. Increase Enrollment Cap
  - ii. Approve the School Calendar
4. Adoption of Agenda  
Motion to adopt: Courtney Adams  
All in favor: Unanimous  
Second: Rory Griffiths  
Opposed: None

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

1. Pacific Grove Art Center for providing opportunities for our students to showcase their works for years at their Art Openings
2. Karen Owen, our first visiting artist who provided an experience with alternate reality art for our students

**III. COMMUNICATIONS**

1. Written Communication
  - i. Parent requested Uniform Complaint Form
2. Board Member Comments
3. Director's Report  
2025-26 Enrollment
  - 90 returning students and siblings
  - 117 on the waitlist
  - Need to raise enrollment cap to 141
    - Smallest class is 7th
  - Building update
    - Moving in a forward direction with property owner and the City of Monterey
    - Preliminary response from the city trash enclosure and parking lot main issues.
4. 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.

1. Approve Board Meeting Minutes from February 20, 2025  
Recommendation: (Aimee Alling, Director) The Administration recommends approval of the minutes as presented.
2. Approve Bank Statement:  
Santa Cruz County Bank (formerly 1st Capital Bank) Statement - February 28, 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.
3. Approve Credit Card Statements:  
US Bank Statement - February 24, 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.
4. Board Report of Warrants:  
Warrants from February 15, 2025 - March 10, 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: Chantel Kjellgren

All in favor: Unanimous

Second: Nathan Nuñez

Opposed: None

VI. ACTION/DISCUSSION

1. Approve Auditor Selection  
Board Action: Approve  
Motion to adopt: Rory Griffiths  
All in favor: Unanimous  
Second: Nathan Nuñez  
Opposed: None
2. Approve Family Handbook  
Board Action: move to April meeting  
Motion to adopt: Chantel Kjellgren  
All in favor: Unanimous  
Second: Courtney Adams  
Opposed: None

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3. Approve School Calendar  
Board Action: Approve  
Motion to adopt: Courtney Adams                      Second: Chantel Kjellgren  
All in favor: Unanimous                                      Opposed: None
  
4. Approve Increased Cap to 141  
Board Action: Approve  
Motion to adopt: Chantel Kjellgren                      Second: Rory Griffiths  
All in favor: Unanimous                                      Opposed: None

VII. INFORMATION/DISCUSSION

1. Review Board Composition and Terms - board to determine who will not be serving an additional term and recruitment efforts needed to fill vacant positions  
Board Action: Review Board policies. Ensure Board member incoming dates are updated. Nathan will update. Will revamp Board strategy in next Board Retreat
  
2. Review Bylaws - Board to submit suggested update to be reviewed by board and director prior to next board meeting  
Board Action: Nathan will draft succession verbiage for review. Review and redefine board member roles (fundraising, Google drive management, etc., grants) in June meeting. Draft by May for June Approval.
  
3. Review and Discuss next two months of Board Calendar  
Board Action: Reviewed
  
4. Discuss Employee Satisfaction Survey, make any recommendations on changes, assign to board member  
Board Action: Board Team to oversee Director Evaluation interviews with Staff in First week May

VIII. ADJOURNMENT

Time Adjourned: 6:10

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Items for next meeting:

April

- Approve Form 990 (Due May)
- Discuss Employment Satisfaction Survey results
- Budget vs Actuals
- Review Board Manual
- Review Personnel Needs (Director)
- Approve updates to Bylaws

May






- Board Self-evaluation & Goal Setting
- Review/check-in Director goals
- Set board calendar
- Director contract
- Approve Employee Contracts
- Determine end of year staff bonus (longevity or all staff?)

June

- Review LCAP in public hearing
- Adopted LCAP
- Approve Dashboard Local Indicators
- Review & Adopt Estimated Actuals & Budget
- Hold Board Elections/Reelections
  - NEED UPDATED TERMS
- Approve Board calendar
- Approve MOU with District (2025)
- Director Evaluation (in closed session)
- Review Grants and assign everyone ones to submit

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	<a href="http://sccountybank.com/locations">sccountybank.com/locations</a>
	Online Access	<a href="http://sccountybank.com">sccountybank.com</a>

**Summary of Accounts**


New bank name. Same trusted bankers. We're proud to launch our new name on April 1, 2025 – West Coast Community Bank!

Account Type	Account Number	Ending Balance
Business Checking	XXXXXX0996	\$3,500.04

**Business Checking - XXXXXX0996**
**Account Summary**

Date	Description	Amount	Description	Amount
03/01/2025	Beginning Balance	\$1,561.04	Minimum Balance	\$1,561.04
	3 Credit(s) This Period	\$1,970.99	Average Ledger Balance	\$0.00
	1 Debit(s) This Period	\$31.99		
03/31/2025	Ending Balance	\$3,500.04		

**Electronic Credits**

Date	Description	Amount
03/07/2025	ACH Deposit PAYPAL TRANSFER TRANSFER	\$1,500.00
03/26/2025	ACH Deposit Wixcom Wixcom	\$140.54
03/28/2025	ACH Deposit Wixcom Wixcom	\$330.45

**Electronic Debits**

Date	Description	Amount
03/20/2025	ACH Payment IAT PAYPAL CHENG DOU HENG TU KE JI YOU XIAN ZE CN* 610000\	\$31.99

**Daily Balances**

Date	Amount	Date	Amount	Date	Amount
03/01/2025	\$1,561.04	03/20/2025	\$3,029.05	03/28/2025	\$3,500.04
03/07/2025	\$3,061.04	03/26/2025	\$3,169.59		



**Business Checking - XXXXXX0996 (continued)**

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**Overdraft and Returned Item Fees**

	<b>Total for this period</b>	<b>Total year-to-date</b>
<b>Total Overdraft Fees</b>	\$0.00	\$0.00
<b>Total Returned Item Fees</b>	\$0.00	\$0.00



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P.O. BOX 6343  
FARGO ND 58125-6343



ACCOUNT NUMBER [REDACTED] 7669  
STATEMENT DATE 03-24-2025  
AMOUNT DUE \$2,708.17  
NEW BALANCE \$2,708.17  
PAYMENT DUE ON RECE PT



[REDACTED]  
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	\$1,932.33	\$2,708.17	\$0.00	\$0.00	\$0.00	\$0.00	\$1,932.33	\$2,708.17

CORPORATE ACCOUNT ACTIVITY

BIG SUR CHARTER SCHOOL [REDACTED]-7669				TOTAL CORPORATE ACTIVITY
Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-11	03-06	7479826507000000000542	PAYMENT - THANK YOU 00000 C	1,932.33 PY
				\$1,932.33 CR

NEW ACTIVITY

CHRISTIN LOPEZ [REDACTED]-7927		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$627.23	\$0.00	\$627.23
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
03-03	03-02	24692165061101226298129	SIMPLISAFE 888-957-4675 MA	31.99	
03-04	03-04	24692165063102871375459	GOOGLE *GOOGLE NEST 855-836-3987 CA	150.00	
03-07	03-05	24445005065300405095207	VSP*EPS LEARNING 800-225- 920-734-5712 NH	97.24	
03-21	03-20	24011345079500101020031	WIX.COM 1168659591 WWW.WIX.COM CA	348.00	

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

[REDACTED]-7669

ACCOUNT SUMMARY

STATEMENT DATE

03/24/25

DISPUTED AMOUNT

.00

AMOUNT DUE

2,708.17

PREVIOUS BALANCE 1,932.33

PURCHASES & OTHER CHARGES 2,708.17

CASH ADVANCES .00

CASH ADVANCE FEES .00

LATE PAYMENT CHARGES .00

CREDITS .00

PAYMENTS 1,932.33

ACCOUNT BALANCE 2,708.17

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



Company Name: BIG SUR CHARTER SCHOOL
Corporate Account Number: ██████████ 7669
Statement Date: 03-24-2025


**NEW ACTIVITY**

<b>AIMEE ALLING</b> ██████████-7891	<b>CREDITS</b> \$0.00	<b>PURCHASES</b> \$2,080.94	<b>CASH ADV</b> \$0.00	<b>TOTAL ACTIVITY</b> \$2,080.94
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-28	02-27	24692165058108604973038	AMAZON MKTPL*TW8NC5IA3 AMZN.COM/BILL WA	121.88
03-03	02-28	24492165059500038330598	OPENAI *CHATGPT SUBSCR OPENAI.COM CA	20.00
03-05	03-04	24692165063103366201473	AMAZON MKTPL*LW4Q64QQ3 AMZN.COM/BILL WA	25.12
03-06	03-05	24137465065001248983547	USPS PO 0557420310 PACIFIC GROVE CA	2.59
03-06	03-05	24692165064104032753888	AMAZON MKTPL*U701E20W3 AMZN.COM/BILL WA	14.95
03-10	03-09	24692165068107416104087	AMAZON.COM*M98PT0Y73 AMZN.COM/BILL WA	81.56
03-11	03-10	24692165069108263069638	AMAZON MKTPL*Y45B287R3 AMZN.COM/BILL WA	287.93
03-11	03-11	24692165070109036918371	AMAZON MKTPL*050F38A73 AMZN.COM/BILL WA	32.39
03-12	03-10	24013395070002229265657	PIZZA MY HEART 831-6569400 CA	646.57
03-12	03-10	24137465070500860299697	TRADER JOE S #079 PACIFIC GROVE CA	23.33
03-12	03-10	24231685070269445451227	ANDRONICO S 0173 MONTEREY CA	39.25
03-17	03-16	24692165075101132263559	AMAZON.COM*8J8T23RA3 AMZN.COM/BILL WA	653.32
03-18	03-17	24692165076101607187662	AMAZON MKTPL*OM5Q894B3 AMZN.COM/BILL WA	46.27
03-19	03-18	24692165077102242426472	AMAZON MKTPL*TU2J63683 AMZN.COM/BILL WA	61.14
03-24	03-21	24692165080104801358323	AMAZON.COM*O64D66WU3 AMZN.COM/BILL WA	24.64

Department: 00000 Tota : \$2,708.17  
 D v s on: 00000 Tota : \$2,708.17

Checks Dated 03/11/2025 through 04/14/2025			Board Meeting Date April 17, 2025		
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
12903661	03/13/2025	Karen Owens	62-5800		250.00
12903662	03/13/2025	King, Susannah E	62-4300		30.09
12903663	03/13/2025	AT&T Mobility	62-5900		183.76
12903664	03/13/2025	AT&T Mobility	62-5900		54.72
12903665	03/13/2025	AT&T Mobility	62-5900		43.23
12903666	03/13/2025	CharterSafe	62-5450		2,171.00
12903667	03/13/2025	CRF Consulting - Cindy Fellows	62-5800		1,125.00
12903668	03/13/2025	Crystal Springs Water Co.	62-5500		66.50
12903669	03/13/2025	Monterey Bay Social Language Center	62-5800		539.00
12903670	03/13/2025	Natalie Sanders Therasens Occupational Therapy	62-5800		1,105.00
12903671	03/13/2025	Tucci Learning Services, Inc	62-5800		2,815.56
12903672	03/13/2025	Turner Psychological Service AKA Calm Down Kids	62-5800		900.00
12905105	03/20/2025	Wald, Ruhnke & Dost Architects	62-5800		6,375.00
12905106	03/20/2025	Alpha Abacus Learning Center	62-5800		795.00
12905107	03/20/2025	California American Water	62-5500		68.42
12905108	03/20/2025	California American Water	62-5500		222.13
12905109	03/20/2025	Central Coast Language and Learning Center	62-5800		1,170.00
12905110	03/20/2025	EdTec Inc.	62-5800		85.00
12905111	03/20/2025	John Aulenta	62-5800		500.00
12905112	03/20/2025	MBS Business Systems	62-5600		541.76
12905113	03/20/2025	Pediatric Therapy Associates	62-5800		2,555.09
12907164	03/27/2025	Comcast	62-5900		323.17
12907165	03/27/2025	Monterey Bay Eco Tours Wendy Kitchell	62-5800		1,320.00
12907166	03/27/2025	Paul Bruno	62-5600		8,244.44
12907167	03/27/2025	PG&E	62-5500		483.67
12910016	04/10/2025	King, Susannah E	62-4300		6.18
12910017	04/10/2025	Alpha Abacus Learning Center	62-5800		2,995.00
12910018	04/10/2025	AT&T Mobility	62-5900		54.72
12910019	04/10/2025	AT&T Mobility	62-5900		43.23
12910020	04/10/2025	Carmelo's Gardening	62-5500		320.00
12910021	04/10/2025	John Aulenta	62-5800		1,500.00
12910022	04/10/2025	YOUNG, MINNEY & CORR, LLP	62-5800		355.50
12910023	04/10/2025	RBM Janitorial Service, Inc.	62-5500		680.00
12910024	04/10/2025	Natalie Sanders Therasens Occupational Therapy	62-5800		910.00
12910025	04/10/2025	SCHOOL PATHWAYS LLC	62-5800		176.76
12910026	04/10/2025	TinyEye Technologies Corp	62-5800		341.98
12910027	04/10/2025	Turner Psychological Service AKA Calm Down Kids	62-5800		900.00
12910028	04/10/2025	US Bank Corporate Payment System	62-4100	97.24	
			62-4300	2,058.35	
			62-5500	181.99	

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.  Page 1 of 2

**Checks Dated 03/11/2025 through 04/14/2025** **Board Meeting Date April 17, 2025**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
12910028	04/10/2025	US Bank Corporate Payment System	62-5800	20.00	
			62-5900	350.59	2,708.17
<b>Total Number of Checks</b>			<b>38</b>		<b>42,959.08</b>

**Fund Recap**

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
62	Charter School Enterprise	38	42,959.08
	Total Number of Checks	<b>38</b>	42,959.08
	Less Unpaid Tax Liability		.00
	<b>Net (Check Amount)</b>		<b>42,959.08</b>