

April 17, 2025 Board Meeting Packet

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=eWJoOWFCb1FFaWI2MzVZRlh5YXFtQT09

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
- 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
 - o Smallest class is 7th
- Building update
 - o 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.

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 Second: Nathan Nuñez

All in favor: Unanimous Opposed: None

VI. ACTION/DISCUSSION

1. Approve Auditor Selection

Board Action: Approve

Motion to adopt: Rory Griffiths Second: Nathan Nuñez

All in favor: Unanimous Opposed: None

2. Approve Family Handbook

Board Action: move to April meeting

Motion to adopt: Chantel Kjellgren Second: Courtney Adams

All in favor: Unanimous 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

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

 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

March 13, 2025 4:30 PM

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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



Statement Ending 03/31/2025

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Managing Your Accounts

0

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

Access sccountybank.com

Summary of Accounts

BIG SUR CHARTER SCHOOL

MONTEREY CA 93940-1408

304 FOAM ST



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

Account Type
Business Checking

Account Number

Ending Balance

XXXXXXX0996

\$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

3 Credit(s) This Period \$1,970.99 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		

OUTSTANDING CHECKS

RECONCILIATION INSTRUCTIONS

Reconciliation of Account

NUMBER	AMOUNT		
		Please examine this statement a items at once and refer any exception immediately. Soft your checks numerically or date issued. Mark off in your checkbook each your checks paid by the bank and the numbers and amounts of those paid in the space provided at the Include any checks still not paid from previous statements. Subtract from your checkbook balance any SERVICE CHARGE (Sor bank charge appearing on statement. Reconcile your statement in space provided below.	by n of list not left. om
		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





Business Checking - XXXXXX0996 (continued)

Overdraft and Returned Item Fees

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

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P.O. BOX 6343 FARGO ND 58125-6343



ACCOUNT NUMBER 7669 STATEMENT DATE 03-24-2025 AMOUNT DUE \$2,708.17 **NEW BALANCE** \$2,708.17

PAYMENT DUE ON RECE PT

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BIG SUR CHARTER SCHOOL ATTN CHRISTIN LOPEZ 304 FOAM ST MONTEREY CA 93940-14 93940-1408

AMOUNT ENCLOSED	
\$	

Please make check payable to "US 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	UNTSU	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	\$1 932 33	\$2 708 17		\$0 00	\$ 00	\$0 00	\$0 00	\$1 932 33	\$2 708 17

		COR	PORATE ACCOUNT ACTI	VITY	
BIG S	UR CHA	ARTER SCHOOL -7669	т	OTAL CORPORATE ACTIVITY \$1,932.33 CR	
Post Date	Tran Date	Reference Number	Transaction Description		Amount
03-11	03-06	74798265070000000000542	PAYMENT - THANK YOU 00000 C	8	,932.33 PY

CHRISTIN LO		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY	
	-7927	\$0.00	\$627.23	\$0.00	\$627.23	
ost Tran						
Date Date	Reference Number	Trans	action Description			Amount
3-03 03-02	24692165061101226		LISAFE 888-957-467			31.99
3-04 03-04	24692165063102871			ST 855-836-3987 CA	120121	150.00
3-07 03-05	24445005065300405	MOSON7 VSP*	EPS LEARNING 800)-225- 920-734-5712	NH.	97.24

CUSTOMER SERVICE CALL	ACCOUNT	NUMBER	ACCOUNT SUMMARY	
Expressed that Expressed a second		-7669	PREVIOUS BALANCE PURCHASES &	1,932.33
800-344-5696	STATEMENT DATE	DISPUTED AMOUNT	OTHER CHARGES CASH ADVANCES	2,708.17
	03/24/25	.00	CASH ADVANCE FEES	.00
			CHARGES	.00
SEND BILLING INQUIRIES TO:	AMOUN	IT DUE	CREDITS	.00
U.S. Bank Nat ona Assoc at on	AWOUN	II DOL	PAYMENTS	1,932.33
C/O U.S. Bancorp Purchas ng Card Program P.O. Box 6335 Fargo, ND 58125-6335	2,708	B.17	ACCOUNT BALANCE	2,708.17



Company Name: BIG SUR CHARTER SCHOOL

Corporate Account Number: 7669

Statement Date: 03-24-2025

NEW ACTIVITY								
AIMEE ALLIN	NG -7891	CREDIT \$0.00		HASES 080.94	CASH AD \$0.00		AL ACTIVITY \$2,080.94	
Post Tran Date Date	Reference Numb	er 1	ransaction D	escription				Amount
02-28 02-27 03-03 02-28 03-05 03-04 03-06 03-05 03-10 03-09 03-11 03-10 03-12 03-10 03-12 03-10 03-12 03-10 03-12 03-10 03-13 03-16 03-18 03-18 03-19 03-18 03-24 03-21	246921650581086 24492165059500 24692165063103 24137465065001 24692165068107 24692165068107 246921650701090 240133950700022 241374650705000 242316850702694 24692165076101 246921650776101 246921650771022 246921650771022	038330598 (248983547 (248983547 (248983547 (248983547 (24898364 (24898371 (24898371 (24898371 (248263559 (24826472 (24826472 (24883547 (248835914 (24883547	DPENAI *CHA` MMAZON MKT JSPS PO 0557 MMAZON MKT MMAZON COM MMAZON MKT MMAZON MKT PIZZA MY HEA RADER JOE MNDRONICO S MMAZON.COM	TGPT SUBS PL*LW4Q64 PL*U701E2 **M98PT0Y* PL*Y45B28 PL*050F38/ ART 831-65C S 0173 MON **8J8T23RA PL*OM5Q8* PL*TUJ63'	SCR OPENA 4QQ3 AMZN. CIFIC GROV 0W3 AMZN. 73 AMZN.CO A73 AMZN.C 69400 CA CIFIC GROV VITEREY CA 43 AMZN.C 6843 AMZN.C 683 AMZN.C	I.COM/BILL WA /E CA /E CA COM/BILL WA COM/BILL WA COM/BILL WA E CA M/BILL WA COM/BILL WA COM/BILL WA COM/BILL WA		121.88 20.00 25.12 2.59 14.95 81.56 287.93 32.39 646.57 23.33 39.25 653.32 46.27 61.14 24.64

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

Checks Da	ited 03/11/20	25 through 04/14/2025	Board M	eeting Date Ap	rii 17, 2025
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
2903661	03/13/2025	Karen Owens	62-5800		250.00
2903662	03/13/2025	King, Susannah E	62-4300		30.09
2903663	03/13/2025	AT&T Mobility	62-5900		183.76
2903664	03/13/2025	AT&T Mobility	62-5900		54.72
2903665	03/13/2025	AT&T Mobility	62-5900		43.23
2903666	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 C enter	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.

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Checks Dated 03/11/2025 through 04/14/2025			Board Meeting Date April 17, 2025			
Check Number	Check Date	Pay to the Order of	į	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
			Total Number of Checks	38	A-	42,959.08

Fund Recap

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