

# Sonoma Charter School Special Governing Board Meeting Agenda

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**Wednesday, February 16, 2022**

**6:00 p.m. Open Session**

*Open session accessible at SCS (MPR) and online via Zoom*

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**ATTENDANCE:**

*Board: Greg Stubbs (Chair), Barbara Brooks, Rob Church, Belli Skinner, Mary Oaks, Libby White  
Administration: Marc Elin (Director), Jeffrey Erkelens (CFO), Jim Weber (C.P.A. and Director/Client Finance for Charter Impact)*

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**6:03 p.m. CALL TO ORDER**

**PUBLIC COMMENTS:**

The Governing Board recognizes the value of public comment on educational issues and provides this for members of the audience to address the Board on any school-related matter not on this agenda. The Board can take no action at this time. Each speaker is to limit comments to three minutes.

*Marc Elin (Director) mentioned the Cluster 3 Information night to be held in the Playbox on campus February 22, 2022 and was inviting Cluster 2 families to attend as well as existing Cluster 3 families.*

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**AGENDA**

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**I. GOVERNANCE**

- **Approval of Minutes—Governing Board Meeting January 19, 2022.....Action**

*Greg Stubbs (Chair) called for a motion to approve the Board Minutes for January 19, 2022.*

*Board: All approved the minutes.*

- **Board Membership – Updates and Recruitment.....Information**

*-Marc Elin shared that Megie Murray is stepping down from her Board position for personal scheduling reasons and that the Board meetings will continue on Mondays as previously scheduled.*

- Greg Stubbs (Chair) will be leaving his position on the Board this spring or summer and other Board members were queried about their interest in acting as Chair. A Board member suggested that a posting be created for the Chair replacement and other Board members with specific skills that would be useful to the Board.

- **Board Calendar – Plan for Special Sessions** .....Discussion

-Marc Elin said that special sessions of the Board would need to be added to the existing meetings calendar to approve the Annual Audit (deadline Feb. 28, 2022). This would most likely be an abbreviated meeting simply to approve the audit and did not require discussion. The Open Meetings were added to be:

- Feb. 28, 2022, 6:00 p.m.
- Mar. 30, 2022, 6:00 p.m.
- Apr. 13, 2022, 6:00 p.m.

The existing meetings schedule will remain as is.

## II. FISCAL

- **Elementary and Secondary School Emergency Relief (ESSER)**

- **Recommended Revision to ESSER-III Expenditure Plan** .....Information

-Jeffrey Erkelens (CFO) reviewed the report (see attached) and explained that the ESSER plan the Board had approved had been changed as a result of the Department of Education revising their initial requirements for expenditures. The changes indicated that teacher salaries are now considered a legitimate use of funds. Jeffrey recommended drawing down all the funds this year.

- **Board Financial Report for January 2022 and Year-End Projections**.....Information and Discussion

*This report was presented by Jim Weber, C.P.A. and Director of Client Finance for Charter Impact.. Charter Impact is the contracted provider of accounting/payroll services for SCS.*

-The monthly Finance Presentation was explained for January 2022. Jim Weber said that SCS continues to work with a deficit of \$210,000 but explained that there is a better funding balance this year than the original budget.

-A board member asked if Charter schools were subject to the same considerations as public schools regarding student absenteeism as a result of COVID and the direct impact on school funding. Jeffrey responded that “no” Charter schools were not under the same “umbrella” as public schools although there has been an ongoing request by Charter schools for consideration to be included in the policy.

-Jeffrey Erkelens (CFO). Explained the Multi-Year Projection Assumptions and the Special Education Department Financial Update

- **Supplement to the Annual Update to the 2021-22 Local Control and Accountability Plan (LCAP)**

-Marc Elin said this is considered a supplement to the Annual Update and mid-year review for the LCAP report. It is a narrative report added to the original document but does not include anything new.

-Greg Stubbs (Chair) asked for approval by the Board and the Board unanimously approved the Supplement.

## II. INFORMATION AND REPORTS

- **Governing Board Committees**

- The **Enrollment Committee** activities were reported by Libby White.

- She shared concerns that not enough information had been released about the Feb. 22, 2022 Cluster 3 Information Meeting and that consideration should be made to move the date until more information is sent to interested families.

- Libby said as a room parent in Cluster 3 that she would send out as mass email to all Cluster 3 families about her family's ongoing commitment to having her children continue at SCS.

- There is interest in holding a 5<sup>th</sup> grade graduation to encourage students to continue at SCS.

- Jeffrey updated the applicant information and said there are currently 40 applications and that the school needs to work hard to increase and retain enrollment in Cluster 3 as well as encourage enrollment in the TK program in order to receive funding to support the TK program.

- Barbara Brooks said that flyers and cards have been distributed to several pre-schools in Sonoma to be available for families to encourage enrollment in the SCS TK program.

- It was suggested that the Feb. 22 Cluster 3 meeting be changed to Mar. 1 in order to increase dissemination of the meeting information to a broader audience.

- The **Transition Committee** was reported on by Marc Elin.

- The committee met on Tuesday, Feb. 15, 2022 to discuss what the school may be looking for in a new Director. Marc said he will post information about the position in an Education Journal called ED JOIN. He met with teachers and staff on Wednesday to also share what they would like to see in a new Director.

- Marc mentioned that the continuing support of Student Services for teachers and for the director are critical and should be mentioned to potential candidates.

- Marc wants to have finalists for the position of Director be available at the end of April and that the Board remain active in the selection so the community can be reassured of a smooth transition.

- A Board member requested that an agenda item be included at a future meeting to discuss salaries at the school.

**The meeting was adjourned at 7:17 p.m.**

*Respectfully submitted,*

*Barbara Brooks*

*February 16, 2022*

