

# Sonoma Charter School

## Special Governing Board Meeting Minutes

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**Saturday, December 4, 2021**

**10:50 a.m. Open Session accessible at school (MPR)**

### ATTENDANCE

*Present: Greg Stubbs (Chair), Barbara Brooks, Rob Church, Belli Skinner, Mary Oaks  
Absent: Libby White  
Administration: Marc Elin (Director), Jeffrey Erkelens (CFO)*

**10:52 a.m. CALL TO ORDER**

### PUBLIC COMMENTS:

No public comments were made

### ----- AGENDA -----

#### Comments from Director, Marc Elin:

- Marc announced that he will be retiring as Director at the end of the school year and explained his personal family demands for doing so. He will be meeting individually with all staff members during the week of Dec. 7 to explain his reasons for leaving and give them an opportunity for questions.
- Marc mentioned the need for committees to be formed with Board members to help with the transition to a new Director, increase student enrollment and participate in an understanding of all financial requirements, record keeping and fundraising. The committees are defined as; Enrollment, Transition and Finance committees. Committee members are:
  - Enrollment: Jeffrey (coordinator), Barbara, Libby
  - Finance: Jeffrey (coordinator), Rob, Megie, Greg
  - Transition : Marc (coordinator) Barbara, Belli, Mary

#### I. GOVERNANCE

- **Approval of Minutes—November 17, 2021 Governing Board Meeting.....Action**

*Greg Stubbs: Called for a motion to approve the board Minutes for November 17, 2021.*

*Rob Church: Moved to approve the minutes from the November 17, 2021 Board meeting.*

*Belli Skinner: Seconded the motion to approve the minutes.*

*Board: All approved the motion to approve the Minutes.*

## **II. STRATEGIC PLANNING**

- Director and Staff Development/Support

*-Marc described the wonderful ceremony on Thursday, Dec. 2 to recognize the donation of the new Kinder play equipment and space by Sonya Rasmussen as well as the support of parent volunteers for the installation. A plaque will be installed honoring Ms. Rasmussen. The equipment should be ready for use by the end of the holiday break. It was noted by both Barbara and Marc how well-behaved all the students were during the ceremony.*

*- There was a discussion about the roles of the new committees and how they will overlap to ensure a successful and supportive transition to a new Director.*

*- Communication will be sent to the parents regarding the resignation of Marc Elin and explaining the reasons for his leaving along with reassurance that the school is working to provide a smooth transition.*

*- Marc will ask parents and community members to join the committees just formed and ask for anyone interested in joining the Board.*

- Business and Accounting

*-Jeffrey Erkelens presented the First Interim Budget Report that will be presented to the State on Dec. 15. (See attached)*

- *Discussion and questions were asked and explained including questions regarding enrollment, funding from the State, changes in the money in the Reserves account, Federal Stimulus money and timeline for distribution.*

*-There was extensive discussion about fund-raising and who is responsible for the accounting—CCC or SCS. Megie Murray suggested the Board have representatives attend the CCC meetings and also meet as a whole with the CCC to communicate about the funding plan with explanations about how the money raised will be used.*

- *Rob Church suggested that the CCC is the best source for communicating with parents along with the assigned Room Parents.*
- *Jeffrey provided an explanation about the difference between the CCC fund-raising and the general Annual Fund and Class Fund raising.*
- *A recommendation was made to invite CCC board members to the next scheduled Board Meeting on Dec. 15, 2021.*

*-Jeffrey explained what Basic Aid is and how it works in the Sonoma Valley Unified Schools . SCS and other charter schools get money from the state that does not include approximately \$1,000/student*

*that the public schools receive from property taxes. Greg questioned the legality of this and discussion ensued.*

*Take away key points:*

- *The enrollment Committee should include a clear description of Educating the Whole Child in their outreach to the community.*
- *Megie Murray's accounting background should be tapped and consider her as Treasurer of the Board in the currently vacant position.*
- *Rob church is considering moving to the Chair position of the Board when Greg Stubbs' tenure on the Board ends in June.*
- *Mary Oaks will be getting perspective from the staff about ways to have an effective transition.*

**The meeting was adjourned at 1:20 p.m.**

*Respectfully submitted*

*Barbara Brooks*

*Barbara Brooks December 4, 2021*