



# Sonoma Charter School

## Regular Governing Board Meeting Minutes

**Wednesday, February 16, 2022 • 6:00 p.m.**

*Meeting was accessible at school (Classroom 8) and online via Zoom*

### Attendance:

*Board: Greg Stubbs (Chair), Rob Church, Barbara Brooks, Libby White, Belli Skinner, Mary Oaks.*

*Administration: Marc Elin (Director), Jeffrey Erkelens (CFO), and Jim Weber (C.P.A. and Director/Client Finance for Charter Impact)*

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

**PUBLIC COMMENT:** The Governing Board recognizes the value of public comment on educational issues and provides this time 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.*

## AGENDA

### I. GOVERNANCE

**Approval of Minutes -- January 19, 2022 Governing Board Meeting .....Action**  
*Greg Stubbs.....Called for a motion to approve the Board Minutes for January 19, 2022.*  
*Board.....All approved the motion.*

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

- *Marc Elin shared that Megie Murray, Parent Representative, is stepping down from her Board position for personal scheduling reasons and that the Board Calendar will continue with the current schedule of Wednesday meeting dates.*
- *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 asked the Board to consider adding additional meetings (Special Sessions) to the Calendar. Regularly scheduled meetings will remain as is on the calendar.*

- *Monday, February 28, 2022 -- Special Session to approve 2020-21 Annual Audit. This would most likely be an abbreviated meeting simply to approve the outside auditor's report.*
- *Wednesday, March 30, 2022 -- Special Session related to Finance/Budget*
- *Wednesday, April 27, 2022 -- Special Session related to Finance/Budget*

## 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 .....Discussion

Report will be 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) .....Action

- 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 Supplemental Report.

## III. GOVERNING BOARD COMMITTEE REPORTS .....Discussion

### Enrollment Committee Report (presented by Libby White)

- Libby White 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.
- It was suggested that the Feb. 22 Cluster-3 meeting be changed to March 1 in order to increase dissemination of the meeting information to a broader audience.
- 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 5th 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.

### **Transition Committee Report (presented by Marc Elin)**

- The committee met on Tuesday, February 15, 2022 to discuss what the school may be looking for in a new Director in response to Marc's decision to retire in order to better support the special needs of his son. Marc said the position will be advertised on EdJoin (the central advertising platform for all educational positions).
- Marc shared a summary of the Transition Committee meeting at the February 16, 2022 Staff Meeting.
- Marc led the staff in developing a "shopping list" of experience/qualification/traits 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 how to keep teacher salaries competitive with other schools in order to attract/retain top talent.

*Meeting adjourned at 7:17 p.m.*

*Respectfully submitted,  
Barbara Brooks  
February 16, 2022*