



Sonoma Charter School

Regular Governing Board Meeting Minutes

Wednesday, June 8, 2022 • 6:00 p.m.

Meeting was accessible at school (Conference Room) and online via Zoom

Attendance:

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

2021-22 Administration: Marc Elin (2021-22 Director), Jeffrey Erkelens (2021-22 CFO).

2022-23 Administration: Catherine Stone (Interim Superintendent), and Hilary Sowers (School Principal)

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6:04 p.m. RECONVENE AND REPORT OUT from Closed Session

Public Employment -- Director's Evaluation Update for 2021-22 Govt. Code 54957.6

The Board took no action and had nothing to Report Out.

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.

- *Gary Nelson congratulated Director, Marc Elin, for all of his hard work and commitment to SCS during his tenure and expressed appreciation for Marc working so diligently to find his replacement and develop a transition plan for the school.*

AGENDA

I. GOVERNANCE

- **Approval of Minutes –May 11, 2022 Governing Board Meeting**..... Action
Libby White.....Called for a motion to approve the Board Minutes for May 11, 2022.
Belli Skinnier..... Seconded the motion.
Board.....All approved the motion.

II. FISCAL

- **Board Certification of 2020-21 Financial Audit and Corrective Actions**..... Action
Jeffrey Erkelens reviewed items from the Audit and Corrective Actions document (see attached documents) identifying corrective actions that were taken including:
 - 1) *Reporting of salaries on the monthly payroll account*
 - 2) *Certifying that all minutes from Governing Board meetings have been posted online*

Rob Church.....Moved to accept the 2020-21 Financial Audit Report
Barbara Brooks....Seconded the motion
Board.....All approved the motion

Libby White..... Moved to accept the corrected actions from the 2020-21 Financial Audit Report
Rob Church.....Seconded the motion
Board.....All approved the motion

- **Financial Report—April 2022 Actuals and Projected Year-End 2022 Plus 2022-23 Budget Preview**.....Discussion

Jeffrey Erkelens reviewed the information in the Financial Report including:

- 1) *Financial Snapshot for 2021-22*
- 2) *Highlights for 2021-22 including possible state funding, Special Education savings and a possibly higher financial reserve than projected.*
- 3) *2022-23 Budget Preview*
- 4) *SCS Revenue Assumptions 2022/23*
 - *Libby White expressed concern that enrollment projections may differ from actual enrollment figures that will impact revenue.*
 - *Jeffrey expressed the necessity to communicate to parents about the importance of attendance to reach the 95% attendance goal to maintain revenue from the state based on attendance figures.*
- 5) *Expense Assumptions*
 - *Barbara Brooks asked if the 8% inflation costs were realistic given the rising rate of inflation currently. The answer From Catherine Stone was that the 8% inflation rate was consistent with all other areas researched.*
 - *Libby White raised a question about new positions and how they will be funded.*
 - *Marc Elin said end of COVID positions plus GLPP coordinators no longer continuing work with the school would fund the new positions.*
 - *Marc Elin also said that the Special Education costs including legal costs should, not be as high as this past year and, therefore, make additional revenue available.*
- 6) *2022-23 Preliminary Budget*
 - *Jeffrey stated that there will be a need to maintain budgeting 65%-70% of the SCS revenues on salaries to support the previewed budget.*
 - *Barbara Brooks asked that when the final 2022-23 budget is prepared for Board review that the Previewed Budget presented at this meeting be presented next to the final budget for comparison.*

III. INFORMATION & REPORTS

- *Marc presented the timeline for the new administrative team:*
 - *Marc will work through the end of June and Hilary and Catherine will begin officially on June 21 in their new roles.*
- *Catherine mentioned August 4 as the date for the Board retreat and Marc asked if Barbara and Greg (Board members ending their tenure at the end of June) would be able to attend that retreat.*
- *Marc said that the results of the Parent Surveys sent out are still being processed and a summary will be presented at the next Board meeting.*

Meeting adjourned at 6:51 p.m.

*Respectfully submitted
Barbara J. Brooks
May 11, 2022*