



Sonoma Charter School

Regular Governing Board Meeting Minutes

Wednesday, May 11, 2022 • 6:00 p.m.

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

Attendance:

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

*Administration: Marc Elin (Director), Jeffrey Erkelens (CFO), and
Catherine Stone (Part-time Superintendent) Hilary Sowers (Full-time School Principal)*

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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.

There were no public comments.

AGENDA

I. GOVERNANCE

• Approval of Minutes -- April 27, 2022 Governing Board MeetingAction

Greg StubsCalled for a motion to approve the Board Minutes for April 27, 2022.

Libby White.....Seconded the motion.

Board.....All approved the motion.

• 2022-23 School Calendar: Revised Draft/ApprovalAction

Libby WhiteCalled for a motion to approve the 2022-23 School Calendar.

Belli Skinner.....Seconded the motion.

Board.....All approved the motion.

II. FISCAL

- **Proposed Administrative Services Contract between Sonoma Charter School and Catherine Stone**Action

At the April 27 Meeting, the Board requested a detailed scope of work that the Interim Superintendent (Catherine Stone) would provide for the 2022-23 school year.

The Board reviewed the six (6) key areas of the Interim Superintendent.

- 1) *Fiscal/Accounting Oversight*
 - *Oversight of financial services provided by Charter Impact: Accounting, Attendance/CALPADS, Payroll, Accounts Payable*
 - *Resource development/fundraising*
- 2) *Human Resources*
 - *Compliance*
 - *Hiring/Dismissal*
 - *Employee onboarding*
 - *Exit interviews*
 - *Employment packet review*
- 3) *Compliance/ Legal/ Reporting*
 - *Federal*
 - *State*
 - *Local (SVUSD, SCOE)*
- 4) *Special Education Administration*
- 5) *Board interface (shared with principal)*
- 6) *Administrative Coaching:*
 - *Office – Office Manager, Front Desk/Attendance (systems, training, SchoolWise)*
 - *Principal*

The six area noted above would serve as a job description for the part-time Interim Superintendent position and would be attached to a 2022-23 Employee Contract. Annual Salary for the part-time position would be \$40,000. Salary calculation was based on hourly rate of \$70/hour -- approximately 2 days per week at 7 hours/day (some weeks will be more, some less). Part-time Interim Superintendent position and has been incorporated into the projected 2022-23 school budget. Contract will be included with other Employee Contracts based on 2022-23 staffing budget.

III. INFORMATION & REPORTSDiscussion

- **Governing Board Committees -- Enrollment Committee Report** (see attached)
- **Parent Survey Form and outreach efforts were shared.**

Meeting adjourned at 6:54 p.m.

Respectfully submitted
Marc Elin
May 11, 2022