

# Sonoma Charter School

## Regular Governing Board Meeting Agenda

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**Tuesday, November 14, 2023**

**4:30 pm Closed Session**

**6:00 pm Open Session**

*The meeting will be accessible at the school – Room 7, Sonoma Charter School*

*17202 Sonoma Highway, Sonoma, CA 95476*

**EITHER**

*Join Zoom meeting*

*<https://us06web.zoom.us/j/2176952793?pwd=FmpjaWgebB28wwBZXKGLrCrHknkodW.1>*

**Meeting ID: 217 695 2793    Passcode: x4rPsF**

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Sonoma Charter School adheres to the Americans with Disabilities Act. If you need special accommodations or more information about accessibility, please contact us at 707-935-4232. Every effort will be made to provide reasonable accommodations.

*Welcome to our Board of Directors meeting. Documents provided to the majority of the Board of Directors regarding this agenda will be available for public inspection at the School Office located at 17202 Sonoma Hwy., Sonoma, CA 95476 during normal business hours. Such writings and documents are posted on the school's website at <https://www.sonomacharterschool.org/>, as well as on ParentSquare and by clicking on Board of Education. A copy of the file is also available in the meeting room . Said file cannot be removed from the room.*

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## AGENDA

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### **4:30 pm CLOSED SESSION**

#### **CALL PUBLIC MEETING TO ORDER, ESTABLISH QUORUM**

**I. PUBLIC COMMENT: Opportunity for the public to comment on closed session topics.**

The Board recognizes the value of public comment on educational issues and provides this time for audience members to address the Board on **any issues that are agendized for closed session only**. Each speaker is asked to identify themselves before addressing the Board and to limit comments to three minutes.

**II. CLOSED SESSION - Recess to closed session - The Board will consider and/or take action on any of the following:**

**A. CONSIDERATION OF STUDENT EXPULSION (Education Code Section 48900 (A)(1)(c)); Case No. 23241**

**B. PUBLIC EMPLOYEE RELEASE (Gov. Code, § 54957, subd. (b)(1))**

**III. RECONVENE IN OPEN SESSION**

**Report actions taken in Closed Session, if any**

**6:00 pm OPEN SESSION**

**CALL PUBLIC MEETING TO ORDER, ESTABLISH QUORUM**

**I. PUBLIC COMMENT**

At this agenda item, an individual or group representative is given the opportunity to make statements to the Board on an item **not on the agenda**. A speaker will be limited to 3 minutes (Board Bylaw 9323). The Board will not take action on an item presented during this portion of the agenda as this would constitute an illegal act on the part of the Board.

**II. APPROVE THE AGENDA**

Action

**III. CONSENT CALENDAR**

Action

(At every board meeting, at least some items make it onto the agenda that do not need discussion or 98tddebate, either because they are routine procedures or because they are already unanimous consent. A consent agenda (the Roberts Rules of Order called consent calendar) allows the board to approve all of these items together without discussion or individual motions.)

A. Approval of Minutes for:

Board Meeting October 10, 2023

Board meeting November 1, 2023 (Special)

**IV. GOVERNANCE**

A. School Governance and Leadership

Discussion/Action

B. Approve Overnight Fieldtrip for 5<sup>th</sup> Grade

Action

**V. PROGRAMS AND FINANCES**

A. Budget update

Information

B. Preliminary Results of 2022-23 CAST (Science) Tests

Information

C. Results of Initial English Language Proficiency Results

Information

**VI. INFORMATION AND REPORTS**

A. Staff Report

Information

- |                            |             |
|----------------------------|-------------|
| B. CCC Report              | Information |
| C. Director's Report       | Information |
| D. Superintendent's Report | Information |
| E. Board Report            | Information |

**THE MEETING ADJOURNED AT \_\_\_\_\_**

# Sonoma Charter School

## Regular Governing Board Meeting Minutes

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**Tuesday, October 10, 2023**

**4:30 pm Closed Session**

**6:00 pm Open Session**

*The meeting will be accessible at the school – Room 7, Sonoma Charter School*

*17202 Sonoma Highway, Sonoma, CA 95476*

*EITHER*

*Join Zoom meeting*

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## MINUTES

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### **4:30 pm CLOSED SESSION**

### **CALL PUBLIC MEETING TO ORDER, ESTABLISH QUORUM**

**Present: Trustees Skinner, Elin, Cannard. Int. Sup't Stone asked to join at 5:00pm. Trustee Holladay arrived at 5:05. Director Sowers asked to join at 5:10.**

**I. PUBLIC COMMENT: Opportunity for the public to comment on closed session topics.**

The Board recognizes the value of public comment on educational issues and provides this time for audience members to address the Board on **any issues that are agendized for closed session only**. Each speaker is asked to identify themselves before addressing the Board and to limit comments to three minutes.

No public comment was received.

**II. CLOSED SESSION - Recessed to closed session - The Board considered and/or took action on any of the following:**

**PERFORMANCE EVALUATION OF PUBLIC EMPLOYEES** Government Code §54957  
Title: Director/Int. Superintendent

**III. RECONVENE IN OPEN SESSION** Report actions taken, if any, in closed session

No action was taken in closed session.

**6:00 pm OPEN SESSION**

**CALL PUBLIC MEETING TO ORDER, ESTABLISH QUORUM**

**Present:** Trustees Skinner, Holladay, Elin, Cannard, Perkins, Aviles, Director Sowers and Int. Sup't.  
Stone

**I. PUBLIC COMMENT**

At this agenda item, an individual or group representative is given the opportunity to make statements to the Board on an item **not** on the agenda. A speaker will be limited to 3 minutes (Board Bylaw 9323). The Board will not take action on an item presented during this portion of the agenda as this would constitute an illegal act on the part of the Board.

No public comments were received

**II. APPROVED THE AGENDA** Moved: BP 2<sup>nd</sup>: ME Vote: 6-0

**III. CONSENT CALENDAR** Moved: AH 2<sup>nd</sup>: CA Vote: 6-0

(At every board meeting, at least some items make it onto the agenda that do not need discussion or 98tddebate, either because they are routine procedures or because they are already unanimous consent. A consent agenda (the Roberts Rules of Order called consent calendar) allows the board to approve all of these items together without discussion or individual motions.)

**A. Approval of Minutes for:**

Board Meeting September 13, 2023

**B. Approval of Board Statement for District Intern Credential**

**C. Approval of Calendar of Regular Meetings of the Board 2023-24**

**IV. GOVERNANCE**

**A. Governance Handbook Reviewed**

**B. Charter Renewal Update Information provided**

**C. Adopt Resolution Regarding Multiple Subjects Instruction** Moved: RC 2<sup>nd</sup>: ME Vote: 6-

**0**

D. Custodial Services Update provided

E. Adopt Substitute Teacher Pay Scale      **Moved: BS 2<sup>nd</sup>: BP    Vote: 6-0**

**V.      PROGRAMS AND FINANCES**

A. Budget update provided by Jim Weber

B. Adopts Arts, Music, and Instructional Materials Discretionary Block Grant Expenditure Plan      **Moved: AH 2<sup>nd</sup>: ME    Vote: 6-0**

C. Preliminary Results of 2022-23 CAASPP Tests provided. SCS students overall scores were better than the state, county, and SVUSD.

**VI.     INFORMATION AND REPORTS**

A. Staff Report – School is underway and busy. Lots of fieldtrips and other activities are happening.

B. CCC Report – Halloween Carnival is coming, the Fired Chix night was a success and enjoyed, the Kids Corner at the Glen Ellen Fair was also successful.

C. Director's Report - Not much to report

D. Superintendent's Report – Ms Stone and Dr Sowers met with Dr Chien at SVUSD and asked for the same Facilities MOU that Woodland Star has, and Dr. Chien was going to have her attorneys write it up. We are still waiting.

The Asst. Sup't visited and didn't have a clear understanding of the status of the MOU and the relationship between the 2 entities.

E. Board Report - none

THE MEETING ADJOURNED AT 7:05 pm

**Sonoma Charter School**  
**Special Governing Board Meeting Minutes**

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**Wednesday, November 1, 2023**

**5:00 p.m. Open Session**

**5:05 p.m. Closed Session**

*Meeting will be accessible at school – Conference Room, Sonoma Charter School*

*17202 Sonoma Highway, Sonoma, CA 95476*

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**MINUTES**

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**OPEN SESSION**

**5:00 p.m. CALLED PUBLIC MEETING TO ORDER, ESTABLISHED QUORUM (Present: Trustees Skinner, Elin, Cannard, Int. Sup't Stone, Director Sowers, Trustee Holladay not present)**

**I PUBLIC COMMENT - Opportunity for public to comment on Closed Session items(s).**

There were several first grade parents who commented on zoom. Their concerns had to do with behavior in the classroom and whether academics were being addressed. After public comment, Int Sup't Stone and Director Sowers left.

**II CLOSED SESSION - Recess to Closed Session – Board to consider and/or take action on any of the following:**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION** Gov. code §54957

Title: Principal/Director/Int. Superintendent

**III RECONVENE IN OPEN SESSION**

Report action taken, if any, in Closed Session

**There was no action taken in Closed session.**

**MOTION TO ADJOURN at 8:05pm**

# ANGEL ISLAND 5TH GRADE OVERNIGHT FIELD TRIP 02/29/24 - 03/01/24

## Who is going

The 5th grade class  
5th grade teacher and one-on-one classroom aid  
No more than 7 Parent chaperones for car transportation to/from Tiburon and participating in the activities  
Will be taking the Tiburon Ferry to the Island

## Civil War

Angel Island was a base during the Civil War. This is a living history program. In 5th grade one of the units of study is the Civil War. This field trip allows students to time travel back to the Civil War and live like soldiers for a night at Camp Reynolds.

## Activities

Hiking to and from the base  
Cooking and baking our own food  
Cleaning and having duties- including night watch  
Learning drills of soldiers  
Learning about the history of the Civil War  
Learn about teamwork and leadership

## Important Information

Price:

- Ferry- \$15 per adult, \$13 per child (if all students attend + 7 adults \$378)
- Angel Island - \$15 per person (if all students attend + 7 adults \$420)
- Purchase of all food supplies (around \$350)
  - I plan to ask parents for donations of food or money

5th grade  
overnight  
field trip  
Thurs. Feb. 29 -  
Fri. March 1st







# Sonoma Charter School

Monthly Financial Presentation – October 2023



# October Highlights

## Highlights

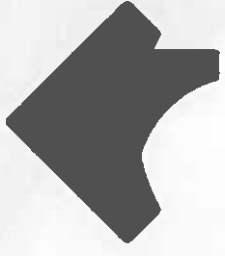
- Forecast surplus \$216K, planned to restore fund balance to 19%, supported by AMIM grant.
- Early enrollment 225, ADA rate below 93%.

Financial Snapshot				
	Forecast	Budget	Fav/(Unf)	
Enrollment	225	225	0	
ADA	209.3	209.3	0.0	
Attendance Rate	93.0%	93.0%	0.0%	
Revenue	3,020,941	3,047,213	(26,272)	
Expenses	2,804,616	2,723,241	81,375	
Surplus (Deficit)	216,325	323,972	(107,647)	
Beginning Fund Balance	306,273	306,273		
Ending Fund Balance	522,598	630,245	(107,647)	
<b>Min recommended (15%)</b>	19%	23%		
	420,692			

## Compliance and Reporting

- 2022/23 annual audit in process.
- First interim report will be approved in Dec.

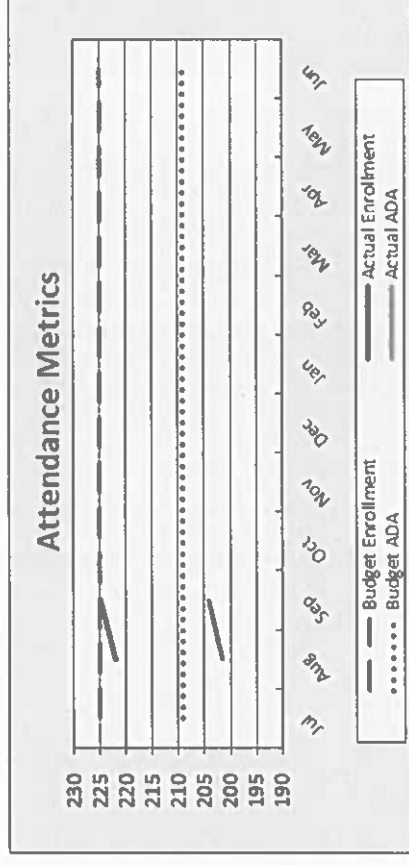
# Attendance Data and Metrics



## Enrollment and Per Pupil Data

Enrollment & Per Pupil Data			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Average Enrollment	224	225	225
ADA	203	209	209
Attendance Rate	90.8%	93.0%	93.0%
Unduplicated %		44.0%	44.0%
Revenue per ADA		\$14,437	\$14,563
Expenses per ADA		\$13,403	\$13,014

## Attendance Metrics



Early enrollment at budget 225, ADA starting below 93%.  
 93% ADA forecast (204.6) and rolling UPP 44%.  
 LCFF is calculated at \$11,770+ per ADA.

# Revenue

- October Updates
- Forecast includes \$53K AMIM.

## Revenue

State Aid-Rev Limit  
 Federal Revenue  
 Other State Revenue  
 Other Local Revenue  
**Total Revenue**

	Year-to-Date		
	Actual	Budget	Fav/(Unf)
\$ 593,607	\$ 566,307	\$ 27,300	
-	-	-	
107,366	100,407	6,959	
16,881	12,650	4,231	
<b>\$ 717,854</b>	<b>\$ 679,363</b>	<b>\$ 38,490</b>	

	Annual/Full Year		
	Forecast	Budget	Fav/(Unf)
\$ 2,463,509	\$ 2,466,795	\$ (3,286)	
68,046	73,379	(5,333)	
432,970	452,039	(19,069)	
56,416	55,000	1,416	
<b>\$ 3,020,941</b>	<b>\$ 3,047,213</b>	<b>\$ (26,272)</b>	

	2022/23	2023/24	2024/25	2025/26
Arts, Music & Instructional Materials	\$ -	\$ 53,300	\$ 43,100	\$ 23,116
Learning Recovery Emergency Block Grant	185,283	-	-	-
<b>Block Grant Funding forecast</b>	<b>\$ 185,283</b>	<b>\$ 53,300</b>	<b>\$ 43,100</b>	<b>\$ 23,116</b>

# Expenses

- **October Updates – minimal change from September**
  - Salaries & Benefits – Increased hourly support, currently (\$45K) over budget, may increase.
  - Books & Supplies – Increased curriculum (\$22K).
  - Operations – Increased insurance (\$18K), professional development (\$4K).
  - Professional – Increased financial services including Charter Impact, payroll, student data (\$17K).
  - Planning – budget \$2.8 million and 225 enrolled to build stability.

	Year-to-Date		
	Actual	Budget	Fav/(Unf)
<b>Expenses</b>			
Certificated Salaries	\$ 274,371	\$ 282,738	\$ 8,367
Classified Salaries	167,654	143,946	(23,708)
Benefits	142,064	158,689	16,625
Books and Supplies	70,147	37,103	(33,044)
Subagreement Services	20,979	36,478	15,499
Operations	59,561	24,082	(35,479)
Facilities	6,884	8,362	1,478
Professional Services	69,193	109,311	40,118
Depreciation	2,065	2,067	1
Interest	-	-	-
<b>Total Expenses</b>	<b>\$ 812,918</b>	<b>\$ 802,776</b>	<b>\$ (10,142)</b>

	Annual/Full Year		
	Forecast	Budget	Fav/(Unf)
	\$ 980,569	\$ 993,815	\$ 13,246
	558,964	513,474	(45,489)
	528,202	540,709	12,507
	133,469	111,309	(22,160)
	109,433	109,433	-
	94,236	72,246	(21,990)
	25,086	25,086	-
	368,459	350,969	(17,490)
	6,199	6,200	1
	-	-	-
	<b>\$ 2,804,616</b>	<b>\$ 2,723,241</b>	<b>\$ (81,376)</b>

# Surplus / (Deficit) & Fund Balance

- Forecast gain \$216K budgeted to restore 2022/23 loss.
- Fund balance forecast \$523K, 19% expenses, stable above goal 15%+.

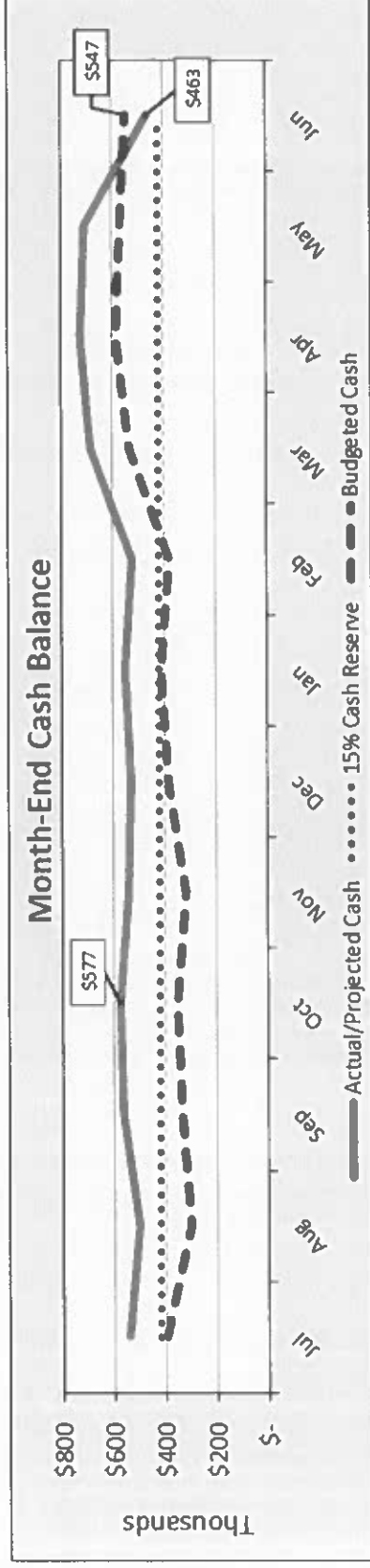
Year-to-Date		
Actual	Budget	Fav/(Unf)
\$ (95,064)	\$ (123,413)	\$ 28,348
<u>306,273</u>	<u>306,273</u>	
<u>\$ 211,209</u>	<u>\$ 182,860</u>	
7.5%		6.7%

**Total Surplus(Deficit)**  
**Beginning Fund Balance**  
**Ending Fund Balance**  
*As a % of Annual Expenses*

Annual/Full Year		
Forecast	Budget	Fav/(Unf)
\$ 216,325	\$ 323,972	\$ (107,648)
<u>306,273</u>	<u>306,273</u>	
<u>\$ 522,598</u>	<u>\$ 630,245</u>	
18.6%		23.1%

# Cash Balance

- Current cash is **\$577K**.
- Cash strengthened by advance state grants (AMIM, ELOP).
- Surplus budget forecast to stabilize cash flow through year.



# Compliance Deadlines (next 60 days)



Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
DATA TEAM	Nov-15	Complete Nutrition Verification process (requirement of School Nutrition Program) - Verification is the annual, mandatory process that confirms the eligibility of a sample of completed household meal eligibility applications in the National School Lunch and School Breakfast Programs. Each LEA must select and verify a sample of applications approved for free and reduced-price meal benefits. The required sample size of applications to be verified is based on the number of approved applications on file on October 1.	SCS	No	Yes	<a href="https://www.cde.ca.gov/ls/nw/sn/verificationreport.asp">https://www.cde.ca.gov/ls/nw/sn/verificationreport.asp</a>
FINANCE	Nov-15	Review and/or Update Non-Profit IRS Form 990 Policies - although not required, it is recommended to review these policies annually. The IRS Form 990 is the annual information return filed by most non-profit charter schools. The IRS Form 990 includes a Governance, Management and Disclosure section. Charter Schools are required to disclose the following policies: Conflict of Interest Policy, Whistleblower Policy, Document Retention and Destruction Policy, Expense Reimbursement Policy, Gift Receiving Policy, and Compensation Approval Policy. A Form 990 must be filed by the 15th day of the 5th month after the close of the NPO's fiscal year. Most schools extend this deadline to the following May 15th.	SCS	Yes	No	<a href="https://www.publiccounsel.org/useful_materials?id=0025">https://www.publiccounsel.org/useful_materials?id=0025</a>
FINANCE	Nov-30	Universal Prekindergarten (UPK) Planning and Implementation Grant Expenditure report #3 - Report #3 for resource code 6053 due date November 30, 2023 - Expenditure reports for the reporting period of May 1, 2023, to October 31, 2023. If your LEA or COE missed the reporting window for previous reports, or needs to submit a revision, please use the same link below to submit a separate report at this time. Previous reporting periods were Report #1 - reporting period of May 2022 to October 2022 and Report #2 - reporting period of November 2022 to April 2023. Charter schools that have informed the CDE of their intent to return these funds are not required to submit this report. If the LEA has spent all UPK P&I grant funds, they are not required to submit any further expenditure reports. Additional information: <a href="https://www.cde.ca.gov/ls/nw/upki.asp">https://www.cde.ca.gov/ls/nw/upki.asp</a>	Charter Impact with SCS support	No	No	<a href="https://survey33.cde.ca.gov/ro/upk-expenditure-rpt3-lea.asp">https://survey33.cde.ca.gov/ro/upk-expenditure-rpt3-lea.asp</a>
FINANCE	Set by Authorizer (by Dec 15)	1st Interim Financial Report - Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report for the period ending October 31 is due by the date set by the charter authorizer (no later than December 15th).	Charter Impact	Yes	Yes	<a href="https://www.cde.ca.gov/fg/ij/interimstatus.asp">https://www.cde.ca.gov/fg/ij/interimstatus.asp</a>
FINANCE	Dec-15	Annual Audit Review and Board Approval - Charter Schools are required to submit an independent audit report to the CDE, the State Controller's Office (SCO), the local County Superintendent of Schools, and, if applicable, the chartering entity, by December 15 of each year.	SCS with Charter Impact support	Yes	No	<a href="https://www.cde.ca.gov/fg/au/aw/submitauditrpt.asp">https://www.cde.ca.gov/fg/au/aw/submitauditrpt.asp</a>
DATA TEAM	Dec-15	CALPADS - Fall 1 Certification deadline - Please be mindful that Level-2 certification within CALPADS means that these data have been reviewed and approved by your superintendent or IRC administrator. Failure to properly review and amend these data in CALPADS within the allotted amendment window will result in the improper certification of official Fall 1 data within CALPADS, which can impact a number of things, including LCFF funding, reclassified fluent-English proficient (RFEP) counts/rates, and A-G graduate counts.	SCS	No	No	<a href="https://www.cde.ca.gov/bs/sp/cl/rtrcalendar.asp">https://www.cde.ca.gov/bs/sp/cl/rtrcalendar.asp</a>



# Appendices

## As of October 31, 2023

- Cash Flow – Monthly and Annual Forecast
- Statement of Financial Position (Balance Sheet)
- Accounts Payable Aging
- Check Register

### California Science Test (CAST) - 5th Grade

	Exceeded Standard	Met Standard	Nearly Met Standard	Did Not Meet Standard
<b>Sonoma Charter School</b>	4.17%	20.83%	62.50%	12.50%
Sonoma Valley USD	9.76%	19.02%	51.22%	20%
Sonoma County	10.34%	21.52%	52.35%	15.79%
California	11.55%	20.31%	50.30%	17.84%

### California Science Test (CAST) - 8th Grade

	Exceeded Standard	Met Standard	Nearly Met Standard	Did Not Meet Standard
<b>Sonoma Charter School</b>	4.76%	0%	71.43%	12.50%
Sonoma Valley USD	6.13%	18.77%	58.24%	16.86%
Sonoma County	8.27%	18.44%	53.16%	20.13%
California	9.55%	19.21%	52.62%	18.62%



## Initial ELPAC Results

### Kindergarten

8 students assessed

7 Level One – Novice English Learner

1 Level Two – Intermediate English Learner

### Grade 1

1 student assessed

Level 3 – Initial Fluent English Proficient

### Grade 7

1 student assessed

Level One – Novice English Learner