

SEBASTOPOL INDEPENDENT CHARTER SCHOOL
REGULAR MEETING OF THE BOARD OF DIRECTORS

March 30, 2020, 6:00 pm
VIA ZOOM – Call in Info on Agenda Page

Sebastopol Charter welcomes your participation at the School’s Board of Director meetings. The purpose of a public meeting is to conduct the affairs of the school in public. We are pleased that you are in attendance and hope that you will attend these meetings often.

- This meeting will be conducted in accordance with the Brown Act, Government Code Section 54950 et seq.
- This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, please contact Rachael Flug, the School’s Office Manager, at 707-824-9700 at least three business days before the meeting date.
- Agendas and informational packets are available to members of the public. These are also posted online at: www.sebastopolcharter.org/forms-and-publications/
- PUBLIC COMMENT INSTRUCTIONS: The public may comment at board meetings. If you wish to speak, please fill out a “Request to Speak” form and hand it to the Board President. Your name will be called when it is your turn to speak. Bear in mind that your comments become part of the public record.

1. Items not on the agenda: Each speaker may speak for up to three minutes, with fifteen minutes total allotted for public comment on non-agenda items. Note that the Board cannot discuss items that are not on the agenda and will therefore not respond substantively to comments addressing such items.

2. Items on the agenda: Before the Board begins its consideration of an agenda item interested public will have the opportunity to comment on that particular item. Each speaker may speak for up to three minutes with thirty minutes total allotted for public comment on each agenda item. Note that once the Board begins its discussion the item is closed for public comment unless the Board re-opens public comment.

BOARD MEETING CODE OF CONDUCT

- | | |
|--|---|
| ● Express gratitude and appreciation. | ● Use respectful language. |
| ● Maintain open, respectful body language. | ● Own your mistakes |
| ● Give your full listening attention | ● Be brief and respect others. |
| ● Stand in the other’s shoes. | ● Take the high road. |
| ● Use a normal tone of voice. | ● Monitor your inner thoughts. |
| ● Don’t interrupt. | ● Give each other the benefit of the doubt. |
| | ● Don’t talk behind others’ backs. |

AGENDA

OPEN SESSION

Chris Topham is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/929601417>

Meeting ID: 929 601 417

One tap mobile

+16699006833,,929601417# US (San Jose)

Procedural

A. CALL TO ORDER

Meeting called to order by Board Chair Langley at:

B. ROLL CALL

Matt Langley, Chair (ML)
Ryan Prichard, Vice Chair (RP)
Josh Bradt, Director (JB)
Jennifer Klein, Director (JK)
Nick Sanders, Director (NS)
Stacy Cohen (SC)
Chaz Mathias (CM)

Present	Absent	Late	Arrival Time

Others attending: Chris Topham (CT), Recording Secretary for the meeting: Rachael Flug (RF), John Azzizzi (JA)

Communications

A. PUBLIC COMMENT (ON ITEMS NOT ON THE AGENDA)

If you wish to speak on an item not on the agenda, please fill out a "Request to Speak" form and hand it to the Board President. Your name will be called when it is your turn to speak. Bear in mind that your comments become part of the public record. Each speaker may speak for up to three minutes, with fifteen minutes total allotted for public comment on non-agenda items. Note that the Board cannot discuss items that are not on the agenda and will therefore not respond substantively to comments addressing such items.

B. OFFICIAL CORRESPONDENCE: none

C. NEXT MEETING: REGULAR MEETING - Monday, May 4, 6:00 pm

Procedural

A. ADJUSTMENT OF AGENDA

Consent Agenda Items : None

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them.

Items Scheduled For Consideration (Action may be taken on items discussed):

PUBLIC COMMENT ON ITEMS THAT ARE ON THE AGENDA: If you wish to speak on an item that is on the agenda (including closed session agenda items), please fill out a "Request to Speak" form and hand to the Board President. Your name will be called when it is your turn to speak. Bear in mind that your comments become part of the public record. Before the Board begins its consideration of an agenda item, interested public will have the opportunity to comment. Each speaker may speak for up to three minutes with thirty minutes total allotted for public comment on each agenda item. Note that once the board begins its discussion, the item is closed for public comment.

A. Budget Priorities :

See Report from Chris Topham and Revised Estimate Spreadsheet from John Azzizzi

Staff Recommendations : Keep salaried employees intact. Employ timecard employees based on needs.

Motion:

Moved By:		(ML)		(JB)		(NS)		(CM)	
Seconded By:		(RP)		(JK)		(SC)			
Action:									

B. Identify Items for Future Agenda

C ADJOURNMENT- The meeting was adjourned at :

Executive Director Report from Chris Topham

For the March 30, 2020 Board Meeting

Enrollment by Grade:

- | | |
|-----------|------------|
| • RKG: 22 | • 5th: 31 |
| • SKG: 22 | • 6th: 30 |
| • 1st: 32 | • 7th: 32 |
| • 2nd: 32 | • 8th: 29 |
| • 3rd: 33 | |
| • 4th: 32 | Total: 295 |

Education Programs and Student Achievement

- Spring break was moved to March 16-20.
- During the spring break, I worked on planning for distance learning.
- I sent several updates to the school community about distance learning and other related announcements.
- On March 23, I participated in or led an emergency board foundation meeting, a K-4 meeting, a faculty council meeting and 5-8 meeting through Zoom.
- On March 24, I led a Zoom meeting with all employees regarding starting a more robust distance learning program starting on March 25.
- On March 25, I participated in a Zoom meeting with all North Bay public Waldorf administrators regarding various topics related to distance learning. I also led a faculty council meeting that organized section meetings for March 26.
- On March 5, we had a literacy committee meeting, during which we narrowed down further our programs of interest.
- I've been reassigning different duties for different employees to serve the school based on new needs during distance learning.
- I observed several Spanish classes during March.
- On March 9, I participated in our enrollment lottery event for 2020-2021.
- I was glad to witness the 8th grade girls basketball team win the championship of their league.
- We interviewed several first grade teacher candidates.
- We hired a first grade teacher.

- I facilitated several meetings with parents and teachers.
- I'm working with an 8th grade student and teacher on the new scorpion mascot graphic.
- I met with the faculty council to plan the faculty meeting agenda and professional development.
- I dealt with several student discipline situations.
- I meet weekly with the student support services director.
- In coordination with SCOE, we cancelled all field trips for the rest of the year.
- I reviewed independent study requests and completed independent studies.
- I observed in some classes.
- I participated and presented in the faculty meeting.
- I continue to work closely with some teachers in mentoring their work with parents and students, and curriculum planning.

Social and Emotional Support for Students

- I'm monitoring the progress of counseling of students receiving counseling while making sure that we're meeting the needs of other students needing counseling.
- The 7th grade class teacher is the Social Inclusion and Restorative Justice Coordinator and works closely with 8th grade students to help with social inclusion issues. She keeps me updated on the progress and new developments of work she's doing with students.

Staff Development

- I attended a LCAP/ CA Dashboard for charter schools workshop at the Sacramento County Office of Education on March 2.
- During the faculty meeting on March 5, Litsa Tanner, cognitive behavior therapist, met with the faculty to discuss her three workshops with parents.
- On March 12, we had a CAASPP testing expert from SCOE train teacher in conducting the CAASPP test.
- I've had meetings with individual employees regarding various issues, such as managing workload, communicating with parents, dealing with certain students and more.
- Each faculty meeting, we review our new communication guidelines from our work with restorative resources with the faculty during our back to school meetings.

Parent Involvement

- I've communicated with several parents regarding their children's absences and tardies.

- I supervised pick-up and drop-off for grades K-8 at various times.
- I have been evaluating and making decisions regarding enrollment issues and requests.
- I edited the Charter Notes newsletter and arranged for several articles.

Facilities

- We cancelled our plans to fund a 2nd grade playground due to a need to conserve funds in light of a deficit otherwise.

Special Education

- On March 11, I attended a transition meeting for students with an IEP attending Analy High School next year.
- I continue to have many conversations with the student support services director and special education teacher regarding our school's MTSS programs.
- I participated in the scheduling, planning and executing of SST, 504 Plans and IEP meetings. I attended a triannual and initial IEP. I discussed several high student needs situations with class teachers and special education personnel.

Community Relations

- On March 10, I provided a written report and verbal report at the Sebastopol Union School District board meeting.
- I spoke with the board chair regarding the board agenda for March 30.

Re: Budget Priorities

From: Chris Topham, Executive Director

Date: March 26, 2020

The board passed a resolution for the executive director to take certain actions related to the COVID-19 outbreak, including provide alternative education, excluding students/staff exhibiting symptoms from the school campus, provide compensation for excluded staff and close the charter school. The nature of the resolution giving the executive director emergency actions was mainly to provide an efficient decision-making system during this pandemic.

Besides dealing with a quick shift in providing distance learning, the school needs to evaluate our financial situation. The good news is that the governor passed an executive order guaranteeing school funding based on our normal attendance before distance learning for the rest of this school year. There are other parts of the executive order for the school to consider. There are certain expenses that the school will be spared (no field trips), but some income will be missed (no after care fees). The Charter Foundation, which provides a grant to the school as assumed in the school's budget, has already experienced a change in donations and had to cancel a fundraising event (May Faire). It's not clear yet how much the school grant may be affected. There are controversial considerations for our budget.

In a recent presentation from Young, Minney & Corr (a charter school specialized law firm), they reminded charter schools:

“On March 17, 2020, Governor Newsom signed Senate Bill 117 (“SB 117”) into law, with new and far-reaching implications for charter school employers who close due to COVID-19. The bill states that it is the intent of the Legislature that employees and contractors continue to be paid “as reasonably anticipated” as if the school was not required to close. Due to the complexity of factors involved, charter schools are encouraged to seek legal assistance in determining their obligations with respect to employee and contractor compensation, as well as related changes in job duties or staffing levels during closures due to COVID-19.”

In the same PowerPoint presentation, YMC advised to make careful financial considerations/ adjustments, in light of “Granting Agency Scrutiny, Claims, Morale, Negative PR, etc.”

I spoke with Kaitlyn Schwendeman from School & College Legal Services about making personnel changes for financial considerations. Her “conservative advise” (according to herself) was to keep all employee compensation intact as if the school was in normal operation. She stated that the charter school has the right to make reasonable adjustments. She acknowledged that all school districts in Sonoma County are struggling with keeping track of employees' work-loads and dealing with the financial ramifications of the executive order and the new circumstances. Kaitlyn made the distinction in her advise that all school employees could be kept intact in their compensation, but she thought there could be less issues with letting go of certain contracts, such as services provided to the school (not purchasing meals).

If our after-care program was run by an outside service, it would not be considered as controversial to amend that agreement, although the governor's executive order included “contractor compensation,” according to Kaitlyn. Adjusting school employees' compensation is more controversial, according to Kaitlyn. An issue for Sebastopol Charter is that the after-care program has an assumption of breaking even financially with the fees covering the

personnel compensation; however, without providing after-care services, the school will not receive those fees while still paying personnel.

What are other schools doing?

- Linda Irving, superintendent of Sebastopol Union, said that all salaried employees are kept intact, but timecard people may see changes in their compensation based on different needs by the school. SUSD's after-care and lunch program personnel are salaried and will continue to receive salaries.
- In a recent Zoom meeting with North Bay public Waldorf school administrators, they all stated that they're keeping their salaried employees intact. Some timecard-based employees may be affected on the changing needs of the schools.

From April 1 to June 5, we've found enough savings to still break even at the end of the school year while continuing payroll expenses. There may be some new expenses we're not aware of, so it may be good to have a contingency which could be accomplished by having flexibility to adjust salaried employees' duties and using hourly employees based on real needs.

Staff recommendation: Keep salaried employees intact. Employ timecard employees based on needs.

If the board votes to approve staff recommendation, relevant employees will be assigned new jobs and tracked to the best of the school's abilities. One need is additional supports needed for some teachers and students in the distance learning program.

Disclosure: One affected employee is the stepdaughter of the executive director.

Additional consideration: We can expect that next year's budget will be strained.

Sebastopol Charter

2019-20 Revised Estimate (assume out through EOY)

Object	ITEM	2nd Int 2019-20	Risk	Opp	Net Risk / Opp		Rev Est 19-20	
INCOME	LCFF ADA Assumption	282.32	(0.04)		(0.04)	Actual P-2	282.28	
8011	LCFF - State Aid	578,340	(969)		(969)		577,371	
8012	LCFF - EPA	56,464	(8)		(8)		56,456	
8019	LCFF PY Adjustment (Audit)	0	0	0	0		-	
8096	LCFF - In-Lieu Prop Tax	1,817,511	0		0		1,817,511	
	SUBTOTAL - LCFF	2,452,315	(977)	0	(977)	Actual P-2	2,451,338	
8181 (3310)	Special Ed - Federal	52,279			0		52,279	
8792 (6500)	Special Ed - State	143,722			0		143,722	
8590 (6512)	ERMHS LEA Allocation	18,000		2,824	2,824	per SELPA Dec est.	20,824	
8560 (1100)	State - Lottery Unrestricted	43,720			0		43,720	
8560 (6300)	State - Lottery Restricted	16,705			0		16,705	
8550	State - Mandate Block Grant/Reimb	4,723			0		4,723	
8550	State - One-Time Discretionary	0			0		-	
8590	State - All Other (incl Prop 39/LPSBG)	75			0		75	
8660	Local - Interest Income	7,000			0		7,000	
8689-CARE	Local - After Care Fees	52,577	(15,000)		(15,000)	Through end of year + DNP	37,577	
8699-NSLP	Local - School Lunch Program	23,000	(8,000)		(8,000)	0 add ROY; general decrease	15,000	
8699-FTRP	Local - Field Trip Donation	10,800	(3,690)		(3,690)	Actual through 3/26	7,110	
8699-GRNT	Local - Charter Foundation Donation/Gra	160,000	(40,000)		(40,000)	Assume can not make last pmt	120,000	
8699-STT	Local - Summer Teacher Training	76,000	(76,000)		(76,000)	Assume cancel prgm (\$8.7K ne	-	
8699	Local - All Other (incl FNDR,BTSA)	31,599	0	4,500	4,500	CF Fence \$3,500 + STRS Refund	36,099	
TOTAL REVENUES		3,092,515	(143,667)	7,324	(136,343)		2,956,172	
Memo:	Total Revenue / Student Enrolled	10,483						
EXPENSES								
SALARIES								
CERTIFICAT	1100	Teacher Salaries	758,950		0		758,950	
	1140	Teacher Substitute Salaries	5,000		0		5,000	
	1300	Certificated Supervisors (2.0 FTE)	204,376		0		204,376	
	1153	Stipends for faculty/staff leadership	12,250		0		12,250	
	1153-STT	Summer Teacher Training- Cert Salaries	26,200	(26,200)	(26,200)	8699-STT	0	
	SUBTOTAL	1,006,776	(26,200)	0	(26,200)		980,576	
	2100	Specialty Instructor & Aides Salaries	313,135		(2,600)	(2,600)	Eurythmy	310,535
	2200	Counselling / Support Salaries	31,294		0			31,294
	2900	Other Classified Salaries	116,800		(3,800)	(3,800)	CC Testing; Piano	113,000
	2140	Classified Substitute Salaries	6,500		(3,200)	(3,200)	No more subs through EOY	3,300
	2153	Classified Stipends	3,000		0			3,000
	2153-STT	Summer Teacher Training- Clsfd Salaries	25,200	(25,200)	(25,200)	8699-STT	0	
	SUBTOTAL	495,928	(25,200)	(9,600)	(34,800)		461,128	
ADMIN	2300	Classified Directors	0		0		0	
	2400	Classified Admin / Office (2Int excl NTRN	173,267		0		173,267	
	SUBTOTAL	173,267	0	0	0		173,267	
TOTAL SALARIES		1,675,971	(51,400)	(9,600)	(61,000)		1,614,971	
BENEFITS	3101-2	STRS	173,775	(4,480)	(4,480)	8699-STT	169,295	
all employee	3301-2	FICA / OASDI / SS	41,645	(1,562)	(595)	risk=8699 STT	39,488	
	3301-2	Medicare	24,302	(745)	(139)	risk=8699 STT	23,417	
	3401-2	Health Insurance	220,519		0		220,519	
	3401-2	Dental	29,576		0		29,576	
	3401-2	Vision Insurance	1,555		0		1,555	
	3501-2	State Unemployment Ins (%)	838	(26)	(5)	risk=8699 STT	807	
	3501-2	SUI / SEF - Local Experience Charge	900		0		900	
	3601-2	Worker's Compensation	20,279	(622)	(116)	risk=8699 STT	19,541	
	3901-2	Retirement (401a) & Cash-In-Lieu	41,498		0		41,498	
TOTAL BENEFITS		554,886	(7,435)	(855)	(8,290)		546,596	
	Benefits as % of Salaries	33.1%						
TOTAL SALARIES AND BENEFITS		2,230,857	(58,835)	(10,455)	(69,290)		2,161,567	
	Salary & Benefits % of Total Cost	72.1%						

Sebastopol Charter

2019-20 Revised Estimate (assume out through EOY)

Object	ITEM	2nd Int 2019-20	Risk	Opp	Net Risk / Opp		Rev Est 19-20
PROGRAM/SUPPLIES							
4100	Textbooks & Readers	3,500		(600)	(600)	YTD 3/26	2,900
4200	Teacher Reference Material's	450		(300)	(300)	YTD 3/26	150
4350-99	General Materials and Supplies	31,000	(4,000)	(1,000)	(5,000)	\$5.8K ROY (risk = STT)	26,000
4300-49	Classroom Materials and Supplies	51,850	(2,000)	(4,000)	(6,000)	\$11.0K ROY (risk = STT)	45,850
4400	Noncapitalized Equipment	13,200		(900)	(900)	\$1.4K ROY	12,300
4430	General Student Equipment	38,000		(25,000)	(25,000)	Eliminate Playground Equip	13,000
4700-NTRN	Food - School Lunch Program	25,500		(7,000)	(7,000)	Assume no lunches ROY	18,500
SUBTOTAL - PROGRAM / SUPPLIES		163,500	(6,000)	(38,800)	(44,800)		118,700
CONTRACTS & SERVICES							
5200	Conferences & Travel	1,450			0		1,450
5204	Recruitment	1,500			0		1,500
5205	Training & Prof Development	14,265	3,500		3,500	Summer Trng	17,765
5300	Dues & Memberships	7,310	210		210	YTD	7,520
5400	Insurance	20,585			0		20,585
5501	Operation & Housekeeping Services	52,140	(1,500)	(5,000)	(6,500)	< Cleaning/Landscape (risk=ST	45,640
5500	Utilities	42,780		(3,250)	(3,250)	< Electric for heating / cooling	39,530
5601-4	Lease Expense	239,740			0		239,740
5630-40	Repairs and Maintenance	21,850			0		21,850
5610	Other Space Rental (Events/Storage)	3,105			0		3,105
5607	Equipment Rental / Leases	7,853			0		7,853
5801	SUSD Oversight Fee	24,523			0		24,523
5803	Field Trips / Student Transportation	30,000		(17,250)	(17,250)	No FT ROY	12,750
5821-3	Legal & Audit Costs - Standard	29,230			0		29,230
5825+62	Advertising/Public Relations/Recruiting	425			0		425
5830	Professional / Consulting Services	3,040	2,000		2,000	Tech Consulting	5,040
5832	Mentors / Lecturers	4,000			0		4,000
5833	Contracted Business Services	66,893			0		66,893
5800-54	Other Services	18,100	(1,000)		(1,000)	risk=8699 STT	17,100
5811	SPED - NPA / IEP Services & Assmnts	37,875			0		37,875
5834	SPED - Professional/Consulting Services	18,500			0		18,500
5900	Communications (Phone, Internet)	32,352			0		32,352
SUBTOTAL - CONTRACTS & SERVICES		677,516	3,210	(25,500)	(22,290)		655,226
DEPRECIATION							
6900	Depreciation (Bldgs, Equip) [non-cash]	21,400			0		21,400
SUBTOTAL - DEPRECIATION		21,400	-	-	0		21,400
TOTAL NON-PERSONNEL EXPENSES		862,416	(2,790)	(64,300)	(67,090)		795,326
TOTAL EXPENSES		3,093,274	(61,625)	(74,755)	(136,380)		2,956,893
SURPLUS / (DEFICIT)		(759)	(82,042)	82,079	37	Break-Even Net Impact	(722)
Beginning Fund Balance		1,033,862			0		1,033,862
Surplus / (Deficit)		(759)	(82,042)	82,079	37		(722)
ENDING FUND BALANCE Projected Ending Fund Balance		1,033,103			0		1,033,140
Memo: Ending Fund Balance Components							
Net Investment in Bldgs, Improvements, & Equipment		492,200			0		492,200
Other Long-Term Assets (Lease Deposits)		32,300			0		32,300
Current Net Asset Balance / Unrestr Net Position		508,603			0		508,640
% of Expenditures		15.5%					17.2%
# Mos. Expenditures in Cash		1.87					2.08