



MEETING MINUTES

Santa Rosa City Schools, Board Finance Sub-Committee Meeting

Date: September 8, 2025

Time: 3:30 PM

Location: District Office / Superintendent's Conference Room, Santa Rosa City Schools District Office (110 Stony Point Road, Suite 210 Santa Rosa, Ca. 95401)

The **Santa Rosa City Schools, Board Finance Sub-Committee** meeting will be held in a hybrid format and is **open to the public**.

Members of the public may:

- **Attend in person.** Attendees wishing to provide public comment during the meeting must complete a blue card, available at the meeting, and submit it to the Administrative Assistant.
- **View or listen virtually via Zoom.** For details on accessing the meeting virtually via Zoom or phone, please [click here](#).

Note: Public comments during the meeting will only be accepted in person and not through the virtual format.

Individual speakers shall be allowed up to one (1) minute to address the Committee on each agenda or non-agenda item. The committee chair or presiding officer may limit the total time for public input on each item to twenty (20) minutes. The committee chair or presiding officer may increase or decrease the time allowed for public comment, depending on the topic and the number of persons wishing to be heard. The committee chair or presiding officer may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add (BP 9323).

For questions or comments, please contact the Business Office at (707) 890-3800 ext. 80201 or ysantanaperalta@srcs.k12.ca.us.

Reunión del Sub-Comité de Finanza de la mea directive de Santa Rosa City Schools

Fecha: 8 de septiembre del 2025

Hora: 3:30 PM

Ubicación: Oficina Del Distrito/Salon de Conferencia de la Superintendente, Santa Rosa City Schools District Office (110 Stony Point Road, Suite 210 Santa Rosa, Ca. 95401)

La reunión del **Sub-Comité de Finanza de la mea directive de Santa Rosa City Schools** se llevará a cabo en un formato híbrido y **está abierta al público**.

Los miembros del público pueden:

- **Asistir en persona.** Los asistentes que deseen hacer comentarios públicos durante la reunión deben completar una tarjeta azul, disponible en la reunión, y entregarla a la Asistente Administrativa.
- **Ver o escuchar virtualmente a través de Zoom.** Para obtener detalles sobre cómo acceder a la reunión virtualmente a través de Zoom o por teléfono, por favor haga clic [aquí](#).

Nota: Los comentarios públicos durante la reunión solo se aceptarán en persona y no a través del formato virtual.

Se les permitirán a los oradores hablar de manera individual por un (1) minuto ante de Comité sobre cada tema incluido o no en la agenda. Se permite que el/la presidente/a del Comité o quien la presida puede limitar el tiempo total para la participación del público a veinte (20) minutos por cada tema. El/la presidente/a del Comité o quien la presida puede incrementar o disminuir el tiempo asignado para los comentarios del público, dependiendo del tema y la cantidad de personas que deseen ser escuchadas. El/la presidente/a del Comité o quien la presida puede llevar a cabo una encuesta para determinar cuántos oradores están a favor o en contra de un tema en particular, y puede pedir que otras personas hablen solo si tienen algo nuevo que agregar (BP 9323).

Para preguntas o comentarios, por favor contacte a la Oficina de Negocios al (707) 890-3800 ext. 80201 o al correo electrónico ysantanaperalta@srcs.k12.ca.us

1. CALL TO ORDER

Call to Order: 3:30 PM

Present:

Nick Caston

President Roxanne McNally

Absent:

Mark Kirby

2. PUBLIC COMMENT ON NON AGENDA AND AGENDA ITEMS

No comment cards were submitted.

3. RECESS TO CLOSED SESSION

Recessed to closed session: 3:30 PM

Reconvened to open session: 4:17 PM

No action was taken in closed session.

a. Conference With Labor Negotiator (Name of designated rep attending: Dr. Vicki Zands (SRCS) ; name of organization: Santa Rosa Teachers Association, CSEA Santa Rosa 75, Teamsters Union 665, Scheduled Management, Unscheduled Management, Supervisory, Confidential [Gov. Code § 54957.6])

4. DISCUSSION / ACTION

a. (Discussion) District Enrollment and Capacity Update

Executive Director, Stacy Desideri and Executive Director, Emanuele Bardelli provided a summary of the student attendance for the first ten days of the 2025-2026 school year. This is a preview of the report that will be received by the full board at the [9/10/2025 Board Meeting](#).

Student Attendance

1. Average Daily Attendance: A preliminary review of attendance data indicates an average daily attendance rate of 92.34% across all grade levels
2. Enrollment vs. Attendance: The total number of enrolled students is 11,997, with an average of 11,077.7 ± 40.9 students present each day.
3. Trends: We observed slightly lower attendance on the first and last day of the week, which is a typical pattern. Attendance has been improving over the first ten days, and averages 93.87% for the first fifteen days of school.
4. Comparison: This attendance rate is right around the predicted attendance rate we used for this year's LCFF projections.
5. "Missing Students": Staff is working diligently at the site and district level to consolidate records for students who were "no shows". This includes working with families, other districts, and even districts in other states.
6. Attendance + Module: Parentsquare feature, showing which families are not reachable. Attendance concern letters will be sent through parentsquare. This will help track, date sent, date received, date read and keep accountability.

Facility Capacity

1. Instructional Space Utilization: There is a high demand for classroom space across the district, with several sites operating at or over their designated capacity.
2. Capacity Hotspots: Maria Carrillo High School and French American Charter are experiencing the most significant overuse of space. Several other sites, including Burbank Elementary, Proctor Terrace Elementary, and Santa Rosa High are also utilizing more classrooms than are available, requiring the use of other non-classroom spaces for instruction and educational support needs.
3. Additional Capacity Following Construction: A number of schools have ongoing construction projects that are planned to be completed for the 2026-2027 school year.

b. (Discussion) Spending and Hiring Freeze

Luz Cázares, Interim Associate Superintendent, presented:

- Spending Freeze
 - Kelley Cook, Director of Purchasing, is working on guidelines for

norms/cheat sheet when submitting requisitions. This is to streamline the process for larger items. For example, if a site needs furniture, it could already be available in the warehouse or another site. If so, the purchase would not be needed.

- Looking at what expenses we need to make vs. what can be deferred to another school year or cut all together.
- Any changes should be made to the budget directly.
- Specific numbers will be ready in 4–6 weeks.
- Requests by Committee:
 - Use clear language with regard to deferral, cuts, and freeze
 - Be clear if an expense is deferred and how it will affect the year to which it was deferred.

Luz Cázares, Interim Associate Superintendent and Dr. Vicki Zands, Assistant Superintendent, Human Resources presented:

- Hiring Freeze
 - When looking at a position to post/hire, the question is: Is it necessary to continue operating or does it make it more comfortable?
 - Staffing was strategic to make sure the student count matched the sections. After the 10-day student count, it was determined that the district needed to hire 3–4 elementary teachers.
 - Custodial is a classification whose ratio is still being determined.
- Requests by Committee:
 - Recommendation to the board: A discussion and a plan for a hiring freeze for non-essential staff.

c. (Discussion) Preview of the 2024-25 Unaudited Actuals

Luz Cázares, Interim Associate Superintendent, and Joel Dontos, Executive Director, Fiscal Services, presented a preview of the 2024-25 Unaudited Actuals to be received by the full board at the [9/10/2025 Board Meeting](#).

- Slides shown are the same as the attachments on the 9/10/2025 board item.
- 24–25 SY Books are now closed
- We are not making our 3% reserve.
- Restricted Funds: Generated by current students and should be used by current students.
- Prop 28 Funds - Analysis for the district level and each charter school will be presented at future board meetings.

5. INFORMATIONAL ITEMS

a. School Finance Terms and Budget Process Overview

b. Board Finance Subcommittee Meeting Schedule for the Remainder of 2025

6. APPROVAL OF MINUTES

a. Approval of Meeting Minutes of the Board Finance Subcommittee held on August 11, 2025

Motioned for approval by Roxanne McNally, seconded by Nick Caston. Minutes were approved.

7. ADJOURNMENT

Adjourned: 5:27 pm