

SPARK Board

Matt Kirk [REDACTED]
To: Sara Ryba <sryba@sparkschools.org>

Thu, May 25, 2023 at 7:54 AM

Hi Sara,

Thanks for the surprise phone call yesterday. Appreciate your efforts to touch base, and note your message that you are busy trying to raise more money in the year-end push.

That noted, I appreciate your willingness to assist in addressing my standard operational due diligence requests. The goal is of course to walk away with greater conviction and confidence in continuing to significantly invest in our community through Spark!

Given the need to revise the form 990 for 2022, can you please provide me a copy of the latest version for my records?

I also noted there appears to be a similar omission in reporting your compensation for the 990 for fiscal year ending June 2021. Can you advise if you intend to also file an amended 990 for that period as well? If so, can you also send over that amended filing?

Thanks,
Matt

On Wed, May 24, 2023 at 1:16 PM Matt Kirk [REDACTED] wrote:
Got it, thanks. Can you also provide the compensation information for each year from 2015 to 2021?

On Wed, May 24, 2023 at 1:04 PM Sara Ryba <sryba@sparkschools.org> wrote:
It's a required payroll/workers contribution by employers. By definition:

Extended Illness Bank (EIB) is designed to provide income for employees in the event of an employee's own serious illness or injury that prevents the employee from working. All Full and Part Time employees budgeted at least 40 hours per pay period are participants in the EIB program.

Sara Ryba
SPARK Executive Director
sryba@sparkschools.org
(415) 302-7503

On May 24, 2023, at 12:59 PM, Matt Kirk [REDACTED] wrote:

Thanks Sara. What is EIB?

On Wed, May 24, 2023 at 12:21 PM Sara Ryba <sryba@sparkschools.org> wrote:
Matt,

Matt,

We are not in any way required to share this information but I have no problem doing so. Compensation was as follows (again, payroll only, no benefits are offered or received for these year-round positions):

- Executive Director - \$99,930
- Operations Director - \$26,880
- Bookkeeper/Operations Asst - \$31,575
- Marketing Director - \$43,420

For the balance of roughly \$31k that you are referring to my quick glance shows that it goes towards almost entirely workers comp costs, payroll taxes and EIB. If you are looking for more specifics, I would need to put you in touch with our treasurer, Ben Roberts.

I have also had our accountant update the 990 with my salary for full transparency. I was under the impression it was included so thank you for noticing that so we could make the change. The other staff members are not officers so they are not listed on the 990.

Sara

Sara Ryba
SPARK Executive Director
sryba@sparkschools.org
(415) 302-7503

On May 24, 2023, at 9:55 AM, Matt Kirk [REDACTED] wrote:

Thank you.

To the extent that it is required disclosure or you are able to share, what is the compensation by employee for the 12 months ending 6/30/22?

And what is the difference between the \$201.8k mentioned here vs. the \$231.9k (SALARIES, OTHER COMPEN., EMP. BENEFITS) on p. 2 of the pdf you sent?

On Wed, May 24, 2023 at 9:41 AM Sara Ryba <sryba@sparkschools.org> wrote:
For the fiscal year 2021-2022 we had four employees. I am full time and then we have a part time Operations Director, a Bookkeeper/Operations Assistant and a Marketing Director. All staff are W2 employees and total compensation was \$201,803. For the current FY these expenses should remain roughly the same as only modest increases were given and a new Marketing Director with less experience was hired resulting in a small cost savings for that position.

On an as-needed basis we will also pay contractors under a 1099 for marketing design elements, website/technical support and special projects. We also have accounting fees/tax preparation costs.

I'll update you further when I hear back from our accountants unless there are other questions I can answer.

Best,
Sara

Sara Ryba
SPARK Executive Director
sryba@sparkschools.org
(415) 302-7503

On May 24, 2023, at 8:38 AM, Matt Kirk [REDACTED] wrote:

Ok, in the meantime...who does the organization pay and broadly how much per year?

On Wed, May 24, 2023 at 7:28 AM Sara Ryba <sryba@sparkschools.org> wrote:
Matt,

That's a great question and I'm not sure exactly how the accountants show that in our returns. I'll push the question to them and get back to you when I have more information.

Best,
Sara

Sara Ryba
SPARK Executive Director
sryba@sparkschools.org
(415) 302-7503

On May 23, 2023, at 4:55 PM, Matt Kirk [REDACTED] wrote:

Got it, thanks Sara.

A quick question from me as I am trying to better get up to speed:

Can you please provide a schedule of who is receiving the SALARIES, OTHER COMPEN., EMP. BENEFITS expense items? I would have thought you would be paid as a full-time employee but it seems your compensation is zero unless I am misunderstanding the form 990, so I am a bit confused in reading this where this money is then going.

Thanks,
Matt

On Tue, May 23, 2023 at 3:56 PM Sara Ryba <sryba@sparkschools.org> wrote:
Matt,

I checked in with our accountant regarding the 1023 form and since that is the initial application for the 501c3 exempt status (which was granted back in 1987) it is not something that either they or I have on hand. However in order for our 990s to be accepted, our 501c3 status must be recognized by the IRS. We have not received any rejections of the filings which indicates our status is in good standing. I have attached our most recent 990 which was just filed recently. Is there anything else you are looking for?

Best,
Sara

Sara Ryba
SPARK Executive Director
sryba@sparkschools.org
(415) 302-7503

On May 23, 2023, at 1:57 PM, Matt Kirk [REDACTED] wrote:

Sorry for the apparent confusion. I am looking for copies of the form 1023 and most recently filed form 990 (would guess it is 2022). Please send over.

Thanks,
Matt

On Tue, May 23, 2023 at 1:23 PM Sara Ryba <sryba@sparkschools.org> wrote:
Hi Matt,

I'm attaching our 501c3 designation letter, is that what you are looking for? I'm not sure what information you are looking for in a 1023 form so it might be helpful if I understand what data is of interest and how to best provide you with that.

Sara

Sara Ryba
SPARK Executive Director
sryba@sparkschools.org
(415) 302-7503

On May 23, 2023, at 12:40 PM, Matt Kirk [REDACTED] wrote:

Thanks. Apologies but I can't figure out how to find the 1023 for Spark on this site. Can you shoot over or tell me what I am doing wrong?

On Tue, May 23, 2023 at 12:19 PM Sara Ryba <sryba@sparkschools.org> wrote:
Matt,

Sure, here's the link where you can access all of our tax forms: <https://apps.irs.gov/app/eos/details/>. If that doesn't take you directly to our foundation you can enter our tax ID 94-2934350. Let me know if you have any further questions and if you would like to find a time to connect regarding volunteer positions.

Best,
Sara

Sara Ryba
SPARK Executive Director
sryba@sparkschools.org
(415) 302-7503

On May 22, 2023, at 7:58 PM, Matt Kirk [REDACTED] wrote:

Yes, that would be great.

And in mean time can you send over the latest 990 and 1023 forms?

Cheers,
Matt

On Mon, May 22, 2023 at 1:48 PM Sara Ryba <sryba@sparkschools.org> wrote:
Matt,

I love hearing that you're interested in a Board role! We elect our new slate in early June and are actively looking for volunteers in the positions posted [here](#). Both Annual Giving and SPARK Biz are integral roles on our Board. I would be happy to share more about the positions and/or put you in touch with those in the position currently. Would you like to set up a time to connect by phone?

Best,
Sara

Sara Ryba
SPARK Executive Director
sryba@sparkschools.org
(415) 302-7503

On May 21, 2023, at 5:54 PM, Matt Kirk [REDACTED] wrote:

Thanks Sara.

We are thinking at the board level. Think would be a good way to give back to community (in addition to our giving) for a very worthy cause. And with three boys in the district next year of course growing \$'s to the schools to improve education is also a personal priority :)

When is the next election and what are the requirements for candidacy? Which seats are next up for election?

Best,
Matt

On Fri, May 19, 2023 at 9:31 AM Sara Ryba <sryba@sparkschools.org> wrote:
Hi Matt,

Thank you for your email and your generous support for SPARK. I'd love to connect to find a best fit for you and/or Katie to get involved with the SPARK Board. Our board positions are two-year terms however we have many committee positions that can be for one year (class reps) or short term projects focused on campaigns or events. Do have a particular interest area that you would like to hear more about? I'd be more than happy to schedule a time to connect to share more about our openings for next year and hear where you would be interested in getting involved.

Best,
Sara

Sara Ryba
SPARK Executive Director
sryba@sparkschools.org
(415) 302-7503

On May 18, 2023, at 5:00 PM, Matt Kirk [REDACTED] wrote:

Hi Sara,

Could you help with the below?

Thanks,
Matt

----- Forwarded message -----
From: **Brett Geithman**
<bgeithman@lcmschools.org>
Date: Thu, May 18, 2023 at 4:37 PM
Subject: Re: SPARK Board
To: Matt Kirk
[REDACTED]

Hi Matt,

Thanks so much for your support in SPARK! I believe these are annual terms; however, I suggest reaching out to Sara Ryba who will have all of the details. sryba@sparkschools.org

Thanks,

Dr. Brett Geithman

Superintendent

he/him/his

Larkspur-Corte Madera School
District

230 Doherty Drive, Larkspur, CA
94939

415.927.6960 x3202

#WEareLCMSD

www.lcmschools.org

bgeithman@lcmschools.org

From: Matt Kirk
[REDACTED]
Date: Thursday, May 18, 2023
at 1:50 PM
To: Brett Geithman
<bgeithman@lcmschools.org>
Subject: SPARK Board

Hi Brett,

Hope all is well.

Had a quick question. When are SPARK board members elected and how long is the term? Katie and I have donated a good deal in the past and are considering lending a hand going forward to its operations as well and were hoping to track down more info.

Best,

Matt

