



**MINUTES FOR BOARD OF DIRECTORS REGULAR MEETING  
DECEMBER 16, 2009**

Time: 7:00 pm, Home of Vivienne Singelis

**A. CALL TO ORDER**

Roll Call: Russell Shapiro, Georgina Maltby, Joseph Cobery, David Greene, Harvey Rappaport, Vivienne Singelis. Absent: Jill Bailey. Georgina arrived late. Russell offered to take notes

**B. APPROVAL** Agenda with no additions. M. Joe, S. Harvey; Aye: 5; No: 0; Absent: 2

**C. APPROVAL** Minutes: November 29, 2009. M. Harvey, S. David; Ay: 5; No: 0; Absent: 2

**D. CHAIR'S REPORT**

Russell noted the development of a detailed timeline for planning year operations modeled after a chart provided by Lisa Speegle (Forest Ranch). He will forward to the Board for later discussion. Russell also mentioned current developments in moving forward with the start-up grant, and applying for a school ID number and state number. All three require the Minutes from the CUSD board meeting which are not yet posted. The next regular meeting of the CUSD will be January 20<sup>th</sup>. Meanwhile, he will contact the clerk for the CUSD Board about obtaining a copy of the minutes.

**E. COMMITTEE REPORTS**

1. Enrollment (Russell): Our recruiting efforts are working well with the majority of applications coming from the online form. As of the meeting, we have 64 applicants. Russell requested more suggestions for places to advertise. He will also e-mail out a suggested policy for a transparent and fair lottery if needed. Joe offered to replace Jill on the Enrollment committee and will be in charge of the draw and contacting parents via written letter after January 4<sup>th</sup>.
2. Hiring (Georgina): Several Montessori centers were contacted to see about cost for advertising. Group discussion followed on the nature of the hiring policy. Board agreed to take up the matter after the first enrollment period.
3. Facilities (David): The Letter of Intent was discussed and the board requested clarity on the rentable space and cost. Comments will be sent to David and he will prepare a response to the leasing agent.

**F. NEW BUSINESS**

Russell presented the MOU from Chico Unified with a recommendation for adoption. M. Russell, S. Harvey; Aye: 6, No: 0; Absent: 1.

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**J. FUTURE AGENDA ITEMS**

Suggestions for future meetings include discussions of school hours; criteria for hiring administrators; and a presentation on the budget. The next meeting will be held Wednesday, January 6, location TBA.

**K. ADJOURNMENT.** Meeting ended 9:40 p.m.

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**MINUTES FOR BOARD OF DIRECTORS REGULAR MEETING  
JANUARY 20, 2010**

Time: 7:00 pm, Home of Russell Shapiro

**A. CALL TO ORDER**

Roll Call: Russell Shapiro, Georgina Maltby, Joseph Cobery, David Greene, Harvey Rappaport. Absent: Jill Bailey, Vivienne Singelis. Georgina offered to take notes. Parents: Mary Lucas, Tina Hoover

**B. APPROVAL** Agenda with no additions. M. Joe, S. Harvey; Aye: 5; No: 0; Absent: 2

**C. APPROVAL** Minutes: December 16, 2009. M. Joe, S. David; Ay: 5; No: 0; Absent: 2

**D. CHAIR'S REPORT**

Russell summarized a timeline for the development of SM. The timeline will be sent to Board Members for comment. Russell is completing the following required legal paperwork for start of school: MOU with Chico Unified, PCSGP Grant, Application for Charter School Number, Application for County-District-School Code. All of these action require receiving the CUSD board meeting minutes. Russell discussed timing of funds arrival and implications for school organization and planning.

**E. COMMITTEE REPORTS**

1. Enrollment (Joe): Joe presented a summary of the lottery, current enrollment, and proposed classroom configurations. The census met for K- 4<sup>th</sup> grade. There are openings in 6<sup>th</sup> to 8<sup>th</sup> grade. All parents have been notified verbally. An additional 32 applicants were received after the deadline for the lottery. This report will be posted on the Web. To Do: verify students' information and registration. Action: Joe will submit report to the Board.
2. Hiring (Georgina): Georgina reported that we have received 15 responses from interested teachers to SM website. Action: Georgina and Vivienne will meet this week to draft teacher job description. The advertisement will be posted on Montessori websites (AMI, AMS, NAMTA), and the SM website. Applicants will be directed to the SM website where they will complete an application. To Do: Employment manuals need to be developed.
3. Facilities (David). The committee has submitted a 3 year letter of intent to the leasing agent for the Moss Ave. property and is waiting for a response.

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#### F. NEW BUSINESS

The topic of student manuals was raised along with the idea of involving intermediate students in its development.

Comments regarding the priority for hiring Administrative positions: Hiring an interim office manager was discussed. Suggestions included hiring a teacher for the position. However, there are no funds to pay for this work at present. The Board's responsibility for creating the infrastructure for the school, and having the administrator assume a leadership role once the systems are established was discussed as a possibility. The possibility of hiring a teacher in an Interim-Administrative position with school board knowledge and experience shortly after the advertisement is posted was discussed.

Partial Summary of administrative duties are as follows:

- Setting up software systems
- Book keeping and record keeping
- Phone calls
- Development of parent and student handbooks
- Mailing
- Development of safety handbook

#### G. PUBLIC COMMENT

Suggestion that dress code policy be included in the parent handbook.

#### H. FUTURE AGENDA ITEMS

Suggestions for future meetings include: School hours; Traffic patterns; Teachers; Newsletter

I. ADJOURNMENT. Meeting ended 9:00 p.m.

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**MINUTES FOR BOARD OF DIRECTORS REGULAR MEETING  
FEBRUARY 4, 2010**

Time: 7:14 pm, Home of Harvey Rappaport

**A. CALL TO ORDER**

Roll Call: Russell Shapiro, Georgina Maltby, Joseph Cobery, David Greene, Harvey Rappaport. Absent: Jill Bailey. Joe offered to take notes.

Parents: Lisa Williams, Jerusha \_\_.

**B. APPROVAL** Agenda with no additions. M. Vivienne, S. Georgina; Aye: 6; No: 0; Absent: 1

**C. APPROVAL** Minutes: January 20, 2010. M. Harvey, S. David; Ay: 6; No: 0; Absent: 1

**D. PUBLIC COMMENT**

Jerusha commented on proposed model that included a K1 combined classroom; she was concerned with the viability of the model for teachers and students. Vivienne Singelis commented that with self-directed learning methods used in the Montessori method it is a viable approach to classroom design.

**E. CHAIR'S REPORT**

Russell reported that the first year Federal Start-Up grant has been submitted to the California Department of Education Charter School unit for a total of \$250,000.00. Grant is likely to start in April and all funds must be expended by July 1, 2010.

No report for timeline for start of school; item tabled until the next board meeting.

Russell attended the Northern California Charter School Principals meeting in Chico. Russell reported on discussion topics that included state budgets, conflict of interest issues, renewal issues, and Form 700 Disclosure statements required to be filled out by board members. He also spoke with the Principal of Blue Oak Charter School and plans on meeting with Forest Ranch Charter School in the near future.

**F. COMMITTEE REPORTS**

1. Enrollment (Joe): Discussion on the February 8<sup>th</sup> enrolment at Beatniks Café from 6:30 am to 2pm.
2. Hiring (Georgina): Georgina reported teacher positions have been advertised on the AMI web site. Vivienne reported an ad will be posted on Craigslist tomorrow. Job announcement closes on February 26<sup>th</sup>. The committee is working on interview questions.

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3. Facilities (David). David reported an offer has been made for the Moss Street location. Currently waiting a response from the broker.

#### G. NEW BUSINESS

Russell discussed a change to the classroom model to include combined classrooms of K-1, 2-3, 4-, and 6-8. Russell indicated the proposal is based on solid learning model for students. He also indicated he received input from teacher in the community that confirmed the positive aspects of this model.

Motion to approve model as presented by Joseph Cobery; 2<sup>nd</sup> by Georgina Maltby;  
Approved unanimously.

Healthy Lunch item tabled until next meeting.

#### H. FUTURE AGENDA ITEMS

Suggestions for future meetings include: Time Line for school; Review and revisions to the By-Laws

I. ADJOURNMENT. Motion to adjourn by Russell; 2<sup>nd</sup> by Harvey; Approved unanimously at 8:15pm

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**MINUTES FOR BOARD OF DIRECTORS REGULAR MEETING  
FEBRUARY 24, 2010**

Time: 6:08 pm, Home of Harvey Rappaport

**A. CALL TO ORDER**

Roll Call: Russell Shapiro, Georgina Maltby, Joseph Cobery, David Greene, Harvey Rappaport. Absent: None. Joe offered to take notes.

Parents: Several in attendance.

**B. APPROVAL** Agenda with no additions. M. Georgina, S. Harvey; Aye: 7; No: 0

**C. APPROVAL** Minutes: February 4, 2010. M. Russell, S. Harvey; Aye: 7; No: 0

**D. PUBLIC COMMENT**

No comment.

**E. CHAIR'S REPORT**

Russell would like to table timeline until next meeting to review. Russell is attending the California Charter School Association as a guest; no charge this year. The Hiring Committee is progressing on hiring teachers and administrator. Our Federal Grant is still pending. Future community gatherings planned for a later date, would like to put off until we are further along in the development of the school. Russell will see if he is able to share roster with parents. Discussion on a directory. Russell discussed funding and submitted receipts for expenses incurred.

**F. COMMITTEE REPORTS**

1. Healthy Lunch (Jill): Jill reported on the healthy lunch program. Local organic lunches delivered to schools. Organization is focusing on charter schools. Our school would act as food service director. Lunches would be offered at a rate of \$2.50 per lunch. Program is part of federal lunch program. The providers will need a lead school and commercial kitchen. Will continue discussion at future meeting.
2. Enrollment (Joe): Table until later date. Currently closed but adding students on to waiting list. Suggested no further action until teachers are hired.
3. Hiring (Georgina): 18 responses including out of state credentialed and non-credentialed teachers. A review packet has been developed; when complete the hiring committee will bring to the full board for review. Administrator position will be advertised next.
4. Facilities (David). Dave reported that the offer on the Moss Avenue site has been accepted. He will be drafting a non-binding resolution prior to signing the lease,

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stating our intent to rent. We are not allowed to enter into a lease until we have secured insurance. Motion: Harvey and Joe will be signatories on resolution. Discussion that the chair should sign documents; motion amended to Russell and Joe as signatories on resolution. M. Russell, S. Harvey; motion passed unanimously. Further negotiations pending but it will be a two year lease with option to renew begins July 1, 2010.

#### G. NEW BUSINESS

By Laws: Joe led a discussion on changes to bylaws allowing eliminating provision that no more than 50% of BOD is allowed to have children attending the school. Motion passed unanimously.

Advertising: Thematic advertising with benefit focus planned for the future.

New committees: Schedules, calendars tabled until future meeting.

#### H. FUTURE AGENDA ITEMS

Parent Teacher Organization, healthy lunch, meeting time for BOD meetings, before/afterschool program.

I. ADJOURNMENT. M. Russell, S. Harvey; Approved unanimously.

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**MINUTES FOR BOARD OF DIRECTORS REGULAR MEETING  
MARCH 31, 2010**

Time: 3:15 pm, Bidwell Perk, 664 East First Avenue, Chico.

**A. CALL TO ORDER**

Roll Call: Russell Shapiro, Joseph Cobery, Harvey Rappaport, Jill Bailey. Absent: Georgina Maltby, Vivienne Singelis, David Green. Joe offered to take notes. Parents: Several in attendance.

**B. APPROVAL** Agenda with no additions. M. Joe, S. Harvey; Aye: 4; No: 0

**C. APPROVAL** Minutes: February 24, 2010. M. Russell, S. Joe; Aye: 4; No: 0

**D. PUBLIC COMMENT**

Annie Smith asked about the history of school and Russell responded.

**E. CHAIR'S REPORT**

Public Charter School Start-up Grant has been approved for \$600K over three years. Planning year begins April 1 and ends July 31. Sherwood is on track in the development. Teacher contracts are moving forward. Joe will take the lead on developing an Employee Handbook. We will advertise for the 6-8 class. Chair will ask for desired purchases so we can begin planning our grant spending. We will use Quickbooks for beginning accounting. With regards to the school mission, Russell reiterated that Sherwood is a teacher-driven school (Joe corrected that we are not a teacher-run school, however). He also stressed that we need to develop more committees, particularly a Parent Organization.

**F. COMMITTEE REPORTS**

1. Enrollment (Joe): Frozen at this time. We need to strike a balance. Now that the teachers are hired, we can discuss appropriate enrollment levels.
2. Hiring (Russell): We have finished the process and hired four teachers. Each classroom will have one Lead Teacher and the equivalent of a full-time aide. Thersa Mallinger (4-5) and John Howlett (6-8) were in attendance and introduced themselves. Aide hires will come later as will the 0.5 FTE specialist position.
3. Facilities (David). We are finally ready to sign the lease. Teachers will visit the location at the conclusion of the meeting.

**G. NEW BUSINESS**

Healthy lunch program: Nord School will be the lead for the new program. Students will register for lunches and the lunches will be delivered.

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#### H. FUTURE AGENDA ITEMS

Question and Answer Forum needed, and we should set a date for the Parent Night.

I. ADJOURNMENT. M. Joe, S. Harvey; Approved unanimously.

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**MINUTES FOR BOARD OF DIRECTORS REGULAR MEETING  
MAY 20, 2010**

Time: 6:00 pm, Valley Oaks Village Meeting Room.

**A. CALL TO ORDER**

Roll Call: Russell Shapiro, Joseph Cobery, Harvey Rappaport, Jill Bailey, David Green.  
Absent: Georgina Maltby, Vivienne Singelis (arrived late). Jill and Harvey offered to take notes.

Parents: Many in attendance.

**B. APPROVAL** Agenda with shift of Public Comment to end. M. Joe, S. Harvey; Aye: 5; No: 0

**C. APPROVAL** Minutes: Not available so tabled.

**D. PUBLIC COMMENT.** Moved to end of meeting

**E. CHAIR'S REPORT**

Russell reported that the Closed Meeting did not occur as we did not have a Quorum. We are established at the Moss location and are hopeful to start setting-up in June with teacher training and purchase of supplies. He has tried to contact the California Department of Education (Charter Division) to find out when the grant monies will be available without response. Russell and David met with an officer at the Northern California National Bank to discuss a line of credit.

All the Lead Teachers have been hired and were present at the meeting. Russell introduced Carin Anderson (K-1 teacher), Paula Stern (2-3 teacher), Thersa Mallinger and Teresa Shippen (sharing the 4-5 room), and John Howlett (6-8 teacher). We will have an all-school meeting on June 5<sup>th</sup>, location to be announced. At the meeting, there will be Parent Questionnaires to fill-out so we can begin to form committees.

**F. COMMITTEE REPORTS**

4. Enrollment (Joe): Classes are full with waiting lists through 8<sup>th</sup> grade.
5. Director Hiring (Russell): A 'short list' will be established soon.

**G. NEW BUSINESS**

1. Discussion/Action Spending Policy (including loan and line-of-credit). Russell presented the argument for the school to secure a Line-of-Credit for \$100K to carry us across the gaps between the grant and state apportionments. M. Russell, S. Harvey; Aye: 5; No: 0. Russell presented the argument for the school to apply

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- to the California Department of Education for a low-interest \$100K loan as a back-up measure. M. Joe, S. Harvey; Aye: 5; No: 0.
2. Discussion/Action Sexual Abuse and Sexual Harassment Policy. Russell mentioned this is required as per our Insurance application. M. Harvey, S. Joe; Aye: 5; No: 0
  3. Discussion/Action Kindergarten lottery. This additional lottery became a non-issue as the parent requests balanced the available slots. All parents will get the class they requested.
  4. Discussion Discipline Policy. Motion to table until a later date as Georgina is not present. M. Russell, S. Harvey; Aye: 5, No: 0.
  5. Discussion of school calendar. Russell presented the challenges in developing a calendar that satisfied both the Ed Code and needs of the community.
  6. Discussion Discipline Policy. Georgina introduced the policy, Russell made comments on the role of the Board in drafting policy.

#### H. PUBLIC COMMENT

Parents raised questions about how special services will be provided by CUSD. Vivienne and Georgina addressed the policy of ‘parents in the classroom’ with regards to the Montessori philosophy. Russell answered questions regarding the interactions of teachers and students outside of the classroom. Parent asked how Montessori works in the upper grades and Paula answered and suggested some resources. Vivienne and Russell suggested placing a reading list on the website. Parents asked if they could donate books to the library and the Board responded with an emphatic “yes!” Parents asked how music, art, and language will be taught. Vivienne led a discussion on the Reggio Emilia method. Paula explained the Montessori philosophy and how it would be implemented at Sherwood.

I. FUTURE AGENDA ITEMS. None listed.

I. ADJOURNMENT. M. Russell, S. David; Approved unanimously at 7:10 p.m.

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**MINUTES FOR BOARD OF DIRECTORS SPECIAL MEETING  
JUNE 5, 2010**

Time: 5:45 pm, Cedar Grove, Lower Bidwell Park.

**A. CALL TO ORDER**

Roll Call: Russell Shapiro, Georgina Maltby, Jill Bailey, David Greene, Vivienne Singelis. Absent: Joseph Cobery, Harvey Rappaport.

**B. APPROVAL** Agenda/Additions. M. Russell, S. David, A: 5; No: 0.

**C. APPROVAL** Minutes: May 29, 2010. Not available so tabled.

**D. PUBLIC COMMENT.** No comments.

**E. CHAIR'S REPORT**

Russell reported that all is moving along well.

**G. NEW BUSINESS**

1. Discussion/Action STRS and PERS Policy (see Resolutions on website). M. David, S. Vivienne, A: 5; No: 0
2. Russell presented the Ed Code requirements for the calendar and suggested a start date in late August.

**H. FUTURE AGENDA ITEMS**

None suggested.

**I. ADJOURNMENT.** M. Russell, S. Vivienne; Approved unanimously at 6:00 p.m.

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**MINUTES FOR BOARD OF DIRECTORS REGULAR MEETING  
JUNE 23, 2010**

Time: 7:00 pm, Chico Grange Hall

**A. CALL TO ORDER**

Roll Call:,Georgina Maltby, Joseph Cobery. Absent: Russell Shapiro, David Greene, Harvey Rappaport.

**B. APPROVAL** Motion made to move E5 (Healthy Lunch Program) on agenda to directly follow approval of the minutes to accommodate guest presentation. M. Joe, S. Jill; Approved unanimously.

**C. APPROVAL** Minutes from March 31, 2010; May 20, 2010 and June 5, 2010. M. Joe, S. Vivienne; Approved unanimously.

**D. COMMITTEE REPORTS**

Director Hiring – Georgina reported that a verbal offer has been made and accepted to Michelle. She will be in area and available in July.

**E. NEW BUSINESS**

- Payroll Policy – deferred David absent. M. Joe, S. Jill; approved unanimously.
- Insurance Policy – David absent. Joe shared hard copy of policy. Board present reviewed. M. Joe, S. Georgina,; approved unanimously.
- Used library – Vivienne reported that two specialists were quoted regarding the price (\$10,520) of the library from Chico Montessori School. Motion made to purchase library for \$10,520. M. Joe, S. Georgina; approved unanimously.
- Wellness Policy – Jill reported on policy. In process of being developed . Needs to be in place before start of school. Will discuss and approve at future meeting.
- Healthy Lunch Program – Presentation given by Bridgette Brick-Wells that outlined program she is offering for school in Fall. Program started in Redding area with emphasis on whole foods which are minimally processed and organic and local when possible ( no high fructose corn syrup). Two options are offered everyday: Peanut Butter and Jelly and One other option. The other option in vegetarian at least twice a week. Unable to accommodate allergies unless a medical note is provided. An entrée and 3 sides with every lunch. Lunches are \$2.50 and free or reduced if a family qualifies. School can chose to offer bkfst. - \$1.50 per bkfst. And free or reduced if qualified. There are no options for bkfst. Staff are offered lunches at \$3.25 per meal. Extras are always sent to accommodate children who don't have lunches. Leftovers can be composted on site or back at commercial kitchen. Interested families will be asked to make \$25 donation to purchase Bento boxes for meal delivery. Boxes keep temperature of food and

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avoid any contamination. Boxes are extremely durable and easy to use. Bridgette will serve as Director of program. Will have to hire some staff including a Food Service Manager. School will need to apply for CNIPS account and have families complete National School Lunch Program Free and Reduced Lunch application. Members of Chico Eat Learn Grow available to assist with application process. Joe made motion to begin process of contacting CDE and opening CNIPS account. Agreed that lunch program should be on next meeting agenda. M. Joe, S. Jill; approved unanimously.

#### F. PUBLIC COMMENT

No comment.

#### G. FUTURE AGENDA ITEMS

Wellness Policy, Lunch Program, 501c3 update, Timeline – Director duties

H. ADJOURNMENT at 8:50pm. M. Joe, S. Jill; approved unanimously.

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**MINUTES FOR BOARD OF DIRECTORS SPECIAL MEETING  
JULY 27, 2010**

Time: 6:04pm, Sherwood Montessori, 746 Moss Ave.

**A. CALL TO ORDER**

Present: Russell Shapiro, Georgina Maltby, Joseph Cobery, Jill Bailey

Absent: David Greene, Harvey Rappaport, Vivienne Singelis

**B. APPROVAL** Agenda/additions M. Jill, S. Georgina; A:4, N:0

**C. APPROVAL** Minutes: June 23, 2010 and July 13, 2010. M. Russell, S. Joe; A:4, N:0

**D. CHAIR REPORT**

- Teachers are coming back from trainings excited and inspired to start school year.
- Spreadsheet presented to review grant. (Spreadsheet attached.) We have hired out many jobs – cubby builder, pest control, computer start up.
- Date for CUSD meeting to approve change of K/1 classroom still not confirmed. It will either be 8/4 or 8/18.
- Looking into other software options for attendance. Have decided that Aeries is not a good fit for our school needs.

**E. NEW BUSINESS**

- 2010-2011 BUDGET: Budget reviewed and approved. M. Joe, S. Georgina; A:4, N:0.

**F. PUBLIC COMMENT**

- Parent offered support at CUSD meeting if needed.

**G. FUTURE AGENDA ITEMS:** Board retreat, Healthy Lunch Program

**H. ADJOURNMENT AT 7:14PM** M. Joe, S. Jill; A:4, N:0.

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