



**MINUTES FOR BOARD OF DIRECTORS SPECIAL MEETING
AUGUST 24, 2010**

Time: 5:35pm, Sherwood Montessori, 746 Moss Ave

A. CALL TO ORDER

Present: Russell Shapiro, Chair; Georgina Maltby, Vice-Chair; Joseph Cobery, Treasurer; Jill Bailey, Secretary; David Greene; Harvey Rappaport; School Director: Michelle Yezbick. Absent: Vivienne Singelis

B. APPROVAL Agenda/Additions

Motion made to approve agenda with the following changes:

Remove approval of the minutes from August 17, 2010, not available for approval.

Move New Business item 5 Wellness Policy to item 1.

M. Georgina; S. Harvey, A:6, N:0

C. CHAIR REPORT

Russell reported the school has received a check from the state/school district for approximately \$12,000 from the Money in Lieu of Property taxes.

D. DIRECTOR REPORT

Michelle reported teachers' aides have been hired. She is having trouble hiring the Administrative Assistant and feels the pay scale may be too low. Further discussion on rate and strategies for filling the position.

E. PUBLIC COMMENT

Kristen Cobery commented on the Parent Participation Policy. She expressed concern that the policy only allows parents to participate at the discretion of the teacher and director. She feels the policy is not participation but only allows for support roles. She feels the policy is contradictory in that it speaks to the value of parent participation but does not allow for real participation.

F. NEW BUSINESS

1. Wellness Policy: Discussed guidelines for food on school campus including soda and food additives. Approved unanimously.

2. Internet Safety Policy: Policy discussed, changes noted on attachment. Approved unanimously

3. Parent Participation Policy: Discussed numerous aspects of policy including suggestion to remove first paragraph. Other concerns regarding parent participation, the need for input and education on Montessori methods. Motion made by Joe Cobery to

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



table Parent Participation Policy and within a week establish a committee for Parent Participation to include parents and an education component. Approved unanimously.

4. Attendance Policy: Approved unanimously

5. Discipline Policy: Approved unanimously

G. FUTURE AGENDA ITEMS

None.

H. ADJOURNMENT

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



**MINUTES FOR BOARD OF DIRECTORS SPECIAL MEETING
SEPTEMBER 14, 2010**

Time: 5:05 pm, Sherwood Montessori, 746 Moss Ave.

A. CALL TO ORDER:

Present: Russell Shapiro, Chair; Georgina Maltby, Vice-Chair; Jill Bailey, Secretary; Joseph Cobery, Treasurer; Vivienne Singelis; School Director: Michelle Yezbick; Staff Representative: John Howlett. Absent: David Greene; Harvey Rappaport

B. CLOSED MEETING: Discussion of personnel report.

C. RETURN TO OPEN MEETING at 6:15.

D. APPROVAL Agenda/Additions: approved unanimously.

E. PUBLIC COMMENT.

F. NEW BUSINESS

1. Recommendation of Auditor: Joe questioned whether we need to have a competitive bidding process for this job. Recommendation to follow at future meeting.

2. Resolution to allow Credit Card for 'Petty Cash': Discussion regarding the credit card limit. M. Joe to allow credit card with change of limit to \$300, S. Jill; A:5, N:0

3. Parent Complaint Policy: Draft policy discussed at length.

Georgina recommended changes to policy that encourage timeliness of a complaint. Joe expressed a need for a more robust policy down the road noting that the policy stops with the Director. Board of Directors need to provide due process as students are guaranteed due process and this could lead school into a legal situation. Feels this policy would be a minimum. Russell responded that we can go back to our contract/charter petition and that the main issue for this policy is suspension/expulsion. John asked where the timeline for appeals was located in the charter. Russell to locate. Kristen Cobery (parent) and Steve Lucas (parent) made several suggestions to draft policy.

M. Joe, S. Vivienne; A:5, N:0

4. Change to Governing Board Bylaws – Meeting Conduct: Policy on Meeting Conduct added to bylaws under Article 4 Section 8. M. Joe, S. Georgina: A:5, N:0.

G. ADJOURNMENT at 7:48 pm. M. Jill, S. Georgina: A:5, N:0

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



**MINUTES FOR BOARD OF DIRECTORS REGULAR MEETING
OCTOBER 5, 2010**

A. CALL TO ORDER at 5:42pm

Present: Russell Shapiro, Chair; Georgina Maltby, Vice-Chair; Jill Bailey, Secretary; Joseph Cobery, Treasurer; Harvey Rappaport; School Director: Michelle Yezbick; Staff Representative: John Howlett; SMPO Representative: Mary Lucas. Absent: David Green; Vivienne Singelis

B. APPROVAL Agenda/Additions: Approved with addition of #5. Educational Records Policy, move of #5. Approval of Budget to #6., and Russell to report on #1. Health and Safety Policy (Vivienne absent). M. Joe, S. Georgina: A:5, N:0.

C. APPROVAL Minutes for 8/17, 8/24, 9/7 and 9/14: Minutes approved with the following changes to the minutes from 9/14's special meeting: Unnoted motions will be recorded as "approved unanimously". Public comment will be edited to "Kristen Cobery (parent) and Steve Lucas (parent) made several suggestions to draft policy." Russell will add one sentence to minutes to note the motion made in closed meeting of same date. M. Harvey, S. Joe; A:5, N:0

D. CHAIR REPORT

- State budget may be passed Friday which affects our start up grant. Russell has given guidance to Michelle to make purchases that are needed for the school
- School committees forming: Health and Safety – Michelle, Budget – Michelle, Technology – Russell has a list of interested people, Compliance – Steve Lucas
- School should purchase attendance software ASAP. Russell has discussed with office staff. The cost will be around \$3500. This is over the limit for purchases so it will need Board approval. May need to do online vote.

E. DIRECTOR REPORT

- Michelle feels things are going a lot smoother and she has had a lot of positive feedback from parents.
- The Wednesday envelope will include the Family Handbook.
- Michelle encouraging staff to use funds creatively to give them a hand. Staff has been working very hard.
- School has a lot of high needs students, students performing below grade level. Has met with SELPA support providers and teachers to develop plan.
- Meeting with school insurance carriers tomorrow to provide input on ideas for safety.
- Michelle has reviewed MOU. School needs a safety plan and to inform CUSD of loan.

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



- Friday 10/29 school will have Fall Festival. John's class to begin working on projects.

F. NEW BUSINESS

1. Health and Safety Policy: Russell reports that Vivienne and Rob Fraser working on Safety Plan for school. Russell feels we need to divide tasks and not wait to complete all together. Michelle will be taking the lead on this committee.
2. Healthy Lunch Program: Jill reports that the program started on Friday. School serving between 22-30 students a day. Jill requesting parent help so that program can run with minimal hands on by school staff. CNIPS application approved by CDE. School serving free lunches to student who qualify. John's class has been extremely helpful. Will be working on making cloth napkins for the program. Russell and Mary Lucas to donate fabric, John's class to make, Richie to wash.
3. SMPO update: Mary Lucas reported that there have been two meetings. Interim officers are in place: Mary Lucas, President, Punnu Chopra, Treasurer, Kristen Cobery, Secretary. Committees have been formed: Site Support, Facilities, Special Events. Bank account has been difficult to open.
4. Auditor Update: Punnu Chopra has interviewed and met auditors. Working on hiring.
5. Approval of Budget: Board reviewed and approved changes to budget, M. Joe, S. Georgina; A:4, N:0
6. Educational Records Policy: Georgina reported that she needs Michelle to review for additional comments.

G. PUBLIC COMMENT

No comments.

H. FUTURE AGENDA ITEMS

None at this time.

I. ADJOURNMENT at 6:59pm. M. Georgina, S. Russell; A:4, N:0

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



**MINUTES FOR BOARD OF DIRECTORS SPECIAL MEETING
OCTOBER 20, 2010**

A. CALL TO ORDER at 5:30 pm.

Present: Russell Shapiro, Chair; Georgina Maltby, Vice-Chair; Jill Bailey, Secretary; Joseph Cobery, Treasurer; David Green; Vivienne Singelis; Harvey Rappaport; School Director: Michelle Yezbick;

B. CLOSED SESSION. The Board of Directors met in closed session with Michelle Yezbick to discuss personnel issues and potential litigation. No action was taken.

C. ADJOURNMENT at 6:30 pm.

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



**MINUTES FOR BOARD OF DIRECTORS REGULAR MEETING
NOVEMBER 2, 2010**

A. CALL TO ORDER at 5:34 pm

Present: Russell Shapiro, Chair; Georgina Maltby, Vice-Chair; Jill Bailey, Secretary; Harvey Rappaport; David Green; Vivienne Singelis.

B. APPROVAL Agenda/Additions. M. David, S. Vivienne: A:6, N:0.

C. APPROVAL Minutes for 10/5. M. Georgina, S. David; A:6, N:0

D. CHAIR REPORT

Russell made comment re. News & Review article. Clarified role of teachers is to teach students, director is to oversee daily operations and the Board of Directors ensures funding and writes policies. Feedback from the district is that we are doing a good job.

E. DIRECTOR REPORT

1. Positive media Edible Butte/Shasta reporter came to school to write feature article on Fall Festival; Ritchie and middle school students went to meet with a reporter at the News & Review about garden and cooking program.
2. Fall Festival a real success.
3. Michelle is looking into an Auditor for the school. She has received a quote from Rick Comerack at JR Martin and Associates that is substantially less than original quote from Matson and Isom. Robert Gusterson mentioned by parent as possible auditor for the school.

F. STAFF REPORT

John reported on classroom activities:

Carin (K-1 class):

- Second Step program
- Gardening and cooking with Ritchie
- Spanish with Danielle
- Using peace table

Paula (2-3 class):

- Book It reading program
- Second Step program
- Articles by students in SNACK Newsletter
- Kinesiology class at CSUC

Teresa and Lisa (4-5 class):

- Working on socialization – communication and “I” messages

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



- Going to Petco for 1st occupation workshop

- Lisa doing art projects

John (6-7-8 class):

- Fall Festival
- Lisa Schmidt is doing theatre games and improv with students twice a week
- 1st Literary Tea is next week
- fundraiser on Saturday – Matt Clough concert at Beatnicks
- Annie B.'s raised \$7600

G. SMPO REPORT

- Looking for guidance as to what kind of school events would be “Montessori-ish.”
- Committees formed. Facilities committee is planning a clean-up day. Office committee is working on the Wednesday envelopes.

H. NEW BUSINESS

1. Information Healthy Lunch Program update- Jill reported parents being trained to serve lunch. Plan to meet with Michelle and Heather soon to address payments, recording, etc.
2. Discussion/Action Creation of New Board Positions- Joe Cobery has resigned from the Board. Russell requesting names of interested members of community. Motion to table until a time following our Board training. M. David, S. Harvey, A:6, N:0.
3. Discussion/Action Election of New Treasurer. Motion to elect Harvey as new Treasurer of the Board. Included Resolution 110210a, “Resolution to Change Signer on Bank Account.” M. David, S. Georgina, A:6, N:0.
4. Discussion/Action Revision and/or Implementation of Policies
 - a. Amendments to Independent Study Policy. M. Harvey, S. Georgina, A:6, N:0
 - b. Employee Handbook. M. Georgina, S. Harvey, A:6, N:0
 - c. Student Transportation Policy. M. Harvey, S. Jill, A:6, N:0
 - d. Campus Search & Seizure Policy. M. David, S. Georgina, A:6, N:0
 - e. Visitation Policy. M. David, S. Vivienne, A:5, N:0 (Jill left meeting)
 - f. Injury & Illness Prevention Policy. M. Georgina, S. Harvey, A:5, N:0 (Jill left meeting)
5. Discussion Curriculum Development. No action taken

I. PUBLIC COMMENT Comments from Lisa William.

J. FUTURE AGENDA ITEMS Possible sponsorship of area activities.

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



K. ADJOURNMENT M. Vivienne, S. David, A:5, N:0 (Jill left meeting). Closed at 7:24 pm.

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



**MINUTES FOR BOARD OF DIRECTORS SPECIAL MEETING
NOVEMBER 30, 2010**

A. CALL TO ORDER at 5:12PM

Present: Russell Shapiro, Chair; Georgina Maltby, Vice-Chair; Jill Bailey, Secretary; Harvey Rappaport; David Green; Vivienne Singelis

B. APPROVAL Agenda/Additions: M: David, S: Jill; A:6,N:0

C. NEW BUSINESS

1. Discussion/Action First Interim Budget Report–Motion to review/act on Interim Budget on Friday, December 3rd at 3pm. M:Vivienne, S: David; A:6, N:0.
2. Discussion/Action New Board of Director – Two resumes received to review before next regular meeting. No action taken.
3. Discussion/Action 2011-2012 Academic Calendar – Motion to approve calendar for next year. M:David, S:Jill; A:6, N:0.
4. Discussion/Action Hiring of Business Manager – Russell discussed need for hiring of business manager. No action taken.

D. FUTURE AGENDA ITEMS

E. ADJOURNMENT: 6:05PM M:Russell,S:David; A:6, N:0

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



**MINUTES FOR BOARD OF DIRECTORS SPECIAL MEETING
DECEMBER 3, 2010**

A. CALL TO ORDER at 3:38PM

Present: Russell Shapiro, Chair; Georgina Maltby, Vice-Chair; Jill Bailey, Secretary;
Harvey Rappaport; David Green; Vivienne Singelis

B. APPROVAL Agenda/Additions: M: David, S: Jill; A:6,N:0

C. NEW BUSINESS

3. Discussion/Action First Interim Budget Report–Budget Report reviewed, discussed and approved. M:David, S: Georgina; A:6, N:0.

E. ADJOURNMENT at 4:20PM. M:David, S:Georgina; A:6, N:0

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



**MINUTES FOR BOARD OF DIRECTORS REGULAR MEETING
JANUARY 4, 2011**

A. CALL TO ORDER at 5:36PM

Present: Russell Shapiro, Chair; Jill Bailey, Secretary; Harvey Rappaport, Treasurer;
David Green; Rae Morrison (joined Board effective 1/4/11)

Absent: Georgina Maltby, Vice-Chair; Vivienne Singelis

B. APPROVAL Agenda/Additions: Motion to add #4 of New Business: Resolution
010411A. M: Harvey, S: David; A:4,N:0

C. CHAIR REPORT: CalPads approved.

D. DIRECTOR REPORT: Enrollment at 92. 8 new students expected for January, total
enrollment: 98.

E. STAFF REPORT: New 2/3 teacher, Eric Parish.

F. SMPO REPORT: No report this month.

G. NEW BUSINESS

1. Discussion/Action New Board Member – Rae Morrison voted on to Board (4-0 vote).
M:David, S:Jill; A:4, N:0

2. Discussion/Action Auditor Approval – Motion to approve auditor chosen by Michelle
for \$3500 annual audit and taxes. M:Harvey, S:David; A:5, N:0

3. Discussion/Action Growth model for 2011-2012 – Decision to form Growth
Committee to further look at pros/cons of growth for school.

4. Discussion/Action Procure a Debit Card for Director – Card to be in Director and
Administrative Assistant's names. M:Jill, S:David; A:5, N:0

H. PUBLIC COMMENT: No comments noted.

I. FUTURE AGENDA ITEMS

1. Growth Model

2. Additional items for agenda should be emailed to Jill or Russell.

J. ADJOURNMENT at 6:46PM M:Harvey,S:David; A:5, N:0.

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



**MINUTES FOR BOARD OF DIRECTORS SPECIAL MEETING
FEBRUARY 16, 2011**

A. CALL TO ORDER at 6:06 PM

Present: Russell Shapiro, Chair; Georgina Maltby, Vice-Chair; Jill Bailey, Secretary; Harvey Rappaport; David Green; Vivienne Singelis, Rae Morrison

B. APPROVAL Agenda/Additions: M: Georgina, S: Jill; A:7,N:0

C. APPROVAL Minutes - 10/20/10, 11/2/10, 11/30/10, 12/3/10, 1/4/11: M: Harvey, S: David; A:7,N:0

D. CHAIR'S REPORT: Seeking three new board members to be voted onto board at March SMPO meeting; Georgina and Vivienne have completed term; looking for fiscal, governance, legal and Montessori experience.

E. DIRECTOR'S REPORT: School has had a wave of sickness among staff and students; began looking into the possibility of purchasing property for the school; met with real estate agent. CCSA meeting on site; special education discussed.

F. STAFF REPORT (John): CalSkate night planned for 3/1/11; contest entered with Michelle Obama's Let's Move Program and school won \$2000 in kitchen equipment.

G. SMPO REPORT (Mary): \$950 in bank; will plan calendar for next year at February meeting; March meeting will hold elections for SMPO government positions.

H. NEW BUSINESS

1, 2, 3, 4. Discussion/Action Changes to Bylaws regarding non-voting members, Resolution revision (021611a), Changes to Charter, Lottery Procedures: Motion to accept all changes reviewed to above documents. M:David, S:Harvey; A:7, N:0.

5. Discussion/Action Second Interim Budget Report: Motion to postpone Budget Report until March regular meeting. M:Jill, S.Vivienne: A:7,N:0.

6. Discussion/Action Growth Model for 2011-2012: Vote to approve growth model. M:Harvey, S:Georgina; A:6,N:0 (Jill Absent)

I. PUBLIC COMMENT : No public comment

J. FUTURE AGENDA ITEMS: Will review Bylaws for changes; hope to have future discussion on Special Education; need to discuss fundraising.

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



K. ADJOURNMENT: 7:42PM M:Georgina, S:David; A:6, N:0

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



**MINUTES FOR BOARD OF DIRECTORS REGULAR MEETING
MARCH 2, 2011**

A. CALL TO ORDER at 5:46 PM

Present: Russell Shapiro, Chair; Georgina Maltby, Vice-Chair; Jill Bailey, Secretary; David Green; Vivienne Singelis, Rae Morrison. Absent: Harvey Rappaport

B. APPROVAL Agenda/Additions: Motion to approve agenda with addition of New Business item #1: Discussion/Action Second Interim Budget Report. M: Vivienne, S: Russell; A:6,N:0

C. APPROVAL Minutes: Motion to approve minutes from 2/16/11 with change to Chair's Report: "Seeking three new board members....Georgina and Vivienne have completed term." M:Russell, S: David; A:6,N:0

D. CHAIR'S REPORT: Discussion of Vivienne and Georgina's contributions to Board.

E. NEW BUSINESS

1. Discussion/Action Second Interim Budget Report: Budget Report reviewed, motion to approve. M:Georgina, S:Russell; A:6, N:0.

2. Discussion/Action Personnel Policy: Policy reviewed with noted changes to draft: Committee will consist of a SMPO representative. Board to approve hiring and notices of termination. Add "Each committee member shall agree to execute a confidentiality agreement related to his/her participation." Confidentiality and Conflict of Interest Agreements to be added. Erwin Williams to write draft Confidentiality Agreement. Timeline: SMPO representative by 3/22; Committee to be formed by April Board meeting. M:Jill, S: Vivienne; A:6,N:0

3. Discussion/Action Curriculum Policy: Discussion re. Board vs. Director roles.; Michelle to review section of Charter and By Laws regarding curriculum for discussion at a future meeting. No action taken.

4. Discussion/Action Summer Program: Discussed ideas for Summer Program at the school. No action taken.

F. PUBLIC COMMENT : No public comment

G. FUTURE AGENDA ITEMS: Curriculum policy

H. ADJOURNMENT: 7:03PM M:Vivienne, S:Russell; A:6, N:0

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



**MINUTES FOR BOARD OF DIRECTORS REGULAR MEETING
APRIL 5, 2011**

A. CALL TO ORDER at 5:05PM

Present: Russell Shapiro – Chair, David Green - Vice Chair, Steven Lucas – Secretary, Jill Bailey, Erwin Williams, Rae Morrison, Harvey Rappaport

B. CLOSED SESSION: Discussion of Personnel Issue from 5:05PM – 5:35PM

C. RETURN TO OPEN SESSION 5:35PM

D. APPROVAL Agenda/Additions: M: Erwin, S: Jill; A:7, N:0

E. APPROVAL Minutes: February 16: Minutes to be approved at May regular meeting – not posted prior to this meeting.

F. CHAIR’S REPORT:

1. Introduction of New Board Members – Rae Morrison, Steve Lucas, Erwin Williams
2. Thank you to Mary Lucas (exiting SMPO President)
3. Distribution of officer/committee responsibilities

G. DIRECTOR’S REPORT:

1. Classroom management a focus right now for teachers
2. District report rescheduled for 4/19 (facilities and special education sections have been completed)

H. STAFF REPORT (John):

1. Three winners in Butte County Literacy Project in 6-8 class.
2. Winners in Science Fair in K, 3, and 4 class.

I. SMPO REPORT:

1. New Co-Presidents elected – Heather Fisher and Marcy Pope
2. Spring Faire scheduled for 4/15 2-4PM
3. Looking at ways to spend money raised this year – teachers have requested a laminator which SMPO plans to purchase.

J. NEW BUSINESS:

1. Discussion/Action Election of New Officers –
Chair: Russell, M: Steve, S: Erwin; A:7, N:0
Vice Chair: David, M: Steve, S: Erwin: A:7, N:0

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



Treasurer: Rae, M: Steve, S: Erwin, A:7, N:0

Secretary: Steve, M: Jill, S: Russell, A:7, N:0

2. Discussion/Action Resolution (030511a) change of Bank Account Signatories – Resolution passed out to Board for review and approval at next meeting.

3. Discussion/Action Define Middle School ‘Erdkinder Program’ – Information provided to Board for review.

4. Discussion/Action Approval of 2011-2012 Staffing Model – Model passed out to Board for review and approval at next meeting.

5. Discussion/Action Approval of Staff Job Descriptions – tabled until next Board meeting.

6. Discussion/Action Spring Environmental Camp – John provided information about Web of Life Environmental Camp opportunity for 4-8 grades. Cost and school funding of camp discussed. Meeting with parents scheduled to review program. Michelle to prepare budget information for Board review. John to ask camp to extend deadline of 4/8 for deposit.

K. PUBLIC COMMENT: Julie Atlas made comment.

L. FUTURE AGENDA ITEMS: None noted.

M. ADJOURNMENT: 7:17PM M:Steve, S:Erwin; A:7, N:0

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



**MINUTES FOR BOARD OF DIRECTORS SPECIAL MEETING
APRIL 20, 2011**

A. CALL TO ORDER at 5:35 PM

Present: Russell Shapiro – Chair, Jill Bailey, Erwin Williams, Rae Morrison, Harvey Rappaport. Absent: David Green - Vice Chair, Steven Lucas - Secretary

B. APPROVAL Agenda/Additions: M: Erwin, S: Russell; A:5, N:0

C. NEW BUSINESS

1. Discussion/Action Resolution (042011a) change of Bank Account Signatories: Resolution reviewed and revised. Motion to approve with changes. M:Jill, S: Harvey; A:5, N:0
2. Discussion/Action Approval of 2011/2012 Staffing Model: Model reviewed, discussed, and approved without changes. M:Harvey, S:Erwin; A:5, N:0.
3. Discussion/Approval of Staff Job Descriptions: Descriptions reviewed and approved without changes. M:Jill, S:Harvey; A:5, N:0.

D. FUTURE AGENDA ITEMS:

1. Budget
2. Environmental camp
3. Approval of Director Evaluation form
4. School attorney

E. ADJOURNMENT: 6:47PM M:Erwin, S:Russell; A:5, N:0

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



**MINUTES FOR BOARD OF DIRECTORS MEETING of
JUNE 1, 2011**

- A. CALL TO ORDER:** at 5:07 PM at 746 Moss Avenue.
Board Present: Russell Shapiro-Chair; Jill Bailey; Erwin Williams; Harvey Rappaport; David Green; Stephen Lucas
Absent: Rae Morrison
Others Present: Michelle Yezbick, Executive Director
Paula Stern – Staff Representative
- B. APPROVAL Agenda/Additions:** *Director Williams* moved approval; 2nd *Director Green*
AYES: 6 (Shapiro, Williams, Bailey, Rappaport; Lucas, Green)
NOES: 0
ABSENT: 1 (Morrison)
- C. APPROVAL Minutes: March 2, April 5, April 20:** *Director Rappaport* moved approval; 2nd *Director Bailey*
AYES: 6 (Green, Shapiro, Lucas, Bailey, Williams, Rappaport)
NOES: 0
ABSENT: 1 (Morrison)
- D. CHAIR’S REPORT:** None
- E. DIRECTOR’S REPORT:** *Executive Director Yezbick* reported to Board: STAR Testing was concluding and is going well; 3 job openings have been posted for teachers (6,7,8 and 4-5); Environmental Camp applications have been received; Endangered Species Faire events are planned May 7; New teacher celebration/welcome planned for May 13.
- F. STAFF REPORT:** *Paula Stern, staff representative,* discussed: K-1 is busy with butterflies/Bearded Dragons hatching, learning about Africa, buddy reading with middle schoolers; 4-5 is building replicas of westward movement forts; practicing “Shel’s Tales” one act plays; Middle school held party for the families of Recreation and Dreams for Kids (RAD); presented two plays Robin Hood, 17 kids in Schoolhouse Rock; Discussed SBIT and Read Naturally Program.
- G. PARENT ORGANIZATION REPORT:** None
- H. NEW BUSINESS**
1. Discussion/Action Budget Update:
Chair Shapiro reported on budget issues emphasizing the many unknowns from the State budget process that makes it very difficult to prepare the budget; discussed state entitlement payments schedules and the potential need to obtain a loan to cover cash flow; SM estimated to end FY with \$70,382 in reserves; reported outstanding attendance of 95%; discussed cost reductions in special education and facilities lease.

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



Director Williams requested the Board hold a budget workshop to educate new Board members and the school community alike.

Chair Shapiro reported he would cease functioning as business manager as this function will be provided a new staff member.

2. Discussion/Action Fundraising Model for 2011-2012:

Chair Shapiro discussed the need for the Board to lead in developing a fundraising model that does not rely on the Parent Organization and can be utilized in developing the annual budget by the end of May.

Director Rappaport suggested a “grandparent’s day” that focuses fundraising efforts at grandparent’s which he said has been successfully done elsewhere.

3. Discussion/Action Additional Attorney Representation:

Director Williams discussed the need for SM to maintain experienced, hourly legal services to provide continuity of actions and introduced Attorney Greg Einhorn who represents many government agencies to include schools (CUSD, CCDS, BOCS).

Mr. Einhorn introduced himself and provided a background of his experiences and indicated his expectation that his services would be used sparingly and be focused on personnel issues, Brown Act, and miscellaneous claims and he would not request a retainer, but bill hourly.

Director Lucas suggested that the issue of entering into an agreement to hire legal counsel be agendaized for a future meeting as an action item for consideration. There was Board consensus to do so.

**** *Director Rappaport* leaves at 6:00 ****

4. Discussion/Action Director Review Procedure:

Chair Shapiro introduced item and the draft Executive Director evaluation form suggested by Directors Williams and Lucas indicating he likes the format.

Director Bailey questioned what level of staff involvement in the evaluation was contemplated voicing her support for active involvement.

Paula Stern indicated her strong support for staff involvement as they are the people who are trained in education and work closest with the Director.

**** *Director Green* leaves at 6:25 ****

Executive Director Yezbick indicated the position evaluation should be about the functions of the whole school and be more like an end of year review.

Director Bailey liked the opportunity to review the Director and provide feedback and support future growth.

Chair Shapiro moved to utilize the draft evaluation form presented and to send an email to all staff and the SMPO requesting feedback on the performance of the Executive Director. Bailey 2nd.

AYES: 6 (Shapiro, Lucas, Bailey, Williams)

NOES: 0

ABSENT: 1 (Morrison, Green, Rappaport)

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



5. Establishment of Audit and Charter Renewal Committees:

Chair Shapiro indicated he would send email out requesting committee membership interest.

6. Board Retreat planning: Continued to future meeting.

I. PUBLIC COMMENT: None

J. FUTURE AGENDA ITEMS:

Director Williams requested a future agenda item to discuss/explore grant opportunities and funding options.

K. ADJOURNMENT: 6:40PM (Motion: Williams – 2nd: Shapiro)

AYES: 4 (Shapiro, Lucas, Bailey, Williams)

NOES: 0

ABSENT: 3 (Morrison, Green, Rappaport)

Approved: June 1, 2011

Russell Shapiro, Chair

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



**MINUTES FOR BOARD OF DIRECTORS MEETING of
JUNE 6, 2011**

- A. CALL TO ORDER:** at 5:30 PM at 746 Moss Avenue.
Present: Russell Shapiro-Chair; David Green; Jill Bailey; Erwin Williams; Harvey Rappaport; Stephen Lucas
Absent: Rae Morrison
Others Present: Michelle Yezbick, School Director

B. ADJOURN TO CLOSED SESSION:

- C. Closed Session:** School Director Performance Evaluation.

- D. RETURN to Open Session.** No action to report

- E. CHAIRS REPORT:** None

F. NEW BUSINESS

1. Discussion/Action: Line of Credit Renewal

Director Shapiro introduced item and discussed need to approve line of credit to cover costs when state reimbursement is late.

Director Rappaport moved approval of securing line of credit, 2nd *Director Williams*.

AYES: 6 (Green, Shapiro, Lucas, Bailey, Williams, Rappaport)

NOES: 0

ABSENT: 1 (Morrison)

2. Discussion/Action: 2011-2012 FY Budget

Chair Shapiro introduced item and discussed budget process and timelines.

Director Lucas requested the School Director to prepare a budget narrative for inclusion in the budget that clearly and succinctly describes the purpose for each budget line item.

- J. ADJOURNMENT:** 6:40PM (Motion: *Rappaport*; 2nd *Director Green*)

AYES: 6 (Green, Shapiro, Lucas, Bailey, Williams, Rappaport)

NOES: 0

ABSENT: 1 (Morrison)

Approved: _____ **2011**

Russell Shapiro, Chair

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



**MINUTES FOR BOARD OF DIRECTORS MEETING of
JUNE 9, 2011**

- A. CALL TO ORDER:** at 5:45 PM at 746 Moss Avenue.
Board Present: Jill Bailey; Erwin Williams; David Green; Stephen Lucas
Absent: Russell Shapiro, Harvey Rappaport
Others Present: Michelle Yezbick, School Director
Paula Stern – Staff Representative

B. NEW BUSINESS

1. Discussion/Action 2011-2012 Budget:

School Director Yezbick reported on budget issues and provided analysis of the 2011-12 FY Budget.

Director Lucas requested that all budgeted staff positions be clearly defined and that staff be assigned functions for budget preparation for consistency.

Director Williams requested the Board consider establishing a grant committee as this is a critical component of budget revenues and should be prioritized.

Director Bailey moved approval of 2011/12 FY Budget for submittal to CUSD, 2nd *Director Williams*.

AYES: 5 (Green, Morrison, Lucas, Bailey, Williams)

NOES: 0

ABSENT: 2 (Shapiro, Rappaport)

- C. ADJOURNMENT:** 6:40PM (Motion: Williams – 2nd: Shapiro)

AYES: 5 (Green, Morrison, Lucas, Bailey, Williams)

NOES: 0

ABSENT: 2 (Shapiro, Rappaport)

Approved: _____, 2011

Russell Shapiro, Chair

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



**MINUTES FOR BOARD OF DIRECTORS MEETING of
JULY 6, 2011**

- A. CALL TO ORDER:** at 5:40 PM at 746 Moss Avenue.
Board Present: Russell Shapiro-Chair; David Green; Jill Bailey; Erwin Williams; Harvey Rappaport;; Stephen Lucas
Absent: Rae Morrison
Others Present: Michelle Yezbick, School Director

B. ADJOURN TO CLOSED SESSION:

- C. Closed Session:** Discussion/Action: Executive Director Salary-Performance Evaluation

D. Return to Open Session

Chair Shapiro reported out that as a part of the School Director's Performance Evaluation, the Board determined a performance bonus was warranted and now the Board will consider the amount and form of compensation in open session.

Director Bailey inquired about consistency between Director's compensation and teacher salaries too which *Director Williams* indicated there was no connection.

Director Williams made a motion to approve a one-time 5% performance bonus based on current salary, 2nd – *Director Rappaport*.

AYES: 6 (Shapiro, Williams, Bailey, Rappaport, Lucas, Green)

NOES: 0

Chair Shapiro directed the School Director to conduct a compensation study of equivalent charter school positions to include an analysis of salary, benefits, experience and job description that can be utilized when considering future compensation issues.

E. NEW BUSINESS

1. Discussion/Action: 2011-2012 Budget Report to CUSD.

Director Shapiro provided a budget update and review of 2011/12 FY Budget. No action was taken.

- F. ADJOURNMENT:** 7:00PM (Motion: Bailey – 2nd: Green)

AYE: 5 (Shapiro, Rappaport, Bailey, Lucas, Williams, Green)

NO: 0

Approved: _____, 2011

Russell Shapiro, Chair

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



**MINUTES FOR BOARD OF DIRECTORS MEETING of
AUGUST 3, 2011**

- A. CALL TO ORDER:** at 5:20 PM at 746 Moss Avenue.
Board Present: Russell Shapiro-Chair; Erwin Williams; Harvey Rappaport; Rae Morrison
Absent: Jill Bailey, Stephen Lucas, David Green
Others Present: Michelle Yezbick, School Director
John Howlett, Staff Representative
Marci Pope, SMPO President
- B. APPROVAL Agenda/Additions:** *Director Williams* moved approval, 2nd *Director Green*.
AYE: 6 (Shapiro, Williams, Rappaport, Morrison)
NOES: 0
ABSENT: 3 (Green, Bailey, Lucas)

**** Director's Lucas and Bailey present at 5:35****
- C. CHAIR'S REPORT:** *Chair Shapiro* provided a review of his written report to include discussions of prior year progress, coming year expectations and needs, and the role of the Board of Directors.
- D. DIRECTOR'S REPORT:** *Executive Director Yezbick* reported to Board concerning the search for a Business Manager, student recruitment, facilities management, meetings with CUSD and submittal of Annual Performance Report.
- E. STAFF REPORT:** *John Howlett* provided the Board an update of staff developments and new hires over the summer. He also discussed the process of setting staff goals for the coming year.
- F. PARENT ORGANIZATION REPORT:** *Marci Pope* provided the Board an update of the efforts and issues undertaken by the SMPO.
- G. PUBLIC COMMENT:** None
- H. FUTURE AGENDA ITEMS:** None
- I. ADJOURNMENT:** 6:45PM (Motion: Williams – 2nd Rappaport)
AYES: 7 (Shapiro, Williams, Lucas, Bailey, Morrison, Rappaport)
NOES: 0
ABSENT: 1 (Green)

Approved: _____, 2011

Russell Shapiro, Chair

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.