



REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 3
746 Moss Avenue, Chico, California**
Date/Time: **Thursday, November 21, 2013 – 6:00 p.m.**

AGENDA

1. **CALL TO ORDER**
 - 1.1 **Roll Call** Robyn Faraone, David Kuperman, Stephen Lucas, Corin Meester, Peter DiFalco, Chris Fosen, and Erwin Williams
2. **CONSENT AGENDA**
 - 2.1 **Approval of Minutes from October 17, 2013**
 - 2.2 **First Interim Financial Report**

The Board will receive the First Interim Financial Report.
ACTION REQUESTED: Approve report.
 - 2.3 **Annual Financial Audit**

The Board will receive the School’s Annual Financial Audit from the School Director.
ACTION REQUESTED: Receive report.
3. **REPORTS AND COMMUNICATION**
 - 3.1 **Instructional Staff Report**
 - 3.2 **Sherwood Montessori Parents Organization Report**
 - 3.3 **School Director Report**
 - 3.4 **Treasurer Report**
4. **NOTICED PUBLIC HEARINGS**

None
5. **REGULAR BUSINESS**
 - 5.1 **Items Removed From Consent (If any)**
 - 5.2 **Facilities Committee Update**

The School Director will provide the Board of Directors with a formal update on the work of the Facilities Committee to reach the goal of obtaining a permanent facility and on issues at our current site.
ACTION REQUESTED: Receive report.

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.

5.3 EPA Funds Resolution

The Board of Directors will consider a resolution for spending EPA funds.

ACTION REQUESTED: Approve resolution.

5.4 Spending Plan for Common Core State Standards (CCSS) Funding

The Board will discuss a spending plan for CCSS funding.

ACTION REQUESTED: Discuss funds available for CCSS implementation and give guidance to School Director for next month's resolution.

5.5 Finance Committee Report

The Finance Committee has proposed changes to the current Purchasing Policy and has begun a discussion of fundraising strategy.

ACTION REQUESTED: Adopt proposed changes to the Purchasing Policy and continue fundraising strategy discussion.

5.6 Administration Restructure Revisit

The School Director will report on the results of the administration restructure approved in August and will propose further restructuring.

ACTION REQUESTED: Approve proposed restructuring.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Any person may address the Board during the "Public Comment" item by stating their name for the record and reason for comment. The Board may not act on any matter unless duly agendized for a future meeting.

7. FUTURE AGENDA ITEMS

7.1 The Board will be asked to approve a growth plan for the purposes of planning the lottery draw on February 1.

7.2 The Board will receive a Resources and Needs Response Plan.

7.3 The Board will receive a revised Job Audit from the School Director.

7.4 The Board will approve a resolution describing a spending plan for the CCSS funds.

7.5 The results of the Parent Survey will be presented.

7.6 A spending plan for Prop 39: Clean Energy and Jobs Act funds will be determined.

8. ADJOURNMENT (Est. 8:00 p.m.)

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**DRAFT MINUTES FOR BOARD OF DIRECTORS of
October 17, 2013**

- 1. **CALL TO ORDER:** at 6:05 PM at 746 Moss Avenue by *Chair Lucas*.
Board Present: Robyn Faraone - Secretary; Chris Fosen; David Kuperman - Treasurer; Corin Meester; Stephen Lucas - Chair; Erwin Williams.
Absent: Peter DiFalco.
Others Present: Scott Giannini; John Howlett- Lead Teacher; Marlo Knox - Lead Teacher; Michelle Yezbick - School Director.

2. **CONSENT AGENDA**

Item 2.4 School Director Job Audit was moved to Regular Business.

Director Meester motioned to approve consent agenda; *Director Fosen* 2nd motion.

AYES: 6 (Faraone, Fosen, Kuperman, Lucas, Meester, Williams)

NOES: 0

ABSENT: 1 (DiFalco)

- 2.1 Approval of Minutes from September 6, 2013 and Spetmber 19, 2013.
- 2.2 Single Plan for Student Achievement
- 2.3 School Performance Audit
- 2.5 Prop 39 Initial Request

3. **REPORTS AND COMMUNICATION**

3.1 **Instructional Staff Report-** See agenda attachment.

3.2 **SMPO Report-** None

3.3 **School Director Report-** See agenda attachment. Sherwood students did very well on the Star testing. It is unclear how our progress will be evaluated this year since Common Core will not start yet. The school continues to struggle with a lack of space. There was no space for the financial audit to set up, but the accounting firm agreed to have it conducted in their offices, and Heather prepared all the documents for them to take to their offices. School photos were taken in the kindergarten room, displacing the students for the day. We had disappointing results for the Maria M fundraiser. We had lower participation and lower total amount raised compared to last year. The director would like more guidance from the Board on fundraising. This will go to the Finance Committee and be brought back to the Board in the next two months.

3.4 **Treasurer Report-** See agenda attachment. Edit to the report: enrollment is back up to 168 students because a middle school student returned.

4. **NOTICED PUBLIC HEARINGS**

None

5. **REGULAR BUSINESS**

5.1 **Items Removed From Consent** – 2.4 Job Audit

- 5.2 Facilities Update-** See agenda attachment. There will be a hearing on November 12, 2013 at 2:00 PM to modify the Redeemer Lutheran Church's use permit for the school.
- 5.3 Land lease-** See agenda attachment. This is a preliminary agreement to continue the conversation with the land owner for the possible lease of his property to develop a new school site. John Howlett raised concerns that this parcel was rejected for development in 1987 and 1994 because it was outside the City of Chico boundaries but would use city resources. This and a myriad of other issues will need to be fully vetted before a lease is signed. We will likely need a Project Manager, and we will continue to explore other options.

Director Williams motioned to approve the request for a land lease from the property owner for consideration of the Board of Directors; *Director Meester 2nd* the motion.

AYES: 6 (Faraone, Fosen, Kuperman, Lucas, Meester, Williams)

NOES: 0

ABSENT: 1 (DiFalco)

6. PUBLIC COMMENT ON ITEMS NOT ON AGENDA- None

7. FUTURE AGENDA ITEMS

7.1 The Board will be asked to approve a resolution to spend restricted funds for Common Core Standards implementation.

7.2 Fundraising Policy

8. CLOSED SESSION

8.1 Personnel Issue

The Board went into closed session at 7:40 PM to discuss a personnel issue. The Board came out of closed session at 7:50 PM.

9. ADJOURNMENT: 7:50 PM. BOD adjourns until the BOD Meeting November 21, 2013 at 6:00 PM.

Approved: _____, 20____

Robyn Faraone, Secretary



MEMORANDUM

To: Board of Directors
From: Michelle Yezbick, School Director
Subject: First Interim Financial Report
Date: November 15, 2013 for the meeting of November 21, 2013

SUMMARY

Business Manager Lisa Speegle has prepared a First Interim Financial Report that needs to be approved by the Board before being sent to CUSD, BCOE, and the CDE.

DISCUSSION

The Budget Committee met in early October with the original budget for the 2013-2014 fiscal year and actual spending through September. With this information, we gave input to the Business Manager to create the First Interim Financial Report. This document then becomes the basis for the current, revised budget for the remaining 2013-2014 fiscal year.

ACTION REQUESTED

Approve report.

Attachment: First Interim Financial Report

**CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Detail**

Charter School Name: Sherwood Montessori
(continued) Charter School
CDS #: 04-61424-0121475
Charter Approving Entity: Chico Unified School District
County: Butte
Charter #: 1166
Fiscal Year: 2013/14

This charter school uses the following basis of accounting:

- Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)
 Modified Accrual Basis (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 10/31			1st Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
A. REVENUES										
1. Revenue Limit Sources										
Local Control Funding	8011			-			-	545,718.00		545,718.00
Education Protection Act Funding	8012	135,203.00		135,203.00	31,126.00		31,126.00	124,504.00		124,504.00
Charter Schools Gen. Purpose Entitlement - State Aid	8015	422,456.00		422,456.00	85,303.00		85,303.00			-
State Aid - Prior Years	8019			-			-			-
Tax Relief Subventions (for rev. limit funded schools)	8020-8039			-			-			-
County and District Taxes (for rev. limit funded schools)	8040-8079			-			-			-
Miscellaneous Funds (for rev. limit funded schools)	8080-8089			-			-			-
Revenue Limit Transfers (for rev. limit funded schools):				-			-			-
PERS Reduction Transfer	8092			-			-			-
Other Revenue Limit Transfers	8091, 8097			-			-			-
Total, Revenue Limit Sources		557,659.00	-	557,659.00	116,429.00	-	116,429.00	670,222.00	-	670,222.00
2. Federal Revenues										
No Child Left Behind	8290			-			-			-
Special Education - Federal	8181, 8182			-			-			-
Child Nutrition - Federal	8220			-			-			-
Other Federal Revenues	8110, 8260-8299			-			-			-
Total, Federal Revenues		-	-	-	-	-	-	-	-	-
3. Other State Revenues										
Charter Schools Categorical Block Grant	8590	84,498.00		84,498.00			-			-
Special Education - State	StateRevSE			-			-		12,492.00	12,492.00
All Other State Revenues	StateRevAO	22,449.00	4,980.00	27,429.00	308.16	13,800.00	14,108.16	22,449.00	31,834.00	54,283.00
Total, Other State Revenues		106,947.00	4,980.00	111,927.00	308.16	13,800.00	14,108.16	22,449.00	44,326.00	66,775.00
4. Other Local Revenues										
Charter Schools Funding in Lieu of Property Taxes	8096	266,751.00		266,751.00	60,942.42		60,942.42	273,834.00		273,834.00
All Other Local Revenues	LocalRevAO	42,851.00	6,900.00	49,751.00	9,454.14		9,454.14	60,391.00		60,391.00
Total, Local Revenues		309,602.00	6,900.00	316,502.00	70,396.56	-	70,396.56	334,225.00	-	334,225.00
5. TOTAL REVENUES		974,208.00	11,880.00	986,088.00	187,133.72	13,800.00	200,933.72	1,026,896.00	44,326.00	1,071,222.00
B. EXPENDITURES										
1. Certificated Salaries										
Teachers' Salaries	1100	335,116.01		335,116.01	84,517.47	1,716.00	86,233.47	329,354.81	7,776.00	337,130.81
Certificated Pupil Support Salaries	1200			-			-			-
Certificated Supervisors' and Administrators' Salaries	1300			-			-			-
Other Certificated Salaries	1900			-			-			-
Total, Certificated Salaries		335,116.01	-	335,116.01	84,517.47	1,716.00	86,233.47	329,354.81	7,776.00	337,130.81
2. Non-certificated Salaries										
Instructional Aides' Salaries	2100	110,258.40	6,900.00	117,158.40	25,364.31	136.20	25,500.51	98,655.84	4,104.00	102,759.84
Non-certificated Support Salaries	2200	13,500.00		13,500.00	3,748.55		3,748.55	12,870.00		12,870.00
Non-certificated Supervisors' and Administrators' Sal.	2300	70,000.00		70,000.00	23,333.32		23,333.32	70,000.00		70,000.00
Clerical and Office Salaries	2400	18,518.40		18,518.40	5,977.25		5,977.25	23,760.00		23,760.00
Other Non-certificated Salaries	2900			-			-			-
Total, Non-certificated Salaries		212,276.80	6,900.00	219,176.80	58,423.43	136.20	58,559.63	205,285.84	4,104.00	209,389.84
3. Employee Benefits										
STRS	3101-3102	27,647.07		27,647.07	6,877.36		6,877.36	27,171.77	641.52	27,813.29
PERS	3201-3202	23,482.12		23,482.12	4,151.76		4,151.76	21,967.09	469.58	22,436.67
OASDI / Medicare / Alternative	3301-3302	21,626.21		21,626.21	5,654.41	35.29	5,689.70	19,885.15	1,021.57	20,906.72
Health and Welfare Benefits	3401-3402	34,248.00		34,248.00	9,377.01		9,377.01	43,068.00		43,068.00
Unemployment Insurance	3501-3502	6,188.00		6,188.00	1,117.62	62.97	1,180.59	5,950.40	237.60	6,188.00
Workers' Compensation Insurance	3601-3602	9,977.27		9,977.27	5,825.05		5,825.05	9,837.37		9,837.37
Retiree Benefits	3701-3702			-			-			-
PERS Reduction (for revenue limit funded schools)	3801-3802			-			-			-
Other Employee Benefits	3901-3902			-	(62.63)	1.85	(60.78)			-
Total, Employee Benefits		123,168.67	-	123,168.67	32,940.58	100.11	33,040.69	127,879.78	2,370.27	130,250.05
4. Books and Supplies										
Approved Textbooks and Core Curricula Materials	4100		1,000.00	1,000.00		5,937.03	5,937.03		6,500.00	6,500.00
Books and Other Reference Materials	4200		10,000.00	10,000.00	1,298.23	120.25	1,418.48	2,000.00		2,000.00
Materials and Supplies	4300	14,750.00		14,750.00	11,567.65		11,567.65	23,500.00		23,500.00
Noncapitalized Equipment	4400			-	2,094.57		2,094.57	2,200.00		2,200.00
Food	4700			-			-			-
Total, Books and Supplies		14,750.00	11,000.00	25,750.00	14,960.45	6,057.28	21,017.73	27,700.00	6,500.00	34,200.00
5. Services and Other Operating Expenditures										
Home to School Transportation	5100			-			-			-
Travel and Conferences	5200	4,775.00		4,775.00	6,885.21		6,885.21	7,175.00		7,175.00
Dues and Memberships	5300	1,230.00		1,230.00	210.00		210.00	1,230.00		1,230.00
Insurance	5400	16,936.00		16,936.00	6,494.74		6,494.74	16,936.00		16,936.00
Operations and Housekeeping Services	5500	25,914.00		25,914.00	6,372.06		6,372.06	25,914.00		25,914.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	109,165.00		109,165.00	32,784.68		32,784.68	99,460.00		99,460.00
Professional/Consulting Services and Operating Expend.	5800	49,472.00		49,472.00	8,857.37		8,857.37	56,086.00		56,086.00
Communications	5900	5,242.00		5,242.00	1,671.66		1,671.66	5,242.00		5,242.00
Total, Services and Other Operating Expenditures		212,734.00	-	212,734.00	63,275.72	-	63,275.72	212,043.00	-	212,043.00
6. Capital Outlay (Objects 6100-6170, 6200-6500 for modified accrual basis only)										
Sites and Improvements of Sites	6100			-			-			-
Buildings and Improvements of Buildings	6200			-			-			-

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 Modified Accrual Basis (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 10/31			1st Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			-			-			-
Equipment	6400			-			-			-
Equipment Replacement	6500			-			-			-
Depreciation Expense (for full accrual only)	6900			-			-			-
Total, Capital Outlay		-	-	-	-	-	-	-	-	-
7. Other Outgo										
Tuition to Other Schools	7110-7143			-			-			-
Transfers of Pass-through Revenues to Other LEAs	7211-7213			-			-			-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	97,269.00		97,269.00			-	98,017.00		98,017.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			-			-			-
All Other Transfers	7280-7299			-			-			-
Debt Service:										
Interest	7438	1,000.00		1,000.00	(128.33)		(128.33)	1,000.00		1,000.00
Principal	7439			-			-			-
Transfers of Indirect / Direct Support Costs	7300-7399			-			-			-
Total, Other Outgo		98,269.00	-	98,269.00	(128.33)	-	(128.33)	99,017.00	-	99,017.00
8. TOTAL EXPENDITURES		996,314.48	17,900.00	1,014,214.48	253,989.32	8,009.59	261,998.91	1,001,280.43	20,750.27	1,022,030.70
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		(22,106.48)	(6,020.00)	(28,126.48)	(66,855.60)	5,790.41	(61,065.19)	25,615.57	23,575.73	49,191.30
D. OTHER FINANCING SOURCES / USES										
1. Other Sources	8930-8979			-			-			-
2. Less: Other Uses	7630-7699			-			-			-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(6,020.00)	6,020.00	-			-			-
4. TOTAL OTHER FINANCING SOURCES / USES		(6,020.00)	6,020.00	-	-	-	-	-	-	-
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(28,126.48)	-	(28,126.48)	(66,855.60)	5,790.41	(61,065.19)	25,615.57	23,575.73	49,191.30
F. FUND BALANCE, RESERVES										
1. Beginning Fund Balance										
a. As of July 1	9791	119,894.12		119,894.12	119,894.12	-	119,894.12	119,894.12	-	119,894.12
b. Adjustments to Beginning Balance	9793, 9795			-	22,636.11	688.00	23,324.11	22,636.11	688.00	23,324.11
c. Adjusted Beginning Balance		119,894.12	-	119,894.12	142,530.23	688.00	143,218.23	142,530.23	688.00	143,218.23
2. Ending Fund Balance, June 30 (E + F.1.c.)		91,767.64	-	91,767.64	75,674.63	6,478.41	82,153.04	168,145.80	24,263.73	192,409.53
Components of Ending Fund Balance (Optional):										
Reserve for Revolving Cash (equals object 9130)	9711			-			-			-
Reserve for Stores (equals object 9320)	9712			-			-			-
Reserve for Prepaid Expenditures (equals object 9330)	9713			-			-			-
Reserve for All Others	9719			-			-			-
General Reserve	9730			-			-			-
Legally Restricted Balance	9740			-			-			-
Designated for Economic Uncertainties	9770			-			-			-
Other Designations	9775, 9780			-			-			-
Undesignated / Unappropriated Amount	9790	91,767.64	-	91,767.64	75,674.63	6,478.41	82,153.04	168,145.80	24,263.73	192,409.53

**CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Summary**

Charter School Name: Sherwood Montessori
 (continued) Charter School
 CDS #: 04-61424-0121475
 Charter Approving Entity: Chico Unified School District
 County: Butte
 Charter #: 1166
 Fiscal Year: 2013/14

Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	Adopted vs. 1st Interim Increase, (Decrease)	
					\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
A. REVENUES						
1. Revenue Limit Sources						
Local Control Funding	8011	-	-	545,718.00	545,718.00	100.00%
Education Protection Act Funding	8012	135,203.00	31,126.00	124,504.00	(10,699.00)	-7.91%
Charter Schools Gen. Purpose Entitlement - State Aid	8015	422,456.00	85,303.00	-	(422,456.00)	-100.00%
State Aid - Prior Years	8019	-	-	-	-	0.00%
Tax Relief Subventions (for rev. limit funded schools)	8020-8039	-	-	-	-	0.00%
County and District Taxes (for rev. limit funded schools)	8040-8079	-	-	-	-	0.00%
Miscellaneous Funds (for rev. limit funded schools)	8080-8089	-	-	-	-	0.00%
Revenue Limit Transfers (for rev. limit funded schools):						0.00%
PERS Reduction Transfer	8092	-	-	-	-	0.00%
Other Revenue Limit Transfers	8091, 8097	-	-	-	-	0.00%
Total, Revenue Limit Sources		557,659.00	116,429.00	670,222.00	112,563.00	20.18%
2. Federal Revenues						
No Child Left Behind	8290	-	-	-	-	0.00%
Special Education - Federal	8181, 8182	-	-	-	-	0.00%
Child Nutrition - Federal	8220	-	-	-	-	0.00%
Other Federal Revenues	8110, 8260-8299	-	-	-	-	0.00%
Total, Federal Revenues		-	-	-	-	0.00%
3. Other State Revenues						
Charter Schools Categorical Block Grant	8590	84,498.00	-	-	(84,498.00)	-100.00%
Special Education - State	StateRevSE	-	-	12,492.00	12,492.00	100.00%
All Other State Revenues	StateRevAO	27,429.00	14,108.16	54,283.00	26,854.00	97.90%
Total, Other State Revenues		111,927.00	14,108.16	66,775.00	(45,152.00)	-40.34%
4. Other Local Revenues						
Charter Schools Funding in Lieu of Property Taxes	8096	266,751.00	60,942.42	273,834.00	7,083.00	2.66%
All Other Local Revenues	LocalRevAO	49,751.00	9,454.14	60,391.00	10,640.00	21.39%
Total, Local Revenues		316,502.00	70,396.56	334,225.00	17,723.00	5.60%
5. TOTAL REVENUES		986,088.00	200,933.72	1,071,222.00	85,134.00	8.63%
B. EXPENDITURES						
1. Certificated Salaries						
Teachers' Salaries	1100	335,116.01	86,233.47	337,130.81	2,014.80	0.60%
Certificated Pupil Support Salaries	1200	-	-	-	-	0.00%
Certificated Supervisors' and Administrators' Salaries	1300	-	-	-	-	0.00%
Other Certificated Salaries	1900	-	-	-	-	0.00%
Total, Certificated Salaries		335,116.01	86,233.47	337,130.81	2,014.80	0.60%
2. Non-certificated Salaries						
Instructional Aides' Salaries	2100	117,158.40	25,500.51	102,759.84	(14,398.56)	-12.29%
Non-certificated Support Salaries	2200	13,500.00	3,748.55	12,870.00	(630.00)	-4.67%
Non-certificated Supervisors' and Administrators' Sal.	2300	70,000.00	23,333.32	70,000.00	-	0.00%
Clerical and Office Salaries	2400	18,518.40	5,977.25	23,760.00	5,241.60	28.30%
Other Non-certificated Salaries	2900	-	-	-	-	0.00%
Total, Non-certificated Salaries		219,176.80	58,559.63	209,389.84	(9,786.96)	-4.47%
3. Employee Benefits						
STRS	3101-3102	27,647.07	6,877.36	27,813.29	166.22	0.60%
PERS	3201-3202	23,482.12	4,151.76	22,436.67	(1,045.45)	-4.45%
OASDI / Medicare / Alternative	3301-3302	21,626.21	5,689.70	20,906.72	(719.49)	-3.33%
Health and Welfare Benefits	3401-3402	34,248.00	9,377.01	43,068.00	8,820.00	25.75%
Unemployment Insurance	3501-3502	6,188.00	1,180.59	6,188.00	-	0.00%
Workers' Compensation Insurance	3601-3602	9,977.27	5,825.05	9,837.37	(139.90)	-1.40%

**CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Summary**

Charter School Name: Sherwood Montessori
 (continued) Charter School
 CDS #: 04-61424-0121475
 Charter Approving Entity: Chico Unified School District
 County: Butte
 Charter #: 1166
 Fiscal Year: 2013/14

Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	Adopted vs. 1st Interim Increase, (Decrease)	
					\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
Retiree Benefits	3701-3702	-	-	-	-	0.00%
PERS Reduction (for revenue limit funded schools)	3801-3802	-	-	-	-	0.00%
Other Employee Benefits	3901-3902	-	(60.78)	-	-	0.00%
Total, Employee Benefits		123,168.67	33,040.69	130,250.05	7,081.38	5.75%
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	1,000.00	5,937.03	6,500.00	5,500.00	550.00%
Books and Other Reference Materials	4200	10,000.00	1,418.48	2,000.00	(8,000.00)	-80.00%
Materials and Supplies	4300	14,750.00	11,567.65	23,500.00	8,750.00	59.32%
Noncapitalized Equipment	4400	-	2,094.57	2,200.00	2,200.00	100.00%
Food	4700	-	-	-	-	0.00%
Total, Books and Supplies		25,750.00	21,017.73	34,200.00	8,450.00	32.82%
5. Services and Other Operating Expenditures						
Travel and Conferences	5200	4,775.00	6,885.21	7,175.00	2,400.00	50.26%
Dues and Memberships	5300	1,230.00	210.00	1,230.00	-	0.00%
Insurance	5400	16,936.00	6,494.74	16,936.00	-	0.00%
Operations and Housekeeping Services	5500	25,914.00	6,372.06	25,914.00	-	0.00%
Rentals, Leases, Repairs, and Noncap. Improvements	5600	109,165.00	32,784.68	99,460.00	(9,705.00)	-8.89%
Professional/Consulting Services and Operating Expend.	5800	49,472.00	8,857.37	56,086.00	6,614.00	13.37%
Communications	5900	5,242.00	1,671.66	5,242.00	-	0.00%
Total, Services and Other Operating Expenditures		212,734.00	63,275.72	212,043.00	(691.00)	-0.32%
6. Capital Outlay						
Sites and Improvements of Sites	6100	-	-	-	-	0.00%
Buildings and Improvements of Buildings	6200	-	-	-	-	0.00%
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	0.00%
Equipment	6400	-	-	-	-	0.00%
Equipment Replacement	6500	-	-	-	-	0.00%
Depreciation Expense (for full accrual only)	6900	-	-	-	-	0.00%
Total, Capital Outlay		-	-	-	-	0.00%
7. Other Outgo						
Tuition to Other Schools	7110-7143	-	-	-	-	0.00%
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	0.00%
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	97,269.00	-	98,017.00	748.00	0.77%
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	0.00%
All Other Transfers	7280-7299	-	-	-	-	0.00%
Debt Service:						
Interest	7438	1,000.00	(128.33)	1,000.00	-	0.00%
Principal	7439	-	-	-	-	0.00%
Transfers of Indirect / Direct Support Costs	7300-7399	-	-	-	-	0.00%
Total, Other Outgo		98,269.00	(128.33)	99,017.00	748.00	0.76%
8. TOTAL EXPENDITURES		1,014,214.48	261,998.91	1,022,030.70	7,816.22	0.77%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		(28,126.48)	(61,065.19)	49,191.30	77,317.78	-274.89%
D. OTHER FINANCING SOURCES / USES						
1. Other Sources	8930-8979	-	-	-	-	0.00%
2. Less: Other Uses	7630-7699	-	-	-	-	0.00%
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	0.00%

**CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
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					\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	0.00%
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(28,126.48)	(61,065.19)	49,191.30	77,317.78	-274.89%
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	119,894.12	119,894.12	119,894.12	-	0.00%
b. Adjustments to Beginning Balance	9793, 9795	-	23,324.11	23,324.11	23,324.11	100.00%
c. Adjusted Beginning Balance		119,894.12	143,218.23	143,218.23	23,324.11	19.45%
2. Ending Fund Balance, June 30 (E + F.1.c.)		91,767.64	82,153.04	192,409.53	100,641.89	109.67%
Components of Ending Fund Balance (Optional):						
Reserve for Revolving Cash (equals object 9130)	9711	-	-	-	-	0.00%
Reserve for Stores (equals object 9320)	9712	-	-	-	-	0.00%
Reserve for Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	0.00%
Reserve for All Others	9719	-	-	-	-	0.00%
General Reserve	9730	-	-	-	-	0.00%
Legally Restricted Balance	9740	-	-	-	-	0.00%
Designated for Economic Uncertainties	9770	-	-	-	-	0.00%
Other Designations	9775, 9780	-	-	-	-	0.00%
Undesignated / Unappropriated Amount	9790	91,767.64	82,153.04	192,409.53	100,641.89	109.67%



MEMORANDUM

To: Board of Directors
From: Michelle Yezbick, School Director
Subject: Annual Financial Audit
Date: November 15, 2013 for the meeting of November 21, 2013

SUMMARY

Each year, the school is required to have a financial audit conducted by an approved accountant professional. Attached is the financial audit conducted for the 2012-2013 school year.

DISCUSSION

Our audit was done by Dawn Buchanan of Matson & Isom. There were no findings or recommendations. The work has been reviewed by the school's Business Manager and Director and appears accurate and thorough.

ACTION REQUESTED

Receive report.

Attachment: Annual Financial Audit



MEMORANDUM

To: Board of Directors
From: Michelle Yezbick
Subject: **Agenda Item 3.1 Instructional Staff Report**
Date: November 15, 2013 for the meeting of November 21, 2013

Kindergarten -Teresa Shippen

Kindergarten conferences are almost complete! I have been able to meet with 22 of 23 families. These conferences are so important. They allow us to reflect on each student, their emotional, social and academic growth. It gives us all a feeling of working on the same team to help each individual grow in their own unique ways. As a teacher, they can provide insight and focus as to where this child has been and where we would like to see them headed. I am thankful for the opportunity to learn more about each student, and family, and to provide them with a peek into their child's day. It builds such a wonderful community feeling!

As the Kindergarten class settles into our learning routine, I realize how many things we have to offer these students! Our class now has Music instruction from Kara Tupy, a parent volunteer, Spanish with Danielle, Cooking and Gardening with Richie and time with our Big Buddies. We have also had parents volunteer for future lessons in writing and art. Add to this a Montessori curriculum, rich in Language Arts, Math, Zoology, Botany, Practical Life...well you get the picture! These students are benefitting from a community of people who support their learning in many ways. I am thankful to be a part of this community, and to watch as these children learn and grow in their own unique ways

1st/2nd -Marlo Knox

I am happy to report to the Board of Directors that our classroom continues to move forward.

- We have attended a field trip to the Gateway Science Museum on Thursday, October 31, which was gifted to us through PG&E and our relationship with Mr. Wilson, a parent in our classroom. This generous gift will enable the other lower elementary classrooms to attend this important community treasure.

- I have been formally observed by Michelle, our director. Michelle has a very personal understanding of my students as she has seen some of my successes with them and some of my struggles to reach them. We have invested time together to serve our kids the best that we can.
- I have had the privilege to conference with all of the families that I serve. We are all agreed that our classroom is unique in many ways and that our diversity of design affords us an abundance of learning opportunities that are truly unique.
- We are currently strengthening our reading skills through guided reading groups and independent practice. Michelle is an integral part of teaching reading to our most needy students.
- We are discussing capitalization, compound words, prefixes, and suffixes in the area of Language Arts.
- We have been exploring life cycles in both Botany and Zoology, including labeling activities to build vocabulary.
- We are very focused on the changes that we are observing with trees and leaves and are trying to articulate what is happening more clearly.
- We are wrapping up a fascination we have had with crystals which we explored through several experiments where we watched crystals form in our own classroom.
- We are working on understanding time in our study of History creating various time lines.
- As we talk about time and observe seasonal changes so evident in our environment at this moment, we have been lead naturally to reflect on the movement of our earth, it's place in the universe, and what we see when we observe the moon. We will have a night sky viewing on Monday, December 2nd at the community observatory in Upper Bidwell Park.
- Our students enjoy Geography puzzles, and can consistently name our oceans and continents. They will now begin to explore the details of our specific continent, North America.
- Finally, we strive for peace and harmony in our classroom. We have recently designed an area for reflection and solitude within our classroom. We are also afforded many opportunities to discuss cultural awareness because we have students from varies ethnic backgrounds and religious practices. My students are very verbal about who they are, where they come from, and what they practice in their own homes.

My challenges continue to be the physical design of our space and the materials that will be used permanently in our room. You will be happy to know that my personal process of “becoming” has indeed seemed less arduous. In addition I would like to mention that I have successfully completed the first third of my Lower Elementary Montessori Certification Courses. I am continuing to study with my next assignments due January 10.

1st/2nd/3rd-Carin Anderson

Carin and Gretchen's class continues to be a busy place. We more and more often reach the kind of grounded worktime that we strive for. The classroom community is wonderful - not without challenges, but at its core very caring, compassionate, and sincere. More and more I see the children teaching each other, and saying the things I might have said. They help each

other with the materials, but also with the task of learning how to take care of each other, how to communicate well, and how to create a place that feels fair, fun, and nurturing. I feel privileged to share the classroom with them.

We have started the long-awaited Timeline of Life. The children are creating their own timelines, period by period, and they promise to be works of art. We have begun with the Cambrian Period of the Paleozoic Era. We also continue to study North America, and are now looking at the arrival of Europeans. The third graders are finishing their country reports, and the second graders have now begun. In Second Step, we have started the unit on problem solving, with Puppy and Snail leading the way. Our Biomes study continues to be rich as we move through the diversity of the continent. Math, language, writing, and reading are humming along, with me just barely keeping up with student lessons. I do finally feel, in year 3 of lower elementary, that I am beginning to settle into a rhythm with the math and language curriculum. This has taken much organization, planning, reorganization, and reworking, but I now feel like I have something that makes sense to me, and I feel I am increasingly able to meet each child where he or she is.

In recent professional development, I learned more about the Common Core standards and the ways standardized testing will be changing. This can be daunting; just grasping the new system is challenging, and the new standards and testing system will require changes in the ways we teach and prepare our students for these tests. But I can also see some opportunities in the shift. In math in particular, I am inspired to work to understand how these new standards relate to our Montessori curriculum, and how to find an integration between the Montessori genius for math and the elements of the new standards that are grounded in a kind of critical thinking that may be missing from a simple focus on the progression of materials I was taught in Montessori training.

All in all things are well this year so far. I am looking forward to the rest of it!

1st/2nd/3rd –Eric Parish

As part of our biome studies the children have collected soil samples around the school campus. We have discussed how soil contains air, water, minerals, organic matter, plants and animals. We then looked at our soil samples under a magnifying glass and the children have been sketching their observations. We followed the soil explorations with a walk in the park with Chef Richie and some parents and the kids collected fallen leaves. We had another presentation about parts of the leaf and how different plants may be identified by their margins and veins. The kids are again observing the leaves with the magnifying glass and are creating some beautiful sketches.

A few weeks ago my wife Tanya came to visit our class on behalf of BEC and the R.A.R.E program. She gave a fantastic presentation about how we may reuse, reduce, recycle, and rot our waste.

The class was guided in an outside relay activity where the kids sorted waste into recycle, reuse, compost, and landfill containers. We found that no items needed to go to the landfill. After the relay we made a compost bin and we now have worms to compost our fruit and vegetable leftovers.

Not only do we have worms but now we have rats. Ping and Pong are beautiful pedigree rats and have become a lovable hit in our class. They are very friendly and love interaction with the children. The kids love to make sketches and write stories about them. It is very nice that our zoologists now have animals to care for.

4th/5th/6th-Kristina Besnard and Meghan Callahan

4/5/6 students are knee deep in Mesopotamia research. Students have been learning about how the geographical location between the Tigris and Euphrates rivers affected their agricultural practices and way of life. They have gathered info on trade, writing system, laws, class system, lodging, art, food, clothing, irrigation, and many other noteworthy inventions that helped life flourish in such an arid climate. My favorite moment so far has been over hearing a group of sixth grade boys argue about whether or not Hammurabi's laws were just or not, given the difficulties of the times.

The difficulty with teaching three grade levels with varying degrees of reading level and work habits continues to be the lack of space. Ideally, I would have my students who need more support learn to research by reading and summarizing with me and my high achieving, independent students given more time to research on their own, but it has been difficult to do in the same classroom. My kids on the carpet get too distracted by the other students in the room and when I used to have my aide take some students out to the picnic tables to read, now the weather is too unpredictable. Instead, we've done the best with what we have and adjusted so the students who are capable of deeper levels of understanding can research further in the morning work period.

We have started p.e rotations one day a week, so I can have smaller groups during Writer's Workshop and more time to conference with students.

We've started an art docent schedule that two parent volunteers share so that every other Friday morning, students

Get an art lesson from someone with a fine arts background.

One high risk student continues to have trouble and we struggle to support him without space for him to go to calm down and talk to an adult. Right now, he goes to John's room and it is a good temporary solution. He is seeing the school counselor, but it is a constant struggle to give him the attention he needs and teach at the same time. Classroom management techniques that work with most students who have behavior issues are not effective.

We have several ambitious and generous parent volunteers who are working with me to organize one big 4/5/6 fundraiser this winter for a spring field trip to be determined. We have several options for field trips, depending on how much we raise.

Marci pope and Erica charlesworth are helping organize the event.

4th/5th/6th-Lindsey Serrao

Hi All!

Thanksgiving is approaching us quickly! I was told with my first year being quite new and busy, that Thanksgiving would be here before I knew it and it surely is! Our 4/5/6 class has been working away on Civilization projects. In order for the students to get a real idea of how civilizations started, we are working on a two-part project where the students get to create their own civilization (keeping in mind the five traits of a civilization). There is a writing piece and an actual project piece. When they are done, they will present these projects to the class. It has been so fun observing the students making connections, such as why their civilization eats what they eat and wears what they wear due to their resources. We have also been working on the Timeline of Humans Great Lesson. The students are required to create a certain tier of research reports. All three tiers require computers to research and books to research...both of which we have a small amount. This has been making it really hard for the students to be as successful as they can be. It hinders them from seeking that inner desire to learn more because of the lack of resources. We continue to talk about the importance of quiet morning work time to help one another be in their best learning space as possible. Our "off campus Mondays" have really tightened our community bond in our classroom. We will soon start to train as a class for the Bidwell classic run that is coming up in March. Stay tuned for news on that!

7th/8th-John Howlett

7th/8th Math-Kelli Kurth

After attending an inspiring math conference last month I have been working on improving the middle school math assessment program. The goals of the improvements are to lessen test anxiety, build math confidence and get a more accurate idea of student mastery. Often the students excel in math lessons and on assignments but are struggling during test day. By relieving some of the pressure of the "test" on students I'm hoping to gain a more accurate idea of what students have learned instead of what they fear (the test). After implementing a few changes, such as multiple attempts on tests and fewer (but more challenging) problems, the students have responded enthusiastically and are smiling. They are showing positive responses to the change as well as looking more relaxed during assessments. More to come on this topic next month ☺.

SBIT-Kelli Kurth

In the afternoon math groups we have been targeting mental math and what that means to the students. It is a challenge for many students in grades 4-6 to add $39+51$ in their head. It is an even bigger challenge to subtract $41-55$ without using a pen and paper. We have been discussing many different ways for the students to solve these problems in their heads without having to “stack them.” I’ve told the students their minds are a tool box and we need to fill it with many different tools to solve many types of problems because you wouldn’t build a house with just one tool in your tool box, right? Although it has been a struggle for students to start thinking out of the box they are now enthusiastically solving mental math problems in many different ways. We will continue to build on mental math skills as we continue through the *focusmath* program we are using.

Literacy/Spanish-Danielle Mennucci

Garden-Kitchen Program-Chef Richie Hirshen

Many amazing things have happened in the garden, kitchen and community the past month. Our CSU Chico Nutrition Department intern Disha Shrotria has catalyzed the first newsletter (see copy), which is the beginning of/prototype for our second cookbook. On 10/24 I lectured at Food Day on the CSU Chico campus, spoke for a half hour, passed out newsletters, discussed our sun oven and connected with our community. This lecture almost immediately garnered our newest volunteer intern, Emily Koller of Foodcorps who donated a flat of starts that we planted last week (chamomile, fenugreek, celery, bokchoy and more) in the old lavender bed. Emily has been here twice this week and will be here again Friday.

Yesterday, on the first Wednesday of the month, for the second time (continuing), we had a visit from Rose Scott Open Structure School. Last time we had 9 students, yesterday we had 13 and 5 adults plus 5 middle schoolers. Several Rose Scott students are autistic (etc.) and this is amazingly rewarding work/community outreach. The curriculum yesterday: Gardening; cooking (yam and russett “fries” with garlic and garden rosemary...in our healthy fry maker...1 kilo potatoes to 1 TB olive oil; and lime-tangerine lemonade with all 3 citruses gleaned from Sherwood parents' orchards/yards); friendship circle; and singing “our song”: *All I Really Need* by Raffi.

Our connection to GRUB continues. Pasted here are the monthly questionnaire answers I just sent to Lindsey about how much food we produced in Sept/Oct, our volunteers, noting that we joined the Chico Permaculture Guild's and Public Library's Seed Saving Program, etc.:

September harvest: 50 pounds...cukes/toms/herbs/beans (we seed saved some...)/kale.

Oct: 10 pounds...ending of above things...

Oct: Joined Seed Savers at library

Oct: Gleaned/donated to us: 100+ pounds product = limes, tangerines, pomegranates, whole wheat flour, tomatoes, squashes, leafy greens...also received from a parent/family: watering cans and 150 pounds potting soil...and, from Mooney Farms, 5 gallons local extra virgin olive oil.

This semester: Volunteer intern, CSU Chico Nutrition Dept.: Disha Shrotria

New volunteer: Emily Koller from Foodcorps...November going forward...3 times this week!

The Food Day presentation was also practice for the 2014 This Way to Sustainability Conference, which we applied for in October. If accepted, it will be our third consecutive year presenting (we being John, Michelle and I).

The garden, which has been planted 90% from seed and 10% from donated starts (Foodcorps and a parent) is a wonderland of nutritious, delicious food items: Matt Martin's (Pyramid Farms- those super sweet Nantes variety) carrots (including seeds he donated and came to plant...we thinned them this week), spinach, chard, mustard greens, chives, pakchoy, bokchoy, beans, marigolds, calendulas, nasturtiums, poppies (if they pop up), a sea of arugala (3 different kinds have been identified to date), broccoli, cauliflower, onions, broccoli rapini...and the Don Juan rose is again poppin' (we're hoping to see the 41 blossoms it once displayed)...

The (every OTHER Friday) Farmers' Market has been on hold for a few weeks, but will return this Friday with starts for "sale"...all revenues are officially donations as we are a 501c3 non-profit)...and the usual array of delicious, nutritious, biodiverse and flavorful offerings.

Please do check out the latest newsletter/cookbook prototype, of which we are so proud. My increased presence and deepening connection in middle school is a source of joy and inspiration.

YAY! YIPPEE!



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick

Subject: **Agenda Item 3.2 Sherwood Montessori Parents Organization Report**

Date: November 15, 2013 for the meeting of November 21, 2013

There is no report from the SMPO.



MEMORANDUM

To: Board of Directors
From: Michelle Yezbick, School Director
Subject: **Agenda Item 3.3 School Director Report**
Date: November 15, 2013 for the meeting of November 21, 2013

ADMINISTRATIVE ITEMS:

- New hires since the October Board Report include:

Heidi Blanchard	Substitute Teacher
Tatjana Rei	Substitute Teacher
Kimberley Fellner	Substitute Classified Staff

FISCAL ITEMS:

- The Bulb Fundraiser and Read-a-thon were disappointing. This year, we earned \$547.50 from the bulb fundraiser and \$372 from the Read-a-thon. Last year we raised \$1443.98 for the Read-a-thon and \$966.35 for the bulb fundraiser. Combined with the results from our Maria M.’s fundraiser, we are \$2,988.81 behind where we last year with fundraising.

GENERAL ITEMS:

- I attended a Charter Advisory Network meeting hosted by BCOE. The agenda included items on the Education Protection Account requirements, the Local Control Funding Formula (LCFF), the Local Control Accountability Plan (LCAP), Prop 39 Clean Energy Jobs Act, and Beginning Teachers Support and Assessment (BTSA).
- I have attended SELPA Coordinating Council meetings and SELPA Governing Board meetings to continue to learn more about special education program implementation. Director Corin Meester also met with me to give guidance on the same topic.
- Sherwood parents, SMPO active members, and I have been meeting with Families That Can representative Ramiro Arcero to plan and organize actions that will lead to equitable treatment of charter schools in Chico.

- As part of our Response to Intervention and Instruction plan and as leader of our Professional Learning Community, I have begun serving 20 students in reading intervention groups.
- We have begun giving school tours in preparation for open enrollment for the 2014-2015 school year.
- The Turkey Feast was well attended and families seemed to enjoy having lunch together.
- The Kindergarten Faire at CSU will happen next week; Teresa and I will attend.
- Kelli Kurth and I attended the Mt. Lassen Math Council's conference in Redding where math educator Dan Myers from Stanford spoke. Kelli has designed a teacher-researcher project around one of his ideas he presented and we are eager to see the results.
- Steve Lucas and I met with John Bohannon and Julie Kistle to discuss our Prop 39 request prior to sending it.
- I attended a leadership workshop sponsored by the North Valley Community Foundation titled Inspired Leadership, which was inspiring.

LEGISLATIVE ITEMS:

- A template to guide the development of the Local Control Accountability Program (LCAP) to show student growth will be available in late December. The LCAP is required by SB 484 which eliminates all STAR testing with the exception of social studies and science testing for fifth and eighth grades.

**MEMORANDUM**

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.4 Treasurer Report**

Date: November 15, 2013 for the meeting of November 21, 2013

November 2013 Treasurer's Report**Cash Flow:**

Cash flow projections for this year have taken a turn for the worse. Under current projections, we can anticipate a cash shortage of approximately \$43,000.00 in May, and approximately \$98,000.00 in June. This represents a net change of (\$45,257.00) with respect to the deficit for October as compared to the projections used in the cash flow report from the prior month. This may further increase significantly pending two unknowns, which will be addressed within the overall synopsis. There are two primary factors which account for the currently identified differences between the projected October expenditures and the actual October expenditures. First, \$76,544.00 was paid out for what I believe was the SPED encroachment owed from last year. This is found under the "accounts payable" category, and was not included in the original projections for October. Given that the actual expenditures accounted for to date are close to those projected, and given that future projected expenditures are in line with established expenditure patterns, it does not appear that it was included anywhere within the expenditure projections for this year. This is offset, in October, by the fact that the expected portion of the SPED encroachment for this year of \$24,504.00 was not billed, nor, consequently, yet paid. Additionally, there was approximately \$5,000.00 in additional revenue for October versus that which was originally projected. The combination of these factors largely explains the increased deficit shown in October.

Revenue and Expenses:

The interim budget has been completed, and suggests an overall revenue decrease of approximately \$12,000.00, and a corresponding increase in expenditures of approximately \$7,000.00, from that identified in last month's report. The net result is an anticipated variance of \$65,000.00, rather than \$84,000.00, in relation to the originally proposed budget for this year.

Overall Synopsis:

Things have taken a turn for the worse. As alluded to earlier, we can expect a significantly greater cash shortage than previously expected for May and June and could, depending on circumstances, possibly experience a cash shortage as soon as April. There are a couple of potential scenarios that could exacerbate the cash flow problem. One has to do with the as of yet unpaid SPED encroachment portion for October. This is currently being added back on in the accrual column, meaning that it would be paid after June and, therefore, could be offset by deferred revenues received in July. Likewise, it also means that this debt is not currently effecting our cash flow projections for May and June. If, for some reason, a request for payment of this \$24,504.00 is added to the projected portion of \$24,504.00 due in January, then we could see a projected cash shortfall of \$21,283.00 in April, \$67,504 in May, and \$122,504 in June. Similarly, there is \$23,500.00 of money that has been calculated with respect to projected revenues but not projected expenses. These monies are related to the common core requirements. The use of these monies for Common Core considerations can take place during the next fiscal year if we choose. That being said, however, if the spending of this money is necessary for us to meet the requirements for Common Core testing/protocols this year, then it will have to be spent this fiscal year. Therefore, depending upon how much of this is spent during the current fiscal year, our expenditures, and, thus, our cash shortage, could be further impacted by an amount ranging from \$0 to the full \$23,500.00. If the full \$23,500 is spent, our projected shortfall could be as much as \$45,787.00 in April, \$91,004.00 in May, and \$146,004.00 in June. As our LOC has a limit of \$150,000.00, this worse case scenario would be cutting it pretty close, and would minimize our ability to absorb any additional unforeseen expenditures. This is definitely something to keep an eye on as we move forward.

David Kuperman, Treasurer 11/15/13

Attachments: Changes Since Initial 2013-2014 Budget, Multi-Year Budget Projections, Budget v. Actual, Cash Flow Projections, Donations Report, Payment to Vendors Report, Balance Sheet, Profit & Loss, 13-14 LCFF Multiple Year Projection

Changes Since Initial 2013-14 Budget				
Revenues	was	is	variance	
Revenue Limit Sources	824,410	848,126	23,716	comment 1, 12
Federal Sources	-	-	-	
State Sources	111,927	151,273	39,346	comment 5, 6, 8, 12
Local Sources	49,751	60,391	10,640	comment 7, 8
Net Change to Revenue	986,088	1,059,790	73,702	
Expenditures				
Certificated Staff	335,116	337,131	2,015	comment 9
Classified Staff	219,177	209,390	(9,787)	comment 9
Employee Benefits	123,169	130,250	7,081	comment 9
Books and Supplies	25,500	34,200	8,700	comment 10, 13
Services and Operations	212,734	212,043	(691)	comment 3, 11, 12, 13
Capital Outlay	-	-	-	
Other Outgo	98,269	99,017	748	comment 4
Net Change to Expenses	1,013,964	1,022,031	8,066	
CY Budget	(27,876)	37,760	65,636	increase (decrease) in budget

Comments:

- 1 - added an estimated 11.78% LCFF increment for 2013-14, increasing revenue by \$32,800
- 2 - removed LCFF estimate, replaced with advance apportionment increases of \$24,187
- 3 - increased district oversight due to increased revenue limit funding
- 4 - increase to Special Ed encroachment based on PY P-2 attendance entered in budget
- 5 - added Common Core Implementation funds at \$200 per PY ADA totaling \$26,854, restricted funds
- 6 - N/A
- 7 - increased intervention aide reimbursement from CUSD by \$5592 per new MOU
- 8 - reclassified Special Ed Passthru Funds from local to state per auditor input, no net affect
- 9 - reflects several personnel changes and health care increases per Michelle
- 10 - changes to 4100, 4200, 4300 with a net result of \$6,000 increase
- 11 - removed lease cost for Filbert Ave property, included a grant writing budget of \$6,000
- 12 - updated enrollment to match actual enrollment on census day in October, affects funding and oversight expense
- 13 - increased 4100, 5200 and 5800 categories which were low or overspent

Sherwood Montessori - Multi-Year Budget Projections

Fiscal Year	2012-2013 (actual)	2013-2014	2014-2015	2015-16	2016-17
Enrollment	141	166	175	187	192
ADA %	94.50%	94.50%	94.50%	94.50%	94.50%
Revenue					
8012 Education Protection Act	148,607	124,504	161,944	174,813	181,382
8015 General Purpose Entitlement	303,342	449,788	453,079	492,231	514,071
8096 In Lieu Taxes	240,809	273,834	288,680	308,475	316,723
8550 Mandates Block Grant	1,590	1,865	2,196	2,315	2,474
8560 State Lottery	22,096	25,564	26,950	28,798	29,568
8587 Special Education Passthru Funds	6,246	12,492	12,492	12,492	12,492
8590 Categorical Block Grant	80,919	84,498	89,079	95,188	97,733
8590 All Other State Revenue	931	-	-	-	-
xxxx Common Core Implementation Funds	-	26,854	-	-	-
8660 Interest From Banks	-	-	-	-	-
8673 Parent Fees	22,675	22,675	22,675	22,675	22,675
8699 Fundraising / Donations	37,716	37,716	37,716	37,716	37,716
8710 Other Local Revenue	1,060	-	-	-	-
TOTAL REVENUES	865,990	1,059,790	1,094,811	1,174,703	1,214,834
Expenditures					
1000 Certificated Salaries	271,025	337,131	339,676	390,988	398,808
2000 Classified Salaries	196,307	209,390	210,784	212,192	213,613
3000 Employee Benefits	86,208	130,250	132,972	141,413	144,968
4100 Texts and Core Curricula	3,311	6,500	6,630	6,763	6,898
4200 Reference Materials	1,557	2,000	2,000	2,000	2,000
4300 Materials and Supplies	15,219	23,500	23,955	24,419	24,892
4400 NonCap Equipment	490	2,200	-	-	-
4700 Food (Nutrition)	(1,711)	-	-	-	-
5200 Travel and Conferences	6,327	7,175	4,775	4,775	4,775
5300 Dues and Memberships	1,098	1,230	1,275	1,335	1,360
5400 Property/Liability Insurance	12,784	16,936	20,323	24,388	29,265
5500 Operations / Housekeeping	17,734	25,914	26,432	26,961	27,500
5600 Rentals, Leases, and Repairs	104,720	99,460	99,793	99,883	99,974
5800 Prof. & Consulting Services	58,977	56,086	50,577	51,495	52,103
5900 Communications	4,354	5,242	5,242	5,242	5,242
7141 Special Ed Encroachment	73,301	98,017	114,515	120,724	129,002
7438 Long-Term Debt Interest	1,236	1,000	1,000	1,000	1,000
TOTAL EXPENDITURES	852,936	1,022,031	1,039,950	1,113,577	1,141,401
Excess/(Deficiency)	13,054	37,760	54,861	61,126	73,433
Addition to General Reserve	-	-	-	-	-
Excess/(Deficiency) after Reserves	13,054	37,760	54,861	61,126	73,433
Beginning Fund Balance	130,164	143,218	180,978	235,839	296,965
Excess / (Deficiency)	13,054	37,760	54,861	61,126	73,433
Ending Fund Balance	143,218	180,978	235,839	296,965	370,398
Cumulative Reserve Balance	-	-	-	-	-
Ending Fund Balance (less reserves)	143,218	180,978	235,839	296,965	370,398

Budget v. Actual - Revenues

	2013-14 Budget	July	August	Actuals Sept	Oct	Total Actual	Remaining in Budget	Remaining in Budget
Revenue								
8012 Education Protection Act	449,788	-	44,896	-	40,407	85,303	364,485	81%
8015 General Purpose Entitlement	124,504	-	-	-	31,126	31,126	93,378	75%
8096 In Lieu Taxes	273,834	-	13,838	28,353	18,751	60,942	212,891	78%
8550 Mandates Block Grant	1,865	-	-	-	-	-	1,865	100%
8560 State Lottery	25,564	-	-	-	-	-	25,564	100%
8590 Categorical Block Grant	84,498	-	-	-	-	-	84,498	100%
8590 All Other State Revenue	-	239	69	-	-	308	(308)	0%
xxxx Common Core Implementation Funds	26,854	-	-	-	13,800	13,800	13,054	49%
8660 Interest From Banks	-	-	-	-	-	-	-	0%
8673 Parent Fees	22,675	-	1,888	40	736	2,664	20,011	88%
8699 Fundraising / Donations	37,716	-	239	1,356	4,876	6,471	31,245	83%
8710 Other Local Revenue	-	-	139	-	180	319	(319)	0%
Total Revenue	1,047,298	239	61,069	29,750	109,876	200,934	846,365	81%

Budget v. Actual - Expenses

	2013-14 Budget	July	August	Actuals Sept	Oct	Total Actual	Remaining in Budget	Remaining in Budget
Expenses								
1000 Certificated Salaries	337,131	-	28,380	28,563	29,290	86,233	250,897	74%
2000 Classified Salaries	209,390	6,206	7,292	23,098	21,964	58,560	150,830	72%
3000 Employee Benefits	130,250	5,208	7,744	10,724	9,364	33,041	97,209	75%
4100 Texts and Core Curricula	6,500	287	2,389	3,396	-	6,073	427	7%
4200 Reference Materials	2,000	-	1,276	-	142	1,418	582	29%
4300 Materials and Supplies	23,500	286	5,603	3,781	1,762	11,432	12,068	51%
4400 NonCap Equipment	2,200	935	658	-	502	2,095	105	5%
5200 Travel and Conferences	7,175	3,024	50	626	3,185	6,885	290	4%
5300 Dues and Memberships	1,230	-	-	-	210	210	1,020	83%
5400 Property/Liability Insurance	16,936	3,243	1,084	1,084	1,084	6,495	10,441	62%
5500 Operations / Housekeeping	25,914	1,101	1,350	2,093	1,829	6,372	19,542	75%
5600 Rentals, Leases, and Repairs	99,460	7,877	7,915	8,112	8,882	32,785	66,675	67%
5800 Prof. & Consulting Services	56,086	1,275	2,389	1,841	3,352	8,857	47,229	84%
5900 Communications	5,242	284	436	346	606	1,672	3,570	68%
7141 Special Ed Encroachment	98,017	-	-	-	-	-	98,017	100%
7438 Long-Term Debt Interest	1,000	(128)	-	-	-	(128)	1,128	113%
Total Expenditures	1,022,031	29,596	66,567	83,664	82,172	261,999	760,032	74%
Net Income (Loss)	25,268	(29,357)	(5,498)	(53,914)	27,704	(61,065)		

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Accrual Basis

Sherwood Montessori

Board of Directors - Donations and Fundraising Report

October 2013

Type	Date	Memo	Amount
8000-Revenues			
8600-8799 Other Local Revenue			
8699-Fundraising and Donations			
8699-Field Trip Donations			
Deposit	10/03/2013	Middle School fieldtrip	105.00
Deposit	10/03/2013	K fieldtrip	85.00
Deposit	10/03/2013	Lindsey fieldtrip	115.00
Deposit	10/03/2013	Kristina fieldtrip	98.00
Deposit	10/03/2013	Marlo fieldtrip	90.00
Deposit	10/03/2013	Marlo class donation	4.00
Deposit	10/15/2013	Kristina's class field trip donations	3.00
Deposit	10/15/2013	Carin's class field trip donations	10.00
Deposit	10/15/2013	Eric's class field trip donations	185.00
Deposit	10/15/2013	Teresa's class field trip donations	18.00
Total 8699-Field Trip Donations			713.00
8699-Fundraising			
Deposit	10/03/2013	Maria M's	2,370.00
Deposit	10/03/2013	Donation Kristina class	50.00
Deposit	10/03/2013	Farmers' Market	39.30
Deposit	10/15/2013	Maria M's donations	1,540.00
Deposit	10/15/2013	Farmer's Market donations	12.50
Deposit	10/15/2013	middle school fundraisers	145.20
Deposit	10/24/2013	eScrip donation	5.78
Total 8699-Fundraising			4,162.78
Total 8699-Fundraising and Donations			4,875.78
Total 8600-8799 Other Local Revenue			4,875.78
Total 8000-Revenues			4,875.78
TOTAL			4,875.78

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Accrual Basis

Sherwood Montessori
Board of Directors - Vendor Payments Report

October 2013

Type	Date	Num	Name	Memo	Account	Class	Amount
Bill	10/01/2013	12364	charterSafe	October premium 2013-2014	3601-Workers Comp	Government Funds:General - Govt	845.98
Bill	10/01/2013	12364	charterSafe	October premium 2013-2014	5400-Liability Insurance	Government Funds:General - Govt	1,084.08
Check	10/01/2013	OBP	EDD	SEF liability from period ending 6/30/13 (Armstron...	3501-Unemployment Ins	Government Funds:General - Govt	161.70
Check	10/01/2013	DBT	Costco	Supplies	Office Supplies	Government Funds:General - Govt	143.43
Check	10/01/2013	DBT	Costco	Supplies	Instructional Supplies	Government Funds:Lottery - Unrestricted:Classroo...	12.98
Check	10/01/2013	DBT	Michaels	Class supplies	Instructional Supplies	Government Funds:Lottery - Unrestricted:Classroo...	4.83
Bill	10/01/2013	1619586639	Office Depot	Office supplies	Office Supplies	Government Funds:General - Govt	123.42
Bill	10/01/2013		Tempra Board & Associates	Grant writing services September 2013	Grant Writing Services	Government Funds:General - Govt	750.00
Bill	10/01/2013	208854	Eagle Security Systems	Services 10/0/13 to 12/31/13	Security System Services	Government Funds:General - Govt	125.64
Bill	10/01/2013	38489	Longfellow Self Storage	October rent	Other Rentals	Government Funds:General - Govt	57.00
Bill	10/01/2013	308739	S & S WHOLESALE PRODUCE	Farmers' Market	Farmers' Market	Non Government:Farmers' Market	4.50
Bill	10/01/2013	308739	S & S WHOLESALE PRODUCE	Curriculum	Food (Instructional)	Government Funds:Lottery - Unrestricted:Classroo...	4.49
Bill	10/01/2013		American Janitorial	October services	Housekeeping Services	Government Funds:General - Govt	485.00
Bill	10/01/2013	32102	The Creative Apple	Class supplies	Instructional Supplies	Government Funds:Lottery - Unrestricted	19.35
Bill	10/01/2013	32108	The Creative Apple	Class supplies	Instructional Supplies	Government Funds:Lottery - Unrestricted:Classroo...	42.68
Bill	10/01/2013	32116	The Creative Apple	Class supplies	Instructional Supplies	Government Funds:Lottery - Unrestricted	83.58
Check	10/02/2013	DBT	Amazon.com	Class supplies	Instructional Supplies	Government Funds:Lottery - Unrestricted	41.17
Bill	10/02/2013	308788	S & S WHOLESALE PRODUCE	Curriculum	Food (Instructional)	Government Funds:Lottery - Unrestricted:Classroo...	46.05
Bill	10/02/2013	308788	S & S WHOLESALE PRODUCE	Farmers' Market	Farmers' Market	Non Government:Farmers' Market	15.35
Bill	10/03/2013	11570	Law Office of Gregory P. Einhorn	Telephone conference	Attorney	Government Funds:General - Govt	52.00
Bill	10/03/2013	9712655787	Verizon Wireless	Services 9/4/13-10/03/13	Telephone, Cellular	Government Funds:General - Govt	124.81
Check	10/03/2013	DBT	Amazon.com	unknown - missing receipt	Instructional Supplies	Government Funds:Lottery - Unrestricted	36.32
Bill	10/04/2013	CNIN639136	Advanced Document	Copier maintenance contract	Copier Lease	Government Funds:General - Govt	275.13
Bill	10/04/2013	CNIN639135	Advanced Document	Copier rental 10/4/13-11/3/13	Copier Lease	Government Funds:General - Govt	166.63
Bill	10/04/2013		California Water Service Compa...	Service 9/6/13-10/3/13	Water	Government Funds:General - Govt	176.29
Check	10/04/2013	DBT	Amazon.com	unknown - missing receipt	Instructional Supplies	Government Funds:Lottery - Unrestricted	4.85
Check	10/05/2013	DBT	Home Depot	Metal shed	Furniture	Government Funds:Lottery - Unrestricted	427.85
Check	10/06/2013	3093	Danielle Mennucci	Books for Danielle's class	4200-Books/reference Materials	Government Funds:Lottery - Unrestricted:Classroo...	75.00
Check	10/06/2013	3094	Kristina Besnard	Class supplies	Instructional Supplies	Government Funds:Lottery - Unrestricted:Classroo...	21.99
Check	10/06/2013	3095	Frank, Alysia M	Live scan	LiveScan and TB Test Services	Government Funds:General - Govt	69.00
Check	10/06/2013	3096	Chris Anspach	Live scan	LiveScan and TB Test Services	Government Funds:General - Govt	69.00
Check	10/06/2013	3097	Jennifer Cowley	Pumpkins	Instructional Supplies	Government Funds:Lottery - Unrestricted:Classroo...	29.03
Check	10/06/2013	3098	Johanna, Polsan	Jr. high dance	Instructional Supplies	Government Funds:Lottery - Unrestricted:Classroo...	67.69
Check	10/06/2013	3099	Grinton, Elizabeth	Live scan	LiveScan and TB Test Services	Government Funds:General - Govt	69.00
Check	10/06/2013	3100	Richard Hirshen	Mileage	5200-Travel and Conferences	Government Funds:General - Govt	106.28
Check	10/06/2013	3100	Richard Hirshen	Farmers' market supplies	Farmers' Market	Non Government:Farmers' Market	1.99
Check	10/06/2013	3101	Lindsey Serrao	Costco	Instructional Supplies	Government Funds:Lottery - Unrestricted	37.90
Check	10/06/2013	3101	Lindsey Serrao	Target	Custodial Supplies	Government Funds:General - Govt	17.93
Check	10/06/2013	3101	Lindsey Serrao	Target	Instructional Supplies	Government Funds:Lottery - Unrestricted:Classroo...	89.67
Check	10/06/2013	3101	Lindsey Serrao	Micheals	Instructional Supplies	Government Funds:Lottery - Unrestricted:Classroo...	110.42
Check	10/06/2013	3101	Lindsey Serrao	Target	Office Supplies	Government Funds:General - Govt	30.04
Check	10/06/2013	3101	Lindsey Serrao	Staples	Instructional Supplies	Government Funds:Lottery - Unrestricted:Classroo...	40.80
Check	10/06/2013	3101	Lindsey Serrao	Walmart	Instructional Supplies	Government Funds:Lottery - Unrestricted:Classroo...	24.69
Check	10/06/2013	3101	Lindsey Serrao	Target	Instructional Supplies	Government Funds:Lottery - Unrestricted:Classroo...	48.33
Check	10/06/2013	3101	Lindsey Serrao	Walgreens	Office Supplies	Government Funds:General - Govt	47.72
Check	10/06/2013	3101	Lindsey Serrao	Jo Ann Fabric and Craft	Instructional Supplies	Government Funds:Lottery - Unrestricted:Classroo...	16.06
Check	10/06/2013	3101	Lindsey Serrao	Barnes & Noble	4200-Books/reference Materials	Government Funds:Lottery - Unrestricted:Classroo...	67.19
Bill	10/06/2013	764	Chico Creek Nature Center	Maidu	Field Trips and Assemblies	Non Government:Classroom Specific Donations:12...	110.00
Bill	10/06/2013	765	Chico Creek Nature Center	ADH	Field Trips and Assemblies	Non Government:Classroom Specific Donations:12...	80.00
Bill	10/06/2013		Laura A. Mason	Bookkeeping services	Bookkeeping Services	Government Funds:General - Govt	125.00
Check	10/06/2013	DBT	House of Rice	Bells for school	Instructional Supplies	Government Funds:Lottery - Unrestricted	12.79
Check	10/08/2013	DBT	Walmart	KidKraft Chairs	Furniture	Government Funds:Lottery - Unrestricted	41.80
Check	10/08/2013	DBT	Wufoo	Subscription 10/8/13 to 11/8/13 Invoice #653516	Online List Management	Government Funds:General - Govt	9.95
Bill	10/08/2013	IN0010618	Butte County Public Health	Annual Food Permit 2013/2014	5300-Dues and Membership	Government Funds:General - Govt	210.00
Bill	10/09/2013	11270	Bob's H.V.A.C.	Heater Service	HVAC Service	Government Funds:General - Govt	285.36
Check	10/10/2013	DBT	Costco	Postage and mailing costs	Postage	Government Funds:General - Govt	75.84
Bill	10/10/2013	1622149743	Office Depot	Office supplies	Office Supplies	Government Funds:General - Govt	19.32
Bill	10/10/2013	1622149743	Office Depot	Clipboard 3/pk	Instructional Supplies	Government Funds:Lottery - Unrestricted:Classroo...	13.12
Check	10/10/2013	DBT	FoodMaxx	unknown - missing receipt	Food (Instructional)	Government Funds:Lottery - Unrestricted	4.06
Check	10/10/2013	DBT	Michaels	unknown - missing receipt	Instructional Supplies	Government Funds:Lottery - Unrestricted	6.44
Check	10/11/2013	DBT	Ellis Art & Engineering Supplies	Class supplies	Instructional Supplies	Government Funds:Lottery - Unrestricted:Classroo...	25.02
Check	10/11/2013	DBT	Costco	Middle School Dance	Food (Instructional)	Non Government:Classroom Specific Donations:78	32.09
Bill	10/11/2013	309150	S & S WHOLESALE PRODUCE	Curriculum	Food (Instructional)	Government Funds:Lottery - Unrestricted:Classroo...	24.02
Bill	10/11/2013	309150	S & S WHOLESALE PRODUCE	Farmers' Market	Farmers' Market	Non Government:Farmers' Market	8.01
Bill	10/12/2013		Comcast	service 10/17/13-11/16/13	Internet Service Provider	Government Funds:General - Govt	99.95

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Accrual Basis

Sherwood Montessori
Board of Directors - Vendor Payments Report

October 2013

Type	Date	Num	Name	Memo	Account	Class	Amount
Bill	10/12/2013		Comcast	service 10/17/13-11/16/13	Telephone, Landline	Government Funds:General - Govt	108.38
Bill	10/12/2013		Comcast	service 10/17/13-11/16/13	Television, Cable	Government Funds:General - Govt	4.95
Bill	10/12/2013		Comcast	taxes	Telephone, Landline	Government Funds:General - Govt	1.46
Bill	10/12/2013		Comcast	late fee	Television, Cable	Government Funds:General - Govt	4.75
Check	10/14/2013	3092	CUSD	12-13 special education enroachment	9590 - Other Accts Payable	Government Funds:General - Govt	82,935.56
Bill	10/15/2013	309322	S & S WHOLESALE PRODUCE	Curriculum	Food (Instructional)	Government Funds:Lottery - Unrestricted:Classroom...	12.98
Check	10/15/2013	DBT	Costco	Supplies	Custodial Supplies	Government Funds:General - Govt	81.86
Check	10/15/2013	DBT	Costco	Supplies	Office Supplies	Government Funds:General - Govt	30.09
Bill	10/16/2013		Redeemer Lutheran Church	November rent	Property Rental - Moss Ave	Government Funds:General - Govt	7,738.21
Bill	10/16/2013		Redeemer Lutheran Church	October's remaining rent	Property Rental - Moss Ave	Government Funds:General - Govt	225.21
Bill	10/16/2013		Redeemer Lutheran Church	September's remaining rent	Property Rental - Moss Ave	Government Funds:General - Govt	225.21
Bill	10/16/2013		Laura A. Mason	Bookkeeping services	Bookkeeping Services	Government Funds:General - Govt	125.00
Check	10/16/2013	3115	John Howlett	Chico Grange Rental	Other Rentals	Government Funds:Lottery - Unrestricted:Classroom...	97.50
Check	10/16/2013	3116	Lisa Duke	Popcorn	Farmers' Market	Non Government:Farmers' Market	34.46
Check	10/16/2013	3117	Heather Fisher	Mileage	5200-Travel and Conferences	Government Funds:General - Govt	18.75
Check	10/16/2013	DBT	Blossom Yearbooks	Deposit - Invoice # 002707	Duplication Services	Non Government:General - Non Govt	200.00
Bill	10/16/2013	67392-1314013	Butte County BTSA Induction Pr...	BTSA 2013-14 Year 1 Lindsey Serrao Year 2 Kell...	5200-Travel and Conferences	Government Funds:General - Govt	3,000.00
Bill	10/18/2013	309443	S & S WHOLESALE PRODUCE	Curriculum	Food (Instructional)	Government Funds:Lottery - Unrestricted:Classroom...	21.96
Bill	10/19/2013	MLMC-13-021	Mount Lassen Math Council	Registration for "Gear Up for Common Core"	5200-Travel and Conferences	Government Funds:General - Govt	60.00
Bill	10/20/2013		PG & E	9/17/13-10/17/13 Services	Electricity	Government Funds:General - Govt	682.25
Check	10/22/2013	DBT	Costco	Supplies	Custodial Supplies	Government Funds:General - Govt	47.27
Check	10/22/2013	DBT	Costco	Supplies	Office Supplies	Government Funds:General - Govt	30.09
Bill	10/22/2013	4048	PCI Computer Services, Inc.	2 GB DDR3 Desktop Memory	Computers and Electronics	Government Funds:Lottery - Unrestricted	32.24
Check	10/23/2013	DBT	Payless Building Supply	Wood for Library Shed	Facility Repairs	Government Funds:General - Govt	96.88
Bill	10/23/2013	309665	S & S WHOLESALE PRODUCE	Curriculum	Food (Instructional)	Government Funds:Lottery - Unrestricted:Classroom...	9.33
Bill	10/23/2013	309665	S & S WHOLESALE PRODUCE	Farmers' market	Farmers' Market	Non Government:Farmers' Market	9.32
Bill	10/23/2013		Recology	October Services	Trash/Recycling	Government Funds:General - Govt	73.97
Check	10/24/2013	DBT	UPS Store	Shipment to Alison's Montessori	Postage	Government Funds:General - Govt	145.84
Check	10/29/2013	DBT	STAPLES	Office supplies	Office Supplies	Government Funds:General - Govt	27.93
Check	10/29/2013	DBT	Costco	Supplies	Custodial Supplies	Government Funds:General - Govt	44.60
Check	10/29/2013	DBT	Costco	Supplies	Office Supplies	Government Funds:General - Govt	49.06
Check	10/29/2013	DBT	Costco	Supplies	Custodial Supplies	Government Funds:General - Govt	4.29
Check	10/29/2013	DBT	Target	Supplies	Custodial Supplies	Government Funds:General - Govt	15.91
Check	10/30/2013	DBT	Pluto's	SP ED Meeting	Food (Instructional)	Government Funds:General - Govt	16.45
Check	10/30/2013	DBT	1 & 1 Internet Inc.	Web and email hosting 10/29/13 to 1/29/14	Website, Hosting	Government Funds:General - Govt	29.97
Bill	10/30/2013	309968	S & S WHOLESALE PRODUCE	Curriculum	Food (Instructional)	Government Funds:Lottery - Unrestricted:Classroom...	7.16
Bill	10/30/2013	309968	S & S WHOLESALE PRODUCE	Farmers' market	Farmers' Market	Non Government:Farmers' Market	7.17
Bill	10/30/2013	2628	Forest Ranch Charter School	Accounting services	Business Manager Services	Government Funds:General - Govt	800.00

TOTAL

104,593.67

Sherwood Montessori
Balance Sheet
 As of October 31, 2013

	Oct 31, 13
ASSETS	
Current Assets	
Checking/Savings	
9100-Assets	
9120-NCNB Checking	102,358.77
Total 9100-Assets	102,358.77
Total Checking/Savings	102,358.77
Accounts Receivable	
9200-Accounts Receivable	51.25
Total Accounts Receivable	51.25
Other Current Assets	
9290 - Due from Grantor Govts.	
GPE Funding Due	-6,397.00
ILT Funds Due	12,488.90
In Lieu of EIA Due	1.00
Lottery Due	6,643.69
Prior Year Corrections Due	8.00
Supplemental Categorical Due	-66.00
Total 9290 - Due from Grantor Govts.	12,678.59
9340-Security Deposit	4,042.50
Total Other Current Assets	16,721.09
Total Current Assets	119,131.11
TOTAL ASSETS	119,131.11
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
9500-Accounts Payable	3,202.83
Total Accounts Payable	3,202.83
Other Current Liabilities	
9500-Liabilities	
9511-Payroll Liabilities	
AFLAC	16.10
Deferred Payroll	6,070.12
Federal Withholding	2,124.50
Health and Welfare	3,482.48
Medicare	1,452.22
OASDI-Social Security	2,755.80
PERS EE / ER	4,668.28
State Disability	500.78
State Employment Training Tax	8.89
State Unemployment Tax	301.40
State Withholding	478.25
STRS EE / ER	8,554.23
Total 9511-Payroll Liabilities	30,413.05
9530 - Oversight Due to CUSD	1,408.19
9590 - Other Accts Payable	1,954.00
Total 9500-Liabilities	33,775.24
Total Other Current Liabilities	33,775.24
Total Current Liabilities	36,978.07
Total Liabilities	36,978.07
Equity	
9793 - Audit Adjustments	101,516.33

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11/10/13
Accrual Basis

Sherwood Montessori
Balance Sheet
As of October 31, 2013

	<u>Oct 31, 13</u>
Unrestricted Net Assets	41,701.90
Net Income	<u>-61,065.19</u>
Total Equity	<u>82,153.04</u>
TOTAL LIABILITIES & EQUITY	<u><u>119,131.11</u></u>

Sherwood Montessori
Profit & Loss YTD Comparison
October 2013

	Oct 13	Jul - Oct 13
Ordinary Income/Expense		
Income		
8000-Revenues		
8010-8099 Revenue Limit Sources		
8012-Education Protection Act	31,126.00	31,126.00
8015-Gen. Purpose Entitlement	40,407.00	85,303.00
8096-In Lieu of Property Taxes	18,751.00	60,942.42
Total 8010-8099 Revenue Limit Sources	90,284.00	177,371.42
8300-8599 Other State Revenue		
8590-Categorical Funds		
All Other State Revenue	0.00	308.16
Common Core Funds	13,800.00	13,800.00
Total 8590-Categorical Funds	13,800.00	14,108.16
Total 8300-8599 Other State Revenue	13,800.00	14,108.16
8600-8799 Other Local Revenue		
8673-Parent Fees		
8673-After School Program	735.75	2,623.77
8673-Food fees	0.00	40.00
Total 8673-Parent Fees	735.75	2,663.77
8673-Rebates	0.00	138.97
8699-Fundraising and Donations		
8699-Field Trip Donations	713.00	713.00
8699-Fundraising	4,162.78	5,758.23
Total 8699-Fundraising and Donations	4,875.78	6,471.23
8699-Other Local Income	180.17	180.17
Total 8600-8799 Other Local Revenue	5,791.70	9,454.14
Total 8000-Revenues	109,875.70	200,933.72
Total Income	109,875.70	200,933.72
Gross Profit	109,875.70	200,933.72
Expense		
1000 Certificated Salaries		
1100-Teacher Salaries		
Lead Teacher Salaries	27,633.09	82,831.35
Resource Teacher Salaries	612.00	1,716.00
Substitute Salaries	1,045.00	1,686.12
Total 1100-Teacher Salaries	29,290.09	86,233.47
Total 1000 Certificated Salaries	29,290.09	86,233.47
2000 Classified Salaries		
2100-Instructional Aides		
Classroom Aide Salaries	12,215.91	25,364.31
RSP Aide	103.20	136.20
Total 2100-Instructional Aides	12,319.11	25,500.51
2200-Support Salaries		
After School Salaries	1,380.00	3,231.83
Facilities Development	24.72	516.72
Total 2200-Support Salaries	1,404.72	3,748.55
2300-Administration Salaries	5,833.33	23,333.32
2400-Clerical and Office Sal		
Administration Support	1,932.00	4,912.25
Clerical Salaries	475.00	1,065.00
Total 2400-Clerical and Office Sal	2,407.00	5,977.25

Sherwood Montessori
Profit & Loss YTD Comparison
October 2013

	Oct 13	Jul - Oct 13
Total 2000 Classified Salaries	21,964.16	58,559.63
3000-Employee Benefits		
3101-STRS, Certificated	2,309.78	6,877.36
3202-PERS, Classified	1,311.73	4,151.76
3302-OASDI	1,377.90	3,632.91
3311-Medicare	726.11	2,056.79
3401-Health Benefits	2,320.89	9,377.01
3501-Unemployment Ins	463.10	1,180.59
3601-Workers Comp	845.98	5,825.05
3901-Employee Training Tax	8.89	-60.78
Total 3000-Employee Benefits	9,364.38	33,040.69
4000-Books and Supplies		
4100-Textbooks/Core Curricula	0.00	5,937.03
4200-Books/reference Materials	142.19	1,418.48
4300-Materials and Supplies		
Custodial Supplies	211.86	576.12
Farmers' Market	80.80	445.80
Food (Instructional)	178.59	503.49
Instructional Supplies	789.71	5,416.16
Maintenance Supplies	0.00	102.25
Office Supplies	501.10	4,523.83
Total 4300-Materials and Supplies	1,762.06	11,567.65
4400-Noncapitalized Eq (<5K)		
Computers and Electronics	32.24	32.24
Furniture	469.65	2,062.33
Total 4400-Noncapitalized Eq (<5K)	501.89	2,094.57
Total 4000-Books and Supplies	2,406.14	21,017.73
5000 Services/Other Op. Exp.		
5200-Travel and Conferences	3,185.03	6,885.21
5300-Dues and Membership	210.00	210.00
5400-Liability Insurance	1,084.08	6,494.74
5500-Operations / Housekeeping		
Electricity	682.25	2,229.68
Housekeeping Services	485.00	1,910.00
HVAC Service	285.36	285.36
Pest Control	0.00	65.98
Security System Services	125.64	251.28
Trash/Recycling	73.97	327.85
Water	176.29	1,301.91
Total 5500-Operations / Housekeeping	1,828.51	6,372.06
5600-Rental/Leases/Repairs		
Copier Lease	441.76	1,204.55
Facility Repairs	96.88	470.20
Other Rentals	154.50	382.30
Property Rental - Moss Ave	8,188.63	30,727.63
Total 5600-Rental/Leases/Repairs	8,881.77	32,784.68
5800-Other Services		
Attorney	52.00	52.00
Bookkeeping Services	250.00	1,000.00
Business Manager Services	800.00	3,825.00
District Oversight	903.00	1,775.42
Duplication Services	200.00	200.00
Field Trips and Assemblies	190.00	329.00
Grant Writing Services	750.00	1,100.00
LiveScan and TB Test Services	207.00	276.00
Software Licensing	0.00	299.95
Total 5800-Other Services	3,352.00	8,857.37
5900-Communications		

12:32 PM
11/10/13
Accrual Basis

Sherwood Montessori
Profit & Loss YTD Comparison
October 2013

	<u>Oct 13</u>	<u>Jul - Oct 13</u>
Internet Service Provider	99.95	399.80
Online List Management	9.95	39.80
Postage	221.68	365.06
Telephone, Cellular	124.81	415.86
Telephone, Landline	109.84	391.87
Television, Cable	9.70	29.30
Website, Hosting	29.97	29.97
Total 5900-Communications	<u>605.90</u>	<u>1,671.66</u>
Total 5000 Services/Other Op. Exp.	19,147.29	63,275.72
7000 Other Outgo		
7438-NCNB LOC Interest	0.00	-128.33
Total 7000 Other Outgo	<u>0.00</u>	<u>-128.33</u>
Total Expense	<u>82,172.06</u>	<u>261,998.91</u>
Net Ordinary Income	<u>27,703.64</u>	<u>-61,065.19</u>
Net Income	<u><u>27,703.64</u></u>	<u><u>-61,065.19</u></u>

Sherwood Montessori - Multi-Year Budget Projections

Fiscal Year	2012-2013 (actual)	2013-2014	2014-2015	2015-16	2016-17
Enrollment	141	166	175	187	192
ADA %	94.50%	94.50%	94.50%	94.50%	94.50%
Revenue					
8012 Education Protection Act	148,607	124,504	161,944	174,813	181,382
8015 Local Control Funding	303,342	545,718	453,079	492,231	514,071
8096 In Lieu Taxes	240,809	273,834	288,680	308,475	316,723
8550 Mandates Block Grant	1,590	1,865	2,196	2,315	2,474
8560 State Lottery	22,096	25,564	26,950	28,798	29,568
8587 Special Education Passthru Funds	6,246	12,492	12,492	12,492	12,492
8590 Categorical Block Grant	80,919	-	89,079	95,188	97,733
8590 All Other State Revenue	931	-	-	-	-
xxxx Common Core Implementation Funds	-	26,854	-	-	-
8660 Interest From Banks	-	-	-	-	-
8673 Parent Fees	22,675	22,675	22,675	22,675	22,675
8699 Fundraising / Donations	37,716	37,716	37,716	37,716	37,716
8710 Other Local Revenue	1,060	-	-	-	-
TOTAL REVENUES	865,990	1,071,222	1,094,811	1,174,703	1,214,834
Expenditures					
1000 Certificated Salaries	271,025	337,131	339,676	390,988	398,808
2000 Classified Salaries	196,307	209,390	210,784	212,192	213,613
3000 Employee Benefits	86,208	130,250	132,972	141,413	144,968
4100 Texts and Core Curricula	3,311	6,500	6,630	6,763	6,898
4200 Reference Materials	1,557	2,000	2,000	2,000	2,000
4300 Materials and Supplies	15,219	23,500	23,955	24,419	24,892
4400 NonCap Equipment	490	2,200	-	-	-
4700 Food (Nutrition)	(1,711)	-	-	-	-
5200 Travel and Conferences	6,327	7,175	4,775	4,775	4,775
5300 Dues and Memberships	1,098	1,230	1,275	1,335	1,360
5400 Property/Liability Insurance	12,784	16,936	20,323	24,388	29,265
5500 Operations / Housekeeping	17,734	25,914	26,432	26,961	27,500
5600 Rentals, Leases, and Repairs	104,720	99,460	99,793	99,883	99,974
5800 Prof. & Consulting Services	58,977	56,086	50,577	51,495	52,103
5900 Communications	4,354	5,242	5,242	5,242	5,242
7141 Special Ed Encroachment	73,301	98,017	114,515	120,724	129,002
7438 Long-Term Debt Interest	1,236	1,000	1,000	1,000	1,000
TOTAL EXPENDITURES	852,936	1,022,031	1,039,950	1,113,577	1,141,401
Excess/(Deficiency)	13,054	49,191	54,861	61,126	73,433
Addition to General Reserve	-	-	-	-	-
Excess/(Deficiency) after Reserves	13,054	49,191	54,861	61,126	73,433
Beginning Fund Balance	130,164	143,218	192,410	247,271	308,397
Excess / (Deficiency)	13,054	49,191	54,861	61,126	73,433
Ending Fund Balance	143,218	192,410	247,271	308,397	381,830
Cumulative Reserve Balance	-	-	-	-	-
Ending Fund Balance (less reserves)	143,218	192,410	247,271	308,397	381,830



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.2 – Facilities Update**

Date: November 15, 2013 for the meeting of November 21, 2013

SUMMARY

Two issues are currently being addressed in the realm of facilities:

- A. Progress toward obtaining a permanent future facility
- B. Current space issues at our Moss Avenue site
- C. The issue of the use permit for 746 Moss Ave. is potentially resolved.

DISCUSSION

We had another well attended Facilities Committee Meeting on November 5. The School Announcements sent home on Thursday, November 14 communicated to the Sherwood community updates in the current facilities issues.

- A. Lindsey Serrao will be seeking an intern from CSU for creating a final draft of our Facilities Development Plan. Lindsey is also following through on warehouse space that is currently on the market for renting as a possible school site, and contacting a land appraiser to evaluate the lease to own scenario proposed by the current owner of the 64 acre property off Skyway. Erwin Williams has been in touch with potential investors who have been given a synopsis of our needs, our financial outlook, our Facilities Development Plan, and our desire to be located within a SB740 eligible zone. He has also spoken to them about a potential site off Bruce Road. I have been in touch with other Chico charter school leaders who are not currently in facilities in which they would like to stay to explore the potential for sharing a site.
- B. The shed was assembled by the Garcia family volunteers and Russell Shapiro after the base was assembled by teacher John Howlett. A floor and waterproofing was finished

by Mike Dunn. Meghan and Edward Philippi and Michelle Zevely packed up the remaining library books in boxes and they have been loaded into the shed. I have found some staff members who will work over the break to move the rest of the contents of the stucco shed into the metal shed so the stucco shed can be used for an office. The window plans were not accepted by our landlord as the City planning department found them insufficient for approval for a permit. At the permit hearing, Brian Marshall was attempting to retrieve the plans for the building that the church does not have any longer but are stored at the City planning department so an acceptable plan can be drawn up. Our Prop 39 request is in to CUSD. David Bronson has been in contact with the pastor at East Avenue Community Church to explore the possibility of renting rooms from them for the middle school program.

- C. One neighbor showed up at the permit hearing to complain about traffic issues. Mark Wolfe approved the permit with the condition that we periodically remind parents about our drop-off/pick-up procedures to keep a minimal impact on traffic and parking issues in the neighborhood.

ACTION REQUESTED

Discuss possible next moves in facilities issues and advise School Director.



MEMORANDUM

To: Board of Directors
From: Michelle Yezbick, School Director
Subject: **Agenda Item 5.3 – Education Protection Account Spending Resolution**
Date: November 15, 2013 for the meeting of November 21, 2013

SUMMARY

Sherwood must pass a Board resolution to determine the use of EPA funds.

DISCUSSION

The funds received from the Education Protection Act must be spent with a Board approved resolution such as the one proposed here.

ACTION REQUESTED

Pass resolution.

Attachments: Resolution Regarding the Education Protection Account



RESOLUTION REGARDING THE EDUCATION PROTECTION ACCOUNT

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Business Manager shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of Sherwood Montessori;
2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of Sherwood Montessori has determined to spend the monies received from the Education Protection Act as attached.

DATED: November 21, 2013.

Board Chair, Steve Lucas

2012-13 Education Protection Account
Program by Resource Report
Expenditures by Function – Detail

Sherwood Montessori
Education Protection Account Spending Plan
Expenditures through: June 30, 2013
For Fund 01, Resource 1400 Education Protection Account

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	
Revenue Limit Sources	8010-8099	148,607
Deferred Revenue	9650	
TOTAL AVAILABLE		148,607
EXPENDITURES AND OTHER FINANCING USES	Function	Amount
(Objects 1000-7999)		
Instruction	1000-1999	148,607
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	
AU of a Multidistrict SELPA	2200	
Instructional Library, Media, and Technology	2420	
Other Instructional Resources	2490-2495	
School Administration	2700	
Pupil Services		
Guidance and Counseling Services	3110	
Psychological Services	3120	
Attendance and Social Work Services	3130	
Health Services	3140	
Speech Pathology and Audiology Services	3150	
Pupil Testing Services	3160	
Pupil Transportation	3600	
Food Services	3700	
Other Pupil Services	3900	
Ancillary Services	4000-4999	
Community Services	5000-5999	
Enterprise	6000-6999	
General Administration	7000-7999	

Plant Services	8000-8999	
Other Outgo	9000-9999	
TOTAL EXPENDITURES AND OTHER FINANCING USES		148,607
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		-



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.4 – Common Core State Standards Implementation Spending Plan**

Date: November 15, 2013 for the meeting of November 21, 2013

SUMMARY

The State of California has adopted the Common Core State Standards (CCSS) to replace the California Standards as learning goals for California public school students. Adoption of these standards will cost schools money to implement, which has been provided by the state budget. There are conditions for receiving these funds.

DISCUSSION

The California Institute for School Improvement (CISI), University of California Davis, School of Education, has provided the following information and template for the use of school districts to guide the work of developing a spending plan for the CCSS implementation funds. Sherwood will receive \$ 26,854 in for CCSS implementation.

As a condition of receiving CCSS implementation funds, a school district, county office of education, charter school, or state special school is required to:

1. Develop and adopt a plan delineating how the CCSS implementation funds will be spent. The plan must be explained in a public meeting of the governing board of the school district or county board of education, or governing body of the charter school, before its adoption in a subsequent public meeting.
2. On or before July 1, 2015, report detailed information to the California Department of Education (CDE), including, but not limited to, specific purchases made and the number of teachers, administrators, or paraprofessional educators that received professional development. (<http://www.cde.ca.gov/fg/aa/ca/commoncorefaq.asp>)

CCSS implementation funds can be expended for any of the following purposes:

1. Professional development for teachers, administrators, and paraprofessional educators or other classified employees involved in the direct instruction of pupils that is aligned to the academic content standards adopted pursuant to California *Education Code (EC)* sections 60605.8, 60605.11, 60605.85, and 60811.3.
2. Instructional materials aligned to the academic content standards adopted pursuant to *EC* sections 60605.8, 60605.85, 60605.11, and 60811.3 including, but not limited to, supplemental instructional materials as provided in sections 60605.86, 60605.87, and 60605.88.
3. Integration of these academic content standards through technology-based instruction for purposes of improving the academic performance of pupils, including, but not necessarily limited to, expenditures necessary to support the administration of computer-based assessments and provide high-speed, high-bandwidth Internet connectivity for the purpose of administration of computer-based assessments. (<http://www.cde.ca.gov/fg/aa/ca/commoncorefaq.asp>)

CCSS implementation funds will be subject to the annual audits required by *EC* Section 410.

CDE has identified the following seven guiding strategies for the implementation of the Common Core State Standards (CCSS) (<http://www.cde.ca.gov/re/cc/ccssguide.asp>):

NOTE: Per CDE, LEAs may refer to the CDE Suggestions and Opportunities for LEAs when developing local CCSS implementation plans (attached). Per CDE guidance, districts may add or delete elements “as appropriate to create a plan that is tailored to local needs”.

1. Facilitate high quality professional learning opportunities for educators to ensure that every student has access to teachers who are prepared to teach to the levels of rigor and depth required by the CCSS.
2. Provide CCSS-aligned instructional resources designed to meet the diverse needs of all students.
3. Develop and transition to CCSS-aligned assessment systems to inform instruction, establish priorities for professional learning, and provide tools for accountability.
4. Collaborate with parents, guardian, and the early childhood and expanded learning communities to integrate the CCSS into programs and activities beyond the K-12 school setting.
5. Collaborate with postsecondary and business communities and additional stakeholders to ensure that all students are prepared for success in career and college.
6. Seek, create and disseminate resources to support stakeholders as CCSS systems implementation moves forward.

- 7. Design and establish systems of effective communication among stakeholders to continuously identify areas of need and disseminate information.

NOTE: The following DRAFT CCSS spending plan template is intended for use as a tool, guide, reference and resource to help districts complete CCSS Local Implementation Plans according to current CDE guidance and tailored to local needs. Districts may use the template as a tool for reviewing existing local implementation plans, to further develop local implementation plans or as a basis for building local implementation plans.

CCSS Spending Plan Template (see Excel file)

Common Core State Standards (CCSS) District Spending Plan

The following plan has been explained in a public meeting of the governing board of the [NAME] school district (county board of education or charter school governing body) and adopted in a subsequent meeting.

District Governing Board CCSS Spending Plan - Public Meeting Date: _____

District Governing Board CCSS Spending Plan - Adoption Date: _____

Amount of CCSS Implementation Funding RECEIVED	\$
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NOTE: The area in yellow represents actuals and can be used for tracking purposes.

The [NAME] District's CCSS Spending Plan for the CCSS Implementation Funding for the following three purposes, as as follows:

1. Professional development (PD) for teachers, administrators, and paraprofessional educators or other classified employees involved in the direct instruction of pupils that is aligned to the academic content standards adopted pursuant to California <i>Education Code (EC)</i> sections 60605.8, 60605.11, 60605.85, and 60811.3.		
Estimated PD Expenditure (%)	Actual PD Expenditure (%)	Actual PD Expenditure (\$)
%	%	\$

2. Instructional materials aligned to the academic content standards adopted pursuant to EC sections 60605.8, 60605.85, 60605.11, and 60811.3 including, but not limited to, supplemental instructional materials as provided in sections 60605.86, 60605.87, and 60605.88.

Estimated Instructional Materials Expenditure (%)	Actual Instructional Materials Expenditure (%)	Actual Instructional Materials Expenditure (\$)
%	%	\$

3. Integration of these academic content standards through technology-based instruction for purposes of improving the academic performance of pupils, including, but not necessarily limited to, expenditures necessary to support the administration of computer-based assessments and provide high-speed, high-bandwidth Internet connectivity for the purpose of administration of computer-based assessments.

Estimated Technology Expenditure (%)	Actual Technology Expenditure (%)	Actual Technology Expenditure (\$)
%	%	\$

Total Estimated CCSS Funding Expenditures (%)	Total Actual CCSS Funding Expenditures (%)	Actual Technology CCSS Expenditures (\$)
%	%	\$

Per CDE, a school district, county office of education, charter school, or state special school may encumber the CCSS implementation funds at any time during the 2013–14 or 2014–15 fiscal years. On or before July 1, 2015, report detailed information to the California Department of Education (CDE), including, but not limited to, specific purchases made and the number of teachers, administrators, or paraprofessional educators that received professional development. (<http://www.cde.ca.gov/fg/aa/ca/commoncorefaq.asp>)

The following Budget Summary is an estimate of the proportion (%) of district CCSS expenditures that is aligned with CDE guidance and SBE regulations.

The district will adjust the estimated budget summary according to district needs and resources, as needed, for full implementation of the CCSS System by 2014-2015.

CCSS implementation funds will be subject to the annual audits required by EC Section 41020.

Estimated CCSS Local Implementation Plan Budget Summary:

1. Professional development for teachers, administrators, and paraprofessional educators or other classified employees involved in the direct instruction of pupils that is aligned to the academic content standards adopted pursuant to California *Education Code (EC)* sections 60605.8, 60605.11, 60605.85, and 60811.3.

Estimated Expenditure of [%]

(% of total amount of district's CCSS Implementation funding)

2. Instructional materials aligned to the academic content standards adopted pursuant to *EC* sections 60605.8, 60605.85, 60605.11, and 60811.3 including, but not limited to, supplemental instructional materials as provided in sections 60605.86, 60605.87, and 60605.88.

Estimated Expenditure of [%]

(% of total amount of district's CCSS Implementation funding)

3. Integration of these academic content standards through technology-based instruction for purposes of improving the academic performance of pupils, including, but not necessarily limited to, expenditures necessary to support the administration of computer-based assessments and provide high-speed, high-bandwidth Internet connectivity for the purpose of administration of computer-based assessments.

Estimated Expenditure of [%]

(% of total amount of district's CCSS Implementation funding)

According to current CDE guidance, the district will, "On or before July 1, 2015, report detailed information to the California Department of Education (CDE), including, but not limited to, specific purchases made and the number of teachers, administrators, or paraprofessional educators that received professional development."

<http://www.cde.ca.gov/fg/aa/ca/commoncorefaq.asp>

How to use the CCSS Local Implementation Plan template:

Per CDE guidance, districts may add or delete elements from the CDE implementation plan template "as appropriate to create a plan that is tailored to local needs".

Districts should consult the pending State Board of Education regulations that will govern the requirements for expenditures of CCSS funding; the regulations are anticipated to be available by in Fall 2013.

Districts are encouraged to have legal counsel and the appropriate district administration review and approve any documents developed from this template prior to public use and/or adoption by local governing boards.

CCSS implementation funds will be subject to the annual audits required by EC Section 41020.

NOTE: *The following DRAFT CCSS local implementation plan template is intended for use as a tool, guide, reference and resource to help districts complete CCSS Local Implementation Plans according to current CDE guidance and tailored to local needs. Districts may use the template as a tool for reviewing existing local implementation plans, to further develop local implementation plans or as a basis for building local implementation plans.*

Common Core State Standards Local Implementation Plan

The following Common Core State Standards (CCSS) local implementation plan is based on the [DISTRICT NAME] School District's local needs and resources.

The local implementation plan, derived from guidelines in the California Department of Education's (CDE) Implementation Plan Template, is based on full implementation of the CCSS System in 2014-15.

This plan involves the development of a **formative practices plan**, a **local technology plan** and a **local site-based professional learning plan**.

The following timeline and plan outlining strategies, components and activities that districts might utilize in implementing the CCSS are based on CDE's suggestions and guidelines for California school districts, county offices of education, charter schools, and state special schools.

Fall 2013-Spring 2015 – (2013-14 & 2014-15 academic years)

The district will develop a Common Core State Standards local implementation plan.

As a condition of receiving CCSS implementation funds for new standards in English language arts and math to be spent over the next two years, the district will hold a public meeting and adopt the local **CCSS Spending Plan** at a meeting of the district's governing board.

The district governing board adopted the **CCSS Spending Plan** on [INSERT DATE PLAN WAS ADOPTED BY SCHOOL BOARD].

The following CCSS implementation activities from CDE guidance have been identified as consistent with the district's local needs and resources. The district plans to do the following:

Professional Development Aligned to CCSS

(NOTE: *the district will add/delete items according to local needs and resources – check all that apply*):

- Conduct local needs assessment to identify needs and set priorities for professional learning. The district will develop a local **professional learning plan** based on identified needs and full implementation in 2014–15.
- Support ongoing professional learning to promote transition to the CCSS based upon **priorities established in local plan**.
- Working in grade-level teams, district staff will compare/contrast the CCSS with the 1997 content standards.

- Utilize the CCSS Communication Toolkit as a guide for providing information on the CCSS to stakeholders. (<http://www.cde.ca.gov/re/cc/documents/cdecommstoolkit.doc>)
- Review new professional learning modules from the CDE and incorporate new strategies into unit/lesson plans for 2013–14. (<http://www.cde.ca.gov/re/cc/ccssplm.asp>)
- Provide opportunities for professional learning to develop understanding of difference between interim assessments and formative practice.
- Continue site-based, grade level meetings to collaborate with colleagues.
- Participate in professional learning opportunities to deepen understanding and support implementation of the **English Language Development (ELD) Standards**.
- Utilize formative assessment data to inform curricular development.
- Generate and implement a **Formative Practices Plan** which includes areas of focus such as Learning Targets, Criteria for Success, Collecting Evidence, and Documenting Evidence.
- Summative Assessments - Debrief with staff and students on all elements of the Smarter Balanced Assessment Consortium (SBAC) summative assessment.
- Summative Assessment Follow up - Using feedback from debriefing with staff and students, plan adjustments to the following key instructional areas:
 - instruction and curriculum
 - formative practices
 - site-based assessments
 - expectations
 - learning goals
 - student/parent involvement
 - stakeholders' roles
- Participate in local professional learning opportunities designed to deepen understanding and support implementation of the revised **Career Technical Education (CTE)** standards.
 - Measure improvement in the next year at both the district level and school level.
 - The District Office will coordinate with site principals to support development of site-based plans for professional learning.

CDE Suggested Areas of Focus – Professional Development

- *Assessments - Visit SBAC's Web pages for information about summative and interim field tests. (<http://www.smarterbalanced.org/>)*
- *Subscribe to the CDE's CCSS Resources and SBAC Web pages listservs to remain apprised of the latest developments and resources related to CCSS systems implementation.*
- **Site-based Plans for Professional Development** - Create site-based plans for professional learning to ensure continuous improvement of instruction and a higher level of academic achievement for all students.
 - Principals will conduct site-based needs assessments to determine professional learning needs and will develop site-based plans. Resource: (<http://casel.org/in-schools/assessment/school-climate/>) The site-based plan will use feedback to implement the following:
 - Continuous collaborative meeting schedule
 - Meeting protocols
 - Adjustments to instruction and curriculum
 - Formative practices
 - Site-based assessments
 - Expectations
 - Learning goals
 - Student/parent involvement
 - Stakeholders' roles for improvement

Curriculum Aligned to CCSS

- Use supplemental instructional materials to review evaluation criteria for grades K–8 (<http://www.cde.ca.gov/ci/cr/cf/evaluationcriteria1-4-12.asp>) to identify CCSS that current materials *do not* support.
- Access CDE's CCSS Resource's Clearinghouse. (<http://www.cde.ca.gov/re/cc/clearinghouses.asp>)
- Develop lessons using resources from the library, internet, and primary source documents.
- Incorporate new skills required by the CCSS into the **district's instructional plan**.
- Utilize formative assessment data to inform curricular development.
- Continue to assess existing instructional materials and supplement them with resources from the library, internet, and primary source documents to develop CCSS-aligned lessons.

- English - Utilize the English Language Arts (ELA) curriculum framework as a blueprint for implementation of the ELA CCSS.
- Review and utilize the CDE's supplemental instructional materials list to supplement existing instructional materials.
(<http://www.cde.ca.gov/ci/cr/cf/simrsupprogrms.asp>).
- Revise existing quizzes, unit exams, and end-of-course exams to assess higher-level thinking, constructed responses, synthesis, and collaboration as indicated in the CCSS.

CDE Suggested Area of focus - Curriculum:

- *Review and utilize professional learning resources available on CDE-hosted or sponsored web portals including archived webinars and CDE presentations on iTunes.*
- *Utilize CCSS professional learning resources offered by professional organizations, California Subject Matter Projects, and your county office of education.*
- **General:** *develop structures for interdepartmental collaboration to improve student literacy across the content areas*
- **English Language Arts:** *text complexity, text-based questions and tasks*
 - *English - Promote awareness of the new ELA curriculum framework and utilize in professional learning opportunities as appropriate.*
- **Mathematics:** *the standards for mathematical practice.*
 - *Math - Review list of SBE-adopted instructional materials for mathematics*
 - **Utilize word problems** *to provide students with opportunities to apply mathematical reasoning to **real-world challenges**.*
- **Critical Thinking** - *Revisit end-of-chapter/unit questions and quizzes in existing materials and elevate them to higher level critical thinking.*
- **Assessments** - *Include performance task assessments for end of unit/chapter assessment.*

Technology Integrated to CCSS

- Utilize CDE's Online Technology Readiness Tool to evaluate current technology and infrastructure. (<http://www.cde.ca.gov/ta/tq/sa/sbac-itr-index.asp>)

- Visit Smarter Balanced Website for released test questions and constructed responses. (<http://www.smarterbalanced.org/sample-items-and-performance-tasks/>)
- Mirror the Smarter Balanced format into quiz/test questions and weekly writing prompts.
- Implement **Local Technology Plan** (<http://www.cde.ca.gov/ls/et/ft/techplanning.asp>)
- Summative Assessments – Communicate with staff and students regarding the district and site plan for administration of the Smarter Balanced Assessment Consortium (SBAC) summative assessment.

CDE Suggested Areas of Focus – Technology

- *Assessments - Visit SBAC's Web pages for information about summative and interim field tests. (<http://www.smarterbalanced.org/>)*
- *Technology - Review online technology strategy framework executive summary to evaluate current technology and infrastructure. http://www.smarterbalanced.org/wordpress/wp-content/uploads/2011/12/Technology-Strategy-Framework-Executive-Summary_2-6-13.pdf*

2015+

Implement site-based plan with regular progress monitoring and reflection.

ACTION REQUESTED: Create a CCSS Implementation Plan.



MEMORANDUM

To: Board of Directors
From: Michelle Yezbick, School Director
Subject: Finance Committee Report
Date: November 15, 2013 for the meeting of November 21, 2013

SUMMARY

The Finance Committee met to discuss the work of the committee in terms of fundraising strategies, policies around teacher training and costs, collecting monies owed by families, and refining the purchasing policy.

DISCUSSION

The finance committee began by examining the Purchasing Policy for revisions needed. A draft of the revised policy is attached for Board review as well as the original policy. Revisions reflect practices actually used and a refinement of practices that will safeguard against overspending.

Setting a fundraising goal is the first task in creating a comprehensive fundraising strategy. The Finance Committee discussed a two tier goal for fundraising that would include raising revenues to improve our current site as well as funds for the future, long-term school site.

ACTIONS REQUESTED

Approve revised Purchasing Policy. Discuss and further refine the fundraising goals.

Attachments: Original Purchasing Policy, Revised Purchasing Policy



Purchasing Policy

Sherwood Montessori will maintain in effect the following principles in its ongoing fiscal management practices to ensure that (1) expenditures are authorized by and in accord with amounts specified in the Board-adopted budget, (2) the school's funds are managed and held in a manner that provides a high degree of protection of the school's assets, and (3) all transactions are recorded and documented in an appropriate manner.

Segregation of Duties

Sherwood Montessori will develop and maintain simple check request and purchase order forms to document the authorization of all non-payroll expenditures. All proposed expenditures must be approved by the School Director who will review the proposed expenditure to determine whether it is consistent with the Board-adopted budget and sign the check request form. All check requests and purchase orders over \$500 must be co-signed by the Director and countersigned by one Board member, preferably the Treasurer, to ensure separation of expenditure authorization and check signing functions. Ongoing, regular invoices, such as utilities, can be pre-approved on an annual basis by the School Director as sanctioned by the Board.

All transactions will be posted in an electronic general ledger. To ensure segregation of recording and authorization, the bookkeeper may not co-sign check requests for purchase orders.

Budget Transfers

The Director may transfer up to \$2,000 from one unrestricted budget item to another without board approval, but shall notify the Board of the transfer at the next regularly scheduled meeting.

Banking Arrangements

Sherwood Montessori will maintain its accounts in a federally insured commercial bank or credit union. Funds will be deposited in non-speculative accounts including federally-insured savings or checking accounts.

The School's bookkeeper will reconcile the school's ledger(s) with its bank accounts on a monthly basis and prepare (1) a balance sheet, (2) a comparison of budgeted to actual revenues and expenditures to date, and (3) a cash flow statement. The School Director and Finance Committee of the Board will regularly review these statements. The School will deposit all funds received as soon as practical upon receipt. A petty cash fund, not to exceed \$100, may be established with an appropriate ledger to be reconciled twice monthly by the school site Office Assistant, who shall not be authorized to expend petty cash.

All funds received shall be deposited or transferred into the school's accounts at the earliest possible convenience and in no event later than 48 hours after receipt.

Purchasing Procedures

Payments will be signed by the Treasurer of the Board or other signatories on the bank account.

Record Keeping

Transaction ledgers, canceled/duplicate checks, attendance and entitlement records, payroll records, and any other necessary fiscal documents will be maintained by school staff in a secure location for at least three years, or as long as required by applicable law, whichever is longer. Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored in a secure off-site location, separate from the school.

Property Inventory

The School Director shall establish and maintain an inventory of all non-consumable goods and equipment worth over \$1,000. In addition, sensitive items including, but not limited to, computers, cellular phones, calculators, etc., shall also be inventoried. This inventory shall include the original purchase price and date, a brief description, serial numbers, percentage (if any) of federal participation in the cost of the property, and other information appropriate for documenting the school's assets. This property will be inventoried on an annual basis and lists of any missing property shall be presented to the Board. Adequate maintenance procedures shall be developed and tracked in the property records.

All non-consumable school property lent to students shall be returned to the school no later than 5 working days after end of the school year.

Any excess or surplus property owned by the school may be sold or auctioned by the School Director provided the School Director engages in due diligence to maximize the value of the sale or auction to the school. The sale or auction of property owned by the school with a fair market value in excess of \$1,000 shall be approved in advance by the Board.



DRAFT Purchasing Policy-Revised

Sherwood Montessori will maintain in effect the following principles in its ongoing fiscal management practices to ensure that (1) expenditures are authorized by and in accord with amounts specified in the Board-adopted budget, (2) the school's funds are managed and held in a manner that provides a high degree of protection of the school's assets, and (3) all transactions are recorded and documented in an appropriate manner.

Segregation of Duties

Sherwood Montessori will develop and maintain simple expenditure request forms to document the request and authorization of all non-payroll expenditures. All proposed expenditures must be approved by the School Director who will review the proposed expenditure to determine whether it is consistent with the Board-adopted budget and sign the expenditure request form. All expenditure requests over \$2000 must be co-signed by the Director and countersigned by one Board member, preferably the Treasurer, to ensure separation of expenditure authorization and check signing functions. Ongoing, regular invoices, such as utilities, can be pre-approved on an annual basis by the School Director as sanctioned by the Board.

All transactions will be posted in an electronic general ledger. To ensure segregation of recording and authorization, the bookkeeper may not co-sign check requests or purchase orders.

Budget Transfers

The Director may transfer up to \$2,000 from one unrestricted budget item to another without board approval, but shall notify the Board of the transfer at the next regularly scheduled meeting.

Banking Arrangements

Sherwood Montessori will maintain its accounts in a federally insured commercial bank or credit union. Funds will be deposited in non-speculative accounts including federally-insured savings or checking accounts.

The School's bookkeeper will reconcile the school's ledger(s) with its bank accounts on a monthly basis and prepare (1) a balance sheet, (2) a comparison of budgeted to actual revenues and expenditures to date, and (3) a cash flow statement. The School Director and Treasurer of the Board will review these statements. The School will deposit all funds received as soon as practical upon receipt.

Purchasing Procedures

Payments will be signed by the Treasurer of the Board or other signatories on the bank account.

Record Keeping

Transaction ledgers, canceled/duplicate checks, attendance and entitlement records, payroll records, and any other necessary fiscal documents will be maintained by school staff in a secure location for at least three years, or as long as required by applicable law, whichever is longer. Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored in a secure off-site location, separate from the school.

Property Inventory

The School Director shall establish and maintain an inventory of all non-consumable goods and equipment worth over \$1,000. In addition, sensitive items including, but not limited to, computers, cellular phones, calculators, etc., shall also be inventoried. This inventory shall include the original purchase price and date, a brief description, serial numbers, percentage (if any) of federal participation in the cost of the property, and other information appropriate for documenting the school's assets. This property will be inventoried on an annual basis and lists of any missing property shall be presented to the Board. Adequate maintenance procedures shall be developed and tracked in the property records.

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MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.6 –Administration Restructure Revisit**

Date: November 15 2013 for the meeting of November 21, 2013

SUMMARY

In August, the Board considered that the workload for the School Director has increased and voted to increase support at the administrative level. The Administrative Assistant's hours were increased and the organization has continued for three months with this restructure. The increase in hours has had some impact, but it has been limited.

DISCUSSION

As the Board of Directors is aware, Sherwood is currently operating with a bare bones administrative staff. The School Director is a contracted, full-time exempt employee with a thirty-five hour per week Administrative Assistant who is also currently doing the duties of a school secretary for twenty-four of those thirty-five hours.

What we have found is that while an Administrative Assistant is doing the duties of a school secretary, it is not possible for her to do duties of an Administrative Assistant. Duties of a school secretary require near constant interruption with telephone calls, student injuries and illnesses, and visitors. It is not possible for the Administrative Assistant to do work that requires attention to detail or focused concentration while acting as the school secretary.

Our current Office Aide (our title for school secretary) is working one full and one half day to relieve the Administrative Aide. Our Office Assistant works other days as the Kindergarten Aide. On days when the Office Aide is in the office, there is another aide who works in the kindergarten. The other staff member who is working as a Kindergarten Aide is interested in working all of the aide hours, and the aide who currently works part-time in the office would like to work all hours in the office.

If the Board approves a change, the current Office Aide would work the full week in the office, freeing the Administrative Assistant to assist the administrator.

Costs associated with the restructure:

The expenditures for the salary of the Office Aide would increase by \$4,481. Health benefits for the position would cost possibly an additional \$5,960. The total increase in expenditures could be \$10,441.

ACTION REQUESTED

Approve restructuring of administrative team.