



REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 4**
746 Moss Avenue, Chico, California
Date/Time: **Thursday, November 19, 2015 – 6:00 p.m.**

AGENDA

1. CALL TO ORDER

1.1 Roll Call Chris Fosen, Peter DiFalco, Kristy Cowell, Mark Reiser, Nicole Drummond, Nili Yudice, Curtis Anderson

2. CONSENT AGENDA

None

3. REPORTS AND COMMUNICATION

None

4. NOTICED PUBLIC HEARINGS

None

5. REGULAR BUSINESS

5.1 Growth Model

The Board will be asked to approve a growth plan to inform the lottery draw and enrollment.

ACTION REQUESTED: Adopt proposed growth model.

5.2 Lease Negotiations

The Board will be asked to open lease negotiations with Redeemer Lutheran Church and the Unitarian Universalist Fellowship. The Board will also be asked to authorize the School Director to expend approximately \$3,000 for fees related to securing an educational use permit.

ACTION REQUESTED: Appoint Directors to negotiate leases with Redeemer Lutheran Church and the Unitarian Universalist Fellowship. Authorize School Director to expend approximately \$3,000 to support the Unitarian Fellowship applying for an education use permit.

5.3 Revision of Injury Report Procedures

The Board will be asked to approve a revision to the Injury Report Procedures.

ACTION REQUESTED: Approve revision.

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.

5.4 First Interim Budget

The Business Manager has prepared the First Interim Budget Report for approval.

ACTION REQUESTED: Approve report.

6. COMMITTEE MEETINGS

The Ad-Hoc and Standing Committees of the Board of Directors will meet to collaborate on Action Plans for the 2015-2016 school year. Standing Committees of the Board that may meet at this time include the Curriculum Committee and the Policy and Charter Review Committee.

7. ADJOURNMENT (Est. 9:00 p.m.)

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MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.1 Growth Model**

Date: November 13, 2015 for the meeting of November 19, 2015

SUMMARY

Each year, the Board of Directors must adopt a growth model to guide the lottery, planning, and enrollment.

DISCUSSION

At the November 2014 meeting of the Board of Directors, a growth model was adopted that would work with the school remaining at its current facility. The model was chosen because it was financially sustainable under the new funding model and does not cause us to outgrow our current facility.

Major drawbacks to the adopted model was that it would require losing one lower elementary classroom and increasing to three upper elementary classrooms in 2016-2017. In 2017-2018, the model would go to two lower elementary and two upper elementary classrooms, eliminating one full-time teaching position.

To avoid this plan, the 6th grade class of 2016-2017 could be split into three different environments: the two upper elementary classrooms would have 6th grade, and a group of 6th graders would move to middle school. As we do with any grade that moves up, we would take parent input into consideration and the teachers would work together to create optimal class lists.

To continue to have a financially sustainable model, students would be added not only in kindergarten but in the lower elementary as well. This would ultimately sustain upper elementary classrooms at class sizes of near thirty, which is larger than desirable. However, the 6th grade could become the grade that is split between upper elementary and middle school. If

we continue to have attrition in the middle school grades as some students seek a larger school environment, this model would also help to stabilize the middle school.

ACTION REQUESTED:

Adopt proposed growth model.

Attachment: Growth Model With Sixth Grade Splits

DRAFT Growth Plan 2015-2016

grades	2013-2014	total per level	#classrooms	2014-2015	total per level	#classrooms	2015-2016	total per level	#classrooms	2016-2017	total per level	#classrooms	
TK	0	0		4			6			6			
K	23	23	1	18	22	1	17	23	1	17	23	1	
lower el	1	25	69	3	16	60	3	22	60	3	21	60	3
	2	23		27			17			22			
	3	21		17			21			17			
upper el	4	20	50	2	24	51	2	18	42	2	21	54	2
	5	11		19			24			18			
	6	19		8			19			24(7/8/9)			
middle	7	11	26	1	4	8	1	4	28	2	19	31	2
school	8	15		4			5			4			
Total		168		7	141		7	153		8	170		8

grades	2017-2018	total per level	#classrooms	2018-2019	total per level	#classrooms	2019-2020	total per level	#classrooms	2020-2021	total per level	#classrooms	
TK	7			8			9			10			
K	16	23	1	15	23	1	14	23	1	13	23	1	
lower el	1	18	60	3	19	58	3	19	58	3	19	58	3
	2	20		19			19			19			
	3	22		20			20			20			
upper el	4	17	56	2	22	60	2	20	59	2	20	62	2
	5	21		17			22			20			
	6	18		21			17			22			
middle	7	24	43	2	18	42	2	21	39	2	17	38	2
school	8	19		24			18			21			
Total		182		8	183		8	179		8	181		8

Each classroom will have one teacher and one teacher's aide with this model.



MEMORANDUM

To: Board of Directors
From: Michelle Yezbick, School Director
Subject: **Agenda Item 5.2 Lease Negotiations**
Date: November 13, 2015 for the meeting of November 19, 2015

SUMMARY

The need to secure facilities for the 2016-2017 school year requires that members of the Board of Directors initiate lease negotiations.

DISCUSSION

Our current lease with Redeemer Lutheran Church is set to expire in April, 2016. We have used our two two-year term extensions that were previously negotiated.

Also, it would be in the best interest of the school as a whole to look into options to lease space from the Unitarian Universalist Fellowship to alleviate some of our crowding issues. To do so, the Board must appoint Directors who will be in communication with the leadership of these churches to negotiate terms.

ACTION REQUESTED:

Appoint Directors to negotiate leases with Redeemer Lutheran Church and the Unitarian Universalist Fellowship.



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.3 Revision of Injury Report Procedures**

Date: November 13, 2015 for the meeting of November 19, 2015

SUMMARY

Sherwood staff would like a revision to the current injury reporting procedures which are onerous and not in line with best practices.

DISCUSSION

Currently, our procedures when a student is injured are to send an injury report when there will be a mark left by the injury, as described in the Family Handbook:

Injuries

Sherwood staff has been trained in first aid and CPR. If your child is hurt at school, appropriate care will be given. If the injury results in a bump or mark, an injury report will be sent home to inform parents of the nature of the injury. If your child needs to be picked up from school for medical attention, school staff will call all numbers on the Emergency Form until an adult can be reached. *Please keep us updated regarding changes to phone numbers and contact information.* For serious injuries, staff will call 911 and see that the injured child is transported to the emergency room for treatment.

The practice of writing an injury report every time a student gets injured in such a way that it would leave a mark is consuming an inordinate amount of time for office staff and playground supervision staff. When a staff member needs to write a report, they are also not able to actively supervise students, causing a safety problem.

Our office staff consulted with our school nurse, and she felt that our current procedures were not in line with best practices. Her suggestions included revising the procedure to one that is described below, and to replace the many injury reports with a one-page log that would keep a record for the Safety Committee, but would not be wasteful of staff

time and paper. The proposed revised language follows:

Injuries

Sherwood staff has been trained in first aid and CPR. If your child is hurt at school, appropriate care will be given. If the injury results in a bump or mark, an injury report an injury that will require follow up care at home, an injury report will be sent home to inform parents of the nature of the injury. If your child needs to be picked up from school for medical attention, school staff will call all numbers on the Emergency Form until an adult can be reached. *Please keep us updated regarding changes to phone numbers and contact information.* For serious injuries, staff will call 911 and see that the injured child is transported to the emergency room for treatment.

ACTION REQUESTED:

Approve revision of procedures.

Attachment: Sample accident log from CUSD



MEMORANDUM

To: Board of Directors
From: Michelle Yezbick, School Director
Subject: **Agenda Item 5.4 First Interim Financial Report**
Date: November 13, 2015 for the meeting of November 19, 2015

SUMMARY

Business Manager Pat Casey 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 November with the original budget for the 2015-2016 fiscal year and actual spending through October. 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 2015-2016 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: 2015-16

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	673,394		673,394	154,682		154,682	624,827		624,827
Education Protection Act Funding	8012	182,002		182,002	44,646		44,646	171,828		171,828
Charter Schools Gen. Purpose Entitlement - State Aid	8015			-			-			-
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		855,396	-	855,396	199,328	-	199,328	796,655	-	796,655
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	66,440	16,774	83,214			-	66,440	16,774	83,214
Special Education - State	StateRevSE	2,141	12,492	14,633			-	2,141	12,492	14,633
All Other State Revenues	StateRevAO	21,277	4,000	25,277	333		333	21,277	4,000	25,277
Total, Other State Revenues		89,858	33,266	123,124	333	-	333	89,858	33,266	123,124
4. Other Local Revenues										
Charter Schools Funding in Lieu of Property Taxes	8096	260,552		260,552	67,432		67,432	256,753		256,753
All Other Local Revenues	LocalRevAO	60,391		60,391	9,782		9,782	60,391		60,391
Total, Local Revenues		320,943	-	320,943	77,214	-	77,214	317,144	-	317,144
5. TOTAL REVENUES		1,266,197	33,266	1,299,463	276,875	-	276,875	1,203,657	33,266	1,236,923
B. EXPENDITURES										
1. Certificated Salaries										
Teachers' Salaries	1100	391,482	3,474	394,956	97,214	1,320	98,534	356,359	3,474	359,833
Certificated Pupil Support Salaries	1200			-			-			-
Certificated Supervisors' and Administrators' Salaries	1300			-			-			-
Other Certificated Salaries	1900			-			-			-
Total, Certificated Salaries		391,482	3,474	394,956	97,214	1,320	98,534	356,359	3,474	359,833
2. Non-certificated Salaries										
Instructional Aides' Salaries	2100	113,822	30,673	144,495	32,005	1,083	33,088	116,129	32,301	148,430
Non-certificated Support Salaries	2200	15,450		15,450	9,182	30	9,212	21,432		21,432
Non-certificated Supervisors' and Administrators' Sal.	2300	70,000		70,000	24,083		24,083	72,746		72,746
Clerical and Office Salaries	2400	32,856		32,856	9,515		9,515	32,856		32,856
Other Non-certificated Salaries	2900	17,309		17,309			-	31,682		31,682
Total, Non-certificated Salaries		249,437	30,673	280,110	74,785	1,113	75,898	274,845	32,301	307,146
3. Employee Benefits										
STRS	3101-3102	39,628		39,628	10,444		10,444	36,425		36,425
PERS	3201-3202	19,360	480	19,840	5,360		5,360	19,840		19,840
OASDI / Medicare / Alternative	3301-3302	24,352	475	24,827	7,142		7,142	24,530		24,530
Health and Welfare Benefits	3401-3402	58,868		58,868	17,184		17,184	54,710		54,710
Unemployment Insurance	3501-3502	16,224	238	16,462	2,346	77	2,423	16,814		16,814
Workers' Compensation Insurance	3601-3602	6,685		6,685	3,745		3,745	10,800		10,800
Retiree Benefits	3701-3702			-			-			-
PERS Reduction (for revenue limit funded schools)	3801-3802			-			-			-
Other Employee Benefits	3901-3902			-			-			-
Total, Employee Benefits		165,117	1,193	166,310	46,221	77	46,298	163,119	-	163,119
4. Books and Supplies										
Approved Textbooks and Core Curricula Materials	4100	6,763		6,763	3,100		3,100	6,763		6,763
Books and Other Reference Materials	4200	1,000	1,000	2,000	936		936	1,000	1,000	2,000
Materials and Supplies	4300	33,263		33,263	12,124		12,124	33,263		33,263
Noncapitalized Equipment	4400			-	1,950		1,950			-
Food	4700			-	316		316			-
Total, Books and Supplies		41,026	1,000	42,026	18,426	-	18,426	41,026	1,000	42,026
5. Services and Other Operating Expenditures										
Home to School Transportation	5100			-			-			-
Travel and Conferences	5200	5,253		5,253	989		989	5,253		5,253
Dues and Memberships	5300	1,342		1,342			-	1,342		1,342
Insurance	5400	26,827		26,827	7,253		7,253	26,827		26,827
Operations and Housekeeping Services	5500	29,657		29,657	9,185		9,185	29,657		29,657
Rentals, Leases, Repairs, and Noncap. Improvements	5600	127,915		127,915	34,042		34,042	127,915		127,915
Professional/Consulting Services and Operating Expend.	5800	65,419	400	65,819	18,415		18,415	65,419	400	65,819
Communications	5900	5,766		5,766	1,525		1,525	5,766		5,766
Total, Services and Other Operating Expenditures		262,179	400	262,579	71,409	-	71,409	262,179	400	262,579
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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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	132,000		132,000			-	106,608		106,608
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			-			-			-
All Other Transfers	7280-7299			-			-			-
Debt Service:										
Interest	7438			-			-			-
Principal	7439			-			-			-
Transfers of Indirect / Direct Support Costs	7300-7399			-			-			-
Total, Other Outgo		132,000	-	132,000	-	-	-	106,608	-	106,608
8. TOTAL EXPENDITURES		1,241,241	36,740	1,277,981	308,055	2,510	310,565	1,204,137	37,175	1,241,312
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		24,956	(3,474)	21,482	(31,180)	(2,510)	(33,690)	(480)	(3,909)	(4,389)
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	(10)	10	-			-	(3,909)	3,909	-
4. TOTAL OTHER FINANCING SOURCES / USES		(10)	10	-	-	-	-	(3,909)	3,909	-
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		24,946	(3,464)	21,482	(31,180)	(2,510)	(33,690)	(4,389)	-	(4,389)
F. FUND BALANCE, RESERVES										
1. Beginning Fund Balance										
a. As of July 1	9791	138,940	50,204	189,144	260,449		260,449	138,940	50,204	189,144
b. Adjustments to Beginning Balance	9793, 9795			-			-			-
c. Adjusted Beginning Balance		138,940	50,204	189,144	260,449		260,449	138,940	50,204	189,144
2. Ending Fund Balance, June 30 (E + F.1.c.)		163,886	46,740	210,626	229,269	(2,510)	226,759	134,551	50,204	184,755
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	163,886	46,740	210,626	229,269	(2,510)	226,759	134,551	50,204	184,755