



REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 4
746 Moss Avenue, Chico, California**
Date/Time: **Thursday March 24, 2016 – 6:00 p.m.**

AGENDA

1. CALL TO ORDER

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

2. CONSENT AGENDA

2.1 Minutes Approval

3. REPORTS AND COMMUNICATION

3.1 Director Report

4. NOTICED PUBLIC HEARINGS

None

5. REGULAR BUSINESS

5.1 Items Removed From Consent (If any)

5.2 Board of Directors Committees

An idea to revamp existing Board of Directors Committees will be presented.

ACTION REQUESTED: Approve committees revamp.

5.3 Local Control Accountability Plan

The Director will present a draft of the 2016-2017 LCAP.

ACTION REQUESTED: Discuss LCAP, take feedback from stakeholders, and suggest potential revisions.

5.4 Special Education Program

The Board of Directors will be asked to consider membership in the Butte County Office of Education (BCOE) Special Education Local Plan Area (SELPA) or El Dorado Office of Education (EDO) Charter Special Education Local Plan Area (CHELPA).

ACTION REQUESTED: Approve membership in El Dorado CHELPA.

5.5 After Care Finances

The Board Treasurer, School Director and School Business Manager met to discuss the current care financial situation and discuss solutions.

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.

ACTION REQUESTED: Approve recommendations.

5.6 School Logo

The SMPO has collected parent input regarding a school logo and has a recommendation for approval.

ACTION REQUESTED: Approve recommended logo.

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 agendaized for a future meeting.

7. COMMITTEE MEETINGS

Ad-Hoc and Standing Committees of the Board of Directors may meet after business items are completed. Standing Committees of the Board that may meet at this time include the Curriculum Committee and the Policy and Charter Review Committee.

8. FUTURE AGENDA ITEMS

8.1 LCAP

A final draft of the LCAP for 2016-2017 will be presented for adoption.

8.2 Prop 39 Offer

The Board will consider a Prop 39 final offer of facilities which will be made by Chico Unified School District by April 1st.

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

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REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: Sherwood Montessori Room No. 4 746 Moss Avenue, Chico, California

Date/Time: Thursday February 18, 2016 – 6:00 p.m. AGENDA 1.

CALL TO ORDER

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

2. CONSENT AGENDA

2.1 Minutes Approved by unanimous vote

2.2 School Accountability Report Card (SARC) pull from agenda

2.3 Field Trip Approval

2.4 Budget Committee Member Approval

Mark motion to approve...Nili second

3. REPORTS AND COMMUNICATION

3.1 Instructional Staff Report Board is pleased with teacher input...how do we help?

3.2 Sherwood Montessori Parents Organization Report –Romi_ working on parental participation....all group leaders have agreed to stay on for one more year....

3.3 School Director Report

LEA approved_

BCOE SELPA making positive changes_

El Dorado.....relevance...may be able to recommend staying with BCOE...possible brief comparison for the board?

Decide by April

3.4 Treasurer Report

- budget subcommittee meeting – we are good

3.5 Committee Reports

New School Site Committee

Find a new site looking at everything.....

Looking at additional space for middle school.....Unitatian church.....they need an educational permit.....presented to board and they are ready to receive info....things are moving....

Prop 39 process

Winter Performance –

funds development committee – Mark -\

Tried to raise \$ for school....done

Focusing on community.....done

Catalog the experience A LOT of work.... A work in progress

SHERWOODSTOCK –

planning team meets tomorrow..... permit needed this year...submitted and in process.... hearing March 22....county planning commission....property owner wants to see that everyone is working together....all schools...

OPERATIONAL PLAN.....

template....address communication Nili....Mark....Curtis.....Michelle

EXISTING SITE COMMITTEE-

renewing contract with Lutheran church....

meeting.....request new room? Renew contract for remaining time.....???

Contract expires April 2016 Chris will have info next month

3.6 Literacy Specialist Report – Danielle Mennucci –

Was here 5.5 years-with 20 years' experience-would love to see program continue – program will need space and \$. Reading literature combined with writing. Motivation – maturity – skill combined the groups 4th-8th

4. NOTICED PUBLIC HEARINGS None

5. REGULAR BUSINESS

5.1 Items Removed From Consent (If any)

2.2 School Accountability Report Card (SARC)

Report received by the board.

5.2 Spanish and Literacy Instruction

The Director will request Board approval for next steps in addressing changes in Literacy and Spanish program.

Teachers would like the opportunity to attend a Montessori conference on a biennial basis to access professional development to inform and inspire literacy instruction in the classroom instead of a pull-out model.

- Teachers feel the needs of our student population would be best suited with an English language intervention teacher on staff to address needs in reading and writing for students needing more support than can be provided by the classroom teacher.**

ACTION REQUESTED: Discuss next steps and give guidance to Director.

To director: budget for ProDev and planning for ProDev

5.3 Annual Financial Audit The Board of Directors will be asked to approve the annual audit.

ACTION REQUESTED: Approve annual audit.

Discussion: Accept audit.....not approve. DONE!

5.4 Proposition 39 We have received an offer of facilities through the Prop 39 process.

ACTION REQUESTED: Approve or reject offer.

....Prop 39 We have been offered 8 classrooms....7+1....av.950 sqft @ Chapman Elementary. Chapman Capacity 500 now 350. Look @ offer and reply by March 1.

April 1 for final offer from district.

May 1 we need to accept or decline. Accept means we enter into negotiations with district. Will save us \$....

Counter offer? CHRIS: no decision tonight.....Director draft a counter offer to keep lines open. Need one more room for Special Ed. More facility time use.....45%? Fencing? Kitchen....garden area. Time to research....statement from the board about the process.

5.6 Second Interim Budget A second interim budget has been created by the Budget Committee. **ACTION REQUESTED:** Approve budget. Curtis motion to approve...Peter second....**APPROVED**

5.8 Middle School Trip Funds Request Our middle school teacher is requesting funds to assist in taking all students to Ashland for the Shakespeare Festival.

ACTION REQUESTED: Approve funds for the trip.

DISCUSSION: We need a policy.....we should fund this and go from there Kristy move to Approval for Michelle to spend over her 2000 mark. Up to 2500....second Mark Voted in!

Cautions: one of a few trips.....diligence is necessary.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA - none

7. FUTURE AGENDA ITEMS

7.1 LCAP Draft A draft of the LCAP for 2016-2017 will be presented for public feedback and feedback from the Board.

5.5 Board of Directors Committees An ideas to revamp existing Board of Directors Committees will be presented. **MOVE TO NEXT AGENDA**

ACTION REQUESTED: Consider committees revamp and advise School Director on next steps.

5.7 Home School Program The School Director will present information gathered on the viability of opening a home school program.

ACTION REQUESTED: Advise School Director on next steps. **MOVE TO NEXT AGENDA**

8. MEETING ADJOURNED 8:00 PM



MEMORANDUM

To: Board of Directors
From: Michelle Yezbick, School Director
Subject: **Agenda Item 3.1 School Director Report**
Date: March 18, 2016 for the meeting of March 24, 2016

A presentation will be given on our visit to High Desert Montessori School, Reno.
Information regarding developing an Independent/Home School Program will be shared.
Information regarding the developments with the school bond will also be shared.



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.2 Board Committees**

Date: March 18, 2016 for the meeting of March 24, 2016

SUMMARY

The Board has formed several committees it foresees as useful for completing work this school year. An alternative model to these has been proposed.

DISCUSSION

Some committees of the Board are required and need to remain in place. However, it may be more efficient to approach the idea of Board Committees differently. Director Nili Yudice shared an idea that may be a more efficient use of directors' time. Her proposal would be to form committees around specific events or projects the Board wishes to accomplish.

For example, When SMPO approached the Board about a logo, a committee could be formed to move that project forward. Board members could volunteer to help lead the project and recruit parents and others who could move the project forward. This could also apply to fundraising events, needs of the director, board members' projects, or other needs of the school as they arise. This model may be a better model for a volunteer group of directors who have limited time, but want to see the time spent have impact.

ACTION REQUESTED:

Review Board Committees that have been formed already and decide if alternative proposal should be adopted.

Attachment: Board Committees 2015-2016



Committees of the Board of Directors 2015-2016

<u>Board Name</u>	<u>Req'd?</u>	<u>Ad hoc /Standing</u>	<u>Charge/Priorities</u>	<u>Members</u>
Safety committee	Yes	Ad-Hoc	Review the Safety Policies and to bring any needed changes to the Board for approval. Must perform an audit	Mark Director Kristy <i>Invite/Recruit</i>
Executive committee	Exists by default, may be invoked	Standing	As needed for executive needs, only acts if the Board asks them to meet.	Chair - Chris Vice Chair - Peter Secretary - Kristy Treasurer - Curtis
Elections	Yes	Ad-Hoc	Must have 2 Board members who are not terming out this year, + SMPO member.	Nili Mark <i>Needs SMPO member</i>
Audit Committee	Yes	Standing	Certifies the work of the Auditor in Nov/Dec to certify/investigate Only if necessary, hire a new Auditor	Curtis
Budget Committee	Yes	Ad-Hoc	Review budget information, make recommendations for future budgets. Could investigate capital.	Treasurer - Curtis Kelli Kurth Director



Committees of the Board of Directors 2015-2016

Communication Sub-committee	No	Ad-Hoc	Develop communication strategy (branding, encouraging participation, etc).	Nili Nicole Mark <i>Invite/Recruit</i>
Curriculum Committee	No	Standing	Oversight of the curriculum and alignment with the mission of the school. Support needs	Nili Kristy Chris
Campus Improvement Committee	No	Ad-Hoc	To be responsive to the needs of the school occupying our current site and to ensure it supports the Montessori education mission.	Nicole Chris Kristy
New Site Committee	No	Ad-Hoc	Continue the ongoing work in developing the business case and relationship with investors and real estate professionals with the goal of obtaining a new site for the school.	Peter probably Jeff Page Curtis Mark
Fundraising Committee	No	Ad-Hoc	Work with SMPO to raise funds for the school, and coordination of fundraising efforts	Mark Peter Nili
Policy and Charter Review Committee	No	Standing		Chris Curtis



MEMORANDUM

To: Board of Directors
From: Michelle Yezbick, School Director
Subject: **2016-2017 LCAP (Local Control and Accountability Plan)**
Date: March 18, 2016 for the meeting of March 24, 2016

SUMMARY

Each public school, public school district, county office of education, and charter school in California must adopt an updated LCAP by July 1, 2016.

DISCUSSION

Each district and charter school in the state of California is required to develop an LCAP and have it adopted by local boards by July 1st. The LCAP is designed to improve services to significant pupil populations and the entire pupil population. The LCAP is meant to describe how additional revenues from the Local Control Funding Formula (LCFF) will be used by the school to accomplish these improved services. Input from all stakeholders is used in the creation of the LCAP.

This updated LCAP was created by focus group members who looked at input gleaned from surveys answered by stakeholders, including: students, parents, teachers, staff, and community members. The purposes of this presentation is to take further suggestions in a public meeting for the creation of the final draft of the LCAP for 2016-2017 to be presented for adoption before July 1.

ACTION REQUESTED:

Discuss LCAP, take feedback from stakeholders, and suggest potential revisions.

Note: A hard copy summary of the LCAP will be available at the meeting. The summary will be posted on the school's website, for stakeholders' access, as a separate document from this agenda.



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.4-Special Education**

Date: March 18, 2016 for the meeting of March 24, 2016

SUMMARY

Sherwood will need to join a SELPA or CHELPA to become a Local Education Agency (LEA) for special education. The Board will choose between BCOE SELPA or El Dorado CHELPA.

DISCUSSION

In order for Sherwood to become an independent provider of special education services, rather than contracting services with Chico Unified School District (CUSD), we must belong to a SELPA or CHELPA. SELPAs and CHELPAs are regional special education service delivery systems that have traditionally been based on geographical area. Shewood has an opportunity to join our local SELPA, or a charter SELPA, or CHELPA, that is based in El Dorado County.

The main factors to compare between the two are summarized in the chart below:

	BCOE SELPA	El Dorado CHELPA
Voice	Voting structure is being worked on at the SELPA. Past voting structures has Sherwood sharing one of ten votes with CUSD. Latest proposed change gave Sherwood one shared vote with charters.	Each LEA that is a member of the CHELPA gets one vote. Almost all decisions are made by consensus.
Support	Excellent local providers with whom we have relationships.	Sherwood would need to hire or contract all service providers.
Relevance	Charters in Butte have space for addressing charter issues as parts of meetings or in separate meetings.	All members are charters, so all material presented in all meetings is relevant to charters.

<p>Funding</p>	<p>Changes in the funding model have been proposed but it is not likely that they will happen before 2017-2018. Current funding model has a significant amount of money diverted from charters and small districts to support big district programs.</p> <p>AB 602 State \$44,101 Federal \$15,595 Total \$59,696</p>	<p>Funding model is based on ADA, no funds are diverted from one LEA to any other LEA.</p> <p>AB 602 State \$74,487 Federal \$18,394 Total \$92,881*</p> <p>*Less set-aside & administrative fee</p> <p>Administrative fee: Year 1=6% Year 2=5% Year 3=4% or 5% Year 4=4%</p> <p>Set-aside: Set-aside is a one time payment, adjusts downward over time, to protect for future instability. Resides with the CHELPA and earns interest. "Vests" after completion of 4 years. If a charter leaves before 4 years, set-aside stays behind. Starts at 5%, reduces over 5 years to 1% with a maximum of \$50,000.</p>
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Although changes may occur in the near future with our local SELPA, currently it appears at this time that El Dorado CHELPA would be a better choice for Sherwood.

ACTION REQUESTED:

Approve membership in the El Dorado SELPA.



MEMORANDUM

To: Board of Directors

From: Curtis Anderson, Board Treasurer

Subject: **Agenda Item 5.5 After Care Finances**

Date: March 18, 2016 for the meeting of March 24, 2016

SUMMARY

A meeting was held to discuss after care finances that resulted in several recommendations for the Board to consider.

DISCUSSION

Sherwood Aftercare Finance Meeting Summary

Date: March 3, 2016
Attendees: Michelle, Pat, Curtis

Summary:

1. At a previous budget meeting Michelle had mentioned the Aftercare Program was underfunded this year by about \$5,000. We scheduled this meeting to discuss the details and to develop recommendations to the BOD to address the issues. Michelle thought this was due to not collecting enough money for each hour, and from about \$2,000 of non-payment by parents.
2. Pat had done a preliminary analysis based on hourly cost of employees and incoming revenue and had estimated the shortfall to be about \$15,000 for the year. Michelle thought this was more than the actual amount. Pat estimated that we needed to bring in about \$30 per hour for every hour we are offering service to break even.
3. So we focused on two main priorities: Making sure we cover our operating cost, and recovering past debt owed.

4. We do not charge for teachers that use aftercare.
5. We do not charge students that use aftercare that participate in the free and reduced lunch program.
6. We looked at the morning program:
 - a. We are charging by the minute at \$5.00 per hour which translates to 8.3 cents per minute. We reviewed the in and out time for several students and there are lots of students for only a few minutes. For example one student was present for 4 minutes and they got a charge of 33 cents for the day. We can't recover the cost of the personnel using this per minute charge.
 - b. **Recommendation 1**: Charge everybody a flat fee of \$3.00 for every morning they use the service. We need to have an employee available so this is the simplest way of recovery the cost. We can review this in a few months to see if we can lower this cost based on usage.
7. We looked at the after school program:
 - a. It was difficult to create a breakdown of usage because of the way the time was logged for timekeeping. Pat manually created a grid of student-hour usage for 2-3 on Wednesdays, 3-4, 4-5, 5-:530, and 5:30-6. It appears that there is lots of usage during 3-4. It appears there is slightly less usage from 4-5. Most of the usage from 5-5:30 is teachers and staff. There is very little usage from 5:30-6.
 - b. **Recommendation 2**: Change the minimal charge from one minute to 15 minutes. We can't have employees come and go every minute so we need to recover our employee costs better. The cost will be \$1.25 per 15 minute increment.
 - c. **Recommendation 3**: Eliminate the 5:30 to 6:00 time slot and look at the 5:00 to 5:30 time slot to see if that could be eliminated too.
8. We looked at the past due bill data. Michelle explained that Adriane is quite frustrated by the lack of response to her emails to try and get past due bills paid. There are about eight families that are past due on their payment.
 - a. **Recommendation 4**: Have Curtis Generate a letter to all families with past due bills requesting immediate payment. The letter should ask them to contact Adriane immediately if they need to make arrangements for a payment plan to get current.
 - b. **Recommendation 5**: ~~Make a new rule that families that are more than 30 days past due on paying their after care bill will be prohibited from participating until they have paid their bill.~~
9. We discussed that the law states that the school has some type of liability from the time kids are out of the custody of the parents (drop off, leaving home, etc.) until they are back home again. We need to consider this as we develop new rules.
10. **Recommendation 6**: Follow up with a check after a month or two of the new system to make sure we are recovering our costs.

11. **Recommendation 7:** Discuss these issues with the BOD and ask them to consider approving all these recommendations at the next BOD meeting.

Recommendation 5 above is stricken due to information received via referral from Lisa Speegle, CBO of Forest Ranch Charter School. Lisa referred us to the following:

Retrieved from <http://www.cde.ca.gov/re/lr/fm/fma1202.asp>, March 11, 2016 at 3:33 p.m.



FISCAL MANAGEMENT ADVISORY 12-02

DATE: April 24, 2013

TO: County and District Superintendents
Charter School Administrators

FROM: Jeannie Oropeza, Deputy Superintendent
Services for Administration, Finance, Technology, and Infrastructure
Branch

SUBJECT: Pupil Fees, Deposits, and Other Charges

This Advisory updates Fiscal Management Advisory 12-01. It reflects the most recent legislation, including AB 1575 (Stats. 2012, c. 776) which noted that it was “declarative of existing law.” It also reflects the most recent California Supreme Court interpretations.

Child Care and Development

T. Fees for child care and development services, except that no fees shall be assessed to students enrolled in the program for severely disabled children as stated in EC Section 8250(d) or families receiving CalWORKS cash aid. Fees for state preschool, except that no family fees shall be assessed to students placed in state preschool by an IEP or families receiving CalWORKS cash aid. (EC

Sections 8239, 8250(d)(3), 8263(g),(h), 8265, 8447(g), 56000.) Fees for supervision of children before and after school, except that no child who desires to participate shall be denied the opportunity to participate because of inability to pay the fee. (EC Sections 8487 and 8488.)

After School Programs

- X. Fees for After School Education and Safety Programs, so long as no eligible student is denied the ability to participate because of an inability to pay the fee. (EC Section 8482.6)

ACTION REQUESTED: Approve recommendations 1-4, 6, &7.



MEMORANDUM

To: Board of Directors
From: Michelle Yezbick, School Director
Subject: **Agenda Item 5.6: School Logo**
Date: March 18, 2016 for the meeting of March 24, 2016

SUMMARY

The SMPO would like to have Board approval of a new school logo.

DISCUSSION

SMPO President, Romie Steffenson, has coordinated with SMPO member and parent volunteer, Danielle Kappenman, to create a new school logo. Danielle is a professional graphic designer. She came up with several versions of a logo with our school mascot: the wolf pack, and school colors: green and brown. Parents were asked to give input, and a finalist was chosen.

ACTION REQUESTED:

Approve school logo.