



MEETING NOTICE OF THE BOARD OF DIRECTORS
Fall Planning Retreat

Location: **1010 Cleveland Ave., Chico CA 95928**
Date/Time: **Sunday, September 9, 2018 – 9:00 a.m.-3:00 p.m.**

AGENDA

- 1. CALL TO ORDER (9:00 a.m.)**
 - 1.1 Roll Call** Monica Woodward, Dillon Chik-McNeal, Heather Fox, David Steffenson, Tanya King, Melissa Struyf

- 2. CONSENT AGENDA (9:05 a.m.)**
 - 2.1 Minutes Approval** Consider approval of minutes from August 16, 2018.

- 3. REPORTS AND COMMUNICATION**
 - 3.1 Director's Report (9:10 a.m.)**
 - 3.2 SMPO Report (9:20 a.m.)**

- 4. NOTICED PUBLIC HEARINGS**

None

- 5. 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.

- 6. REGULAR BUSINESS**
 - 6.1 Appointment of New Board Member (9:30 a.m.)**

The Board will be asked to appoint a board member to the open seat.
ACTION REQUESTED: Appoint board member.

 - 6.2 The Board of Directors of Sherwood Montessori will have a Board Retreat for the purposes of planning for the organization. This is an open, public meeting. The public is invited to attend, observe, and record the retreat. The public will not be invited to participate in the retreat.**

- 7. FUTURE AGENDA ITEMS**
 - 7.1 The Board will be asked to approve a Prop 39 request for facilities for 2017-2018.**
 - 7.2 A report of standardized test results will be provided to the Board.**

- 8. ADJOURNMENT (Est. 3:00 p.m.)**

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.

REGULAR MEETING OF THE BOARD OF DIRECTORS

Location: Sherwood Montessori Room No. 4

1071 E. 16th St., Chico, California

Date/Time: Thursday, August 16, 2018 – 6:00 p.m.

AGENDA

1. CALL TO ORDER (6:04 p.m.)

1.1 Roll Call Heather Fox, Monica Woodward, Tanya King , Melissa Struyf, David Steffenson

Absent: Dillon Chik-McNeal

2. CONSENT AGENDA (6:05 p.m.)

2.1 Minutes Approval Consider approval of minutes from June 7, 2018.

Motion to approve: Melissa

Second:Tanya

Unanimous (David abstains, absent at previous meeting)

3. REPORTS AND COMMUNICATION (6:08 p.m.)

3.1 Sherwood Montessori Parents Organization Report

3.2 School Director Report

Enrollment at 161, increasing by 2 on Monday

3.3 Director of MTSS

3.4 Treasurer Report

4. NOTICED PUBLIC HEARINGS None

5. REGULAR BUSINESS

5.1 Items Removed From Consent (If any)

None

5.2 Officer Election (6:45 p.m.) The Board will be asked to elect a Chair, a Vice Chair, a Secretary and a Treasurer for the 2018-2019 school year.

ACTION REQUESTED: Elect officers.

Monica nominates David for Treasurer, Heather Seconds, all approve

Tanya nominates Heather for Secretary, Melissa seconds, all approve

Heather nominates Monica for Chair, Tanya seconds, all approve

Monica nominates Heather for vice chair, Melissa seconds, all approve

5.3 Approval of Employee Handbook (7:00 p.m.) The Board will be asked to approve the 2018-2019 edition of the Employee Handbook.

ACTION REQUESTED: Approve handbook.

Heather moves to approve the handbook, Monica seconds, all approve

5.4 Organizational Chart (7:05 p.m.) The Board will be asked to approve an Organizational Chart.

ACTION REQUESTED: Approve organizational chart.

Monica moves to approve organizational chart, Melissa seconds, all approve

5.5 Committees Discussion (7:10 p.m.) The Board will be asked to discuss the committees for the 2018-2019 school year.

ACTION REQUESTED: Discuss committees for 2018-2019 school year.

Committees staying the same; grouping based on availability works for people.

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 A report of standardized test results will be provided to the Board.

7.2 The Board will be asked to approve a Prop 39 request for facilities for 2018-2019.

7.3 Unaudited Actuals Consider approval of Unaudited Actuals for 2017-2018.

8. CLOSED SESSION (7:50 p.m.) 8.1 Public Employee Performance Evaluation With respect to every item of business to be discussed in a closed session pursuant to Government Code Section 54957. Title: School Director.

Action taken: Approval of updated contract for school director

9. ADJOURNMENT (8:20 p.m.)



MEMORANDUM

To: Board of Directors
From: Michelle Yezbick, School Director
Subject: **Agenda Item 3.1 School Director Report**
Date: September 9, 2018

ADMINISTRATIVE ITEMS:

- Our enrollment has been fluctuating with students coming and going. As of the 17th, we expect an enrollment of 160.
- Our Positive Behavior Interventions and Supports (PBIS) program is up and running and the teachers and staff report that the students are responding to being recognized for making good choices. Attendance data has been posted and will be updated monthly as part of the program.
- I will be showing a clip from a webinar produced by the International Montessori Council, of which we are members, titled *Measuring What Matters: MEFS and DERS*. The clip describes the pattern that has emerged in summative assessments for Montessori schools across the country.

FISCAL ITEMS:

- Our Pledge Week is not reaching our goal, but we can hope the extension past payday will have a positive effect. We have had 19 of 143 families participate.
- Our Business Manager needs confirmation from our SELPA that the special education budget from last year is accurate before he can complete the unaudited actuals. He is hoping to provide the Board a copy to review at the retreat.

SAFETY ITEMS:

- Safety Plan flipcharts have been distributed to all rooms on campus.
- We had a fire drill the last Tuesday of August.

To:Board of Directors

From: Brenda Brown, SMPO

Subject: Sherwood Montessori Parents Organization Report Date: September 1st

At the 8/21 SMPO meeting we discussed pledge week and our 5K event.

We decided that we needed to extend pledge week until 9/11 realizing that asking people to donate immediately into the school year seemed like a lot for parents. Also extending the deadline until after the first of the month when most people are paid, might be better for our families. We have some parent volunteers/SMPO members setting up a table before and after school next week with a pledge jar to fill, in hopes of getting more donations. In the future we think pledge week should be postponed to the first or second week of September. Also we received some feedback that if we share with our community a targeted amount we are trying to reach and some items we plan on purchasing with the money, that might help persuade more people to donate.

After losing our lead 5K planner to a move out of the area the 5K planning was a big task, with very little timing and no previous experience. We have decided for our first year to make it a smaller more achievable community event. We are very excited to have our first ever 1 mile, Family Fun Walk/Run event! This will be Saturday, September 29th 9:00 a.m.-12:30 p.m. Cedar Grove. We will be having a Robin Hood-themed family fun run in beautiful Bidwell Park followed by breakfast, a raffle, and a dog show! Michelle Yezbick, Nili Yudice, Tanya King, and Monica Woodward have been working on all the details.

On 8/22 we had our first ever Sherwood Orientation for new parents. Michelle Yezbick did a great job representing our school and our beloved montessori philosophies. The turn out for this event was around 20 people.

Here is a list of a upcoming events;

9/4 back to school night/Silent Journey

9/7 Coffee with the director

9/11 SMPO meeting

9/14 clothing order deadline

9/1

is a list of the events coming up that were discussed at our SMPO meeting;

8/15 Mayra Punzo will have a table set up with some school swag order forms and informational flyers about school events/smpo meeting.

8/21 First SMPO meeting @ 5:30

8/21-9/4 Pledge Week (all money goes directly to our kiddos classrooms to purchase materials/technology)

8/15-9/14 Clothing Orders

9/11 Ice cream celebration/thank you for Pledge week.

Thank you!

Brenda Brown,Public Relations Coordinator

**Sherwood Montessori Board of Directors Fall Retreat
September 9, 2018**

Goals for the Retreat

- Complete a SWOT Analysis
- Identify priorities
- Identify committees to address priorities
- Define SMART goals
- Define Mission and Vision and Identify Next Steps in Developing These

(9:40 a.m.) Three Essential Roles for Successful Schools

- Strategic
- Tactical
- Operational
- Small Schools' Challenges

(9:55 a.m.) Developing Mission and Vision

<http://www.ascd.org/publications/books/107042/chapters/Developing-a-Vision-and-a-Mission.aspx>

(10:55 a.m.) SWOT Analysis

- Review pre-retreat worksheet
- Review past goals
- Review stakeholder input

12:00 p.m. Break for Lunch

12:30 p.m. Identify Priorities

- Generate priorities
- Dot exercise

1:00 p.m. Board Committees

- Discuss which committees have responsibility working towards each of our priorities
- Review committee membership
- Discuss reporting and meeting schedules

2:00 p.m. SMART Goals

- Define SMART goals
- Discuss expectations of SMART goals from committees

Three Essential Roles for Successful Schools

Strategic	Tactical	Operational
Sees the big picture—the 50,000-foot view	Sees the wide picture—the 10,000-foot view	Focuses on the small view—is the point of impact with children
Overlooks the entire school organization and sees how the parts relate to the whole	Coordinates the component parts of the organization	Coordinates a specific part of the organization
Focuses on representing the community’s needs and interests	Overlooks schools and departments	Overlooks a classroom, department, or teaching team
Looks to the long term, usually 3-5 years	Focuses on working with constituent groups (parents, students, and staff)	Focuses primarily on the students
Provides overall structure at district-goals level	Looks 1-3 years ahead into the future	Looks days, weeks, months, or, at most 1 year into the future
Sets clear targets for improvement	Provides structure at district and school levels	Provides detailed structure at a classroom level
	Creates and deploys plans that will lead to improvement	Refines and adjusts plans, so that improvement will result

From: The School Board Fieldbook: Leading With Vision

By: Mark Van Clay, Perry Soldwedel

Sherwood Board Committees

- Committees of the Board shall have a minimum of 2 board members and a maximum of 5 voting members, possibly including representatives from SMPO, the faculty, parents, etc. as either voting or non-voting members.
- The Chair of a Committee must be a board member.

<u>Executive Committee</u>	
Members:	Chair, Vice Chair, Secretary, Treasurer Monica Woodward, Heather Fox, David Steffenson
Chair:	Monica Woodward
Meeting frequency:	As needed (as of 2/26/2018, has never met in any years)
Purpose:	Board has the option to delegate voting authority to the ExCom as needed for decision making, with a list of exceptions, outlined in the Bylaws
Goals:	Vote on matters assigned by Board.
Charter/ Bylaws:	BYLAWS, ARTICLE 6, COMMITTEES, SECTION 1. EXECUTIVE COMMITTEE

<u>Elections Committee</u> (Required, Ad Hoc)	
Members:	Monica Woodward, Heather Fox, and one SMPO member per bylaws
Chair:	Monica Woodward
Meeting Frequency:	Meets typically two to three times annually, around Board elections time in the spring.

<p>Purpose:</p>	<ul style="list-style-type: none"> ● Recruit candidates, announce upcoming election, accept applications for potential candidates, present candidates to SMPO, facilitate election and voting process. ● Committee is active in spring as elections approach. First actions would be encouraging recruitment efforts, especially of outgoing members, beginning in March and intensifying in April. The Elections Committee should be prepared to present candidates and their materials at the May meeting of the SMPO. The bylaws do not require approval of the candidates by the whole of the Board.
<p>Goals:</p>	<p>Conduct a fair and successful election for a governing board, following bylaws outlined in the current Charter (relevant excerpts below): Sherwood Charter 2017-2022</p>
<p>Charter/ Bylaws:</p>	<ul style="list-style-type: none"> ● Charter, Section 4.0 Governance Structure of School (<i>speaks to Elections Committee process</i>) ● BYLAWS, SECTION 2. SELECTION: The Board of Directors will be selected in the following way: <ol style="list-style-type: none"> 1. An Elections Committee, appointed by the Board of Directors, will accept applications for potential candidates. The Elections Committee shall be made up of two current members of the Board of Directors with terms that extend beyond the current year and one member of the Sherwood Montessori Parent Organization (SMPO); 2. The Elections Committee shall review applications and present a slate of candidates for consideration to the SMPO at the annual meeting in May. Voting will be carried out by the SMPO in consultation with the Elections Committee. Interim appointment shall be done in accordance with Article 4 Section 10 of these by-laws; 3. The top vote getter in the event of one seat being open or vote getters in the event of more than one seat being open shall win; 4. In the event of a tie, the deciding votes will be made by the Elections Committee. 5. New Directors will be announced before the end of the school year and will assume duties at the June meeting.

Finance Committee (Required, Ad Hoc) <i>includes Audit Committee and Budget Committee</i>	
Members:	<p>David Steffenson (Chair & Treasurer), Justin Allan (Budget Committee only), Michelle Yezbick, Pat Casey (consultant), Heather Fox (Budget Committee only), David Steffenson, Heather Fisher (Audit Committee only)</p> <p><i>Note: The Budget Committee requires only one Board member, but all members must be approved by a majority of the Board.</i></p>
Chair:	David Steffenson
Meeting Frequency:	Treasurer and Business Manager meet monthly to go over financial reports for the Board; Audit Committee meets once per year to set up audit; Budget Committee meets twice, 3 times yearly, for a total of 6 meetings to create each of the following: the 1 st Interim Report, 2 nd Interim Report, and Original Budget.
Purpose:	Meets as needed to set or review the budget and complete the annual budget and to complete the annual financial audit.
Goals:	The goal of the Budget Committee is to develop the Annual Budget and see that it is reported in compliance with the Charter. The procedure is outlined in sections 20.1, 20.2 & 20.3
Charter/ Bylaws:	<p>Charter: Section 20.0 Financial and Organizational Accountability</p> <ul style="list-style-type: none"> ● 20.1 Procedure for the Development of the Annual Budget ● 20.2 Reporting of Annual Budget and Interim Reports ● 20.3 Legal Compliance of Budget <p><i>*Charter makes no direct reference to an "Audit Committee" but states that the BOD will facilitate the audit.</i></p> <p>Charter: Section 9.0 Financial and Programmatic Audit: The Sherwood Montessori BOD will facilitate an annual, independent audit of the financial affairs of the school and present this audit to the CUSD, the Butte County Office of Education, the State Controller, and the California Dept of Education. As a 501(c)3 nonprofit public benefit corporation, Sherwood Montessori will agree to comply with all state laws pertaining to financial reporting to the overseeing district and the state of California.</p> <ul style="list-style-type: none"> ● 9.1 Fiscal Year & Reporting Deadlines ● 9.2 Contracting and Overseeing the Independent Audit ● 9.3 Qualifications of the Auditor ● 9.4 Scope of the Financial Audit ● 9.5 Programmatic Audit: In addition to the Financial Audit outlined above, the Administrative Assistant will maintain records necessary for the annual School Accountability Report Card (SARC)

School Performance Committee (Standing)	
Members:	Monica Woodward, Melissa Struyf, Michelle Yezbick, Teresa Shippen
Chair:	Monica Woodward
Meeting Frequency:	Monthly
Purpose:	<ul style="list-style-type: none"> • To partner with the school leader to set and reach rigorous academic goals. • To build board-wide understanding of the school’s academic performance and progress toward goals.
Goals:	<ul style="list-style-type: none"> • Examine school data and create goals for improvement based on data. • Define how “excellent education” is carried out at Sherwood Montessori based on Mission.

<u>Development Committee</u> (Standing)	
Members:	Tanya King, David Steffenson, Michelle Yezbick
Chair:	Tanya King
Meeting Frequency:	Monthly
Purpose:	<ul style="list-style-type: none"> • Will facilitate the fundraising efforts of the school by evaluating the effectiveness of past fundraising efforts, developing short and long term strategic fundraising goals, and establish a fund development plan. The Development Committee will also work to strengthen the existing fundraising events operating procedures and assist in the development of a comprehensive fundraising operating plan.

	<ul style="list-style-type: none"> • Important partnership with SMPO: Develop Calendar and Budget for Major Events • Develop a vision and plan for Sherwood’s presence in the community news • Create Policy about Fundraising: Make a case for giving, set major fundraisers as well as guidance for volunteer planners, create a plan for outreach to alumni
Goals:	
Charter/ Bylaws:	<ul style="list-style-type: none"> • In the second adoption of the charter the bylaws stated (in parentheses): “We need to develop a donation policy separate from the Bylaws.”

Facilities Planning Committee (Ad hoc) <i>formerly <u>New Site Development Committee</u></i>	
Members:	Monica Woodward, David Steffenson, Michelle Yezbick
Chair:	Monica Woodward
Purpose:	[2015-16] 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.
Meeting Frequency:	As needed
Goals:	

Governance Committee (Ad Hoc)	
Members:	Monica Woodward, Heather Fox, Dillon Chik-McNeal
Chair:	Monica

Meeting Frequency:	Monthly
Purpose:	To review policy in general, and to facilitate the charter renewal process
Goals:	
Charter/ Bylaws:	<ul style="list-style-type: none"> ● <i>Charter speaks to having Practices and Policies to promote diversity including implementing a recruitment strategy, developing promotional materials, etc. [Charter: Section 7.0 Diversity]</i>

Committees of the School Director

Note: School Director has more committees than those addressed here. The following committees were formerly committees of the board:

<u>Safety Committee</u>	
Members:	Tanya King, Monica Woodward, Tanya Parish, Michelle Yezbick, Veronica Viers
Purpose:	Will monitor and ensure adherence to local fire regulations, conduct safety inspections, establish protocol for visitors, and align policies with the CUSD disaster plan. The SC will report their activities to the Board of Directors and work with the Board and the school’s insurance carriers to continually improve the Safety Plan. The SC will propose policy changes/ improvements for acceptance by vote of the Board of Directors.
Chair:	Michelle Yezbick
Goals:	<ol style="list-style-type: none"> 1. Develop a clear drop-off policy to improve traffic flow in the morning and communicate it to parents. (completed, but ongoing) 2. Survey teachers to identify potential safety issues that need to be addressed. (completed, ongoing with monthly inspections) 3. Produce bound flip-books with emergency procedures similar to what Chapman has and provide them to every classroom. (completed) 4. Review the school’s safety policy and edit it for consistency and clarity. Develop a disaster policy and review communication protocols

	<p>with parents in case of emergency. (completed, communication protocols will be revised with new website)</p> <p>5. Continue to address safety issues in a timely manner as they arise.</p>
Charter/ Bylaws:	<p>Charter: Section 6.0 Health & Safety Procedures requires a Safety Committee & Safety Plan</p> <p>The BOD will establish a Safety Committee to monitor and insure adherence to local fire regulations, conduct safety inspections, establish protocol for visitors, and align policies with the CUSD disaster plan. The SC will report their activities to the Board of Directors and work with the Board and the school's insurance carriers to continually improve the Safety Plan.</p> <p>6.1 Safety Plan, 6.2 Additional Health Policies, 6.3 Safe Building Policies</p>

<u>Curriculum Committee</u>	
Members:	Michelle Yezbick, Eric Parish, Sheng Vang
Chair:	Michelle Yezbick
Meeting frequency:	Quarterly
Purpose:	Oversight of the curriculum and alignment with the mission of the school.
Goals:	<ol style="list-style-type: none"> 1. Create a Montessori Curriculum Library by May 2018. Inventories have been completed. Boxed lessons have been started, to be completed by January 2019. Materials' orders will be placed by September 2019. Database work will be completed by May 2019. 2. Coordinate specialist offerings and possibly clubs to optimize teacher prep time for collaboration and planning. Hiring for specialist instructors has been completed. Schedule has been implemented.