SHERWOOD MONTESSORI

REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori**
1071 E. 16th St., Chico, California
Date/Time: **Thursday, August 18, 2016 – 6:00 p.m.**

AGENDA

1. CALL TO ORDER

1.1 Roll Call Kristy Cowell, Mark Reiser, Nicole Drummond, Nili Yudice, Robyn DiFalco, James Conery

2. CONSENT AGENDA

2.1 Minutes Approval Consider approval of minutes from June 16, 2016.
2.2 Faculty Contracts Consider approval of Sherwood faculty contracts for 2016-2017.

3. REPORTS AND COMMUNICATION

3.1 Committee Reports
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 Vacancy on the Board
The Board is required by its bylaws to fill vacant seats.
ACTION REQUESTED: Decide actions to fill the vacant Board seat.
5.3 Election of New Officers
Each year, the Board of Directors vote for new officers: Chair, Vice-Chair, Treasurer, and Secretary.
ACTION REQUESTED: Elect and approve officers.
5.4 Board Committee Assignments
The Chair will appoint Board members to committees.
ACTION REQUESTED: Assign Board members.
5.5 Change of Signatories on School Bank Account
The Board will be asked to appoint designees to be named signatories for the School bank account.
ACTION REQUESTED: Approve signatories.

5.6 Approval of Employee Handbook
The Board will be asked to approve the 2016-2017 edition of the Employee Handbook.

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 handbook.

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 meet in committees.
7.2 The Board will be asked to approve a Prop 39 request for facilities for 2017-2018.
7.3 The Board will be asked to approve a Growth Model.
7.4 A report of standardized test results will be provided to the Board.
7.5 The Board will receive the Unaudited Actuals report from the 2015-2016 school year.

8. CLOSED SESSION

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.

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

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Sherwood Montessori Board Committees Report

For August 18, 2016 Board Meeting

During summer break 2016, board committees were effectively on hiatus and did not meet. Meanwhile, with the impending move to Chapman, several new priorities required work and attention. Thus, a list of five key Strategic Priorities was drawn up and teams of individuals came together to think, plan, and act strategically to coordinate issues related to the move. These were not official "board committees" but more like ad hoc working groups and involved some board members, administrative staff, teachers, parents and SMPO.

This report on our 5 Strategic Priorities Teams is offered in lieu of a Committees Report.

The five Strategic Priorities are:

1. Moving Logistics
2. Facilities Use Agreement (FUA) & Chapman Co-Location Facilities Logistics
3. Renovation of 1010 Cleveland St Property
4. Recruitment, Retention & Communications
5. Building Relationships with Chapman (aka Community Connections)

Moving Logistics

- Involved packing in June, Unpacking in August and some logistical planning throughout the summer regarding details such as whether we would need storage, setting up garbage and custodial service, internet and phone connections, researching carpeting options, etc.
- Required lots of volunteer help; coordinated with SMPO, and individual teacher requests. We got lots of help but not nearly as much as we had hoped, despite valiant efforts through email and social media
- Coordinating and communicating with CUSD on facilities improvements such as painting, sign placement, re-keying doors, repairing AC units, etc.

Facilities Use Agreement (FUA) & Chapman Co-Location Facilities Logistics

- People involved: Michelle Yezbick, Chris Fosen, Sarah Kollman (legal counsel), Nicholas Watson (CCSA Advisory), John Bohannon (CUSD Charter Liaison), Julie Kistle (construction manager for CUSD), Mike Allan (new Chapman Principal)
- The FUA is an agreement between Sherwood Montessori and CUSD, not between Sherwood and Chapman.
- The draft FUA was presented to the Sherwood Board at the June 16 meeting and received a unanimous vote of approval, with minor revisions to be looked into.
- The final FUA was signed and adopted on June 21st.
- Other facilities-related agreements between Sherwood and Chapman are essentially made between the Principal, Mike Allen and Michelle. Examples include: sharing spaces such as the multi-purpose room, library and grounds; scheduling evening events, and solving issues cooperatively as they arise.
- The FUA is a one-year process and agreement; we'll be requesting Prop 39 next year based on 2015-2016 ADA (Average Daily Attendance, a figure based on enrollment and attendance).
- Any unoccupied space included in the FUA will be charged to Sherwood. At P2 the district will look at Sherwood's ADA (in April) compared to the space they allocated us. If actual ADA is lower, the district can charge us for under-used space. Formula = $1500 per unit of ADA below original Prop 39 request. (you have to be 25 or more units ADA down).

Renovation of 1010 Cleveland St Property

- People involved: Peter DiFalco, Jeff Page & construction crew, volunteers who helped on work days
- May 10: Butte County Board of Supervisors approved selling the property to Sherwood Montessori
- June 22: The property was recorded and Sherwood Montessori is now the owner of the property
- In June, Title documents were signed by Peter DiFalco and School paid $1302 to Bidwell Title & Escrow.
- Volunteer work days took place on July 1 and July 23 with mostly heavy duty outdoor yard work, cleaning up trash, clearing vegetation
- Peterson Tree Crew removed one Mulberry tree in the center of the property that was posing a hazard to the foundation of the building. Tree stumps were cut into rounds to be used as seating.
- Jeff Page Construction crew are working to complete the following projects:
    - Re-build storage unit on site; should be ready by end of August for storage
    - Connect plumbing to City sewer and upgrade plumbing to accommodate our occupancy needs
    - Install all new windows, double-paned energy efficient (completed)
    - Install all new (used, but new to us) kitchen cabinets, flooring, appliances, water heater
    - Roof to be repainted but is otherwise solid and doesn't need replacement
- Painting: Goran Westerdahl is volunteering his expertise and supplies and will work with a team of volunteers to paint exterior of the building in late August or early September.
- Peter DiFalco intends to submit a write-up with more accurate info and details on this.
    - Link to all details about this project: https://docs.google.com/document/d/1IP13q1ZgvW6odEP2krYelPFF5jrO15RoPWJywIS9hbI/edit

Recruitment, Retention & Communication

- People involved: Michelle Yezbick, Robyn DiFalco, Nicole Drummond, Heather Fisher, Adriane Westerdahl, Danielle Kappenman, Julissa Winton
- This effort was critical because: Low enrollment has dire consequences for our budget and our prospects for next year's Prop 39 request. Transition and change tends to cause people anxiety and we felt it was important to have clear and ongoing communication with our school community to keep them connected and reassured with news about the move and our new location.
- At the start of the summer, we anticipated enrollment was down by 15 students, with a potential budgetary impact of $129,000; as of early August, enrollment is up to 155 with all classes full except 4th/5th. (Figures may fluctuate daily.)
- **Email newsletters** went out almost every week throughout the summer and **social media posts** on facebook went out almost daily.
- **A flier** was produced by Danielle Kappenman for use as a handout or poster to display around town
- **An ad** was redesigned by Peter DiFalco and was used in a couple print publications as well as a bulk-mail postcard
- **Print Advertising** has been arranged for the following dates and publications:
    - North State Parent - Sherwood listed in Charter School Directory in July/August and our Montessori Education "co-op" ad in July. Another ⅛ page ad will run quarterly for $280 ea in September, December, March, and June issues.
    - Growing Up Chico - fall issue, half page ad $680
    - CARD Activity Play Guide - fall issue, half page ad ($1,360)
- **Bulk Mail Postcard** was produced and mailed by Creative Composition to 2750 households in Chico with children in the home (cost $1207, plus the postage at approx $400, plus $100 design time, plus $260 to buy mailing list = approx $1967 total)

- **Website revisions** were made mostly by Robyn throughout the summer and focused primarily on adding photos to every page and adding some new pages including:
    - News & Awards, packed full of things Sherwood can boast
    - Special Programs, highlighting things like Chef Richie's program, Art with Mo, PE with Kimberly, Soccer with Eric, and other things that might attract prospective families
    - Special Education & Intervention pages, with basic info about services we provide and staff bios
- **Word of Mouth:** we asked our school community to help promote the school through social media, email, and telling their friends.
- **Booth at Thursday Night Market** at Growing Up Chico Event, July 14, staffed by Robyn DiFalco
- **Online Reviews:** We created a Yelp page, claimed our GreatSchools.org page, and asked families to post reviews on these sites and facebook.
- **Other ideas we may still pursue:** Banner ad on Costco fence, radio advertising with KZFR, Stickers and magnets, Create/produce a new promo video about Sherwood

⟶ ***These efforts should probably continue in a strategic and coordinated fashion throughout the school year. Probably as part of the Communication Committee but recognize that recruitment and retention are key goals of this committee.***

Building Relationships, AKA Community Connections

- People involved: Jill Bailey, Michelle Yezbick, Nicole Drummond, Lisa Williams, Marlo Knox, Robyn DiFalco
- General goals are to proactively and strategically foster a positive working relationship with people at Chapman school, make positive connections with Chapman neighborhood/community, anticipate and prepare for potential conflicts that may arise, identify opportunities to bring Sherwood and Chapman together or offer Chapman something
- Group met twice over the summer: July 19 and Aug 3; Next meeting is Aug 25 at 3:30 at Sherwood
- Had good brainstorming sessions on the goals, and what we can do, such as host an event
- Also recognized importance of addressing Sherwood families' concerns with new location, such as perception of safety threats from neighboring park or schoolyard conflicts.
- Jill attended Love Chapman Coalition meeting in July to introduce our school and was well received.
- We have agreed to participate in Chapman Night Out event on Saturday evening, Oct 1.
- We may coordinate a small neighborhood cleanup event in the fall and participate in the big annual cleanup in May.
- We decided to host an Info Booth at Sherwood on the first few days of school and maybe once a week for the first few weeks. A space where informed people (like Jill or Robyn) could make themselves available to answer questions or address concerns for Sherwood and Chapman folks alike.

⟶ *These efforts should probably continue in a strategic and coordinated fashion throughout the school year.*

Agenda Item 3.2

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SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Jeanette Conery, SMPO Vice President

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

Date: August 12, 2016 for the meeting of August 18, 2016

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11 August, 2016

Sherwood Montessori Parents Organization
Report to the Board of Directors

I'd like to begin my report by acknowledging the hard work and dedication of the people who gave so much of their time this summer to assist our school in the huge process of moving. First, Robyn Difalco, who really stepped up to be the organizer and fearless leader. She gave incredible amounts of her personal time, and there's no doubt she's the one person who made the most difference. Second, but no less important, are the teachers, who have gone above and beyond, working diligently through the last weeks of their summer break to create beautiful, functional Montessori classrooms. And of course, I'd like to thank all parents who found time to contribute to the effort in their many ways, as each was able. For me, working on the campus with other parents, teachers, and staff really gave me a sense of community. As our children played, we were all giving toward something we all value, sharing snacks, and enjoying each other's company.

As we transition into the new school year, there is one SMPO event in the month of August. The All School Meeting will be on Tuesday, August 23 at 5:30pm. At this meeting, I will asking everyone who volunteered over the Summer to step forward to be thanked publicly by everyone present. Our Director, Michelle, will make a brief address. There will be signups for volunteer needs for the school through the end of the first semester. This will also be a good time to announce changes such as the merging of the Feast of Gratitude and the Fall Festival into one event (Friday, 4 November at 2pm). At the end of the meeting there will be time for questions, which I'm sure will be plentiful.

Another change this summer is that our SMPO president, Romie Steffenson, has stepped down.

Russell Shapiro (Secretary) and I are comfortable carrying on without her, but we will be looking for a replacement as soon as possible. In the meantime, we'll just do the best we can. Related to this issue, I would like to make it known that after this, my third year of serving on the SMPO "board," I will be stepping down as well, transitioning into other areas of volunteer work at the school.

After much discussion, Michelle and I have agreed that the school would subscribe to a volunteer tracking website, in order to make the task more efficient, accurate, and streamlined. The subscription has been paid, and the next step will be entering volunteer data and building other aspects of our service (interactive calendar, etc). This will no doubt be time intensive, but the goal is that parents will be using the service regularly with ease well before the end of this school year.

Speaking of calendars, I have been giving much thought to the loaded calendar of events that Sherwood has traditionally kept. Considering that the school is saving so much money with the new campus, I would request that the Board of Directors consider eliminating some of the smaller fundraisers (Read-A-Thon, Skill-A-Thon, for example). That it's frequently difficult to find volunteers for a variety of things suggests that our school is asking too much of its parents, and I've heard many comments to that effect over the past two years. Even if my suggestion is not possible, I really think there needs to be action to lighten the load on our volunteers.

The item I'd like to close with is that a small group of parents would like Sherwood's Girls On the Run team to resume this Spring. We are seeking to find out how many participants we can count on, and what parents are interested in being coach or assistant coach.

Respectfully,

Jeanette Conery, SMPO Vice President

Agenda Item 3.3

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.3 School Director Report**

Date: August 12, 2016 for the meeting of August 18, 2016

ADMINISTRATIVE ITEMS:

- For the 2016-2017 school year, we have hired two teachers, an after care coordinator, a special education teacher, an ELA intervention teacher, a school psychologist, a school nurse, an OT, a speech and language pathologist, a Montessori mentor, and a paraprofessional aide. We are currently conducting interviews for two teachers' aides vacancies.
- Kara Tupy will be cutting back to instructing grades K-3 only in music, so we will need to find a new music instructor for upper grades. I have been given referrals from community members.
- Our new teachers are enrolled in a Montessori training program, and have accessed our Montessori mentor, April Pearce, for set up of the classroom. They also had an opportunity to observe at River Montessori in Petaluma.
- The move proved to be more work for classroom teachers than anticipated. Hourly employees who were called in to work were compensated, but teachers received only one or two paid days. Each teacher has put in at least two weeks' full-time work for which they have not been compensated. It was already the intention of the Board to consider salary increases once our financial picture is clear, but I will ask that the Board revisit the idea of compensating teachers for the move now that we know how much work was put on them. In the interest of creating an institutional memory, a report will be written by October, 2016 with what was learned from our experiences to inform a future move.

FISCAL ITEMS:

- Heather Fisher, our Administrative Assistant, has kept up on enrollment changes throughout the summer to maintain viable numbers. As of August 12, 2016, we have 150 students enrolled. Our facilities request was for 151.4 students, so we are well above the 126.4 enrollment that would trigger penalties. Our budget was based on enrollment of

150.

- This will be the last year for Annie B's. A review of fundraising will be needed to create a plan that considers this change, as well as the request from SMPO to have fundraising be less labor-intensive for volunteers.
- A report of the cost of the move will come at next month's meeting when most of the costs will have been processed.

LEGISLATIVE ITEMS:

- Recently passed regulations that will be implemented this coming school year include: creating a math evaluation and placement policy for middle school students entering high school in consult with local high schools, increase in minimum wage, sick leave for hourly employees, and required immunizations for enrollment.

SAFETY ITEMS:

- The move has posed a number of safety concerns from strain and injury to heat exhaustion. So far, we have had one superficial cut with a box cutter and a knee injury when an item was dropped.

GOALS PROGRESS:

- The Communication section of the Operational Plan has been completed, but needs review once the school has occupied the new site for a couple of months to see if other needs arise. This will become the guide for the more comprehensive Communication Plan to be developed with Board input.
- The After Care Program has been renamed Extended Day Program, with the expectation that students have an extended opportunity to learn both before and after school. I have confidence in the work I have seen done so far from the Coordinator, Julia Marshall. It was very helpful for her to have a 30 hour week before starting for planning.
- Retention and recruitment efforts since June included working closely with Robyn DiFalco to maximize advertisement, keeping in contact with Heather Fisher regarding enrollment and efforts to maintain numbers, meeting with the Chapman Community Connections Committee, and communicating with parents regarding questions and concerns at the new site.

Agenda Item 3.4

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.4 Treasurer Report**

Date: August 12, 2016 for the meeting of August 18, 2016

July Treasurer's Report

The July Financial Board Report is attached to this memo.

Attachment: July Financial Board Report

Sherwood Montessori
Profit & Loss YTD Comparison
June 2016

	Jun 16	Jul '15 - Jun 16
Ordinary Income/Expense		
Income		
8000-Revenues		
8010-8099 Revenue Limit Sources		
8011-Local Control Funding	52,023	536,841
8012-Education Protection Act		148,336
8019-Prior Year Adjustments	1,702	1,702
8096-In Lieu of Property Taxes	31,853	309,593
Total 8010-8099 Revenue Limit Sources	85,578	996,472
8300-8599 Other State Revenue		
8550 - Mandate Block Grant	711	74,804
8560-State Lottery Revenue		
Restricted Lottery		6,042
Unrestricted Lottery		3,244
8560-State Lottery Revenue - Other		7,169
Total 8560-State Lottery Revenue		16,455
8587 - Special Education (CUSD)		18,204
8590-Categorical Funds		
All Other State Revenue		367
Educator Effectiveness		10,999
Total 8590-Categorical Funds		11,366
Total 8300-8599 Other State Revenue	711	120,829
8600-8799 Other Local Revenue		
8673-Parent Fees		
8673-After School Program	2,837	19,238
8673-Camp fees		5,764
8673-Parent Fees - Other		-82
Total 8673-Parent Fees	2,837	24,920
8699-Fundraising and Donations		
8699-Field Trip Donations	52	5,592
8699-Fundraising	2,227	35,419
Total 8699-Fundraising and Donations	2,279	41,011
Total 8600-8799 Other Local Revenue	5,116	65,931
Total 8000-Revenues	91,405	1,183,233
Total Income	91,405	1,183,233
Gross Profit	91,405	1,183,233
Expense		
1000 Certificated Salaries		
1100-Teacher Salaries		
BTSA Support Stipends		1,000
Lead Teacher Salaries	33,597	342,973
Resource Teacher Salaries	99	2,117
Substitute Salaries	586	5,548
Total 1100-Teacher Salaries	34,282	351,638
Total 1000 Certificated Salaries	34,282	351,638
2000 Classified Salaries		
2100-Instructional Aides		
Classroom Aide Salaries	9,092	125,600
RSP Aide	1,246	20,300
Total 2100-Instructional Aides	10,338	145,900
2200-Support Salaries		
After School Salaries	2,043	32,206
Facilities Development		2,381
PE Instruction	259	3,052

Sherwood Montessori
Profit & Loss YTD Comparison
June 2016

	Jun 16	Jul '15 - Jun 16
Total 2200-Support Salaries	2,302	37,639
2300-Administration Salaries	6,083	72,750
2400-Clerical and Office Sal		
Administration Support	1,442	17,535
Clerical Salaries	1,495	17,642
Total 2400-Clerical and Office Sal	2,937	35,177
Total 2000 Classified Salaries	21,660	291,465
3000-Employee Benefits		
3101-STRS, Certificated	3,645	37,106
3202-PERS, Classfied	1,276	16,684
3302-OASDI	1,359	18,134
3311-Medicare	803	9,197
3401-Health Benefits	4,395	54,049
3501-Unemployment Ins	380	11,472
3601-Workers Comp		7,713
3901-Employee Training Tax	9	254
3903-Other Employee Benefits	465	2,577
Total 3000-Employee Benefits	12,332	157,185
4000-Books and Supplies		
4100-Textbooks/Core Curricula		3,254
4200-Books/reference Materials		3,785
4300-Materials and Supplies		
After School Supplies	198	2,435
Custodial Supplies	87	2,617
Farmers' Market		409
Food (Instructional)	76	1,139
Instructional Supplies	1,001	16,696
Maintenance Supplies		139
Office Supplies	909	4,556
4300-Materials and Supplies - Other	585	585
Total 4300-Materials and Supplies	2,855	28,576
4400-Noncapitalized Eq (<5K)		
Computers and Electronics		2,973
Furniture		216
Total 4400-Noncapitalized Eq (<5K)		3,189
4700-Food (Nutrition)		316
Total 4000-Books and Supplies	2,855	39,120
5000 Services/Other Op. Exp.		
5200-Travel and Conferences	891	2,732
5300-Dues and Membership	350	1,300
5400-Liability Insurance		14,281
5500-Operations / Housekeeping		
Electricity	866	10,050
Housekeeping Services	233	10,463
HVAC Service		296
Other	180	826
Pest Control		380
Security System Services		361
Trash/Recycling	194	982
Water	270	1,331
Total 5500-Operations / Housekeeping	1,743	24,687
5600-Rental/Leases/Repairs		
Copier Lease	167	3,494
Facility Repairs		2,342
Other Rentals	650	1,460
Property Rental - Moss Ave	8,189	89,664
Total 5600-Rental/Leases/Repairs	9,005	96,960
5800-Other Services		

Sherwood Montessori
Profit & Loss YTD Comparison
June 2016

	Jun 16	Jul '15 - Jun 16
Advertising		2,746
Attorney	237	570
Auditing and CPA Services	600	12,105
Bank Fees	1,327	1,602
Bookkeeping Services	300	3,600
Business Manager Services	3,225	27,010
District Oversight	788	9,835
Duplication Services	1,508	2,283
Extracurricular Services	842	2,698
Field Trips and Assemblies	90	15,683
Fundraising Expenses	200	7,418
LiveScan and TB Test Services		1,284
Software Licensing		742
Student Information Services		400
5800-Other Services - Other	520	3,845
Total 5800-Other Services	9,637	91,822
5900-Communications		
Internet Service Provider	110	1,229
Online List Management	10	119
Postage	118	616
Telephone, Cellular	158	985
Telephone, Landline	107	1,328
Television, Cable	20	229
Website, Hosting		135
Total 5900-Communications	523	4,642
Total 5000 Services/Other Op. Exp.	22,149	236,425
7000 Other Outgo		
7221-Special Education		106,608
Total 7000 Other Outgo		106,608
Total Expense	93,278	1,182,440
Net Ordinary Income	-1,873	793
Net Income	**-1,873**	**793**

Sherwood Montessori
Balance Sheet
As of June 30, 2016

Accrual Basis

	Jun 30, 16	
ASSETS		
Current Assets		
Checking/Savings		
9100-Assets		
9120-NCNB Checking	179,232	
Total 9100-Assets		179,232
Total Checking/Savings		179,232
Accounts Receivable		
9200-Accounts Receivable		52,023
Total Accounts Receivable		52,023
Other Current Assets		
9290 - Due from Grantor Govts.		
Lottery Due	-423	
Prior Year Corrections Due	-12,086	
Total 9290 - Due from Grantor Govts.		-12,509
9340-Security Deposit		4,043
Total Other Current Assets		-8,466
Total Current Assets		222,789
TOTAL ASSETS		**222,789**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
9500-Accounts Payable		-5,374
Total Accounts Payable		-5,374
Other Current Liabilities		
9500-Liabilities		
9511-Payroll Liabilities		
Deferred Payroll	22,207	
Health and Welfare	-59	
PERS EE / ER	12,011	
State Employment Training Tax	9	
State Unemployment Tax	380	
STRS EE / ER	11,040	
Total 9511-Payroll Liabilities	45,588	
Total 9500-Liabilities		45,588
Total Other Current Liabilities		45,588
Total Current Liabilities		40,214
Total Liabilities		40,214
Equity		
9793 - Audit Adjustments		116,335
Opening Balance Equity		6,385
Restricted Assets		50,166
Unrestricted Net Assets		8,896
Net Income		793
Total Equity		182,575
TOTAL LIABILITIES & EQUITY		**222,789**

Agenda Item 5.2

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.2 Vacancy on the Board**

Date: August 12, 2016 for the meeting of August 18, 2016

SUMMARY

The Board is required to fill vacancies, and there is currently one vacant seat.

DISCUSSION

Under Article 4: Meetings, Section 10: Vacancies of the Board bylaws, vacancies on the Board must be filled by the current members of the Board of Directors:

Any Director may resign effective upon giving written notice to the Chair of the Board, the Secretary, or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation. No Director may resign if the corporation would then be left without a duly elected Director in charge of its affairs, except upon notice to the Attorney General.

Vacancies on the board may be filled by approval of the board, or, if the number of Directors then in office is less than a quorum, by (1) the unanimous written consent of the Directors then in office or (2) the affirmative vote of a majority of the Directors then in office at a meeting held pursuant to notice or waivers of notice complying with this Article of these Bylaws.

A person elected to fill a vacancy as provided by this Section, shall hold office until the next annual election of the Board of Directors or until his or her death, resignation or removal from office.

ACTION REQUESTED

Discuss next steps for filling the vacant Board of Directors seat, or fill vacancy.

Agenda Item 5.3

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.3 – Election of Officers for the Board of**

Directors Date: August 12, 2016 for the meeting of August 18, 2016

SUMMARY

Each year, the Board of Directors elects the following officers: Chair, Vice-Chair, Treasurer, Secretary. Officers for the 2016-2017 school year need to be elected.

DISCUSSION

During the 2015-2016 school year, Board Officers were as follows:

Chris Fosen-Chair
Peter DiFalco-Vice-Chair
Curtis Anderson-Treasurer
Kristy Cowell-Secretary

The following excerpt from Article 5 of the Bylaws of the Board of Directors of Sherwood Montessori describes the duties of each officer:

SECTION 6. DUTIES OF CHAIR

The Chair shall be the Chief Executive Officer of the corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the corporation and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Incorporation of this corporation, or by these Bylaws, or which may be prescribed from time to time by the Board of Directors. Unless another person is specifically appointed as Chair of the Board of Directors, he or she shall preside at all meetings of the Board of Directors. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, he or she shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time

be authorized by the Board of Directors.

SECTION 7. DUTIES OF VICE-CHAIR

In the absence of the Chair, or in the event of his or her inability or refusal to act, the Vice-Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions on, the Chair. The Vice-Chair shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Board of Directors.

SECTION 8. DUTIES OF SECRETARY

The Secretary, or Secretary's designee, shall:

1. Certify and keep at the principal office of the corporation the original, or a copy of these Bylaws as amended or otherwise altered to date;

2. Keep at the principal office of the corporation or at such other place as the board may determine, a book of minutes of all meetings of the Board of Directors, and, if applicable, meetings of committees of Directors, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof;

3. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;

4. Be custodian of the records;

5. Exhibit at all reasonable times to any Director of the corporation, or to his or her agent or attorney, on request therefore, the Bylaws, and the minutes of the proceedings of the Directors of the corporation. In general, perform all duties incident to the office of Secretary, and such other duties as may be required by law, by the Articles of Incorporation of this corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

SECTION 9. DUTIES OF TREASURER

Subject to the provisions of these Bylaws relating to the "Execution of Instruments, Deposits and Funds," the Treasurer shall:

1. Have oversight responsibility for all funds and securities of the corporation, and deposit and/or provide direction to the executive director to deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors;

2. Provide review, perspective and advice to the Board with regard to the integrity of financial statements, the validity of financial projections and the viability of the financial condition of the corporation;

3. Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports;

4. Provide access at all reasonable times to the books of account and financial records to any Director of the corporation, or to his or her agent or attorney, on request therefore;

5. Perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

Following a clarifying discussion regarding the duties of the officers, the Board will need to elect officers for each of the positions. Directors who wish to continue serving in their office are free to do so if approved.

ACTION REQUESTED

Elect officers for the Board of Directors for the 2016-2017 school year.

Agenda Item 5.4

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.4 – Board Committee Assignments**

Date: August 12, 2016 for the meeting of August 18, 2016

SUMMARY

The Board will discuss committee functions and appoint members to committees.

DISCUSSION

Background of Policy on Board Committees

Article 6 of the Bylaws of the Board of Directors has the following regarding committees:

ARTICLE 6 COMMITTEES

SECTION 1. EXECUTIVE COMMITTEE

The Board of Directors may, by a majority vote of Directors, designate an Executive Committee to include a Chair, Vice-Chair, Secretary, and Treasurer and delegate to such Committee any of the powers and authority of the board in the management of the business and affairs of the corporation, except with respect to:

1. The approval of any action which, under law or the provisions of these Bylaws, requires the approval of the members or of a majority of all of the members;
2. The filling of vacancies on the board or on any committee which has the authority of the board;
3. The amendment or repeal of Bylaws or the adoption of new Bylaws;
4. The amendment or repeal or any resolution of the board which by its express

terms is not so amendable or repealable;

5. The appointment of committees of the board or the members thereof;

6. The approval of any transaction to which this corporation is a party and in which one or more of the Directors has a material financial interest, except as expressly provided in Section 5233(d)(3) of the California Nonprofit Public Benefit Corporation Law.

By a majority vote of its members then in office, the board may at any time revoke or modify any or all of the authority so delegated, increase or decrease but not below two (2) the number of its members, and fill vacancies therein from the members of the board. The Committee shall keep regular minutes of its proceedings, cause them to be filed with the corporate records, and report the same to the board from time to time as the board may require.

SECTION 2. OTHER COMMITTEES

The corporation shall have such other committees as may from time to time be designated by resolution of the Board of Directors. Such other committees may consist of persons who are not also members of the board. These additional committees shall act in an advisory capacity and only make recommendations to the board.

SECTION 3. MEETINGS AND ACTION OF COMMITTEES

Meetings and action of committees shall be governed by, noticed, held and taken in accordance with the provisions of these Bylaws concerning meetings of the Board of Directors, with such changes in the context of such Bylaw provisions as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular meetings of committees may be fixed by resolution of the Board of Directors or by the committee. The time for special meetings of committees may also be fixed by the Board of Directors. The Board of Directors may also adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws. The committee may take regular minutes of its proceedings, cause them to be filed with the corporate records, and report the same to the board from time to time as the board may require.

There are generally two types of Board committees formed: Standing Committees and Ad Hoc Committees.

“Standing Committees” may be composed of any community members (though not a quorum of Directors) and report to the Board. Meetings must follow rules set out in the Brown Act.

“Ad Hoc” committees are composed solely of Directors, but less than a quorum.

Committees of the Board may change from year to year depending on the needs of the school. Last year, the following committees were formed:

Board Member	Office	Committees
Chris Fosen	Board Chair	Curriculum (Standing), Policy and Charter Renewal (Standing), Campus Improvement Committee (Ad Hoc), Executive (Standing)
Peter DiFalco	Vice Chair	Fundraising (Standing), Executive (Standing), New Site (Ad Hoc)
Curtis Anderson	Treasurer	Policy and Charter Renewal (Standing), Executive (Standing), Audit (Standing), Budget (Ad Hoc), New Site (Ad Hoc)
Kristy Cowell	Secretary	Safety (Ad Hoc), Curriculum (Ad Hoc), Campus Improvement (Ad Hoc), Executive (Standing)
Nili Yudice		Curriculum (Ad Hoc), Communication (Ad Hoc), Fundraising (Ad Hoc), Elections (Ad Hoc)
Mark Reiser		Safety (Ad Hoc), Communication (Ad Hoc), Fundraising (Ad Hoc), Elections (Ad Hoc), New Site (Ad Hoc)
Nicole Drummond		Communication (Ad Hoc), Campus Improvement (Ad Hoc)

A proposal was made last year to change the structure of committees to be task-oriented. This change may lead to more productivity, as long as **a chair or contact person is designated, as well as a secretary to take minutes, write reports and create action plans.**

Needs of the school that should be addressed in Board committees include:

Charter Renewal

Communication, Retention, and Community Building

Student Achievement

Facilities

LCAP

ACTION REQUESTED

Discuss needed committees and assign Directors to each committee for the upcoming year.

Agenda Item 5.5

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.5 – Change of Signatories on Bank Account**

Date: August 12, 2016 for the meeting of August 18, 2016

SUMMARY

Consideration of request to authorize a change of signatories on the School's bank account.

DISCUSSION

Our bank account at Northern California National Bank requires that we have a Board adopted resolution to name signatories for the account. Our current resolution names Curtis Anderson, Mark Reiser, Peter DiFalco and Nili Yudice as signatories on the account and should be replaced with Resolution 081816 naming signatories for the current school/fiscal year, to be determined in discussion.

ACTION REQUESTED

Discuss who will be signatories on the School's bank account and adopt Resolution 081816 with chosen names.

Attachment: Resolution 081816

SHERWOOD MONTESSORI

RESOLUTION 081816
IDENTIFICATION OF NEW SIGNATORY ON BANK ACCOUNT

WHEREAS, the **Chico Unified School District** authorized the charter for **Sherwood Montessori** on **3 December, 2009,** and,

WHEREAS, the **Sherwood Montessori Board of Directors** has established policies to ensure fiscal responsibility, including separation of duties; and,

WHEREAS, the **Sherwood Montessori** charges the Treasurer of the Board with the following duties as outlined in Article 5, Section 9 of the Bylaws of the Corporation, and,

WHEREAS, **Curtis Anderson** is current Board Treasurer, and,

WHEREAS, the **Sherwood Montessori Board of Directors** wishes to revise the authorized signators on the **Northern California National Bank (NCNB)** account by adding TBD and TBD and removing outgoing signatories, who shall:

1. Have oversight responsibility for all funds and securities of the corporation, and deposit and/or provide direction to the executive director to deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors;
2. Provide review, perspective and advice to the Board with regard to the integrity of financial statements, the validity of financial projections and the viability of the financial condition of the corporation;
3. Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports;
4. Provide access at all reasonable times to the books of account and financial records to any Director of the corporation, or to his or her agent or attorney, on request therefore;
5. Perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

NOW, THEREFORE BE IT RESOLVED that Curtis Anderson and Peter DiFalco no longer has signatory authority nor any other access to the NCNB account. TBD, Board Treasurer, shall have signatory authority on the NCNB account. The second and third signatories on the School back account shall be TBD and TBD. The School Director, Michelle Yezbick, will remain a signatory for payroll disbursements only. The power to request transfers and / disbursements on the Line of Credit will reside with the school Director, Michelle Yezbick or the Board Treasurer, TBD.

PASSED AND ADOPTED by the **Sherwood Montessori Board of Directors** at a public meeting held on **18 August, 2016.**

_____ _____

TBD, Chair of the Board of Directors, Sherwood Montessori **Date**

Agenda Item 5.6

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.6 –Employee Handbook Revisions**

Date: August 12, 2016 for the meeting of August 18, 2016

SUMMARY

Revisions in the Employee Handbook are submitted for approval.

DISCUSSION

The following changes were made to the Employee Handbook:

Change	Rationale
Job descritions changed	Updated to reflect practices
CPR & First Aid	Expanded to clarify our procedures
TB Testing	Added option to be screened by School Nurse
Independent Study	Added that original work is kept on file
Hours of Work, Breaks, Overtime and Paydays	Updated to reflect changes in law
Salary Schedule & Movement on the Salary Schedule	Updated to reflect change in policy: units from transcripts can be accepted up to June 30th for calculating the next year's salary
Leaves of Absence	Added sick leave due to changes in law
Appendices	Includes updated forms

Sections of the Employee Handbook that were revised have been highlighted for ease of review.

ACTION REQUESTED

Adopt revisions to Employee Handbook.

Attachment: Employee Handbook 2016-2017

SHERWOOD MONTESSORI

REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori**
1071 E. 16th St., Chico, California
Date/Time: **Thursday, September 15, 2016 – 6:00 p.m.**

AGENDA

1. CALL TO ORDER

1.1 Roll Call Kristy Cowell, Mark Reiser, Nicole Drummond, Nili Yudice, Robyn DiFalco, James Conery, Chris Fosen

2. CONSENT AGENDA

2.1 Minutes Approval Consider approval of minutes from June 16, 2016 and August 18, 2016.
2.2 Unaudited Actuals Consider approval of Unaudited Actuals for 2015-2016.

3. REPORTS AND COMMUNICATION

3.1 Committee Reports
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 Purchasing Policy Revise
The Board will consider approving a revision to current Purchasing Policy.
ACTION REQUESTED: Approve revision.
5.3 Prop 39 Clean Energy
The Board will consider approving a proposal to work with a vendor to complete the Prop 39 Clean Energy process to access funds.
ACTION REQUESTED: Approve proposal to work with Prop 39 vendor.
5.4 Committee Structure Follow Up From Retreat
The Board will conclude the discussion started at the retreat and adopt a model for committee structure will result in efficient attainment of committee goals.
ACTION REQUESTED: Finish discussion and adopt a model for committee structure.
5.5 Approval of Calendar of Events
The Board will be asked to approve the 2016-2017 Calendar of Events
ACTION REQUESTED: Approve calendar

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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 Prop 39 request for facilities for 2017-2018.

7.2 The Board will be asked to approve a Growth Model.

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

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

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SHERWOOD MONTESSORI

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AGENDA

1. CALL TO ORDER

1.1 Roll Call Kristy Cowell, Mark Reiser, Nicole Drummond, Nili Yudice, Robyn DiFalco, James Conery

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2.2 Unaudited Actuals Consider approval of Unaudited Actuals for 2015-2016.

3. REPORTS AND COMMUNICATION

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3.2 Sherwood Montessori Parents Organization Report
3.3 School Director Report
3.4 Treasurer Report

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None

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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, June 16, 2016 – 6:30 p.m.

AGENDA

1. CALL TO ORDER 6:35

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

1.2 Commendations Outgoing directors receive commendations

1.3 Welcome New Directors

DISCUSSION: Will recognize two new directors tonight. James Conery and Robin DiFalco

2. CONSENT AGENDA MOTION TO APPROVE NILI……SECOND PETER…..ALL I

2.1 Minutes Approval

Minutes approved from May 19, 2016

2.2 Finance Team Contracts

Approval of contracts for Business Manager and School Accountant for 2016-2017

2.3 Memorandum of Understanding with Chico Country Day School

PULL FROM AGENDA - approval of contract with CCDS for employment of School Psychologist

2.4 Faculty Contracts

Approval of contracts for Sherwood faculty

2.5 El Dorado Assurances and Agreement

Approval of assurances and agreement to join El Dorado Charter SELPA

3. REPORTS AND COMMUNICATION

3.1 Committee Reports

COMMUNICATION REPORT –

ROBIN DIFALCO…..strategies for attracting new students….need good communication during this move….marketing….

Moving committee report…..

MICHELLE….70% packed….may offer work to hourly employees to help finish….not overwork parents. Quote for moving from Murdock Moving co….3K for move? May put large storage on Chapman parking lots…

Hiring Committee

We have a new 1-2-3 Teacher. Looking for 4-5 teacher. We have hired special Ed teachers. We are looking for After Care teacher. Hope to hire soon.

Future committee

charter renewal will come soon. Our charter expires end of school year 2016-17… presentation to board. Our standardized test scores look good.

3.2 Sherwood Montessori Parents Organization Report

Michelle. The goal is to streamline the calendar….volunteers feel taxed. Michelle has been doing exit interviews with families who are leaving and collecting data

3.3 School Director Report

SELPA meeting went well….very professional…..all PD free…..program specialist will come….Sherwood is the 1st school in Chico as members…..

CUSD Bond…..Nov 8, 2016…..

15.34% still to Charters…….

request parents to come to June 22 6PM meeting to show support.

1010 Cleveland….we are not owners until deed is recorded

3.4 Treasurer Report Pat

Cash flow….looks good at this point. Governor will sign with no changes or surprises. Enrollment and ADA is key…projected 143 ADA

4. NOTICED PUBLIC HEARINGS

None

5. REGULAR BUSINESS

5.1 Items Removed From Consent

2.3 Memorandum of Understanding with Chico Country Day School

PULLED FROM AGENDA - approval of contract with CCDS for employment of School Psychologist

correct a few typos and some clarification from Michelle.

Suggest we approve with provision that legal advice that Michelle gets says it needs no changes.

Move to approve as such Peter…

Second Nili……APPROVED BY DIRECTORS AS SUCH

5.2 Meeting Schedule for the Board of Directors 2016-2017

DISCUSSION: Think about alternating committee work and meetings. Nili shares a proposal for Sept meeting to be a retreat this coming year. Think about storing documents in the cloud; this could help directors find past docs. Robin suggests Google Drive for future use by the board.

ACTION REQUESTED: Approve meeting schedule.

Move to accept: Chris

Second: Nicole

CALENDAR ACCEPTED BY THE BOARD BY UNANIMOUS VOTE

5.3 Math Placement Policy ACTION REQUESTED: Approve policy.

DISCUSSION: Michelle - we need to do this. Placement needs to be based on data. This will involve input from local high schools. Goal is to be done with this process by the end of next year. This resolution commits us to this process.

Motion to adopt: NILI

Second: CHRIS

Adopted by board with unanimous vote

5.4 1010 Cleveland Renovation

The Board is asked to accept a bid at cost for the renovation of 1010 Cleveland.

DISCUSSION: Proposal by Jeff Page. He has offered to use his construction company to do the work to renovate 1010 Chapman. We will pay time and materials at cost. Has offered a contract and will invoice us periodically. Robin suggests we put it out to the school and let them know how grateful we are that Jeff is doing this for us.

Nili : Motion to approve to enter into a contract with Jeff Page construction and authorize Director to expend additional funds directly related to renovation

Second: Nicole

Approved by Directors with unanimous vote.

5.5 Advertising Budget

Authorize School Director to spend up to $8,500 on advertising the school and give monthly updates to the board.

DISCUSSION: Robin. We need to set goals. We need to recruit new students and families so we can fill classrooms and build a waitlist.

Things we can do: work on the website. Advertise with NSPM….GUC….CARD……Charter School Directory. We can use social media and possibly mailers

Chris: Motion to Authorize School Director to spend up to $8,500 on advertising the school and give monthly updates to the board.

Second: Nili

Authorized by the board by unanimous vote

5.6 Interim Officers

The outgoing Directors are asked to appoint interim officers for June 30, 2016-August 19, 2016.

Interim officers appointed.

Nili offers to be interim treasurer. Robin would be willing to step in for interim chair. The office of chair and office of treasurer, as well as others to be elected by new board in August.

5.7 Facilities Use Agreement

The Board will be asked to approve a Facilities Use Agreement (FUA)with CUSD.
ACTION REQUESTED: Approve FUA.

Motion to approve: Nicole

Second: Peter

APPROVED BY UNANIMOUS VOTE

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Curtis-thankyou to the board it has been an amazing team to work with.

Marlo shared perspective of new teacher. Asked about support for new teachers? She would like to see similar prepared environments in all classrooms. Board responds by asking her to bring a proposal to the board for approval.

7. FUTURE AGENDA ITEMS

7.1 The Board will approve new signatories for the school bank account.

7.2 The Board will receive the Unaudited Actuals report from the 2015-2016 school year.

7.3 The Board will appoint a Director to the vacant seat on the Board.

7.4 The Board will appoint officers for the 2016-2017 school year.

7.5 The Board will receive a report on the outcomes of standardized tests' results.

8. CLOSED SESSION begins 9:20

Return to session and meeting adjourned at 11:00 PM

AGENDA THURSDAY, AUGUST 18, 2016

1. CALL TO ORDER 6:06pm Robyn DiFalco, interim chair

All board members present

2. CONSENT AGENDA will table minutes

MOVE TO APPROVE faculty contracts minus minutes: Kristy Cowell

SECOND: Nili Yudice

Unanimous approval

3. REPORTS AND COMMUNICATION

3.1 Committee Reports –

Robyn DiFalco requests final FUA from Michelle

3.2 Sherwood Montessori Parents Organization Report –

fundraisers…..Robyn DiFalco suggests focus groups to set worthwhile fundraisers. We are looking for SMPO and board collaboration

3.3 School Director Report –

Michelle exit interview online? This could be a possible job for the board….committee?

Discussion: Compensation for teachers moving; costs or stipend. Possibly as early as September?

Talk of safety committee for crosswalk …fence at the front of the school

3.4 Treasurer Report -

positive funds

4. NOTICED PUBLIC HEARINGS None

5. REGULAR BUSINESS

5.1 Items Removed From Consent NONE

5.2 Vacancy on the Board ACTION REQUESTED: Decide actions to fill the vacant Board seat.

The Board is required by its bylaws to fill vacant seats. Chris Fosen is willing applicant to fill vacancy.

Motion to appoint: Mark Reiser

Second…Nicole Drummond…..Approved Unanimously!!

ACTION: complete; effective immediately

5.3 Election of New Officers Each year, the Board of Directors vote for new officers: Chair, Vice-Chair, Treasurer, and Secretary.

ACTION REQUESTED: Elect and approve officers. DONE

ASSIGNED BOARD MEMBERS 2016-2017 OFFICERS:

Chair Robyn DiFalco

Vice Chair Marck Reiser

Secretary Kristy Cowell

Treasurer Nili Yudice

5.4 Board Committee Assignments

ACTION REQUESTED: Assign Board members. Decision by the board is to set goals and priorities first

DISCUSSION:

COMMITTEES REQUIRED BY CHARTER

SAFETY-James Conery, Kristy Cowell, plus 1 teacher; Tanya Parish would like to join this committee

EXECUTIVE-Chair, Vice-Chair, Secretary, Tresurer

ELECTIONS –Robyn DiFalco, James Conery, plus I member from SMPO

BUDGET-treasurer, Jessica Ordaz , Keli Kurth's name was suggested

STANDING

CURRICULUM

POLICY AND CHARTER RENEWAL

FUNDRAISING

AUDIT

ADHOC

CURRICULUM

Robyn DiFalco: set goals and priorities first…….align committees to fulfill those goals. Set future Retreat via Doodle.

5.5 Change of Signatories on School Bank Account

ACTION REQUESTED: Approve signatories.

The Board will be asked to appoint designees to be named signatories for the School bank account

Currently on the list: Marck Reiser and Nili Yudice The board will want 4 board members on this list

Robyn DiFalco is willing

Chris Fosen will be a standby on the list.

James Conery also standby on short notice.

ACTION COMPLETE

5.6 Approval of Employee Handbook

ACTION REQUESTED: Approve handbook.

MOVE TO APPROVE: Chris SECOND: NICOLE Unanimous approval

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Lisa Williams – chrome book and accessibility.

Marlo: curriculum ; technology

Tanya: internet connection is slow; difficult to obtain online assessments

Marlo: thank you to the board for all the help with the move. Thank you for supporting new teachers. Thank you to April and Tanya.

Tanya: the move was a struggle but worth it to see the students happy. Thanks for talking about compensating teachers. Thanks for April. Upper el needs more materials. Curriculum discussion.

Robyn: Suggest Montessori Material catalog sales. Share with families and build points for teachers.

Jessica: Concern about Salaries….difficult to recruit.

7. FUTURE AGENDA ITEMS

7.1 The Board will meet in committees. SEPT

7.2 The Board will be asked to approve a Prop 39 request for facilities for 2017-2018. OCT

7.3 The Board will be asked to approve a Growth Model. OCT

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

7.5 The Board will receive the Unaudited Actuals report from the 2015-2016 school year. OCT

8. CLOSED SESSION entered 8:15PM

Review of School Director Performance Evaluation and Goals

Return to Board Meeting and Adjourned: 9:10

Agenda Item 3.1

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SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.1 Committee Reports**

Date: September 9, 2016 for the meeting of September 15, 2016

The committees of the Board of Directors will report on progress made towards goals.

Agenda Item 3.2

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Jeanette Conery, SMPO President

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

Date: September 9, 2016 for the meeting of September 15, 2016

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8 September, 2016

Sherwood Montessori Parents Organization
Report to the Board of Directors

This school year is really rolling now. There's been much more communication between the Director, the Chair of Board of Directors, and the SMPO President than in the past. The result has been increased productivity. Here's what we've done in the past month:

- The SMPO has a new Vice President, Kelli Kurth. We've been meeting regularly.
- Recruited a parent (Danielle Kappenman) to design a flyer for Annie B's, which we will distribute along with an addressed envelope to all families, soliciting donations. This should be happening in the next week.
- Robyn Difalco and I made an info table and welcomed parents at Back To School Night. This was well received.
- Robyn Difalco created a survey to find out how Sherwood parents feel about our school events. Based on that data, we are submitting a revised calendar for the Board's approval.
- We have begun the process of recruiting volunteers to help with the barrel planters project. Robyn Difalco has created a donation solicitation letter to present to local businesses, in the hopes of getting some free plants and soil.
- I attended a webinar to learn more about using signup.com. Steve Duke is helping me with entering all contact data, then I will begin working on getting it set up to record volunteer hours.

Here's what's coming up around the corner:

- I've had a conversation with the Director and the Chair of the Board about selling Sherwood T-Shirts and sweatshirts again. We haven't set a date, but we agree that it should be soon. Probably after the calendar is sorted, and we've got the Annie B's flyers done. We will be selling them this time with a markup, with proceeds going to the school. We need to decide how much to charge. Danielle

Kappenman will revise the prices on the original order form. (I think we should also order stickers.) SMPO Vice President Kelli Kurth has suggested we purchase more than are ordered, so we can have a stock to sell from in the office.

- I will be trying to find a parent to fix the Sherwood sign. There is some paint peeling, and it needs to be re-sealed before the problem spreads to a large area.

Agenda Item 3.3

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.3 School Director Report**

Date: September 9, 2016 for the meeting of September 15, 2016

ADMINISTRATIVE ITEMS:

- We hired teachers' aides for Emily Barrett and Sheng Vang: Brooke Daugherty is the aide in Emily's room, and Cynthia Magaña is the aide in Sheng's room. We also hired Vanessa Aripez, who will be our new Office Manager as Adriane is moving on to explore other career paths.

FISCAL ITEMS:

- Our current enrollment is 138 We have openings in 4/5, one space in 1/2/3, and we have a wait list for kindergarten and middle school. We are currently calling on the kindergarten wait list to fill two spots.

LEGISLATIVE ITEMS:

- We are awaiting word from the CCSA on whether or not charters are required to follow FLSA salary thresholds for exempt employees. Teachers at district schools are a carve out exemption from the law, but charters may not be. If we are not exempt, starting on December 1, all but one of our teachers will need to have their salaries raised or start filling time sheets for overtime pay or be required to work to their contracts and not spend additional time on their work.

SAFETY ITEMS:

- We had a code red on September 1st. The Chico Police Department contacted the school to request that we go on lock down while they dealt with a situation. We were on lock down for about 15 minutes before we were given the all clear. Parents were notified with an email.
- The lockdown procedures for this site were revised and presented to staff at a meeting on September 7. Procedures were clarified, and some questions to address to the Safety Committee were formulated.

GOALS PROGRESS:

- Upon review of the Communication section of the Operational Plan, several more entries were made to complete the work. A memo was written for the teachers to clarify the process of giving input with the Director making final decisions in a number of areas. These items will be included in the Communication Plan that will be submitted to the Board in November.
- The Extended Day Program Coordinator, Julia Goddard Marshall, and I have begun meeting weekly to check in with one another about the needs of the program and how everything is going. We are establishing this regular communication as a practice to ensure my involvement in the operations of the Extended Day program while Julia manages the day to day functioning.
- As part of our efforts to improve retention and recruitment, I have begun an analysis of exit interview data to see if there are trends that can be addressed. This will be sent as an information item to Directors upon its completion.
- I have added a goal of closer communication with our middle school program to my goals and objectives this year. Celeste and I met during Wednesday collaboration time to go over a number of items, and are looking forward to more productive work together. While it is not my intention to detract from the autonomy our middle school enjoys, I do want to offer more support and open regular communication as Celeste does not have a partner teacher for collaboration.

Agenda Item 3.4

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SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Nili Yudice, Board Treasurer

Subject: **Agenda Item 3.4 Treasurer's Report**

Date: September 9, 2016 for the meeting of September 15, 2016

The Board Treasurer will give her report on the school's current financial standing. The Board Financial Reports will be available at the meeting.

Agenda Item 5.2

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.2 Purchasing Policy Revise**

Date: September 9, 2016 for the meeting of September 15, 2016

SUMMARY

The Board will consider approving a revision to the current Purchasing Policy.

DISCUSSION

Currently, under the section titled "Budget Transfers" the Purchasing Policy states:

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.

In order to meet legal deadlines in delivering special education services, the following revision is proposed:

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.

In the case of services for students with Individual Education Plans (IEPs), the Director shall have the authority to immediately transfer money to budget items needed to be compliant with IEPs, and shall notify the Board of the transfer at the next regularly scheduled meeting.

ACTION REQUESTED: Approve revision.

Agenda Item 5.3

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.3 Prop 39 Clean Energy Vendor Proposal**

Date: September 9, 2016 for the meeting of September 15, 2016

SUMMARY

The Board will consider approving a proposal to work with a vendor to complete the Prop 39 Clean Energy process to access funds.

DISCUSSION

Indoor Environmental Services ("IES") is offering assistance to SHERWOOD MONTESSORI SCHOOL. **IES** will assist the school with securing Prop 39 funding by completing the required steps under current rules and regulations. IES will assist in leveraging facility programs including Prop 39 funding and Government Code 4217.10 – 4217.18 to develop and implement a comprehensive Facility Energy Master Plan ("Project"). IES will perform an energy usage analysis and preliminary site surveys in order to identify the most cost effective energy conservation and energy generation opportunities to be implemented. These may include lighting, HVAC replacement, controls, renewable power generation, and other energy related scopes of work targeted toward reducing costs and increasing life cycle performance. This service will follow the Prop 39 guidelines. The school will have final approval on all recommended scopes of work. IES will work with the school to leverage Prop 39 energy funding which is currently estimated at a total of $251,443 over a period of five years. The school received $50,116 in 2014/15, and according to IES can use the funds for upfront services and assistance in completing the required documents for Prop. 39 funding.

IES will complete the **Facility Energy Master Plan (FEMP).** IES will not perform additional services without prior school authorization. Planning Services Investment Summary:

Prop 39 Planning Allocation:	$50,166
FEMP Agreement Amount when IES is selected to complete the developed scope of work:	**$0**

If IES is not selected to perform the scope of work then IES will invoice the School 50% of the Prop 39 Planning allocation ($25,083).

Sherwood has received the funds mentioned above and will have to return them if no plan is submitted and if not used by June 30, 2018. Current staff and the business manager do not have the expertise and time to do a study and propose a plan. IES is currently working with and under contract with school districts to do this type of service.

ACTION REQUESTED: Approve proposal to work with Prop 39 vendor.

Agenda Item 5.4

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.4 Committee Structure Follow Up From Retreat**

Date: September 9, 2016 for the meeting of September 15, 2016

SUMMARY

The Board will conclude the discussion started at the retreat and adopt a model for committee structure will result in efficient attainment of committee goals.

DISCUSSION

This item is to give Directors time and space to finish the planning for committees that will have been started during the Board retreat on Saturday, September 10th.

ACTION REQUESTED: Finish discussion and adopt a model for committee structure.

Agenda Item 5.5

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.5 Approval of Calendar of Events**

Date: September 9, 2016 for the meeting of September 15, 2016

SUMMARY

The Board will be asked to approve the 2016-2017 Calendar of Events.

DISCUSSION

In response to feedback from our parent community, the SMPO, School Director, and the Chair of the Board of Directors has drafted a Calendar of Events with fewer events and fundraisers.

The draft is created with input from a survey that was designed to determine which were the favorite and least favorite events in our community.

While a more careful analysis of each event and fundraiser may be desirable, immediate response and relief for our parents must take precedence as the message has been very clear. The SMPO and school leadership needs a calendar to properly plan and organize for successful events; the calendar is usually completed and published before the beginning of the year.

The draft calendar will be completed on September 13th and will be vetted at the September SMPO meeting.

ACTION REQUESTED: Approve calendar.

SHERWOOD MONTESSORI

REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori**
1071 E. 16th St., Chico, California
Date/Time: **Thursday, October 20, 2016 – 6:00 p.m.**

AGENDA

1. CALL TO ORDER

1.1 Roll Call Kristy Cowell, Mark Reiser, Nicole Drummond, Nili Yudice, Robyn DiFalco, James Conery, Chris Fosen

2. CONSENT AGENDA

2.1 Minutes Approval Consider approval of minutes from September 10, September 15 and September 23, 2016.

3. REPORTS AND COMMUNICATION

3.1 Instructional Staff Reports
3.2 Sherwood Montessori Parents Organization Report
3.3 School Director Report
3.4 Treasurer Report
3.5 Committee Reports

4. NOTICED PUBLIC HEARINGS

None

5. REGULAR BUSINESS

5.1 Items Removed From Consent (If any)

5.2 Growth Plan
The Board of Directors will be asked to adopt a growth model to guide the lottery, planning, and enrollment.
ACTION REQUESTED: Adopt proposed growth model.

5.3 Proposition 39
The School Director has written a draft of the initial request for facilities that will go to Chico Unified School District by November 1.
ACTION REQUESTED: Approve draft of Prop 39 Initial Request.

5.4 Move Bonus for Teachers
The Board will be asked to consider approving a bonus for the teachers for work done to move the school.
ACTION REQUESTED: Approve bonuses.

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.

5.5 School Calendar

The School Director has created two drafts of calendars for the next school year.

ACTION REQUESTED: Approve a calendar for next school year.

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 First Interim Financial Report

7.2 Annual Financial Audit

7.3 Report on Standardized Test Results

7.4 Draft of the Charter for Renewal

8. ADJOURNMENT (Est. 8:00 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.

MEETING NOTICE OF THE BOARD OF DIRECTORS
Fall Planning Retreat
Location: 40 Kindred Ct., Chico, CA 95928
Date/Time: Saturday, September 10, 2016 – 8:00 a.m.-12:00 p.m.

AGENDA

1. CALL TO ORDER
1.1 Roll Call Kristy Cowell, Mark Reiser, Nicole Drummond, Nili Yudice, Robyn DiFalco, James Conery

2. CONSENT AGENDA
None

3. REPORTS AND COMMUNICATION
None

4. NOTICED PUBLIC HEARINGS
None

5. REGULAR BUSINESS
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.

BOARD RETREAT SEPTEMBER 10, 2016

BOARD MEMBERS PRESENT: Kristy Cowell, Mark Reiser, Nicole Drummond, Nili Yudice, Robyn DiFalco, James Conery, Chris Fosen

Our itinerary for the day is as follows:

A. Finding Common Ground activity

B. Setting Priorities for 2016-17

- Enrollment
- Safety
- Charter renewal & Prop 39
- 1010 Cleveland
- Make the campus ours
- Teacher retention (raises; satisfaction; training)
- improve fundraising efforts
- build chapman relationship -- culture and community
- strategic plan - more long term
- operational plan - day to day operations
- communication plan

C. Goal Setting for 2016-17

- **Enrollment**
  - Minimum 133 Maximun 153, 150 is the magic #
  - Now @ 138
  - Middle school 30
  - 4/5 20/20
  - 1/3 20 eac
  - Kg 21
  - Budget based on 143
  - Goal
    - Meet by April 1…. 143 enrollment 145 by Next fall
    - Promote the school…..work on student retention
    - Customer satisfaction survey?
    - ***Enrollment would be 143 headcount by April 1 and 145 headcount by the start of next school year***

- **Prop 39 and Charter Renewal**
  - October 1st John Bohannan give proposal as to when we will be ready/prepared
  - Charter was revised last year…..
  - **Goal?**
    - Do the work in Oct and Nov……ready to present by December 1?
    - Document editing….parent support
    - Aim for January with CUSD vote February?
    - Submit Prop 39 by deadline…..October 30th for initial request Day after board meeting…October 21st
      - Finalized and send to lawyer by Oct 13th

- **Chapman Relationships**
  - Mike Allen Principal-meeting as needed
  - Community connections-Jill Bailey, Lisa Williams, Marlo, Nicole Drummund
  - Michelle and at least one board member continue involvement with ad hoc "Community Connections" working group that started meeting over the summer to continue ongoing strategies to intentionally cultivate positive working relationships.

- **Safety**
  - Safety-committee need to tackle specific goals- need to address real and perceived issues
  - Google doc from teachers-what are their perceptions and real issues
  - Want a fence in the front – in the works
  - Can't hear fire alarm in quad-has been addressed
- Location specific- safety plan required in charter

- **Goal?** Safety committee meet and get organized….find a date and meet by October 1st. Share with community by October board meeting. List priority and goals to achieve by end of the year.

Michelle will share digital copy of Safety plan with board members

TEACHER RETENTION:

- Responsiveness to safety concerns….all concerns
- Raises
- Materials
- Training
- Feb 2016 board asked how to support teachers-copy to Robyn
- October theme for board reports

Goal?

- Make a commitment to giving a raise this year – compensation review Dec/Jan? Want to be in line with other charters. By end of school year.
- Look @CUSD salaries…..Sherwood teacher salaries would be above average by ??? Revisit at future board meeting once we have the numbers Dec/Jan?
- Get that compensation package re: move (*stipend-bonus)* to the teachers by October?
- Want to figure % of step for teachers – see @ October meeting?
- Commit to having Montessori materials in the room
- Professional dev goal – conference this March in San Diego AMS
- Montessori mentor – retain
- To be revisited: How the board can support the teachers now that we have moved
-

1010 CLEVELAND:

- Finish construction-ASAP
- Rename the facility – could be a whole school process
- **Use Plan – Operational Plan – Guiding Document – Vision - Included in Safety Plan**
  - **Purpose of the space is….**
- Community involvement
- Recognition of Jeff Page – Peter and Marco put in months of work
  - 1010 is a unique opportunity
- Host an event of recognition
- School announcement that states what the building is….we are making intentional steps to get the plan going….there will be a grand opening event

CAMPUS IMPROVEMENT:

- **What is allowed?**
  - No shade sails
  - Murals are allowed
  - Fence is allowed

- **o** Repairs need measure K (passes in Nov) will use ADA and needs

- **Goals?**
  - **o** be ready for projects that can be met by Measure K funds – long term (committee)
  - o get fence finished
  - o cohesive look and feel between 1010 and school
  - o Partner with SMPO?
  - **o Committee will convene and set SMART goals and come back and report to the board in October?**

- **IMPROVE FUNDRAISING PLANS:**
  - **o Marco's remarks:**
    - **Document and identify –** overhaul fundraising efforts consistent with the above (Strategic Plan) and create a cohesive fundraising document encompassing al fundraisers throughout the year. The document should include detailed financial cost benefit analysis as well as simplified procedures for operating all fundraising events. The document should be submitted to the board near the end of the school year and should inform the direction of fundraising events for next year.
  - **o** SMPO wants calendar of events for September board meeting
    - Nili-Michelle_Robyn have started working on this
      - Will bring to SMPO and the board September
  - **o** Events.....know effort, success, benefit

GOAL?

- **Fundraising committee will compile data to assess and measure events, dollars effectiveness**
- Assess other fundraising strategies, Event and non-event
- Will collaborate with SMPO
- Will collaborate with Campus Improvement

COMMUNICATION PLAN

- o Michelle complete draft of communication plan to give to committee – works with committee – present to board Sept meeting
- o Communication committee works with Michelle to finish final … a SWAT analysis
  - o What's working? What's not working? Website – newsletter -
- o Will have monthly updates to the board

OPERATIONAL PLAN-THE NUTS AND BOLTS clearly outlines and is used as a reference to daily work

- **o** Focus on communication
- **o** Goal is to be finished by May (with basics)
  - **o** What are the basics?
- **o** Robyn will share outline used with BEC
- **o** Committee work will help here

GOAL

- Using resources provided by chair an outline will be created and begin to add info to each area. Update to board in January?

STRATEGIC PLAN – who is happy – the vision….the big goals

- **What is a strategic plan?**
  - Review other charter models
  - Need a facilitator to help us out here
  - Marco can help with a one page explanation

End of the year goal?

- Revisit this topic and make it a priority for next year

COMMITTEE STRUCTURE FOR EFFECTIVENESS

- What we don't finish today will be finished @Sept board meeting
- Proposal by Robyn: Guidelines for Committees and committee chairs
  - Two board members per committee
  - 4-5 total
  - Board member as chair
  - Go find who else wants to help
  - Meet once a month
  - Report back to board
    - Template for committee reports to agenda 1 week prior to meeting

COMMITTEES

- ~~New Site Development~~? Facilities Planning – Mark Reiser, Peter DiFalco, Chris Fosen
  - **FUA** Facilities Use Agreement
  - 1010 Cleveland
- Campus Improvement? Nicole, Marco will vice-chair, James will chair
- *Community Connections working group-a working group reporting monthly to the board*
- Policy and Charter renewal committee- Chris will chair , Nili, Russell
- Safety Committee – James will chair, Kristy, Tanya Parish
- Audit Committee – Nili will chair, Michelle, Heather, Pat
- Finance and budget Committee – Nili will chair, James
- Communications – Robyn will chair, Marco
- Curriculum committee-chris, Kristy will chair (Robyn will help)
- **COMMITTEE STRUCTURE FOR EFFECTIVENESS**
  - -extended day subcommittee-Nicole
    - Review the program
- Funds Development Committee – Nili, Robyn will chair

REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS CALLED TO ORDER 6:08 PM

Location: Sherwood Montessori 1071 E. 16th St., Chico, California

Date/Time: Thursday, September 15, 2016 – 6:00 p.m.

AGENDA

1. CALL TO ORDER

1.1 Roll Call Kristy Cowell, Nicole Drummond, Nili Yudice, Robyn DiFalco, James Conery, Chris Fosen
Absent: Mark Reiser

2. CONSENT AGENDA June 16, 2016 minutes approved

2.1 Minutes Approval August 18, 2016 minutes approved

2.2 Unaudited Actuals Approved

3. REPORTS AND COMMUNICATION

3.1 Committee Reports

Charter renewal committee…..documents in hand

Curriculum committee will meet this month and report in October

Safety committee-Tanya Parish shared compiled list from teachers

3.2 Sherwood Montessori Parents Organization Report letter from Jeanette Conery

3.3 School Director Report

3.4 Treasurer Report Nili Yudice….MONEY LOOKS GOOD

Request from Robyn re budget for teacher raises/bonus…..more info next meeting-SCHEDULED FOR OCTOBER

Michelle will request teachers give us a look at time spent by teachers in the move

Discussed spending by SELPA…new things for school

4. NOTICED PUBLIC HEARINGS None

5. REGULAR BUSINESS

5.1 Items Removed From Consent NONE

5.2 Purchasing Policy Revise

ACTION REQUESTED: Approve revision. Approved unanimously 6 votes

reason for change is legal needs by SELPA and restricted funds mandated by IEP's

5.3 Prop 39 Clean Energy

ACTION REQUESTED: Approve proposal to work with Prop 39 vendor. Approved unanimous 6 votes

Pat-1010 Cleveland will not apply…Lights, heating/cooling/doors

5.4 Committee Structure Follow Up From Retreat

ACTION REQUESTED: Finish discussion and adopt a model for committee structure.

DISCUSSION FINISHED AND MODEL Adopted unanimously 6.0

Goals and Priorities shared

Committee document shared

Enrollment-which committee? Communications committee will handle tasks

Teacher retention-which committee? All committees working together to make this happen

Robyn will send out art of facilitation to board members….

Discussion on how to fill vacancies on committees

Campus Improvement – Elections- Funds Development – hoping for SMPO member willing to serve

Michelle added to Policy and Renewal Committee

Communications committee is looking for more help-Community connections could be support

Safety committee-how do parents volunteer? Email chair….will create list in newsletter

5.5 Approval of Calendar of Events

ACTION REQUESTED: Approved calendar of events passes unanimously 6.0

Background: Re: volunteer overload; time to trim calendar. Survey monkey input suggested we make revisions

Sherwoodstock will take a big commitment by 5-6 volunteers this year

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Veronica Veers-son locked out on first lockdown. Questioned move before this….now 2 lockdowns. Safe environment comes first above everything. Safety plan dropped the ball….feels she deserved a phone call and follow up. She debated pulling kids immediately and made the decision to continue. She wants to be on the safety committee; doesn't think parents know what really happened.

Response: this is not what we wanted to happen. This campus is reliant on things from district. There was a huge change from first to second lockdown. First drill wasn't scheduled until Sept 26. We need better communication with district we do have a safety plan but we are in a new facility and don't know what's out there that won't work. Community had previously asked to not have code red lockdown drills. Now exploring strategies but district won't allow some. We are sincerely sorry that happened. This is a huge priority for us.

Talk about fixes….installing an intercom system was mentioned

When will the fence be put up? It is in the works…we have one bid and are waiting on another….why do we need another bid? $4389. Will give it one week

Tanya Parish-thanks for the changes after the first lockdown.

7. FUTURE AGENDA ITEMS

7.1 The Board will be asked to approve a Prop 39 request for facilities for 2017-2018.

7.2 The Board will be asked to approve a Growth Model.

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

8. ADJOURNMENT (Est. 8:00 p.m.) 8:13PM

SPECIAL MEETING NOTICE OF THE BOARD OF DIRECTORS MEETING CALLED TO ORDER 8:34AM

Location: Sherwood Montessori Room No. 3, 1071 E. 16th St, Chico, California

Date/Time: Friday, September 23, 2016 – 8:30 a.m.

1. CALL TO ORDER
1.1 Roll Call Robyn DiFalco, Mark Reiser, Kristy Cowell, Nicole Drummond, Nili Yudice, and James Conery
ABSENT: Chris Fosen

2. REGULAR BUSINESS
ACTION REQUESTED: Approve spending for fence.
Robyn DiFalco: Call to approve in line with bid amending to get revised bid for 4' fence
Style and location to be determined
VOTE: UNANIMUS 6 IN FAVOR
Could be 6 weeks out. The board will discuss possible temporary fencing.

DISCUSSION: Two bids…one $4300 one $6000+
Quote is for 6'fence. We need to figure out district guidelines. Time frame is up in the air.
Willard Fencing is lower bid.

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA - No public comment

4. FUTURE AGENDA ITEMS
4.1 The Board will be asked to approve a Prop 39 request for facilities for 2017-2018.
4.2 The Board will be asked to approve a Growth Model.
4.3 A report of standardized test results will be provided to the Board.

5. ADJOURNMENT 8:50 AM

Agenda Item 3.1

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.1 Instructional Staff Report**

Date: October 14, 2016 the meeting of October 20, 2016

Teachers were asked to respond to the question: *How Has the New Practice Impacted Your Practice?*

Kindergarten -Teresa Shippen

There is a lot to consider when reflecting on our new facility, and how it has impacted our Montessori practice. The first to consider is the space itself. We are now in a bigger room, and on a bigger campus. This is both a blessing and a challenge. We now have space for everyone to sit at a table, and for many to put their work out on a mat on the floor. I thought this would mean that the students would spread out and enjoy the individual spaces available. There are a few who seek out those spaces. Most of the students move towards groups and enjoy sitting together. When they move to their choice work, I find they group together to do bead work, journals and enjoy books together. While their language, math and reading remain very individualized, their choice time is very group or partner oriented. I found this to be true in spite of the additional seating and space. My practice, in this sense, has not changed very much.

Now that we are situated on a bigger campus, I am finding certain things are taking longer than anticipated. The most noticeable impact to our teaching is the amount of time we spend on bathroom breaks. For the first six weeks our students needed an escort to monitor their bathroom use. In the first couple of weeks, the students (and teachers) were a bit nervous about using the bathroom, and that required a teacher or aide to monitor the students. As we all began to feel comfortable with the students' use of the restrooms we found the students using the bathrooms as a break or playtime. We again, felt the need to monitor bathroom use. We now have about a third of the class who can go without an adult, and two thirds who need monitoring. As you might imagine, when an adult is monitoring this outside time, the remaining adult has to monitor all the students inside. This means that our lessons are more likely to be interrupted. I am wishing for more focused time with the students.

This first year has been an adjustment. Learning to allow extra time for our transitions to and from recess or the learning center has helped. Trying to follow a scheduled recess time has also taken some getting used to. I am used to taking recess when the students are winding up their works. I would take my cues from their body language. If they were engaged and involved in their works, I could allow extra time. If they all appeared to be finished and ready, we could go

out early. I am adjusting to the idea that we need to stick to a schedule. I want them to have the outside time that their bodies need. This means that some will need to finish work after or during our break. This is not ideal, but the students are not complaining. It is just another adjustment to my practice.

It has taken some time and adjustments to figure out the best way to navigate all that is new about our school. While academically we are on track, I am still wrestling with ways to preserve our work time, and keep the focus on the students' needs. We are enjoying the new space, and working daily to find the best way to continue our Montessori practice within these new parameters.

1st/2nd/3rd -Marlo Knox

I am thrilled with the new facility! I enjoy the space I share with everyone in our classroom community. I'm amazed that our new to us, nearly fully carpeted classroom has coaxed my children onto the floor with Montessori works that are, and have always been, larger than any tabletop that we possess. Figuring out how to keep the carpeting clean and inviting is a work in process, even with an excellent vacuum cleaner. We hear our pod neighbors' public or private conversations. For example, when Kara Tupy is singing with Eric or Emily's classes, my students sing along because they hear other classrooms singing and they know and love all the songs. I never ask them not to sing along, it brings me such joy to hear the music too. I'm challenged by sharing space with another school. Especially, the pace of lunch and eating before, rather than after, recess. I've been shocked by what I hear as I walk to the Sherwood office from my classroom anytime of the day. There is yelling, obscenities, and frightful voices from the other side of the fence separating Sherwood from the parking lot. It saddens me, but no student has approached me about what they hear, commented on language, or complained about tone of voice. So I keep my thoughts to myself. Have you seen how beautiful the trees are in the park and how they grace our space? The birds, insects, and mammals that gather at our new site make coming to our new facility a pleasure.

I'm not sure this my above reflection is what the board was looking for but it's sincere. I feel good a Sherwood, wherever that may be. A facility is important, meaningful, but Sherwood School and my practice as a member of our community is about the people. The children, the families, the adults, everyone who comes together to grow. There is nothing better than working at Sherwood. I felt that way at Moss Avenue. I feel that way next to Chapman Elementary School. Even traipsing down the streets of Chico, absent of any facility at all, I'm grateful always.

1st/2nd/3rd-Emily Barrett

I have heard many comments from students, parents, and teachers about this new facility providing much more space in the classrooms. Students have a larger area to complete their works, and the spacious classrooms create room for differentiated instructions in many areas of the classroom. I was not a teacher at the last facility, but I sure am enjoying this one!

1st/2nd/3rd –Eric Parish

Overall I believe the move to the new facility has been a positive one for sure with Montessori. The size of my classroom at the new facility is very similar to the size of the classroom that I had at the old facility. Our current classroom has enough room to support all of our Montessori materials and provides the liberty of movement for 20 children. The only item that is missing that I had in my classroom last year is a bathroom. We now have to monitor the children to make sure that they are using the bathroom in a manner which is safe and efficient. A nice addition to the classroom has been the technology. We now have a projector which we can use to provide visual aids and interactive programs like go noodle.

Our typical work period goes from 8:45am to 11:45am. Our lunch period begins at 12:20 leaving us a 35 minute gap. We are not allowed to use the player area during that time because that is when Chapman elementary is having their outdoor recess. On some days we go over to 20th St. park to play. But at times the characters and activity happening over there maybe questionable. On other days I will teach the super flex curriculum during that 35 minute period.

Because lunch begins at 12:20 and ends at 1:05 we have lost 15 minutes of our prep time. We now have less time to prepare our environments, we have less time to prepare our lessons, we have less time to prepare for meetings, and we have less time for prepare for things like this board reports.

It's nice to have access to the technology that this campus may provide however currently access to this technology is very difficult. Our Internet service is very slow which makes it difficult when our assessments are now being done through the Internet. Our class tends to be flexible to this problem but for some students a glitchy computer is a big deal.

I will always try my best to be optimistic that we will be able to overcome these conflicts and obstacles. I am hopeful that we may Tom to better agreements with Chapman elementary and the Chico unified school District concerning our usage and access to the Chapman elementary campus.

4th/5th-Sheng Vang

I really don't have anything to compare it to being brand new to the school.

Pros	Cons
• Love the amount of space (inside/outside) • Inside space = students can lay out their work to work on the next morning, and not have to clean and set-up again (especially) when they are almost done • They can spread out in the room without getting into someone else's work area • Being by the park has allowed for us to expand our play/pe area (it doesn't tie us down to being on the field during a specific time)	• Still have materials not currently in use to have a home other than my cabinets/shelves ○ It will be nice to have a room/shed to place all our materials that we are not currently using, that is organized and systematic • Transient population (inappropriate language and ways of communication)

4th/5th-Tanya Parish

The new facility offers more indoor space for our students and allows us to implement the materials that we could not always access in the old facility. At any given time in my classroom you will see students working on the floor, at the table or sometimes even outside. I am able to have small groups within the classroom without feeling like I am taking over the entire floor space. My students are able to have a variety of choices in where they work. I also see that my students are able to move throughout the classroom with more personal space. This has cut down on the frustration of always feeling cramped and too close to others. I feel fortunate that I have windows and a great view of the community park.

Things that I wish were also as wonderful as our indoor space
Time on the playground before school has been eliminated making for very cramped quarters in the morning - The morning care staff has done a great job of trying new activities to keep the children safe during the 15 minutes prior to our school day start
The library - is this still an option?
Less prep time for teachers - I now choose to have my class stay out an additional 15 minutes after lunch recess to make up for this time and it seems to be working well for my class.

6th/7th/8th-Celeste Shults

I am sure all grades have been impacted by our new facilities, however I feel that middle school has been effected the most. Here is why I am stating this; we did NOT have enough space at our old location. Starting with classroom space. It affected every aspect of the way I ran my classroom. We were unable to leave materials out because there wasn't the space for materials and 27 students. Now, in our new location we have room to breathe and stretch our wings. There are the number issues with the addition of 3 more students from last year putting us at 30 students, which does create a bit of tightness at times.

We are always on the look-out for opportunities outside of our four walls. We are looking forward to 1010 Cleveland space being completed with the hopes that part of this space will be made available for middle school students to use on a regular basis.

We also did not have enough playground space. It was difficult to have students leave the 'outside' to the 'outside'. Now, with so much space, my students are exhausted by the time they traverse back to our room from the soccer fields or playground equipment. They are ready to get back to the business of learning. It makes the environment so much more peaceful because they have released an abundance of excess energy.

Lunch time table space has been incredibly useful to teach my students about enjoying time with friends while they eat their lunch.

Visits to our 20th Street Park Space for PE has been helpful in teaching my students about how to share their environment with others peacefully. Three days a week middle school coaches teach their peers PE games utilizing what 20th Street Park has to offer. We have had a blast exploring!

Exploring our new community and its space! We are walking weekly to the Butte Humane Society and to Chico State for a Challenge Course. I love how our new facility is smack dab in the middle of a plethora of opportunities for our students to experience what Maria Montessori intended in her concept of an Erdkinder program in middle school. We will be working with Sierra Nevada to learn about their sustainability practices and with Brent Sheehan at Orient Flume to learn about his art of glassblowing. Monaca the new art facility on the Esplande has reached out to us to come visit middle school with their touring art show. The opportunities are truly endless and I believe that our facility has opened up many doors for exploration for our middle school students.

The way our new facility has impacted our practice in middle school in a less than positive way would be the fear of lock downs by my students. The squawk coming from the two-way radio or Chapman's loud speakers puts all students on high alert. The lack of a feeling of secure borders between us and some of the population that are found at 20th Street Park concerns many of my students and their families. I have heard many positive comments in regards to the fact that a fence will be installed around our school.

Then there is the waist high fence that separates our lower elementary classrooms from the Chapman classrooms. The fact that middle school is required to walk around the buildings instead of walking straight from our room to the lunchroom (the shortest distance between two points is a straight line). It has been relayed to me that we are required to do this because somehow the waist high fence shields the noise of us walking to the lunchroom. This seems unnecessary considering that Chapman students are allowed to play right outside of our middle school classroom during their morning and lunch recesses. The Chapman students playing outside our classroom does not disrupt our learning just like our walking to lunch would not disrupt their learning.

Then there is the lack of internet speed in our classroom. We use the internet for our math and language arts assessments now. We are in the midst of collecting data in math and the fact that it has taken us 2-3 days to complete one test (each grade level is tested separately because the internet cannot handle 30 students on chrome books at the same time) is not an effective use of our instructional time. This is due to the fact that students will answer a question and when they attempt to go to the next problem there is a wheel that turns before it goes to the next question. We finally decided to have a book ready to read while waiting for the next page to load. We spoke at the board meeting in August about getting more technology in the hands of students, however this will not be necessary if students are unable to utilize the technology due to our lack of internet speed.

The last less than positive impact our new facility has had on our middle school practice is the lack of a library. I inquired last week about when we would receive a library schedule only to find out that we are not allowed to access any of the Chapman Elementary School library books. We have been given a shelf to put our Sherwood Montessori library books on. This definitely disheartened me coming from my background in working in libraries when I was a stay at home mom. My 7th and 8th graders are used to walking to the Butte County Library every Friday to

access their wealth of books. It was our assumption that although we would no longer be in walking distance to the Butte County library, we would have access to an onsite library. This new finding has caused me to reach out to my middle school parent population to recruit volunteer drivers to take us to the Butte County library weekly starting in November when our Challenge Course on Fridays has concluded.

So, in the hopes of NOT ending this report on a negative note, I would like to say that I am incredibly happy to be at our new facility even with all of the less than positive things that have occurred. I truly believe they can all be rectified with time, patience, and communication. I think first years in any new facility has a time of transition and growing pains (not unlike a hormonal teenager). In my estimation the positive aspects of our move far outweighs the less than desirable. I am looking forward to what tomorrow, next month, and next year will bring to Sherwood Montessori.

Intervention and Special Education Program-Jessica Ordaz

The new facilities have been what we had hoped for! We've been able to create a friendly, welcoming environment that all students can benefit from. There are multiple groups of Resource, ELA intervention, and Math intervention happening throughout the day, as well as struggling students coming in and out to relax, reset, and re-enter their classrooms peacefully. The challenge with such a multi-purpose room is meeting the needs of those needing a quiet environment and those with a heightened energy level. Ideally, we would have two separate environments, but for now, having a full-sized classroom has been a huge improvement over our Moss Avenue space!

Garden-Kitchen Program-Chef Richie Hirshen

Chef Richie has not yet returned from his trip, but has been sending email updates and will have lots to share when he comes back.

Extended Day-Julia Goddard

How has the new facility impacted my practice? Good Question.

Although this is my first year with Sherwood Montessori, and I do not have any experience from the Moss Ave. location to draw from and compare, I can use the base knowledge of how After Care was run in the past address how this campus has brought strengths and challenges to the Extended Day Program vision.

Being introduced to the Sherwood Community has been a wonderful experience. The foundation of any school, regardless of its location, is the group of people who inhabit it. I truly feel the support and a genuine willingness to help celebrate when something works out, and problem solve when issues arrise. This has been a driving force for the Extended Day Program and the work that I am doing.

Program wise, we feel very fortunate to have a place to call “home” in Extended Day. Being a part of the Learning Center allows us to have a safe meeting place for children to go, and allows consistency for parents to know where to find us. The Learning Support team has been very gracious in sharing their space with us, and giving us a storage corner to keep our belongings organized and accessible. Having this shared space has also allowed us to have a sink to utilize for snack purposes and ample hand washing to promote healthy practices. Because we share the Learning Center space on a consistent basis, we are also relying less on classroom teachers’ spaces, for which we have received positive feedback.

Most of the challenges we have faced are concerning the outdoor space. Although it would be nice to have complete freedom of the play yard, we have been able to collaborate well with Chapman Elementary during the after school times, and having scheduled outside/inside times benefits both children and Extended Day Aides alike. Our biggest challenge has been morning recess. The FUA states that we are to use the North side of the Sherwood campus for morning recess, however utilizing the whole space creates difficulty in supervision, as we are only staffed to have two Aides each morning. Our solution was to use the breezeway between Room 3 & 4, which works spatially in terms of supervision, however is not conducive to children playing safely. We have provided games and activities for children to use, but with the diverse population of ages, it is difficult to accommodate a small child chasing bubbles and a group of older children playing tag. Ideally, we would love to have morning recess on the play yard, but unfortunately that is not an option at this time.

In terms of programming, I have experienced an immense amount of support and feedback from teachers and staff when planning creative ways to utilize the space to fit the program vision. We have been able to create and utilize spaces to benefit the routine of the afternoon program and accommodate the ever changing volume of children we see throughout the week. For example, on Wednesdays we have been able to create a system using several smaller spaces around campus, as opposed to convening in one space, due to the high volume during the early out time. The new space has created a clean slate for which to plan from, which has benefited the enhancement of the Extended Day Program as a whole.

The biggest challenge that has come with the program planning process has been a consistent space for me to work. There have been great intentions for the office to create a room for all part-time staff to work, however the combination of the school moving with excess belongings and 1010 Cleveland’s storage space being in flux, the office room that was intended for part-time staff turned into a place to store belongings without a home. I was invited to work in the front office to be able to utilize the specific programs on a particular computer, and the move has been an improvement. However, with all of the part time staff having a lack of space to work, we have all been sharing work spaces and there are times when the need for space overlap, creating a displacement effect. Some days I have been able to stay in one place for the entirety of my work time, and other days I have had to move my work space several times in a sitting.

Overall, I have encountered more positive experiences than negative while working out the kinks of a new space. There was no question that there would be challenges, but all in all we have managed to work through them to create the best program we can for the children.

Agenda Item 3.2

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Jeanette Conery, SMPO President

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

Date: October 14, 2016 for the meeting of October 20, 2016

Sherwood Montessori Parents Organization
Report to the Board of Directors
5 October 2016

- The Yearbook Committee, Jenifer Green and Arie Mitch, have established an email for parents to send yearbook photos to. It is sherwoodyearbook2017@gmail.com. They are going to meet soon with last year's coordinator, Danielle Kapenmann, to receive direction.
- I am working on recruiting parents to contribute to the Funds Development Committee, Campus Improvement Committee, and Board of Directors Elections Committee.
- Signup.com is almost ready to present to the campus. On Wednesday, October 12, the website will be presented to the staff, so that they can give it a try.
- I have purchased a sealing product, and we are looking for a volunteer to apply it to the sign in front of the school.
- The office staff has requested a volunteer to leaf-blow the campus once per week, especially under the ramps to the portable buildings. **I'm wondering if the school can hire someone for this.**
- The office staff has requested a parent volunteer to clean out/organize the back room in the office. **I'm apprehensive to ask parents to do this.**
- In the October 11, SMPO meeting, I hope to set a price for t-shirts and reach a decision on how many to order.
- The barrels have been cut, filled, and placed (thanks to Brian Pierce, Amelie's dad). Also, some now have plantings (not sure who to thank). Louisa has a plan for how to get the barrels watered daily, until Richie returns.
- After considering the results of a school wide survey (which had 9 respondents) Michelle, Robyn, and I created a new, much lighter, calendar of events for this year. I have heard no negative comments on the new calendar.
- The Winter Festival Planning Committee is working hard on finding a venue for our event.

I think they are close.

- The Fall Festival Planning Committee is holding their first meeting on Tuesday, October 11 directly after the SMPO meeting. Since this year's festival will be a completely new production.

Agenda Item 3.3

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.3 School Director Report**

Date: October 14, 2016 for the meeting of October 20, 2016

ADMINISTRATIVE ITEMS:

- We are fully staffed with the exception of needing one afternoon teacher's aide and one paraprofessional aide.
- On October 5th we hosted the CCSA's (California Charter School Association) regional meeting, which Pat Casey and I attended. Following the meeting was a happy hour mixer at Grana in Chico where a giant check from CCSA for $30,000 was given to the chairs of the Measure K campaign.
- Sherwood's booth at the Chapman Night Out was a huge success. The middle school students mixed up sparkling and still juices donated from Knudsen and played P.E. games with kids from the neighborhood. Kimberly led groups in parachute games, and I handed out flyers for the school and signed people up for school tours, which will start in late November.

FISCAL ITEMS:

- We have cut back our fundraisers to Annie B's (this year's was the last one), the Art Fundraiser, the Winter Festival, and Sherwoodstock. The school will need guidance from the Funds Development Committee to make our fundraising goals.

LEGISLATIVE ITEMS:

- AB 2246 Requires that we adopt, at a regularly scheduled meeting, a suicide prevention policy for pupils in grades 7-12.

SAFETY ITEMS:

- A good working relationship has been established between Sherwood and Chico Police Department.
- The fence estimate has been signed, next step is getting approval for digging the posts from CUSD.

GOALS PROGRESS:

- The Communication section of the Operational Plan has been completed and is ready for the Communications Committee of the Board to review. Other sections that have been started include: Curriculum & Instruction, Finances, Governance, Intervention & Special Education, Professional Development, and Safety.
- Extended Day Coordinator, Julia Marshall, and I have established a weekly meeting to go over the program's needs and functioning. She is currently planning for extra coverage for the week of conferences to cover the early dismissal days.
- Recent retention and recruitment efforts include attending a very successful Chapman Night Out and holding the first First Fridays Coffee with the Director.

Agenda Item 3.4

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.4 Treasurer Report**

Date: October 14, 2016 for the meeting of October 20, 2016

September Treasurer's Report

The September Financial Board Report is attached to this memo. The analysis from the Board Treasurer will be given at the Board meeting on the 20th.

Attachments: September Financial Board Reports

SHERWOOD MONTESSORI CHARTER SCHOOL CASH FLOW PROJECTIONS FOR 2016-17

	ACTUAL July	ACTUAL August	ACTUAL September	PROJECTED October	PROJECTED November	PROJECTED December	PROJECTED January	PROJECTED February	PROJECTED March	PROJECTED April	PROJECTED May	PROJECTED June	PROJECTED Accrual	PROJECTED TOTAL	INITIAL BUDGET	Variance
state aid percentages	0.00%	5.00%	5.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%		18.00%	100.00%		
in-lieu percentages	0.00%	6.00%	12.00%	8.00%	8.00%	8.00%	8.00%		33.33%	16.67%			0.00%	100.00%		
CASH IN																
8011 Local Control Funding	29,793	29,793	53,627	53,627	53,627	53,627	53,627	53,627	53,627	53,627	53,627	53,627		595,853	602,970	(7,117)
8012 Education Protection Act			46,234			46,234			46,234			46,234	-	184,936	184,312	624
8096 In Lieu Taxes		19,914	39,828	26,552	26,552	26,552	26,552	26,552	59,740	26,552	26,552	26,552	-	331,898	306,571	25,327
8550 Mandates Block Grant				9,067	9,067			9,067			9,066			36,267	36,266	1
8560 State Lottery	8,966				5,000			5,000			5,000		4,155	28,121	24,155	3,966
8597 Special Education - SELPA								17,875	10,725	10,725	10,725	10,725	10,725	71,500	71,500	-
8590 All Other State Revenue		2,159	(2,159)		-			-			-			-	-	-
8660 Interest From Banks														-	-	-
8673 Parent Fees	1	635	1,836	1,846	1,846	1,846	1,846	1,846	1,846	1,846	1,846	1,844		19,084	18,458	626
8699 Fundraising / Donations		62	543	3,772	3,772	3,772	3,772	3,772	3,772	3,772	3,772	3,768		34,549	37,716	(3,167.00)
8710 Other Local Revenue														-	-	-
Total Current Year Revenues	38,760	52,563	139,909	94,864	99,864	132,031	85,797	117,739	175,944	96,522	110,588	142,750	14,880	1,302,208	1,281,948	20,260
9200 Accounts Receivable	1,752												-	1,752		1,752
9200 Due from state/local government														-		-
Total Cash In	40,512	52,563	139,909	94,864	99,864	132,031	85,797	117,739	175,944	96,522	110,588	142,750	14,880	1,303,960	1,281,948	22,012
Total Cash In Y-T-D	40,512	93,075	232,984	327,848	427,712	559,743	645,540	763,279	939,223	1,035,745	1,146,333	1,289,083	1,303,963			

	ACTUAL July	ACTUAL August	ACTUAL September	PROJECTED October	PROJECTED November	PROJECTED December	PROJECTED January	PROJECTED February	PROJECTED March	PROJECTED April	PROJECTED May	PROJECTED June	PROJECTED Accrual	PROJECTED	INITIAL BUDGET	Variance
CASH OUT																
Salaries & Benefits																
1000 Certificated Salaries	-	37,099	38,030	32,913	32,660	32,713	30,357	31,138	30,240	30,788	30,925	33,000	32,648	392,511	383,003	(9,508)
2000 Classified Salaries	7,758	19,214	37,809	30,743	30,137	24,262	21,987	30,912	24,242	31,014	31,354	32,289	-	321,721	302,095	(19,626)
3000 Employee Benefits	7,239	15,661	18,206	18,206	18,206	18,206	18,206	18,206	18,206	18,206	18,206	18,206	-	204,960	179,221	(25,739)
Total Salaries & Benefits	14,997	71,974	94,045	81,862	81,003	75,181	70,550	80,256	72,688	80,008	80,485	83,495	32,648	919,192	864,319	(54,873)
Supplies																
4100 Texts and Core Curricula	-	691	4,432	-	1,000	-	-	-	500	-	-		-	6,623	5,000	-
4200 Reference Materials	-	469	357	357	357	357	357	357	357	357	357		-	3,682	5,000	-
4300 Materials and Supplies	1,177	6,602	6,492	6,492	6,492	6,492	6,492	6,492	6,492	6,492	6,492		-	66,207	30,000	(36,207)
4400 NonCap Equipment													-	-	4,500	4,500
Total Supplies	1,177	7,762	11,281	6,849	7,849	6,849	6,849	6,849	7,349	6,849	6,849	-	-	76,512	44,500	(31,707)
Services / Other Op Exp																
5200 Travel and Conferences	-	2,120	1,299							12,000			-	15,419	14,000	(1,419)
5300 Dues and Memberships	-	-	-										-	-	1,000	1,000
5400 Property/Liability Insurance	3,656	1,218	1,247	1,247	1,247	1,247	1,247	1,247	1,247	1,247	1,247	1,247	-	17,344	10,000	(7,344)
5500 Operations / Housekeeping	766	2,237	776	300	300	300	300	300	300	300	300	300		6,479	3,600	(2,879)
5600 Rentals, Leases, and Repairs	10,130	9,572	500	500	500	500	500	500	500	500	500	500	-	24,702	5,600	(19,102)
5800 Prof. & Consulting Services	6,924	17,109	10,508	10,508	10,508	10,508	10,508	10,508	10,508	10,508	10,508	10,508		129,113	119,900	(9,213)
5900 Communications	306	1,426	291	291	291	291	291	291	291	291	291	140		4,491	1,740	(2,751)
Total Services	21,782	33,682	14,621	12,846	12,846	12,846	12,846	12,846	12,846	24,846	12,846	12,695	-	197,548	155,840	(41,708)
Capital Oulay																
6200 Buildings and Improvements	6,191	13,164	15,301	-	-	-	-	-	-	-	-	-		34,656		(34,656)
	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Total Other Outgo	6,191	13,164	15,301	-	-	-	-	-	-	-	-	-	-	34,656	-	(34,656)
Total Current Year Expenses	**44,147**	**126,582**	**135,248**	**101,557**	**101,698**	**94,876**	**90,245**	**99,951**	**92,883**	**111,703**	**100,180**	**96,190**	**32,648**	**1,227,908**	**1,064,659**	**(162,944)**
9500 Accounts Payable	(77)	600			-	-	-	-	-	-	-	-	-	523	523	-
9511 Payroll Liabilities	34,515		-	-	-	-	-	-	-	-	-	-	-	34,515	47,728	13,213
Total Cash Out	**78,585**	**127,182**	**135,248**	**101,557**	**101,698**	**94,876**	**90,245**	**99,951**	**92,883**	**111,703**	**100,180**	**96,190**	**32,648**	**1,262,946**	**1,112,910**	**(149,731)**
Total Cash Out Y-T-D	78,585	205,767	341,015	442,572	544,270	639,146	729,391	829,342	922,225	1,033,928	1,134,108	1,230,298	1,262,946			
Percent of Budget	7.06%	18.49%	30.64%	39.77%	48.91%	57.43%	65.54%	74.52%	82.87%	92.90%	101.90%	110.55%	113.48%			
Projected Cash Balance Statement																
Beginning Cash Balance	187,421	189,144	114,525	119,186	112,493	110,659	147,814	143,366	161,154	244,215	229,034	239,442	286,002	187,421	199,789	(12,368)
Net Change	(38,073)	(74,619)	4,661	(6,693)	(1,834)	37,155	(4,448)	17,788	83,061	(15,181)	10,408	46,560	(17,768)	41,014	169,038	(127,720)
Ending Cash Balance	**149,348**	**114,525**	**119,186**	**112,493**	**110,659**	**147,814**	**143,366**	**161,154**	**244,215**	**229,034**	**239,442**	**286,002**	**268,234**	**228,435**	**368,827**	**(140,088)**
Restricted Cash	61,143	56,140	56,140	56,140	56,140	56,140	56,140	56,140	56,140	56,140	56,140	56,140	56,140	56,140	56,140	
Unrestricted Cash	88,205	58,385	63,046	56,353	54,519	91,674	87,226	105,014	188,075	172,894	183,302	229,862	212,094	172,295	312,687	

	Sep 30, 16
ASSETS	
Current Assets	
Checking/Savings	
9100-Assets	
9120-NCNB Checking	101,067
Total 9100-Assets	101,067
Total Checking/Savings	101,067
Accounts Receivable	
9200-Accounts Receivable	100,159
Total Accounts Receivable	100,159
Other Current Assets	
9290 - Due from Grantor Govts.	
EPA Funds Due	-735
ILT Funds Due	5,725
LCFF Funds Due	17,099
Lottery Due	-423
Prior Year Corrections Due	-12,086
Total 9290 - Due from Grantor Govts.	9,580
9340-Security Deposit	4,043
Total Other Current Assets	13,623
Total Current Assets	214,849
TOTAL ASSETS	**214,849**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
9500-Accounts Payable	9,142
Total Accounts Payable	9,142
Other Current Liabilities	
9500-Liabilities	
9511-Payroll Liabilities	
Deferred Payroll	5,945
Health and Welfare	-425
PERS EE / ER	8,973
STRS EE / ER	13,711
Total 9511-Payroll Liabilities	28,204

	Sep 30, 16
Total 9500-Liabilities	28,204
Total Other Current Liabilities	28,204
Total Current Liabilities	37,345
Total Liabilities	37,345
Equity	
9793 - Audit Adjustments	116,335
Opening Balance Equity	6,385
Restricted Assets	50,166
Unrestricted Net Assets	77,778
Net Income	-73,162
Total Equity	177,503
TOTAL LIABILITIES & EQUITY	**214,849**

	Sep 30, 16
ASSETS	
Current Assets	
Checking/Savings	
9100-Assets	
9120-NCNB Checking	101,067
Total 9100-Assets	101,067
Total Checking/Savings	101,067
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Current Liabilities	
Accounts Payable	
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Net Income	-73,162
Total Equity	177,503
TOTAL LIABILITIES & EQUITY	**214,849**

Sherwood Montessori
Board of Directors - Vendor Payments Report
September 2016

Type	Date	Num	Name	Memo	Account	Amount
Bill	09/01/2016	19371	CharterSAFE	September Premium 2016-...	3601-Workers Comp	729.00
Bill	09/01/2016	19371	CharterSAFE	September Premium 2016-...	5400-Liability Insura...	1,247.00
Check	09/01/2016	DBT	The Wilson Store	Large sound cards	Instructional Supplies	0.00
Bill	09/01/2016	352508	S & S WHOLESALE PRO...	Curriculum	Food (Instructional)	20.74
Check	09/01/2016	DBT	Lowe's	supplies	The Move	0.00
Check	09/01/2016	DBT	CPM EDUCATIONAL PR...	Inv#1606447-IN	4100-Textbooks/Cor...	171.37
Bill	09/01/2016	904351...	Curriculum Associates, LLC	IRDY PD Web get started/...	4100-Textbooks/Cor...	2,037.50
Bill	09/01/2016		Laura A. Mason	September bookkeeping s...	Bookkeeping Services	300.00
Check	09/01/2016		North American Montesso...		5200-Travel and Co...	61.00
Check	09/01/2016		North American Montesso...		5200-Travel and Co...	1,200.00
Bill	09/02/2016		Neacail Murdock	MOVE - 8/10/16	5800-Other Services	175.00
Bill	09/02/2016		Neacail Murdock	MOVE - 8/11/16	5800-Other Services	300.00
Bill	09/02/2016		Neacail Murdock	MOVE - 8/16/16	5800-Other Services	601.45
Bill	09/02/2016		California Water Service ...	8/2/16-9/1/16	Water	168.15
Bill	09/02/2016		PG & E	8/19/16-9/1/16	Electricity	498.75
Check	09/03/2016	4813	Jen Moreno	Livescan	LiveScan and TB Te...	52.00
Check	09/03/2016	4814	Brooke Daugherty	Livescan	LiveScan and TB Te...	52.00
Check	09/03/2016	DBT	Kmart	supplies	Office Supplies	8.59
Bill	09/03/2016	977141...	Verizon Wireless	8/4/16-9/3/16	Telephone, Cellular	78.83
Bill	09/06/2016	060916	Burt Levy	drip line irrigation system i...	5800-Other Services	200.00
Bill	09/06/2016	12879	Law Office of Gregory P. ...	Professional Services- leas...	Attorney	78.00
Check	09/06/2016	DBT	Amazon.com	Duck cloth cornhole bags	Extended Day	49.98
Check	09/06/2016		Amazon.com	supplies	Office Supplies	64.99
Check	09/07/2016	DBT	CPM EDUCATIONAL PR...	Inv#1606678-IN	4100-Textbooks/Cor...	255.85
Check	09/07/2016		Amazon.com	supplies	Office Supplies	21.48
Check	09/08/2016	4815	Cynthia Magana	Livescan	LiveScan and TB Te...	52.00
Check	09/08/2016	4816	Limey Tees	Fundraising Inv 16855	Fundraising Expenses	709.52
Check	09/08/2016	DBT	Art Work	supplies	4200-Books/referen...	356.84
Bill	09/08/2016		Art Work	Sharing Art With Children	Instructional Supplies	356.84
Check	09/08/2016		Amazon.com	supplies	Office Supplies	14.99
Bill	09/09/2016	352834	S & S WHOLESALE PRO...	Curriculum	Food (Instructional)	5.98
Check	09/09/2016	DBT	Pearson Education Inc.	Textbooks Invoice #40247...	4100-Textbooks/Cor...	162.52
Check	09/09/2016	DBT	Costco	supplies	Extended Day	55.44
Check	09/09/2016	DBT	Costco	supplies	Office Supplies	248.34
Bill	09/09/2016	RF034...	The CSU, Chico Research...	12/9/16 HOL/Plate Tectoni...	Field Trips and Asse...	50.00
Bill	09/09/2016		PG & E	8/10/16-9/8/16	Electricity	108.68
Bill	09/10/2016	65819	North State Parent Magazi...	1/6 page ad	Advertising	280.00
Check	09/10/2016	4817	Celeste Shults	classroom divider material...	The Move	233.32
Check	09/10/2016	4818	Celeste Shults	Steve Spangler Science/To...	Instructional Supplies	297.88
Check	09/10/2016	4819	Julie Chavez	Ikea shelf	The Move	106.92
Check	09/10/2016	4820	Julia Goddard	supplies	Extended Day	27.30
Check	09/10/2016	4821	Peggy Hicks	livescan	LiveScan and TB Te...	50.00
Check	09/10/2016	4822	Teresa Shippen	classroom set up	Instructional Supplies	421.39
Check	09/10/2016	4823	Vanessa Aripez	livescan	LiveScan and TB Te...	52.00
Check	09/10/2016	4824	Jessica Ordaz	Ikea - classroom furniture	The Move	216.37
Check	09/10/2016	4825	Katie Hickok	plants	Instructional Supplies	15.00
Bill	09/12/2016	po#4240	The Marshall Memo	1 year subscription 9/16-9/17	5800-Other Services	50.00
Check	09/12/2016	DBT	Amazon.com	clear sheet protectors	Instructional Supplies	17.40
Bill	09/13/2016	198505...	Office Depot	supplies	Office Supplies	109.22
Bill	09/13/2016	198505...	Office Depot	postage	Postage	9.40
Check	09/13/2016	DBT	Costco	supplies	Office Supplies	229.99
Check	09/13/2016	DBT	Costco	supplies	Extended Day	28.46
Check	09/13/2016	DBT	Amazon.com	paper trimmer	Office Supplies	390.87
Check	09/13/2016	DBT	Amazon.com	4 drawer file	Instructional Supplies	214.15
Bill	09/14/2016	353036	S & S WHOLESALE PRO...	Curriculum	Food (Instructional)	36.24
Check	09/14/2016	DBT	Amazon.com	Assurion 2 year PC protect...	Software Licensing	5.59
Check	09/14/2016	DBT	Amazon.com	playmags 100 piece clear ...	Extended Day	69.99
Check	09/14/2016	DBT	Amazon.com	funnel set	Instructional Supplies	5.57
Check	09/14/2016	DBT	Amazon.com	bluetooth speaker & bubble	Extended Day	77.61
Bill	09/15/2016		Jeff Page Construction	Labor & Materials	6200-Building Impro...	11,376.94
Bill	09/15/2016		Jeff Page Construction	Labor & Materials	6200-Building Impro...	3,924.20
Check	09/15/2016	DBT	Home Depot	robe hook	Extended Day	42.83
Bill	09/16/2016	CNIN67...	Advanced Document	August clicks used	Copier Lease	317.85
Bill	09/16/2016	CNIN67...	Advanced Document	9/4/16-10/3/16	Copier Lease	166.63
Check	09/16/2016	DBT	Target	supplies	Extended Day	47.69

Sherwood Montessori
Board of Directors - Vendor Payments Report
September 2016

Type	Date	Num	Name	Memo	Account	Amount
Check	09/16/2016	DBT	USPS	postage	Postage	6.85
Check	09/16/2016	DBT	USPS	postage	Postage	2.62
Check	09/16/2016	DBT	JC Nelson Supply Co.	Inv.#704340 tissue and soap	Custodial Supplies	104.28
Check	09/16/2016	DBT	Amazon.com	2 way handheld radio	Office Supplies	274.08
Check	09/17/2016	DBT	Wufoo	9/8/16 to 10/8/16 #1848233	Online List Manage...	9.95
Bill	09/17/2016		Comcast	service 7//17/16-10/16/16	Internet Service Pro...	83.38
Bill	09/17/2016		Comcast	service 7//17/16-10/16/16	Television, Cable	4.95
Bill	09/17/2016		Comcast	taxes	Telephone, Landline	1.85
Bill	09/19/2016		AT&T	9/19/16-10/18/16	Telephone, Landline	93.56
Bill	09/19/2016	IN0572...	William V MacGill & Co.	supplies	4300-Materials and ...	1,315.75
Check	09/19/2016		Amazon.com	supplies	Office Supplies	55.98
Bill	09/20/2016	198757...	Office Depot	supplies	Office Supplies	15.31
Check	09/20/2016	DBT	Costco	supplies	Office Supplies	180.00
Check	09/20/2016	DBT	Costco	supplies	Extended Day	19.78
Check	09/20/2016	DBT	Costco	supplies	Custodial Supplies	38.14
Check	09/20/2016		Amazon.com	supplies	Office Supplies	37.81
Check	09/20/2016		Target	supplies	Extended Day	36.53
Bill	09/21/2016	353355	S & S WHOLESALE PRO...	Curriculum	Food (Instructional)	12.85
Check	09/21/2016	DBT	Amazon.com	pencils	Instructional Supplies	31.70
Check	09/21/2016		Amazon.com	supplies	Office Supplies	8.59
Check	09/21/2016		Amazon.com	supplies	Office Supplies	55.27
Bill	09/23/2016	353436	S & S WHOLESALE PRO...	Curriculum	Food (Instructional)	25.06
Check	09/24/2016	DBT	NCS Pearson INC.	GFTA -3 Complete set - In...	4100-Textbooks/Cor...	339.37
Check	09/25/2016	4832	Teresa Shippen	paint and supplies for class...	The Move	305.31
Check	09/25/2016	4833	Luisa Garza	baggies	Instructional Supplies	4.26
Check	09/25/2016	4834	Jeanette Conery	Fliers for Annie B's	Fundraising Expenses	24.40
Check	09/25/2016	4835	Kaylyn Weber	Livescan	LiveScan and TB Te...	52.00
Check	09/25/2016	4836	Luisa Garza	peeler/popcorn paper tubs	Instructional Supplies	12.56
Check	09/25/2016	4837	Julia Goddard	staff meeting snacks	Extended Day	24.66
Check	09/25/2016	4838	Tanya,Parish	supplies	Instructional Supplies	96.47
Check	09/25/2016	4838	Tanya,Parish	chalkboard	Instructional Supplies	15.42
Check	09/25/2016	4838	Tanya,Parish	supplies	Office Supplies	28.48
Check	09/25/2016	4838	Tanya,Parish	supplies	Custodial Supplies	29.14
Check	09/25/2016	4838	Tanya,Parish	planters	4300-Materials and ...	28.41
Check	09/25/2016	4839	Steven Duke	Plumbing parts/supplies for...	Facility Repairs	15.84
Check	09/26/2016	4757	Heather Fisher	MILEAGE	5200-Travel and Co...	37.58
Check	09/26/2016	DBT	Amazon.com	supplies	Office Supplies	6.44
Check	09/26/2016	DBT	heutink USA	set of 11 dozen 3 sided ins...	Instructional Supplies	6.82
Check	09/26/2016	DBT	Amazon.com	supplies	Office Supplies	8.70
Check	09/26/2016	DBT	Amazon.com	supplies	Office Supplies	144.15
Bill	09/27/2016	092716...	Whirl Partners LLC dba Ja...	BOGO Fundraiser Card Co...	Fundraising Expenses	280.00
Bill	09/28/2016	353664	S & S WHOLESALE PRO...	Curriculum	Food (Instructional)	42.70
Check	09/28/2016	DBT	Costco	supplies	Office Supplies	83.43
Check	09/28/2016	DBT	Northern California Nation...	CHECK RETURN - Lindse...	8673-After School P...	203.00
Check	09/28/2016	DBT	Northern California Nation...	bad check fee	8673-After School P...	5.00
Bill	09/29/2016	1617-01	Chico Country Day	Special Education Services	Extracurricular Servi...	2,448.56
Check	09/29/2016	DBT	BED BATH & BEYOND	supplies	The Move	42.98
Check	09/30/2016	DBT	Pro-Ed	CASL	4100-Textbooks/Cor...	575.30
Check	09/30/2016	DBT	CPM EDUCATIONAL PR...	Inv#1606204-IN	4100-Textbooks/Cor...	889.99
Bill	09/30/2016		Pat Casey	September 2016 contract s...	Business Manager S...	3,500.00
TOTAL						**40,978.90**

Sherwood Montessori
Board of Directors - Donations and Fundraising Report
September 2016

Type	Date	Memo	Amount
8000-Revenues			
8600-8799 Other Local Revenue			
8699-Fundraising and Donations			
8699-Field Trip Donations			
Deposit	09/23/2016	Celeste- T-shirt sales	141
Total 8699-Field Trip Donations			141
8699-Fundraising			
Deposit	09/23/2016	cookbooks	10
Deposit	09/23/2016	Annie B's	225
Deposit	09/23/2016	Farmer's Market	161
Deposit	09/26/2016	escrip	6
Total 8699-Fundraising			403
Total 8699-Fundraising and Donations			543
Total 8600-8799 Other Local Revenue			543
Total 8000-Revenues			543
TOTAL			**543**

Sherwood Montessori Board of Directors
Committee Reports
for October 20, 2016 Board Meeting

Audit Committee *Chair: Nili Yudice*

- Pat and Heather are finishing collecting all the paperwork and information for the Audit.
- They will turn everything in the week of 10/17/16 with an expected return in December of this year.

Budget/Finance Committee *Chair: Nili Yudice*

- Our October meeting took place in Michelle's office on 10/12/16
- We reviewed the current budget and Pat created a spreadsheet with several outcomes based on different enrollment numbers for the remainder of the school year. Based on our current enrollment (133) we will have a deficit of approximately -$92,025.
- While the staff did receive a 2% increase (in order not to lose money this year) and many moved up a step on the salary scale, we agreed that financially we would be unable to provide an additional raise for staff this year.
- We will be working over the next few months to create a three year plan to include raises based on the new growth plan (presented at this board meeting) that could hopefully begin next school year.
- We would like to continue to explore the possibility of a bonus for staff. Nili will work with the Funds committee to explore fundraising ideas. In addition, she will be attending the Staff meeting on October 19th to talk with the staff about creative ways to save money this year in their classrooms and to address any concerns or questions.
- We agreed that the most important factor in this decision is enrollment. Nili will work with the other committees to address the need to enroll more families this year (ideally 7) and to maintain the current families we have.
- We will be meeting in November.

Campus Improvement Committee *Chair: James Conery*

- First meeting took place Oct 11 at the School
- We decided to first address the general appearance of the school and the long term maintenance thereof. The decision was made to address this in the board meeting via directed questions to Michelle as to the feasibility of classroom/whole school clean up. A document was drafted for the use of the committee (by Mark) which outlines policy concepts for the campus. Further steps with this document would be to share with the board and receive feedback. Mark will look into grading the walkway around the raised beds to replace with roadbase material so there will not be a mud pit in the entrance. Lastly we would like to put out a call for parents to come forward with ideas for murals: to be submitted to the board for approval.
- Status of all projects is in the initial phase at this point and will require discussion with Michelle (prior to board meeting) to start with communications. The status of the grading project will be determined by the cost of utilizing the grading equipment which is already under process of bids for 1010. The next step will be to determine cost and time frame.
- We will need to recruit parents with painting skills to work on murals.
- Our next meeting has not been set as of this time.

Communications Committee *Chair: Robyn DiFalco*

- Met on 10/10/16 at Has Beens Coffee; Members are Robyn, Marko, and Eileen Morris

- Revised committee's Statement of Purpose as follows: "*The Communications Committee is responsible for evaluating communication practices of the school and setting guidelines or policy regarding best practices for internal and external school-wide communications. Internal communications are those targeting our existing school community, namely current parents, while external communications are those targeting prospective families and the greater community at large, including marketing and promotional efforts. The CC will work collaboratively with administrative staff on communication-related projects including Website, social media, newsletters, re-branding, and creating style guidelines."*
- Goals for the 2016-17 year include:
    - To review the draft Communication Plan presented to the Board in fall 2016 and make recommendations to finalize this document by the January Board meeting.
    - To complete a SWOT analysis to assess the Com Plan and make recommendations for revisions that outlines "Best Practices" for Communication Strategies, aligning school-wide communication practices with Sherwood's mission statement.
    - To continue marketing/promotional efforts to achieve our enrollment goals
    - To continue improving the existing website in the short term, while planning for a new website (longer term).
    - To begin a process of re-branding for a new official logo and banner
- Social media strategy: Eileen will draft guidelines for Facebook posting (dos/don'ts) and clarify what kind of posts belong on the official Sherwood school page and what belongs on the SMPO page. Then coordinate strategic content for ongoing social media posts.
- We need quality promotional photos for promotional efforts. We looked into the school's policy/procedures on parents granting permission to use photos of their child or opting out and there are some inconsistencies that we are going to work on revising/clarifying between the Employee Handbook, the Parent Handbook, and the Photo Release Form.
- We'll draft some promotional messaging (for school announcements) encouraging parents to post more online reviews on Facebook, Yelp, Google, and Greatschools.org.
- Next print ad will be in North State Parent December issue. Recent ads are in CARD Activity Plan guide for fall and also spring, NSP September issue,
- Will get started implementing other promotional strategies including radio, stickers, etc.
- Next meeting will be Thursday, November 10 from 3-4:30 at Has Beans Cafe on Humboldt Rd (unless it rains)

Curriculum Committee *Chair: Kristy Cowell*

- Our September meeting was through Google Docs. Kristy Cowell (Chair) sent out a letter to all teachers asking them to please submit any concerns or needs regarding curriculum that they would like to share.
- We received two letters for the committee. One letter was from Marlo Knox and one from Teresa Shippen; both lower elementary teachers.
- These letters have been shared with the committee and we are all still sending comments and feedback.
- At this point, we do not have cohesive feedback ready for the teachers but want to let them know that we hear their concerns and needs and will be ready to address them with the next report.
- We are hoping to hear from the upper elementary teachers soon. Anything they want to share with this committee will be appreciated.
- We would love to have anyone interested join our committee.
- We will continue our ongoing conversation via google docs for now.

Elections Committee *Chair: Robyn or James*

- Probably don't need to meet until January 2017

Facilities Planning Committee *Chair: Mark Reiser*

- Discussed work that has been done at 1010 Cleveland since the last meeting and identified the need to update where we are at in terms of allocated budget- Ask Pat.
- The NSDC will survey teachers (qualitative) by Oct 17 asking how 1010 can best be used in support of Sherwood School, in alignment with Montessori values, and our teacher's needs.
- Based on collected data the NSDC will create a Use Plan for 1010 Cleveland for consideration by the Nov. 17 Board of Directors Meeting.
- Based on collected data the NSDC will create a Safety Plan, working with members of the Safety Committee, for consideration/ vote by the Nov. 17 Board of Directors Meeting.
- Discussed at length both external safety and security (threats from outside of the school) and internal safety and security, including physical safety of people on the property.
- The NSDC will schedule a walk through with Jeff Page to identify specific tasks that can be completed by parent volunteers, prior to wet weather, which will not interfere with his work.
- Based on Jeff Page's input, the NSDC will silicate assistance from parent volunteers as soon as possible to complete important projects.
- Beginning Oct. 20, the NSDC will begin communicating with the school via the weekly newsletter to provide updates, generate interest and excitement for 1010, and to solicit assistance with projects.

Funds Development Committee *Chair: Robyn DiFalco*

- Met Thurs, 10/13 at Robyn's house. Committee includes Nili Yudice & Robyn so far.
- We reached out to SMPO to recruit an active participant, as we believe SMPO should have a voice in the discussions and decisions.
- We created a template to assess various metrics for annual fundraisers. It will compare expenses and income as well as other less tangible metrics such as volunteer time required, how well it builds community, etc.
- We're going to set up a Sustainer Giving program for monthly, quarterly or annual giving which can begin this year but will also work as a kick-off for a "Maria M's campaign next fall.
- We agree that communication is critical: telling everyone why a fundraiser is important, what it's all about, what impact it has to benefit the school, how the funds will be used, and how much was raised and always important thanking those who made it possible. We want to help craft this messaging by collaborating with the organizers.
- We'd like to get the "For Small Hands" fundraiser set up this fall as a way to raise funds to earn credits towards buying Montessori materials for classrooms.
- We also discussed some ideas for Sherwoodstock to raise some additional funds, and ways we can support the event planning team as they get started.
- We made a list of topics to look into further including
    - Researching potential grants, reviewing past grants
    - reviewing effectiveness of teacher/class-focused fundraisers like Donor's Choose to see if we can replicate successes
    - Getting signed up for E-Scrip cards through Raleys or SaveMart or whoever offers it.

Policy & Charter Renewal Committee *Chair: Chris Fosen*

- The first meeting of our committee will take place the week of October 17-21
- Michelle will meet with other charter leaders and John Bohannon on Oct 13 or 14 to clarify expectations for charter renewal
- We need to do two things: renew the charter and file another Prop 39 request

- Charter renewal: we need to prepare documents to reflect on how we've done (educationally and otherwise) since our last renewal; and discuss our plan for the future
- Prop 39: same due dates as last year. Our argument should be to look at our ADA and prepare an argument to keep the amount of allotted space appropriate for our needs
- Michelle suggests we recruit parents to be present at the meetings, and gather photos and "bragging bits." She further suggests that committee members can help with proofreading/editing of documents, and also researching plans for the future such as a homeschooling program

Safety Committee *Chair: James Conery*

- Met at James Conery's house - 9/21
- We decided we would move forward with the fence and propose it to an emergency meeting of the board. The next steps of the fence are to wait for contractor to mark posts holes for CUSD approval: waiting on time frame
- We decided to reach out to the police department and the sheriff's department about an increased presence in our area. James will write a short letter to the Chief of Police and work on meeting with him. Kristy will work on meeting with the Sheriff.
- Our next committee meeting has yet to be set.

Community Connections Working Group *Board Liaison: Nicole Drummond*

- Has been meeting approx monthly since July, most recently on 9/26. Members include Jill Bailey, Nicole Drummond, Robyn DiFalco, Lisa Williams, Michelle Yezbick, Marlo Knox, and Celeste Schultz.
- Our September meeting took place on 9/26.
- We decided to have a booth at Chapman Night out and will take actions Marlo attended Love Chapman Coalition 9/23 to gather information to implement this decision. Lisa and Kimberly agreed to set up the booth and Middle School students helped run the booth and obstacle course.
- Lisa's wrap up of the Chapman Night Out event: "I think our middle school kids made a great impression and many showed up to participate. As it turned out, the girls mostly served all the delicious sparkling juices from a donation secured by Chris Dawes (Fiona"s dad) and the boys tried to rally kids to do PE games with Kimberly. The biggest hit for bringing kids together was the huge, colorful, parachute that was fun to shake with balls on top to the lively music from the DJ we were close to - Thank you Kimberly!
- Our booth was right next to Love Chapman and they wanted to hang our Thank You banner for the new playground (signed by the whole school and organized by Celeste and the Middle school leadership group) between our two booths. I think it was a great first impression for those who were in attendance. We went through 150 compostable cups (donated by Jill) and all but 3 jugs of apple cider. I provided 100 lbs of ice and Richie's cooking subs (Luisa and Katie) prepared a beautiful salad with Eric's 1-3 class for the pot luck. Marlo joined the Love Chapman Childrens booth and helped paint faces and do crafts. Michelle, Poppy and I manned the other table under our tent w school information, yearbooks, applications and sign ups for school tours. Thank you Jill and Marlo for attending the Love Chapman meetings so we had this event on our radar and could participate. I think we should continue to do so in future years. "
- Safety Issues brought up by Chapman Liaison were related to traffic. Notes about safety were put in the newsletter to families and a "yellow safety guy" was purchased to put in the cross walk to slow traffic at drop off/ pick up. Nicole Connected with Extended Day staff about being in charge of putting this out and taking in. It did not work well with their schedule so Jill made arrangements for office staff to do so. This does not appear to be happening on a consistent basis.
- CARD has contacted Sherwood to be a part of monthly Chapmen night outs. We would like to participate with food or a booth. Jill has the schedule.

- Chapman Farmers Market is not currently existing though there a farmers who previously participated who would like it to exist again. Nicole connected with Tamara Wichman who would like to collaborate with us on the use of 1010 Cleveland and or our current Friday afternoon market.
- Lisa and Jill planned to do a monthly information booth similar to the weekly booth that was at the end of the school year. After connecting with Michelle it seemed repetitive to the coffee with the Director and was cancelled.
- An October meeting was not scheduled

Agenda Item 5.2

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.2 Growth Model**

Date: October 14, 2016 for the meeting of October 20, 2016

SUMMARY

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

DISCUSSION

The growth plan presented is a conservative model that shows each current student moving up to the next grade, a new kindergarten class of 23 students, and three new students being added to second grade next year. The sixth grade goes back to upper elementary in 2017-2018. This brings us to an enrollment of 158, with no class size exceeding 30.

In 2018-2019, and for most years after, there would be more than 30 students in the middle school. In years where there are more than 30 students, additional credentialed teaching staff can be assigned to the middle school.

ACTION REQUESTED:

Adopt proposed growth model.

Attachment: Proposed Growth Model

Proposed Growth Plan: October, 2016

grades	2015-2016	total per level	#class-rooms	2016-2017	total per level	#class-rooms	2017-2018	total per level	#class-rooms	2018-2019	total per level	#class-rooms
TK	5	5		1			5			4		
K	18	18	1	20	21	1	18	23	1	19	23	1
lower el 1	24	62	3	17	57	3	20	57	3	20	60	3
2	16			17			20			20		
3	22			23			17			20		
upper el 4	17	42	2	12	30	2	23	53	2	17	52	2
5	25			18			12			23		
6	19	28		15			18			12		
middle 7	4		2	10	30	1	15	25	1	18	33	1
school 8	5			5			10			15		
Total	155	155	8	138		7	158		7	170		7

grades	2019-2020	total per level	#classrooms	2020-2021	total per level	#classrooms	2021-2022	total per level	#classrooms	2022-2023	total per level	#classrooms
TK	4			4			4			4		
K	19	23	1	19	23	1	19	23	1	19	23	1
lower el 1	20	60	3	20	60	3	20	60	3	20	60	3
2	20			20			20			20		
3	20			20			20			20		
upper el 4	20	60	2	20	57	2	20	60	2	20	60	2
5	17			20			20			20		
6	23			17			20			20		
middle 7	12	30	1	23	41	2	17	40	2	20	37	2
school 8	18			18			23			17		
Total	173		7	181		8	183		8	180		8

Agenda Item 5.3

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.3 Prop 39 Initial Request**

Date: October 14, 2016 for the meeting of October 20, 2016

SUMMARY

The School Director has written a draft of the initial request for facilities that will go to Chico Unified School District by November 1.

DISCUSSION

Each year, the School Director writes a Prop 39 Reqest for facilities from CUSD. We are currently occupying facilities provided through this process. Our request for next year will be to stay where we are.

ACTION REQUESTED

Approve draft of Prop 39 Initial Request.

Attachments: DRAFT Prop 39 Initial Request

DRAFT

SHERWOOD MONTESSORI

1010 Cleveland
Chico, CA, 95928
(530) 345-6600
(530) 345-6620 fax

Via hand delivery

October 21, 2016

Superintendent Kelly Staley
Chico Unified School District
1163 E. Seventh Street
Chico, CA 95926

RE: Request for Proposition 39 Facilities for the 2017-18 School Year

Dear Superintendent Staley:

I am writing on behalf of Sherwood Montessori Charter School ("Charter School") to request reasonably equivalent school facilities from the Chico Unified School District ("District") pursuant to Education Code Section 47614 (i.e., Proposition 39) and Title 5 of the California Code of Regulations ("CCR") Section 11969.1 through 11969.11, as amended ("Implementing Regulations").

Proposition 39, passed by the voters of California on November 7, 2000, requires school districts to make available, to each charter school operating within the school district, school facilities sufficient for each charter school to accommodate all of the charter school's in-district students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending other public schools of the school district. Facilities provided shall be contiguous, furnished, and equipped, and shall remain the property of the school district. In addition, the school district must make reasonable efforts to provide the charter school with facilities near to where the charter school desires to be located. (See Education Code Section 47614(b)).

The Proposition 39 Implementing Regulations, adopted by the State Board of Education ("SBE") in 2002, and amended in 2008, require the Charter School to make an annual written request for facilities. Title 5 CCR Section 11969.9(c)(1) specifies the information that must be included in the annual facilities request. This request, along with the information submitted herewith, meets and exceeds the requirements of Education Code Section 47614 and the Implementing Regulations.

Projected Average Daily Attendance (ADA)

In accordance with Education Code Section 47614(b)(2), the District is required to allocate school facilities to the Charter School for the following school year based upon a projection of average daily classroom attendance provided by the Charter School.

DRAFT

The Charter School's Board of Directors has determined that a reasonable projection of the Charter School's in-District average daily classroom attendance for the 2017-18 school year is 135.55. The following is a breakdown of the Charter School's projected average daily attendance ("ADA") as required by 5 CCR Section 11969.9(c)(1). The Charter School's ADA figures are based on the methodology outlined in the following section.

Please note:

- "Prior year" means the fiscal year prior to the year in which a facilities request is made. For this request, the prior year is 2015-16.
- "Current year" means the fiscal year in which a facilities request is made. For this request, the current year is 2016-17.
- "Request year" means the fiscal year for which facilities are being requested. For this request, the request year is 2017-18.

Table 1: Total ADA

Grade Level	**Actual Total Prior Year (P-2)**	**Projected Total Current Year**	**Projected Total Request Year**
TK/K	**21.81**	**19.9**	**19.9**
1	**20.66**	**16.11**	**19.9**
2	**16.95**	**16.11**	**16.11**
3	**20.22**	**21.80**	**16.11**
4	**16.99**	**11.37**	**21.8**
5	**22.86**	**17.06**	**11.37**
6	**17.47**	**14.22**	**17.06**
7	**3.34**	**9.48**	**14.22**
8	**4.82**	**4.74**	**9.48**
Total	**145.12**	**130.8**	**145.952**

DRAFT

Table 2: Total In-District ADA

Grade Level	Actual Total Prior Year (P-2)	Projected Total Current Year	Projected Total
K	21.81	18.01	18.01
1	20.66	16.11	18.01
2	16.95	15.16	16.11
3	18.3	20.85	15.16
4	16.01	11.37	20.85
5	21.97	16.11	11.37
6	16.5	14.22	16.11
7	3.34	9.48	14.22
8	3.87	3.79	9.48
Total	139.41	125.11	139.32

Table 3: Total Classroom ADA

Grade Level	Actual Total Prior Year (P-2)	Projected Total Current Year	Projected Total Request Year
TK/K	21.81	19.9	19.9
1	20.66	16.11	19.9
2	16.95	16.11	16.11
3	20.22	21.80	16.11
4	16.99	11.37	21.8
5	22.86	17.06	11.37
6	17.47	14.22	17.06
7	3.34	9.48	14.22
8	4.82	4.74	9.48
Total	145.12	130.8	145.952

Table 4: Total In-District Classroom ADA

Grade Level	Actual Total Prior Year (P-2)	Projected Total Current Year	Projected Total
K	21.81	18.01	18.01
1	20.66	16.11	18.01
2	16.95	15.16	16.11
3	18.3	20.85	15.16
4	16.01	11.37	20.85
5	21.97	16.11	11.37
6	16.5	14.22	16.11
7	3.34	9.48	14.22
8	3.87	3.79	9.48
Total	139.41	125.11	139.32

DRAFT

The following tables represent the projected **in-District ADA** (from Table 2 above) and **in-District classroom ADA** (from Table 4 above) broken down by grade level and the school in the District the pupils are otherwise eligible to attend. (5 CCR Section 11969.9(c)(2).)

Table 5: In-District ADA Broken Down by Grade Level and District Schools Where Pupils Would Otherwise Attend:

School Name	K	1	2	3	4	5	6	7	8	TOTAL
Chapman	0.9478	3.7912	3.7912	0.9478	1.8956	1.8956	0	0	0	**13.2692**
Citrus	4.739	0.9478	0.9478	2.8434	0.9478	3.7912	0	0	0	**14.217**
Emma Wilson	0.9478	2.8434	0.9478	1.8956	1.8956	0	0	0	0	**8.5302**
Marigold	1.8956	0.9478	2.8434	0	0.9478	2.8434	0	0	0	**9.478**
John McManus	0.9478	0	1.8956	2.8434	0.9478	0	0	0	0	**6.6346**
Little Chico Creek	2.8434	1.8956	1.8956	1.8956	0.9478	2.8434	0	0	0	**12.3214**
Neal Dow	0	3.7912	1.8956	2.8434	0.9478	1.8956	0	0	0	**11.3736**
Parkview	1.8956	0	0	1.8956	0.9478	1.8956	0	0	0	**6.6346**
Shasta	0	0.9478	0.9478	0	0.9478	0	0	0	0	**2.8434**
Sierra View	3.7912	0.9478	0	5.868	0.9478	0.9478	0	0	0	**12.3214**
Bidwell Jr.	0	0	0	0	0	0	3.7912	1.8956	1.8956	**7.5824**
Chico Jr.	0	0	0	0	0	0	1.8956	4.739	0.9478	**7.5824**
Marsh	0	0	0	0	0	0	8.5302	2.8434	0.9478	**12.3214**
Total	**18.0082**	**16.113**	**15.165**	**20.8516**	**11.3736**	**16.1126**	**14.217**	**9.478**	**3.7912**	**125.1096**

DRAFT

Table 6: In-District Classroom ADA Broken Down by Grade Level and District Schools Where Pupils Would Otherwise Attend:

School Name	K	1	2	3	4	5	6	7	8	TOTAL
Chapman	0.9478	3.7912	3.7912	0.9478	1.8956	1.8956	0	0	0	**13.2692**
Citrus	4.739	0.9478	0.9478	2.8434	0.9478	3.7912	0	0	0	**14.217**
Emma Wilson	0.9478	2.8434	0.9478	1.8956	1.8956	0	0	0	0	**8.5302**
Marigold	1.8956	0.9478	2.8434	0	0.9478	2.8434	0	0	0	**9.478**
John McManus	0.9478	0	1.8956	2.8434	0.9478	0	0	0	0	**6.6346**
Little Chico Creek	2.8434	1.8956	1.8956	1.8956	0.9478	2.8434	0	0	0	**12.3214**
Neal Dow	0	3.7912	1.8956	2.8434	0.9478	1.8956	0	0	0	**11.3736**
Parkview	1.8956	0	0	1.8956	0.9478	1.8956	0	0	0	**6.6346**
Shasta	0	0.9478	0.9478	0	0.9478	0	0	0	0	**2.8434**
Sierra View	3.7912	0.9478	0	5.868	0.9478	0.9478	0	0	0	**12.3214**
Bidwell Jr.	0	0	0	0	0	0	3.7912	1.8956	1.8956	**7.5824**
Chico Jr.	0	0	0	0	0	0	1.8956	4.739	0.9478	**7.5824**
Marsh	0	0	0	0	0	0	8.5302	2.8434	0.9478	**12.3214**
Total	**18.0082**	**16.113**	**15.165**	**20.8516**	**11.3736**	**16.1126**	**14.217**	**9.478**	**3.7912**	**125.1096**

Methodology Used In Making ADA Projection:

Title 5 CCR Section 11969.9(c)(1)(B) requires the facilities request to include a description of the methodology for the ADA projections. The Charter School utilized the following methodology in calculating the ADA projections:

School Year	Enrollment	ADA Claimed at P-2	Retention Rate from prior year	Growth Percentage Change	# of Wait Listed Children
2010-11	89	87.52	N/A	N/A	140
20011-12	120	114.54	70%	26%	101
2012-13	140	134.26	94%	14%	106
2013-14	168	145.7	87%	17%	98
2014-15	146	137.63	90%	-13%	113
2015-16	154	145.12	90%	5%	58
2016-17	138	N/A	65%	-10%	115

As demonstrated herein, we have analyzed our School's historical enrollment, retention, and growth trends, prior ADA figures, and historical wait list numbers in order to arrive at our total projected in-District classroom ADA figure for the request year. ADA numbers were based on an attendance rate of 94.78%.

The Charter School considered the number of students currently on the School's wait list, as well as the number of students that have historically been on the wait list. Because the Charter School has consistently had an average of close to 100 students on its waiting list for the past seven years, it has consistently been able to fill all slots in its classes, including the spaces from students who have not re-enrolled at the Charter School. As a result, the Charter School anticipates being able to fill all of its projected students' slots for each grade level.

Supporting Documentation

Title 5 CCR Section 11969.9(c)(1)(C) requires the facilities request to include supporting documentation. The Implementing Regulations state that when a charter school is not yet open (i.e., not yet providing instruction) or to the extent an operating charter school projects a substantial increase in in-District ADA, the annual request must include documentation of the number of in-District students meaningfully interested in attending the Charter School. Please be advised that the Charter School is an existing school and does not project a significant increase in its in-District ADA. Accordingly, pursuant to the Implementing Regulations, please find attached our P-2 ADA forms for the prior year (2015-16) to support our projections and a roster of current year students by name, address, and phone number.

As you review the Charter School's ADA projections and supporting documentation, please keep in mind that the Proposition 39 regulations do not specify or require a particular type of supporting documentation to be used. Schools may submit any type of supporting documentation which they used to arrive at their ADA projections. This documentation must be "sufficient for the district to determine the reasonableness of the projection, but … **need not be verifiable for precise arithmetical accuracy**." (Section 11969.9(c)(1)(C); emphasis added.) The supporting documentation is intended only to demonstrate reasonableness of Charter School's request, not mathematical exactitude. However, should the District

desire additional documentation or information regarding the Charter School's ADA projections, please contact me as soon as possible. We remain willing to cooperate with the District to immediately address any questions or concerns about this request and the supporting documentation.

Operational Calendar:

Title 5 CCR Section 11969.9(c)(1)(D) requires the facilities request to include the Charter School's operational calendar. The Charter School's operational calendar is attached for your review. The Charter School's first day of instruction for its summer program is on June 13, 2016 for its summer program, therefore we will need access to the facility on or before June, 6, 2016, in order to prepare. Please note that Title 5 CCR Section 11969.9(j) requires the District to ensure that a furnished and equipped facility meeting the requirement of Proposition 39 be made available to the Charter School no less than ten (10) working days prior to the charter school's first day of instruction. In addition, in accordance with Section 11969.5, the space allocated must be made available for the Charter School's entire school year regardless of the School District's instructional year or class schedule.

Educational Program:

Title 5 CCR Section 11969.9(c)(1)(F) requires the facilities request to provide information regarding the charter school's educational program that is relevant to the assignment of facilities. The Charter School's educational program does have unique facility's needs. As you are aware, key components of the educational program of the Charter School include our cooking and gardening program which is tied to the Montessori Erdkinder model for learners 12-15 years old. In order to provide this aspect of our educational program, the facility allocated to the Charter School must provide an outdoor area that can be used as a garden space.

In addition, and in accordance with its charter and its budget, Sherwood Montessori operates grade levels transitional kindergarten through eighth grade on one contiguous school site. In the Montessori approach to education, multiple-age classrooms give students opportunities for leadership, access to mentors, and occasions for community building. When a Montessori school spans age levels traditionally grouped in separate classrooms, these multiple-age grouping relationships are replicated on a school wide scale. Consequently, the Charter School's educational program requires a single contiguous school site in which to operate.

Facility Location:

Title 5 CCR Section 11969.9(c)(1)(E) requires the Charter School to provide information regarding the District school site and/or general geographic area in which the Charter School wishes to locate. Based upon the needs of the Charter School and the residency of the projected student enrollment, and based upon the investment in time and money to improve the facilities currently housing the Charter School, the Charter School desires to locate in its current facility on the Chapman Elementary campus.

Procedures and Timelines:

In accordance with the Implementing Regulations, the District is required to review the Charter School's attendance projections and to express any objections that it has about the Charter School's attendance projections in writing on or before December 1, 2016. The Charter School must respond to the District's written objections, if any, on or before January 2, 2017, and will either reaffirm or modify its projections as it deems necessary. (5 CCR Section 11969.9(d).)

Furthermore, we look forward to receiving a written preliminary facilities proposal from the District on or before February 1, 2017, as required under the Implementing Regulations. (5 CCR Section 11969.9(f).) The preliminary proposal must include, at a minimum, the following information: (1) a breakdown of the number of teaching stations (classrooms), specialized and non-classroom based space to be allocated to the Charter School, with an indication as to whether the space is exclusive or shared use; (2) the projections of in-District classroom ADA on which the proposal is based; (3) the specific location of the space; (4) all conditions pertaining to the space, including a draft of any proposed agreement pertaining to the Charter School's use of the space, (typically referred to as a facilities use agreement); (5) the projected pro rata share amount and a description of the methodology used to determine that amount; and (6) a list and description of the comparison group schools used in developing its preliminary proposal, and a description of the differences between the preliminary proposal and the Charter School's facilities request. In accordance with the Implementing Regulations (5 CCR Section 11969.2(d)), if the District's preliminary proposal (or final notification) does not accommodate Charter School at a single school site, the District's governing board must first make a finding that the Charter School could not be accommodated at a single site and adopt a written statement of reasons explaining the finding. The Charter School has until March 1, 2017, to respond to the preliminary proposal, expressing any concerns, addressing differences between the preliminary proposal and the facilities request, and/or making counter proposals.

The Implementing Regulations Section 11969.9(h) requires the District to provide a written final notification regarding the space to be allocated to the Charter School prior to April 1, 2017. The final notification specifically must include, at a minimum, the following:

(1) The teaching station, specialized classroom space, and non-teaching station space offered for the exclusive use of the charter school and the teaching station, specialized classroom space, and non-teaching station space which the charter is to be provided access on a shared basis with District operated programs, if any;
(2) For shared space, if any, the proposed arrangements for sharing;
(3) The in-District classroom ADA assumptions for the Charter School upon which the allocation is based and, if the assumptions are different than those submitted by the charter school, a written explanation of the reasons for the differences;
(4) The specific location of the space;
(5) All conditions pertaining to the Charter School's use of the space;
(6) The pro rata share amount and a description of the methodology used to determine that amount;
(7) The payment schedule for the pro rata share amount, which shall take into account the timing of revenues from the state and from local property taxes; and
(8) A response to the Charter School's concerns and/or counter-proposals, if any.

DRAFT

A California Court of Appeals decision has made clear that, in meeting their Proposition 39 obligation, school districts must give the same degree of consideration to the needs of charter school students as it does to the students in district-run schools. The court noted that "accommodating a charter school might involve moving district-operated programs or changing attendance areas" and that providing a contiguous school facility to a charter school might require disruption and dislocation among district students, staff and programs. *Ridgecrest Charter School v. Sierra Sands Unified School District*, 130 Cal.App.4th 986 (2005). In addition, the Court concluded that a school district responding to a request for facilities must issue a statement of reasons at the time it makes its final determination that is "thorough" and "factual" enough to permit "effective review by the courts"; the statement of reasons issued by the school district must demonstrate that the district has "adequately considered all relevant factors" and that the district can "demonstrate a rational connection between those factors, the choice made, and the purposes of [Proposition 39]." Furthermore, as the District may be aware, two recent court cases clarified the manner in which a school district must allocate facilities to a charter school. Specifically, *Bullis Charter School v. Los Altos School District* (200 Cal.App.4th 1022), among other things, requires the District to perform a calculation of the square footage of all of the specialized and non-teaching station spaces at the comparison schools. The District must base its allocation of space to the Charter School on this analysis. In addition, the California Supreme Court has agreed to review whether a school district may use its internal "norming ratios", or student-teacher ratios, in determining the number of classrooms to offer to charter schools instead of using the facilities inventory at comparison group schools required by the Implementing Regulations. (*California Charter Schools Assn.n v. Los Angeles Unified School District* (154 Cal.Rptr.3d 889 2013)).

Although Proposition 39 requires the District to allocate a school facility for Charter School use, the Charter School is amenable to discussing alternative facilities arrangements that meet both the needs of the District and the Charter School.

The Charter School Board of Directors has delegated to me the responsibility to negotiate the allocation of a facility under Proposition 39. All communications regarding this matter should be sent to my attention at the address below. My contact information is as follows:

Michelle Yezbick
1010 Cleveland, Chico, CA 95928
Phone: (530) 345-6600
Cell: (530) 966-8513
Fax: (530) 345-6620
michelle@sherwoodmontessori.org

I appreciate your time and consideration of this request and I look forward to developing a mutually agreeable plan to meet the facilities needs of the Charter School's in-District students.

Sincerely,

Michelle Yezbick

School Director, Sherwood Montessori

DRAFT

cc: Sherwood Montessori Board Members:
Robyn DiFalco
Chris Fosen
James Conery
Kristy Cowell
Mark Reiser,
Nili Yudice
Nicole Drummond

Sarah Kohlmann, Legal Counsel
Laura Kerr, CCSA Regional Director
John Bohannon, Director, State and Federal Programs, Chico Unified School District
Julie Kistle, Facilities, Director, Chico Unified School District

Attachments (the following attachments are incorporated by reference herein): Prior year P2 ADA forms, roster of current year students, operational calendar

Agenda Item 5.4

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.4 Move Bonus**

Date: October 14, 2016 for the meeting of October 20, 2016

SUMMARY

The Board will be asked to consider approving a bonus for the teachers for work done to move the school.

DISCUSSION

This summer the move from 746 Moss Ave. to 1071 E. 16th St. resulted in a lot of unexpected, uncompensated work for the teachers. We also experienced a decline in enrollment and will exceed the budgeted $10,000 for the expenses related to the move. Some of the expenses are still to come, most notably the cost of the fence and the cost of the carpets for the portables and installation.

The Board is asked to consider the big picture of the need to respect the teachers' time and compensate them as well as possible in light of our current financial status.

ACTION REQUESTED:

Approve bonuses.

Attachments: Move financial reports

THE MOVE TO CHAPMAN

Expenses - June to September 2016

Extra Duty Pay to Teachers	$	3,548
Boxes and packing materials		762
Movers		3,076
Cleaning Company		520
Subtotal	$	7,906

Future Expenses

Carpet for classrooms	$	4,543
Move furniture out and in		300
Fence		3,957
Subtotal	$	8,800

TOTAL PROJECTED EXPENSE	**$**	**16,706**

1010 CLEVELAND ACQUISITION AND REMODEL COST

Expenses - June to September 2016

Title and Deed Transfer	$	1,478
Tree Removal		1,750
Jeff Page Construction		34,656
Subtotal	$	37,884

Future Expenses

Finish Remodel	$	12,116

TOTAL PROJECTED EXPENSE	**$**	**50,000**

Agenda Item 5.5

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.5: 2017-2018 Calendar**

Date: October 14, 2015 for the meeting of October 20, 2015

SUMMARY

Two drafts of a calendar for the 2017-2018 school year has been created.

DISCUSSION

The attached drafts of a school calendar for the 2017-2018 mirrors local school district calendars with some differences, including starting and ending school dates. There are 180 instructional days in both versions and 184 or 185 work days for teachers.

The minimum number of instructional minutes for students is met or exceeded with this calendar. Because of the later morning start time and lunch time, it is also possible to create more prep and collaboration time for teachers by having students dismissed on Wednesdays at 12:20, just before lunch. Teachers would have 3 hours and 40 minutes every Wednesday afternoon for lunch followed by meetings, collaboration, and professional development rather than the 2 hours they currently have.

The ten month calendar alternative has the school year starting much earlier in August, but no school in June or July. This will help the school comply to changes in the law regarding minimum wage.

ACTION REQUESTED: Discuss and approve a calendar.

Attachments: Drafts of School Calendar for 2017-2018 School Year

Sherwood Montessori

2017-2018 School Calendar

August 2017

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	EP	EP	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	EP	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

School Closed
Early Release Day-2pm dismissal
Parent Teacher Conferences

EP — Employee Planning (no school for students)
Report Cards
First and Last Day of School-2pm dismissal

Attendance Make-Up Day

Aug 14-15	Planning/Development Days
Aug 16	First Day of School for students
Sep 4	Labor Day-no school
Oct 27	Parent/Teacher Conferences - no school
Nov 10	Veterans Day - no school
Nov 20-24	Thanksgiving Break-no school
Dec 22-Jan 5	Winter Break-no school
Jan 15	Martin Luther King Jr. Day-no school
Feb 16 & 19	Presidents Day-no school
Feb 16	Attendance Make-Up Day-8:45-12:00

Mar 19-23	Spring Break - no school
March 30-April 2	Spring Break 2- no school
Mar 30	Attendance Make Up Day-8:45-12:00
Apr 20	Parent/Teacher Conferences- no school
May 28	Memorial Day-no school
Jun 6	Last Day of School

Month	M	T	W	TH	F	Notes	K-min	1/8-min	M	T	W	TH	F	M	T	W	TH	F
August	14	15	**16**	17	18		600	965	0	0	275	345	345	0	0	200	200	200
August	21	22	**23**	24	25		1000	1000	345	345	275	345	345	200	200	200	200	200
Aug/Sept	28	29	30	31	1		1000	1655	345	345	275	345	345	200	200	200	200	200
Sept	4	5	6	7	8	Labor Day Holiday	800	1310		345	275	345	345		200	200	200	200
Sept	11	12	13	14	15		1000	1655	345	345	275	345	345	200	200	200	200	200
Sept	18	19	20	21	22		1000	1655	345	345	275	345	345	200	200	200	200	200
Sept	25	26	27	28	29		1000	1655	345	345	275	345	345	200	200	200	200	200
Oct	2	3	4	5	6		1000	1655	345	345	275	345	345	200	200	200	200	200
Oct	9	10	11	12	13		1000	1655	345	345	275	345	345	200	200	200	200	200
Oct	16	17	18	19	20		1000	1655	345	345	275	345	345	200	200	200	200	200
Oct	23	24	25	26	27	Conference Week	800	1100	275	275	275	275	0	200	200	200	200	0
Oct/Nov	30	31	1	2	3		1000	1655	345	345	275	345	345	200	200	200	200	200
Nov	6	7	8	9	10	Veterans Day Holiday	800	1310	345	345	275	345		200	200	200	200	
Nov	13	14	15	16	17		1000	1655	345	345	275	345	345	200	200	200	200	200
Nov	21	22	23	24	25	Thanksgiving Break	0	0										
Nov/Dec	27	28	29	30	1		1000	1655	345	345	275	345	345	200	200	200	200	200
Dec	4	5	6	7	8		1000	1655	345	345	275	345	345	200	200	200	200	200
Dec	11	12	13	14	15		1000	1655	345	345	275	345	345	200	200	200	200	200
Dec	18	19	20	21	22	Winter Break	800	1310	345	345	275	345		200	200	200	200	
Dec	25	26	27	28	29	Winter Break	0	0										
Jan	1	2	3	4	5	Winter Break	0	0										
Jan	8	9	10	11	12		1000	1655	345	345	275	345	345	200	200	200	200	200
Jan	15	16	17	18	19	Martin Luther King, Jr.	800	1310		345	275	345	345		200	200	200	200
Jan	22	23	24	25	26		1000	1655	345	345	275	345	345	200	200	200	200	200
Jan/Feb	29	30	31	1	2		1000	1655	345	345	275	345	345	200	200	200	200	200
Feb	5	6	7	8	9		1000	1655	345	345	275	345	345	200	200	200	200	200
Feb	12	13	14	15	16	Lincoln's Birthday Holiday	800	1310	345	345	275	345		200	200	200	200	
Feb	19	20	21	22	23	Presidents Day Holiday	800	1310		345	275	345	345		200	200	200	200
Feb/Mar	26	27	28	1	2		1000	1655	345	345	275	345	345	200	200	200	200	200
March	5	6	7	8	9		1000	1655	345	345	275	345	345	200	200	200	200	200
March	12	13	14	15	16		1000	1655	345	345	275	345	345	200	200	200	200	200
March	19	20	21	22	23	Spring Break	0	0										
March	26	27	28	29	30		800	1310	345	345	275	345		200	200	200	200	
April	2	3	4	5	6	Spring Break 2	800	1310		345	275	345	345		200	200	200	200
April	9	10	11	12	13		1000	1655	345	345	275	345	345	200	200	200	200	200
April	16	17	18	19	20	Conference Week	800	1100	275	275	275	275		200	200	200	200	
April	23	24	25	26	27		1000	1655	345	345	275	345	345	200	200	200	200	200
April/May	30	1	2	3	4		1000	1655	345	345	275	345	345	200	200	200	200	200
May	7	8	9	10	11		1000	1655	345	345	275	345	345	200	200	200	200	200
May	14	15	16	17	18		1000	1655	345	345	275	345	345	200	200	200	200	200
May	21	22	23	24	25		1000	1655	345	345	275	345	345	200	200	200	200	200
May/June	28	29	30	31	1	Memorial Day Holiday	800	1310		345	275	345	345		200	200	200	200
June	3	4	**5**	6	7		600	965	345	345	275	0		200	200	200	0	
TOTAL							**36000**	**58295**										

Month	M	T	W	TH	F	Notes	Inst. Day	Non-Inst.	Total Work
August	14	15	**16**	17	18		3	2	5
August	21	22	**23**	24	25		5	0	5
Aug/Sept	28	29	30	31	1		5	0	5
Sept	4	5	6	7	8	Labor Day Holiday	4	0	4
Sept	11	12	13	14	15		5	0	5
Sept	18	19	20	21	22		5	0	5
Sept	25	26	27	28	29		5	0	5
Oct	2	3	4	5	6		5	0	5
Oct	9	10	11	12	13		5	0	5
Oct	16	17	18	19	20		5	0	5
Oct	23	24	25	26	27	Conference Week	4	1	5
Oct/Nov	30	31	1	2	3		5	0	5
Nov	6	7	8	9	10	Veterans Day Holiday	4	0	4
Nov	13	14	15	16	17		5	0	5
Nov	21	22	23	24	25	Thanksgiving Break	0	0	0
Nov/Dec	27	28	29	30	1		5	0	5
Dec	4	5	6	7	8		5	0	5
Dec	11	12	13	14	15		5	0	5
Dec	18	19	20	21	22	Winter Break	4	0	4
Dec	25	26	27	28	29	Winter Break	0	0	0
Jan	1	2	3	4	5	Winter Break	0	0	0
Jan	8	9	10	11	12		5	0	5
Jan	15	16	17	18	19	Martin Luther King, Jr.	4	0	4
Jan	22	23	24	25	26		5	0	5
Jan/Feb	29	30	31	1	2		5	0	5
Feb	5	6	7	8	9		5	0	5
Feb	12	13	14	15	16	Lincoln's Birthday Holiday	4	0	4
Feb	19	20	21	22	23	Presidents Day Holiday	4	0	4
Feb/Mar	26	27	28	1	2		5	0	5
March	5	6	7	8	9		5	0	5
March	12	13	14	15	16		5	0	5
March	19	20	21	22	23	Spring Break	0	0	0
March	26	27	28	29	30		4	0	4
April	2	3	4	5	6	Spring Break 2	4	0	5
April	9	10	11	12	13		5	1	5
April	16	17	18	19	20	Conference Week	4	0	5
April	23	24	25	26	27		5	0	5
May	30	1	2	3	4		5	0	5
May	7	8	9	10	11		5	0	5
May	14	15	16	17	18		5	0	5
May	21	22	23	24	25		5	0	5
May/June	28	29	30	31	1	Memorial Day Holiday	4	0	4
June	3	4	**5**	6	7		3	1	4
TOTAL									
							180	**5**	**186**

DAILY SCHEDULE				
Class		Class Minutes	Lunch	Minutes
K	8:45-12:05	200		200
1st	8:45-3:15	390	45	345
2-3	8:45-3:15	390	45	345
4-5-6	8:45-3:15	390	45	345
7-8	8:45-3:15	390	45	345

LEGAL REQUIREMENT	
Instructional Minutes	TOTAL
200	36000
280	50400
280	50400
300	54000
300	54000

DEVELOPMENT DAY				
Class		Class Minutes	Lunch	Minutes
K	8:45-12:05	200		200
1st	8:45-12:20	275	0	275
2-3	8:45-12:20	275	0	275
4-5	8:45-12:20	275	0	275
6-8	8:45-12:20	275	0	275

EXCESS OF REQUIREMENT		
K	36000	0
1st	58295	7895
2-3	58295	7895
4-5-6	58295	4295
7-8	58295	4295

Sherwood Montessori

2017-2018 School Calendar

August 2017

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	EP	EP	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

School Closed
Early Release Day-2pm dismissal
Parent Teacher Conferences

EP — Employee Planning (no school for students)
Report Cards
First and Last Day of School

Attendance Make-Up Day

Aug 7-8	Planning/Development Days
Aug 9	First Day of School for students
Sep 4	Labor Day-no school
Oct 27	Parent/Teacher Conferences - no school
Nov 10	Veterans Day - no school
Nov 20-24	Thanksgiving Break-no school
Dec 22-Jan 5	Winter Break-no school
Jan 15	Martin Luther King Jr. Day-no school
Feb 16 & 19	Presidents Day-no school
Feb 16	Attendance Make-Up Day-8:45-12:00

Mar 19-23	Spring Break - no school
March 30-April 2	Spring Break 2- no school
Mar 30	Attendance Make Up Day-8:45-12:00
Apr 20	Parent/Teacher Conferences- no school
May 28	Memorial Day-no school
May 31	Last Day of School

Month	M	T	W	TH	F	Notes	K-min	1/8-min	M	T	W	TH	F	M	T	W	TH	F
August	7	8	9	10	11		600	965	0	0	275	345	345	0	0	200	200	200
August	14	15	16	17	18		1000	1655	345	345	275	345	345	200	200	200	200	200
August	21	22	23	24	25		1000	1000	345	345	275	345	345	200	200	200	200	200
Aug/Sept	28	29	30	31	1		1000	1655	345	345	275	345	345	200	200	200	200	200
Sept	4	5	6	7	8	Labor Day Holiday	800	1310		345	275	345	345		200	200	200	200
Sept	11	12	13	14	15		1000	1655	345	345	275	345	345	200	200	200	200	200
Sept	18	19	20	21	22		1000	1655	345	345	275	345	345	200	200	200	200	200
Sept	25	26	27	28	29		1000	1655	345	345	275	345	345	200	200	200	200	200
Oct	2	3	4	5	6		1000	1655	345	345	275	345	345	200	200	200	200	200
Oct	9	10	11	12	13		1000	1655	345	345	275	345	345	200	200	200	200	200
Oct	16	17	18	19	20		1000	1655	345	345	275	345	345	200	200	200	200	200
Oct	23	24	25	26	27	Conference Week	800	1100	275	275	275	275	0	200	200	200	200	0
Oct/Nov	30	31	1	2	3		1000	1655	345	345	275	345	345	200	200	200	200	200
Nov	6	7	8	9	10	Veterans Day Holiday	800	1310	345	345	275	345		200	200	200	200	
Nov	13	14	15	16	17		1000	1655	345	345	275	345	345	200	200	200	200	200
Nov	20	21	22	23	24	Thanksgiving Break	0	0										
Nov/Dec	27	28	29	30	1		1000	1655	345	345	275	345	345	200	200	200	200	200
Dec	4	5	6	7	8		1000	1655	345	345	275	345	345	200	200	200	200	200
Dec	11	12	13	14	15		1000	1655	345	345	275	345	345	200	200	200	200	200
Dec	18	19	20	21	22	Winter Break	800	1310	345	345	275	345		200	200	200	200	
Dec	25	26	27	28	29	Winter Break	0	0										
Jan	1	2	3	4	5	Winter Break	0	0										
Jan	8	9	10	11	12		1000	1655	345	345	275	345	345	200	200	200	200	200
Jan	15	16	17	18	19	Martin Luther King, Jr.	800	1310		345	275	345	345		200	200	200	200
Jan	22	23	24	25	26		1000	1655	345	345	275	345	345	200	200	200	200	200
Jan/Feb	29	30	31	1	2		1000	1655	345	345	275	345	345	200	200	200	200	200
Feb	5	6	7	8	9		1000	1655	345	345	275	345	345	200	200	200	200	200
Feb	12	13	14	15	16	Lincoln's Birthday Holiday	800	1310	345	345	275	345		200	200	200	200	
Feb	19	20	21	22	23	Presidents Day Holiday	800	1310		345	275	345	345		200	200	200	200
Feb/Mar	26	27	28	1	2		1000	1655	345	345	275	345	345	200	200	200	200	200
March	5	6	7	8	9		1000	1655	345	345	275	345	345	200	200	200	200	200
March	12	13	14	15	16		1000	1655	345	345	275	345	345	200	200	200	200	200
March	19	20	21	22	23	Spring Break	0	0										
March	26	27	28	29	30		800	1310	345	345	275	345		200	200	200	200	
April	2	3	4	5	6	Spring Break 2	800	1310		345	275	345	345		200	200	200	200
April	9	10	11	12	13		1000	1655	345	345	275	345	345	200	200	200	200	200
April	16	17	18	19	20	Conference Week	800	1100	275	275	275	275		200	200	200	200	
April	23	24	25	26	27		1000	1655	345	345	275	345	345	200	200	200	200	200
April/May	30	1	2	3	4		1000	1655	345	345	275	345	345	200	200	200	200	200
May	7	8	9	10	11		1000	1655	345	345	275	345	345	200	200	200	200	200
May	14	15	16	17	18		1000	1655	345	345	275	345	345	200	200	200	200	200
May	21	22	23	24	25		1000	1655	345	345	275	345	345	200	200	200	200	200
May/June	28	29	30	31	1	Memorial Day Holiday	400	620		345	275				200	200		
June	3	4	5	6	7	No school in June	0											
TOTAL							**36000**	**58295**										

Month	M	T	W	TH	F	Notes	Inst. Day	Non-Inst.	Total Work
August	7	8	9	10	11		3	2	5
August	14	15	16	17	18		5	0	5
August	21	22	23	34	25		5	0	5
Aug/Sept	28	29	30	31	1		5	0	5
Sept	4	5	6	7	8	Labor Day Holiday	4	0	4
Sept	11	12	13	14	15		5	0	5
Sept	18	19	20	21	22		5	0	5
Sept	25	26	27	28	29		5	0	5
Oct	2	3	4	5	6		5	0	5
Oct	9	10	11	12	13		5	0	5
Oct	16	17	18	19	20		5	0	5
Oct	23	24	25	26	27	Conference Week	4	1	5
Oct/Nov	30	31	1	2	3		5	0	5
Nov	6	7	8	9	10	Veterans Day Holiday	4	0	4
Nov	13	14	15	16	17		5	0	5
Nov	20	21	22	23	24	Thanksgiving Break	0	0	0
Nov/Dec	27	28	29	30	1		5	0	5
Dec	4	5	6	7	8		5	0	5
Dec	11	12	13	14	15		5	0	5
Dec	18	19	20	21	22	Winter Break	4	0	4
Dec	25	26	27	28	29	Winter Break	0	0	0
Jan	1	2	3	4	5	Winter Break	0	0	0
Jan	8	9	10	11	12		5	0	5
Jan	15	16	17	18	19	Martin Luther King, Jr.	4	0	4
Jan	22	23	24	25	26		5	0	5
Jan/Feb	29	30	31	1	2		5	0	5
Feb	5	6	7	8	9		5	0	5
Feb	12	13	14	15	16	Lincoln's Birthday Holiday	4	0	4
Feb	19	20	21	22	23	Presidents Day Holiday	4	0	4
Feb/Mar	26	27	28	1	2		5	0	5
March	5	6	7	8	9		5	0	5
March	12	13	14	15	16		5	0	5
March	19	20	21	22	23	Spring Break	0	0	0
March	26	27	28	29	30	Spring Break 2	4	0	4
April	2	3	4	5	6	Spring Break 2	4	0	4
April	9	10	11	12	13		5	0	5
April	16	17	18	19	20	Conference Week	4	1	5
April	23	24	25	26	27		5	0	5
April/May	30	1	2	3	4		5	0	5
May	7	8	9	10	11		5	0	5
May	14	15	16	17	18		5	0	5
May	21	22	23	24	25		5	0	5
May/June	29	30	31	1	2	Memorial Day Holiday	2	0	2
June	5	6	7	8	9	No School in June	0	0	0
TOTAL							**180**	**4**	**184**

DAILY SCHEDULE				
Class		Class Minutes	Lunch	Minutes
K	8:45-12:05	200		200
1st	8:45-3:15	390	45	345
2-3	8:45-3:15	390	45	345
4-5-6	8:45-3:15	390	45	345
7-8	8:45-3:15	390	45	345

LEGAL REQUIREMENT	
Instructional Minutes	TOTAL
200	36000
280	50400
280	50400
300	54000
300	54000

DEVELOPMENT DAY				
Class		Class Minutes	Lunch	Minutes
K	8:45-12:05	200		200
1st	8:45-12:20	275	0	275
2-3	8:45-12:20	275	0	275
4-5	8:45-12:20	275	0	275
6-8	8:45-12:20	275	0	275

EXCESS OF REQUIREMENT		
K	36000	0
1st	58295	7895
2-3	58295	7895
4-5-6	58295	4295
7-8	58295	4295

SHERWOOD MONTESSORI

REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 4**
746 Moss Avenue, Chico, California
Date/Time: **Thursday, November 17, 2016 – 6:00 p.m.**

AGENDA

1. CALL TO ORDER

1.1 Roll Call Chris Fosen, Robyn DiFalco, Kristy Cowell, Mark Reiser, Nicole Drummond, Nili Yudice

2. CONSENT AGENDA

2.1 Minutes Approval Consider approval of minutes from October 20, 2016.

3. REPORTS AND COMMUNICATION

3.1 Committee Reports
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 First Interim Budget

The Business Manager has prepared the First Interim Budget Report for adoption.
ACTION REQUESTED: Adopt budget.

5.3 Performance Audit

The School Director has written a school performance report based on standardized test results.
ACTION REQUESTED: Review report.

5.4 Educator Effectiveness Grant Plan

The Educator Effectiveness Grant Plan must be discussed in a public meeting prior to approval to access the funds.
ACTION REQUESTED: Discuss plan.

5.5 Change in Daily Schedule

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.

The Board will be asked to consider a change in the current daily schedule to accommodate more planning time for the teachers.
ACTION REQUESTED: Approve change.

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 Planning Retreat
7.2 SARC (School Accountability Report Card) Report
7.3 Prop 39 Offer

8. ADJOURNMENT (Est. 8:00 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 1071 E. 16th St., Chico, California
Date/Time: Thursday, October 20, 2016 – 6:00 p.m.

MEETING MINUTES

1. CALL TO ORDER 6:03

1.1 Roll Call

Kristy Cowell, Mark Reiser, Nicole Drummond, Nili Yudice, Robyn DiFalco, James Conery, Chris Fosen

2. CONSENT AGENDA

2.1 Minutes Approval - Motion to Approve: James Conery Second: Mark Reiser

September 10, 2016 - APPROVED Unanimous
September 15, 2016 - APPROVED Unanimous
September 23, 2016 - APPROVED Unanimous

3. REPORTS AND COMMUNICATION

3.1 Instructional Staff Reports

Board realizes these are important. Discussion about next month' staff reports and expectations from the board. Robyn DiFalco will draft a memo on behalf of the board to clarify that the board appreciates all efforts by teachers but we also don't want reports to be a burden on teacher time.

3.2 Sherwood Montessori Parents Organization Report

Discussion about cleaning services in the classrooms and the possibly of purchasing vacuums for the classrooms so the children can help clean their environment Suggested that a board member attend SMPO meetings

3.3 School Director Report

We are waiting for the fencing contractor to mark the spots for out fence posts and CUSD to approve locations. Discussion about temporary fencing to let parents know we are in progress. James Conery and Nili Yudice volunteer to help with that.

3.4 Treasurer Report

Nili Yudice, Treasurer, explained our budgetary situation, which is significantly impacted by low enrollment. ADA (Average Daily Attendance) sits @138 students. ADA under 133 will incur additional costs and affect what we owe the District for use of our space at Chapman. We anticipate 4 new students by November. We lost 54 students over the summer (not necessarily due to the move) at a cost of 12 ADA total. Discussion about plan for deficit spending this year. Key elements include:

1. enrollment
    a. March 2017 is the goal to increase enrollment
2. Discretionary funds
    a. One time discretionary is not expected, but could happen
3. Special Ed costs and funds
    a. Funds from SELPA not expected until February
4. Important to watch Extended Day program so as to not lost funds.

a. Invoices have been sent out.

3.5 Committee Reports

1. **Audit Committee**
   a. A 2% increase in teacher pay was to account for STRS increase; teachers' pay stayed the same, STRS went up
   b. Additional teacher raises were set as a goal for board at our September 2016 retreat
   c. Teacher bonuses were set as a goal for the board at recent board meetings
2. **Campus Improvement Committee**- looking for volunteers and artists to help
3. **Communications Committee-** spot on KZFR coming soon
4. **Curriculum Committee**
5. **Facilities Planning Committee -** significant movement happening this month at 1010 Cleveland
   a. Early next week work will resume.
   b. New flooring this weekend.
   c. Electrical finishing.
   d. Concrete and railing coming
6. **Funds Development Committee**
   a. Nili Yudice suggested a goal thermometer to help parents see goals
7. **Charter Renewal Committee**
8. **Safety Committee**
9. **Community Connections Working Group**

4. NOTICED PUBLIC HEARINGS None

5. REGULAR BUSINESS

5.1 Items Removed From Consent None

5.2 Growth Plan

Class size and placement are important. Concern was raised about large class size for Upper Elementary (as high as 26 or 27) in each class. The board feels that it is important to make the decision about 6th grade when we have enough information later in the spring. This information will be based on expected enrollment as well as what's best for the school, the students, the class sizes, etc. We can then provide clear communication about our reasons for the decision.

The board will revisit this growth plan in the spring for a re-evaluation about the 6th grade either staying with the 7th and 8th or going back with 4th and 5th. Teachers will consult with parents for a thoughtful process.

ACTION REQUESTED: Approval as presented with notes
Unanimous approval as written and amended.

5.3 Proposition 39
ACTION REQUESTED: Approve draft of Prop 39 Initial Request.
Unanimous Approval of draft, with board authorizing the Policy & Charter Renewal Committee to make additional cleanup revisions as needed.

5.4 Move Bonus for Teachers

ACTION REQUESTED: Approve bonuses for teachers
The board supports the fund development committee moving forward with teacher appreciation gesture, to be determined.
UNANIMOUS Approval as written

5.5 School Calendar
ACTION REQUESTED: Approve a calendar for next school year.
An explanation was given by Michelle Yezbick and Pat Casey about the minimum wage and exempt employee laws and why they trigger a potential need to move to a 10-month calendar instead of the current 11-month calendar. Board members expressed concern that families would not like the 10-month calendar with early start in August. Board members also expressed concern about the proposed minimum day on Wednesday with early dismissal at 12:20. There were many questions.

Motion by Nili Yudice to approve 11-month calendar with the intent of revisiting early dismissal in November at the regular scheduled board meeting; second by Chris Fosen
UNANIMOUS Approval as written

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA –Letter from Lisa Williams, parent of middle school student. Robyn DiFalco will meet with her to address concerns.

7. FUTURE AGENDA ITEMS
7.1 First Interim Financial Report
7.2 Annual Financial Audit
7.3 Report on Standardized Test Results
7.4 Draft of the Charter for Renewal
8. ADJOURNMENT 9:02 p.m.

Sherwood Montessori Board of Directors
Committee Reports
for November 17, 2016 Board Meeting

Audit Committee *Chair: Nili Yudice*

- Work is complete for this school year. Nothing to report.

Budget/Finance Committee *Chair: Nili Yudice*

- Our October meeting took place in Michelle's office on 11/9/16
- We reviewed the current budget and Pat lead us through the process of altering the numbers for the remainder of the year to more accurately depict what our projected income and expenses may be.
- Pat will present this updated budget at the meeting on 11/17/16.

Campus Improvement Committee *Chair: _____ (was James Conery)*

- We will need a new Chair or interim Chair for this Committee. Committee members currently include Marko Reiser and Nicole Drummond.
- 4 plants were planted in barrels on campus. Donations from Home Depot and Lowes.
- Committee Goals identified at recent meeting:
    - The Campus Improvement Committee will help facilitate a clear process with outlined responsibilities in which upkeep and aesthetics of the outdoor environment are part of the student curriculum and our school culture by December 2016.

      *Potentially each classroom being responsible for a planter and an outdoor area. See supporting document with details.
    - The Campus Improvement Committee will gather information from faculty and families about priorities related to the beautification of the campus by the end of 2016. Projects will be prioritized and coordinated with SMPO for volunteers and fundraising with specific achievable timelines.
    - **Potential projects include:** planters (already in process), painting doors on bathrooms, bathroom signs, bathroom decorations, coat hooks, doors decorated specific to each classroom, fence decorations, recycled art sculptures, indoor and bulletin board aesthetics (decoration/organization/upkeep)
    - The Campus Improvement Committee will identify a lead person (or persons) to take on the coordination of outdoor mural projects (art teacher, community artist?). This person will propose a design based on community input that will be approved by the Board and the Director. This person will coordinate with students, teachers, and the parent community to complete a minimum of one large outdoor mural that is aligned with Montessori & Sherwood values by April 2016.

Communications Committee *Chair: Robyn DiFalco*

- Committee will meet on 11/10/16 at 3pm at Has Beans Coffee. (Mark Reiser, Eileen Morris, Robyn DiFalco)
- Will review recent Advertising/Promotional efforts including the advertising budget:
    - Growing Up Chico Magazine (winter issue) 1/2 pg ad, (Nov-Dec-Jan) $544
    - Growing Up Chico (Feb 2017) alternative Education issue: a listing with logo and 100 words of text, $150
    - KZFR underwriting, 90.1FM: 12x/month for 6 months (from 10/24/16 through 4/23/17), $432
    - North State Parent (Dec issue); 1/6 page ad, $280
    - Costco sign banner on display (month of December?) $150/month + cost of banner est $40

    - Total promotional expenses since July 2016 come to $6,307 ($5,127 spent so far + $1,180 committed) with $2293 remaining of the original amount approved by the board in June 2016 ($8600).
- Will review Facebook Guidelines draft document which is intended to clarify what kind of posts belong on the official Sherwood school page and what belongs on the SMPO page. Then coordinate strategic content for ongoing social media posts.
- Marko created a revised draft of the Photo Release Waiver form for use of kid photos in promotional materials. Message went out in newsletter reminding parents of our policy on this and how to "opt out".
- We've been encouraging parents to post more online reviews on Facebook, Yelp, Google, and Greatschools.org. (through School Newsletter). Not much success. We need more reviews!
- Committee is reviewing the draft Communications Plan of the Operational Plan and will make recommendations and revisions to be presented at January board meeting.
- Some website revisions include all new content on Extended Day Program. Still have lots of work on key pages including staff page, events page, and Special Programs.
- December meeting date TBD

Curriculum Committee *Chair: Kristy Cowell*

- The Curriculum Committee has not gotten anymore teacher information and would like the two teachers who did submit information to us to know that there are no funds for this Committee beyond each classroom's budget of $750 a year that can be used for instructional supplies. Montessori is the curriculum, and there is support now from April if anyone needs that.
- This Committee is looking for direction and input at this point.

Elections Committee *Chair: Robyn*

- James Conery was the 2nd board member on this committee. Now that he has resigned from the board, we can fill his vacancy by appointment.
- According to our bylaws, the Elections Committee doesn't have a role in appointments to fill vacancies, only to hold the election annually.

Facilities Planning Committee *Chair: Mark Reiser*

- November Meeting scheduled for 11/10/16. The following are topics that will be discussed at the Nov. meeting.
- Specific targeted goals and timelines will be discussed and defined.
- Discuss in detail the budget for the completion of 1010 to allow students, staff, and parents to use the property (3 parts: Jeff Page scope of work, Sherwood responsibilities, and ongoing financial considerations).
- Discuss survey results and strategy for developing a Use Plan
    - What to include in a Use Plan- layout
- Discuss the development of Safety Policy
    - Responsibilities of the Board vs. Administration
- Create a timeline and strategize the completion of projects that Sherwood is responsible for- identify parent resources.

Funds Development Committee *Chair: Robyn DiFalco*

- Met on Nov 10 at 9am at Robyn's house. (Nili, Robyn, Heather Fox, Eric Hartmann)
- Reviewed our list of Fundraising strategies and gave updates. Topics included: For Small Hands, Sustainer Giving Program, Annie B's, e-scrip & shares cards, Online donation sites (Donor's Choose) and Wish Lists, Giving Tuesday, Square 1 Art Fundraiser.

- Decided to create some “framework documents” similar to the “cost-benefit analysis spreadsheet for annual fundraisers. A doc that would list local community support such as sponsors/donors, what they gave in the past, who the contact person was, etc. Solid record-keeping for institutional memory so we’re not always starting at square one.
- Discussed grant opportunities and past grants Sherwood has pursued. Brianstormed a basic list of topics that might be “fundable” from arts, music, PE, special ed, funding for the new garden at 1010 Cleveland, professional development for teachers, etc.
- Will discuss collaboration & communication with SMPO: how to support, how to be more strategic, more intentional, how to work together. Whether to begin using Shared Google folders to pass on digital files for events and the knowledge of past planners.
- Will discuss Teacher Appreciation Party idea, now called “Beer Bash”, hosted by Nili Yudice on Sat, Dec 10.
- December meeting TBD, hopefully Dec 1 or 2nd.

Policy & Charter Renewal Committee *Chair: Chris Fosen*

- We’ve met several times since the last Board meeting, the most recent one being Nov. 9
- Michelle, NIli, and I have started work on the Performance Self-Evaluation report, which is an additional document that summarizes the work of the school, its strengths and weaknesses, through 14 questions. We’ve begun dividing up the document and sending the questions to the people who can best answer them, e.g., budget questions to Pat or CHELPA questions to Jessica
- I emailed Pat and Jessica questions to answer; have received an email back from Pat. Jessica will send words by Nov 28. Michelle will email the teachers to ask for their input and I will follow up with specific requests from several of them. We should have a draft Self-Evaluation completed by the end of the month or early Dec.
- Charter renewal: Michelle has read and re-read the Charter and has made notes on necessary changes; she’s also drafted language for at least one new section that’s mandated by law. Since we need to present both a clean and “redline” copy, she’s exploring whether in MS Word a “merge documents” or “track changes” process would be best. We’ve put off adding any specific mention of a homeschool program until we can learn more; will craft language saying only that we’re “interested”
- Prop 39: Michelle sent off the materials and is awaiting response. She included language given to her by CCSA lawyers that would reflect that 1010 Cleveland is not currently usable as an educational space and should not be counted in Prop 39 calculations.
- Michelle suggests we recruit parents to be present at the meetings, and gather photos and “bragging bits.” She further suggests that committee members can help with proofreading/editing of documents.
- Our next meeting will be Wed Nov 16 at 4:00 in Michelle’s office

Safety Committee *Chair: _____? (was James Conery)*

- *We will need a new Chair or an interim chair*
- Fence posts were marked by Willard Fence Company. Michelle contacted CUSD to ask them to approve the fence post locations. CUSD has informed us of a request/approval process that we did not previously know but are now pursuing. Rain has delayed the fence contractor’s schedule
-

Community Connections Working Group *Board Liaison: Nicole Drummond*

- The Group is trying to schedule a meeting, potentially for the week of Nov 14.
- Planning to discuss:
    - the monthly Chapman Night Outs that started this month
    - any concerns that have been brought forward in Michelle's monthly coffee with the Director

- any other concerns ideas that we have [related to our relationship with Chapman school & community]

Agenda Item 3.2

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SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Kelli Kurth, SMPO President

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

Date: November 11, 2016 for the meeting of November 17, 2016

SMPO Update November 2016

My name is Kelli Kurth and I was previously the SMPO VP. When Jeanette resigned from the president position, I started taking over more duties for the SMPO. I'm going to try and update you with what I know so far, however, I would like to invite you all to communicate with me about SMPO business. I'm not sure of everything this new job entitles but I am be open to any communication that you think is important for this role. I will also be meeting with both Robyn and Michelle to clarify roles and responsibilities.

The Festival of Gratitude was a beautiful family event coordinated by four parents from our school. The four parents were Mary Carmen Whiteside, Becky Kambourian, Jon Meyerson, and Patrick Christensen. This year the SMPO decided to combine the Fall Festival, Literary Character Day and the Feast of Gratitude. This meant that this group of people (3 who are new to the school) had to figure out all the details of combining events and how to do it on our new site. If you were at the festival, you already know that those four people did an amazing job with this task. There was hay and pumpkins everywhere; there were fun games and activities; there was face painting and crafts; there was a chili cook-off with at least 12 types of chili to try. And let's not forget the live music during the cakewalk provided by teacher Teresa's daughter, Jessica. And square dancing--it was so darn cute to see our kids square dancing together. Families and kids everywhere were marveling at the festival that our school put on. I overheard many families talking about this wonderful, community-building event. The world's biggest thank you goes out to our Festival of Gratitude team, who went above and beyond to provide our school with this heart-warming event.

At the completion of the new "swag" order we will be seeing lots of Sherwood Montessori gear. Over $1000 worth of new "swag" gear was ordered.

The Winter Festival is the next big event being planned for Sherwood. Although we don't have a venue secured yet, the winter festival committee is working hard to find the perfect place. I will be working closely with the committee to help support them during the next 6 weeks.

Agenda Item 3.3

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.3 School Director Report**

Date: November 11, 2016 for the meeting of November 17, 2016

ADMINISTRATIVE ITEMS:

- We currently have 141 students enrolled. There is one space in the lower elementary, one in the middle school, three in the kindergarten, and seven in the upper elementary.
- We are fully staffed, but will be adding to our substitute list.
- Carpets were installed the weekend of October 29th in the four portable classrooms.
- The teachers enjoyed a staff development on Mindfulness on November 2nd. The presenter gave us many strategies to manage stress and increase relaxation.
- I attended a meeting with John Bohannon and other charter leaders who are up for renewal this year to go over the District's expectations. The Policy and Charter Renewal Committee will be meeting weekly to manage the work of the renewal.
- Three teachers attended a professional development titled: Transforming Challenging, Aggressive, and Violent Behavior Through the Implementation of the Nurtured Heart Approach presented by Alastair Gardiner on Tuesday, November 1st.

FISCAL ITEMS:

- We made $1091.48 from Annie B's this year.

SAFETY ITEMS:

- The heavy rains in the fall are causing a delay in the fence company's installation. A temporary fence made of plastic can be a temporary solution.

GOALS PROGRESS:

- Communications Plan- I am waiting for input from the Communications Committee on the work done so far, and the goal is to have the final draft ready in January. I don't expect to have time to work on other sections of the Operational Plan until after the Charter renewal.

- Communication between Extended Day Coordinator, Julia Marshall; Business Manager, Pat Casey; and me has us realizing early this year that our new funding structure is still not a sustainable model. The proposal has been made to increase Extended Day fees to $1.50/quarter hour to see if this will help.
- Recent retention and recruitment efforts include First Fridays Coffee with the Director in November, and attending parent meetings to support individualizing the curriculum for some students. Heather Fisher is collecting data from new families regarding how they heard about the school, and we are finding that word of mouth is our best recruitment too, along with a positive presence on the Internet.

Agenda Item 3.4

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Nili Yudice, Board Treasurer

Subject: **Agenda Item 3.4 Treasurer Report**

Date: November 11, 2016 for the meeting of November 17 2016

October Treasurer's Report

The October Financial Board Report is attached to this memo. A Treasurer's Report will be shared at the meeting.

Attachment: October Financial Board Report

Sherwood Montessori
Balance Sheet - Current Month
Accrual Basis — As of October 31, 2016

	Oct 31, 16	
ASSETS		
Current Assets		
Checking/Savings		
9100-Assets		
9120-NCNB Checking	92,474	
Total 9100-Assets		92,474
Total Checking/Savings		92,474
Accounts Receivable		
9200-Accounts Receivable		60,631
Total Accounts Receivable		60,631
Other Current Assets		
9290 - Due from Grantor Govts.		
EPA Funds Due	-735	
ILT Funds Due	5,725	
LCFF Funds Due	17,099	
Lottery Due	-423	
Prior Year Corrections Due	-12,086	
Total 9290 - Due from Grantor Govts.		9,580
Total Other Current Assets		9,580
Total Current Assets		162,685
TOTAL ASSETS		**162,685**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
9500-Accounts Payable		20,164
Total Accounts Payable		20,164
Other Current Liabilities		
9500-Liabilities		
9511-Payroll Liabilities		
Deferred Payroll	9,068	
Health and Welfare	-1,258	
PERS EE / ER	11,077	
STRS EE / ER	13,428	
Total 9511-Payroll Liabilities	32,315	
Total 9500-Liabilities		32,315
Total Other Current Liabilities		32,315
Total Current Liabilities		52,479
Total Liabilities		52,479
Equity		
9793 - Audit Adjustments		116,335
Opening Balance Equity		6,385
Restricted Assets		50,166
Unrestricted Net Assets		69,590
Net Income		-132,270
Total Equity		110,206
TOTAL LIABILITIES & EQUITY		**162,685**

Sherwood Montessori
Board of Directors - Donations and Fundraising Report
October 2016

Type	Date	Memo	Amount
8000-Revenues			
8600-8799 Other Local Revenue			
8699-Fundraising and Donations			
8699-Field Trip Donations			
Deposit	10/17/2016	Teresa fieldtrip	130
Deposit	10/17/2016	Celeste fieldtrip	277
Deposit	10/17/2016	Eric fieldtrip	74
Deposit	10/17/2016	Emily fieldtrip	65
Deposit	10/17/2016	Celeste fundraiser	560
Total 8699-Field Trip Donations			1,106
8699-Fundraising			
Deposit	10/17/2016	Celeste t-shirts	31
Deposit	10/17/2016	Farmers' Market	60
Deposit	10/25/2016	Deposit	9
Deposit	10/27/2016	Deposit	178
Total 8699-Fundraising			278
Total 8699-Fundraising and Donations			1,384
Total 8600-8799 Other Local Revenue			1,384
Total 8000-Revenues			1,384
TOTAL			**1,384**

Sherwood Montessori
Profit & Loss YTD Comparison
October 2016

	Oct 16	Jul - Oct 16
Ordinary Income/Expense		
Income		
8000-Revenues		
8010-8099 Revenue Limit Sources		
8011-Local Control Funding	53,627	166,840
8012-Education Protection Act		46,234
8019-Prior Year Adjustments		1,752
8096-In Lieu of Property Taxes		59,742
Total 8010-8099 Revenue Limit Sources	53,627	274,568
8300-8599 Other State Revenue		
8560-State Lottery Revenue		
Unrestricted Lottery	7,004	15,970
Total 8560-State Lottery Revenue	7,004	15,970
Total 8300-8599 Other State Revenue	7,004	15,970
8600-8799 Other Local Revenue		
8673-Parent Fees		
8673-After School Program		1,364
8673-Extended Day		
Material Fee		1,067
8673-Extended Day - Other	1,468	1,468
Total 8673-Extended Day	1,468	2,535
8673-Parent Fees - Other		30
Total 8673-Parent Fees	1,468	3,929
8673-Rebates	111	122
8699-Fundraising and Donations		
8699-Field Trip Donations	1,106	1,247
8699-Fundraising	278	742
Total 8699-Fundraising and Donations	1,384	1,990
8699-Other Local Income	1,730	1,730
Total 8600-8799 Other Local Revenue	4,693	7,770
Total 8000-Revenues	65,324	298,308
Total Income	65,324	298,308
Gross Profit	65,324	298,308
Expense		
1000 Certificated Salaries		
1100-Teacher Salaries		
ELA Intervention	1,909	5,726
Lead Teacher Salaries	31,937	95,810
Resource Teacher Salaries	1,611	4,616
Speech Therapist	1,260	3,780
Substitute Salaries	1,251	1,905
1100-Teacher Salaries - Other	80	250
Total 1100-Teacher Salaries	38,047	112,086
1200 - Cert. Pupil Support	630	1,890
Total 1000 Certificated Salaries	38,677	113,976
2000 Classified Salaries		
2100-Instructional Aides		
Classroom Aide Salaries	14,430	35,178
RSP Aide	5,660	11,459
Total 2100-Instructional Aides	20,090	46,637
2200-Support Salaries		
Extended Day	4,544	10,177
Facilities Development		980

Sherwood Montessori
Profit & Loss YTD Comparison
October 2016

	Oct 16	Jul - Oct 16
PE Instruction	546	1,897
2200-Support Salaries - Other	630	1,890
Total 2200-Support Salaries	5,720	14,944
2300-Administration Salaries	6,083	24,333
2400-Clerical and Office Sal		
Administration Support	3,352	9,918
Clerical Salaries	3,550	7,512
Total 2400-Clerical and Office Sal	6,901	17,430
2000 Classified Salaries - Other	74	305
Total 2000 Classified Salaries	38,868	103,649
3000-Employee Benefits		
3101-STRS, Certificated	4,343	12,916
3202-PERS, Classfied	2,371	7,551
3302-OASDI	2,619	6,998
3311-Medicare	1,101	3,087
3401-Health Benefits	6,064	21,288
3501-Unemployment Ins	898	2,846
3601-Workers Comp	729	4,249
3901-Employee Training Tax	21	66
3903-Other Employee Benefits	103	353
Total 3000-Employee Benefits	18,249	59,354
4000-Books and Supplies		
4100-Textbooks/Core Curricula	4,301	9,424
4200-Books/reference Materials		826
4300-Materials and Supplies		
Custodial Supplies	125	504
Extended Day	318	934
Food (Instructional)	94	653
Instructional Supplies	931	8,589
Maintenance Supplies	13	13
Office Supplies	-146	3,625
The Move		1,288
Total 4300-Materials and Supplies	1,335	15,606
4400-Noncapitalized Eq (<5K)		
Furniture	4,543	4,543
Total 4400-Noncapitalized Eq (<5K)	4,543	4,543
Total 4000-Books and Supplies	10,179	30,399
5000 Services/Other Op. Exp.		
5200-Travel and Conferences	10	3,428
5400-Liability Insurance	1,247	7,368
5500-Operations / Housekeeping		
CUSD FUA Charges	3,523	3,523
Electricity	104	1,673
Housekeeping Services	1,463	2,958
Trash/Recycling	74	496
Water	34	379
Total 5500-Operations / Housekeeping	5,197	9,028
5600-Rental/Leases/Repairs		
Copier Lease	251	1,105
Facility Repairs	60	3,265
Property Rental - Moss Ave		7,954
Total 5600-Rental/Leases/Repairs	311	12,324
5800-Other Services		
Advertising	544	4,561
Attorney		658
Auditing and CPA Services	5,600	5,600
Bank Fees		52

Sherwood Montessori
Profit & Loss YTD Comparison
October 2016

	Oct 16	Jul - Oct 16
Bookkeeping Services	300	1,200
Business Manager Services	3,250	13,375
District Oversight	998	4,379
Extracurricular Services	4,897	12,027
Field Trips and Assemblies	1,971	2,021
Fundraising Expenses		1,099
LiveScan and TB Test Services	382	897
The Move	620	3,896
Total 5800-Other Services	18,562	49,766
5900-Communications		
Internet Service Provider	82	533
Online List Management	10	40
Postage	82	176
Telephone, Cellular	84	241
Telephone, Landline	96	1,314
Television, Cable		44
Website, Hosting		30
Total 5900-Communications	354	2,378
Total 5000 Services/Other Op. Exp.	25,680	84,292
6000 Captial Outlay (>5K)		
6200-Building Improvement	4,252	38,908
Total 6000 Captial Outlay (>5K)	4,252	38,908
Total Expense	135,905	430,578
Net Ordinary Income	-70,580	-132,270
Net Income	**-70,580**	**-132,270**

Sherwood Montessori
Board of Directors - Vendor Payments Report
October 2016

Type	Date	Num	Name	Memo	Account	Amount
Bill	10/01/2016	19842	CharterSAFE	October Premium 2016-2017	3601-Workers Comp	729.00
Bill	10/01/2016	19842	CharterSAFE	October Premium 2016-2017	5400-Liability Insura...	1,247.00
Bill	10/01/2016	33016	The Creative Apple	supplies	Instructional Supplies	25.52
Bill	10/03/2016	977308...	Verizon Wireless	9/4/16-10/3/16	Telephone, Cellular	83.80
Bill	10/04/2016	952733...	Houghton Mifflin Harcourt	IBSN 13/IBSN 10	4100-Textbooks/Cor...	1,411.91
Bill	10/04/2016		Laura A. Mason	October bookkeeping servi...	Bookkeeping Services	300.00
Bill	10/04/2016	1617-02	Chico Country Day	October Special Education ...	Extracurricular Servi...	2,448.56
Check	10/05/2016	4879	Julia Goddard	supplies	Extended Day	23.99
Check	10/05/2016	4880	April Pearce	Livescan	LiveScan and TB Te...	52.00
Check	10/05/2016	4881	Mitzi Levy	Livescan	LiveScan and TB Te...	55.00
Check	10/05/2016	4882	Celeste Shults	Kid Coach & Peer Mediator...	Instructional Supplies	73.46
Check	10/05/2016	4883	Julia Goddard	supplies	Extended Day	13.66
Check	10/05/2016	4884	Morgan Szymczak	Livescan	LiveScan and TB Te...	67.00
Check	10/05/2016	4895	Kathryn Hickok	plants and prep for class e...	Instructional Supplies	32.04
Bill	10/05/2016	186903...	University Box Office	10/19/16, 3/1/17,3/17/17	Field Trips and Asse...	422.00
Bill	10/05/2016	186903...	University Box Office	9/22/16 10/19/16 11/16/16 ...	Field Trips and Asse...	877.00
Bill	10/05/2016	186903...	University Box Office	9/22/16 5/25/17	Field Trips and Asse...	282.00
Bill	10/05/2016	186903...	University Box Office	9/22/16 5/25/17	Field Trips and Asse...	282.00
Check	10/05/2016	DBT	Costco	supplies	Office Supplies	29.55
Check	10/05/2016	DBT	Costco	snacks	Extended Day	37.95
Check	10/05/2016	DBT	Costco	supplies	Custodial Supplies	49.02
Check	10/05/2016	DBT	Costco	stamps	Postage	46.75
Bill	10/06/2016		California Water Service ...	Acc 5491510977 10101 Cl...	Water	16.93
Check	10/06/2016	4898	Burt Levy	Fix irrigation	Maintenance Supplies	12.68
Check	10/06/2016	4899	Steve Duke	Johnny's Lock - school keys	Facility Repairs	60.05
Check	10/06/2016	4900	Adrienne . Hollowell	LiveScan reimbursement	LiveScan and TB Te...	52.00
Check	10/06/2016	4901	Luisa Garza	peeler/popcorn paper tubs...	Instructional Supplies	15.75
Bill	10/06/2016	8067-2	Burt Levy	labor irrigation for garden	The Move	270.00
Bill	10/09/2016		AT&T	9/10/16-10/9/16	Internet Service Pro...	82.00
Bill	10/09/2016		PG & E	9/9/16-10/7/16	Electricity	103.70
Bill	10/10/2016	CNIN67...	Advanced Document	September clicks	Copier Lease	83.96
Bill	10/10/2016	CNIN67...	Advanced Document	10/4/16-11/3/16	Copier Lease	166.63
Check	10/10/2016	DBT	Rite Aid	supplies	Extended Day	33.21
Bill	10/11/2016	199480...	Office Depot	supplies	Office Supplies	29.55
Check	10/11/2016	DBT	Costco	supplies	Office Supplies	29.55
Check	10/11/2016	DBT	Costco	snacks	Extended Day	61.50
Check	10/11/2016	DBT	Costco	supplies	Custodial Supplies	14.93
Bill	10/12/2016	1114	Growing up Chico	Winter Issue2016	Advertising	544.00
Bill	10/12/2016	354245	S & S WHOLESALE PRO...	Curriculum	Food (Instructional)	4.07
Bill	10/13/2016		Towne Carpet	Flooring for 1010 Cleveland	6200-Building Impro...	4,252.00
Check	10/13/2016	DBT	Amazon.com	supplies	Extended Day	107.58
Check	10/13/2016	DBT	Amazon.com	supplies	Instructional Supplies	19.98
Check	10/17/2016	DBT	Wufoo	10/8/16 to 11/8/16 #1895055	Online List Manage...	9.95
Check	10/17/2016	DBT	Irlen Visions		Instructional Supplies	100.00
Check	10/18/2016	DBT	Costco	supplies	Office Supplies	49.42
Check	10/18/2016	DBT	Costco	supplies	Custodial Supplies	37.60
Check	10/18/2016	DBT	Amazon.com	supplies	Instructional Supplies	22.86
Bill	10/19/2016	69214	White Glove Cleaning Ser...	September 2016 Cleaning	Housekeeping Servi...	1,462.50
Bill	10/19/2016		AT&T	10/19/16-11/18/16	Telephone, Landline	96.09
Check	10/19/2016	DBT	Amazon.com	supplies	Office Supplies	34.50
Check	10/20/2016	4916	Kathryn Hickok	Chapmantown night out sal...	Food (Instructional)	32.69
Check	10/20/2016	4917	Kathryn Dunlap	classroom and wilson supp...	Instructional Supplies	145.33
Check	10/20/2016	4918	Kathryn Hickok	Livescan	LiveScan and TB Te...	52.00
Check	10/20/2016	4918	Kathryn Hickok	fruit for activity	Food (Instructional)	13.09
Check	10/20/2016	4919	Kelly Steinhauer	apples and applesauce	Extended Day	4.57
Check	10/20/2016	4920	Julia Goddard	cooking project/snacks/foo...	Extended Day	19.59
Check	10/20/2016	4921	Luisa Garza	gardening supplies	Instructional Supplies	19.97
Check	10/20/2016	DBT	NCS Pearson INC.	Bot-2 Fine Motor Kit - Inv. ...	4100-Textbooks/Cor...	608.74
Bill	10/21/2016		Curriculum Associates, LLC	PO 4246	4100-Textbooks/Cor...	2,280.00
Check	10/21/2016	4922	Heather Fisher	MILEAGE	5200-Travel and Co...	9.61
Check	10/21/2016	4923	Emily Barrett	supplies	Instructional Supplies	196.95
Check	10/21/2016	4923	Emily Barrett	CUSD Fingerprinting	LiveScan and TB Te...	52.00
Check	10/21/2016	4923	Emily Barrett	supplies	Instructional Supplies	20.77
Check	10/21/2016	4924	Gina . Luciana	LiveScan	LiveScan and TB Te...	52.00
Bill	10/21/2016		California Water Service ...	9/22/16-10/20/16	Water	16.93

Sherwood Montessori
Board of Directors - Vendor Payments Report
October 2016

Type	Date	Num	Name	Memo	Account	Amount
Check	10/21/2016	DBT	THERAPRO		Instructional Supplies	156.50
Check	10/24/2016	Amazon	Amazon.com	supplies	Instructional Supplies	14.99
Check	10/24/2016	Amazon	Amazon.com	supplies	Instructional Supplies	8.59
Check	10/24/2016	Amazon	Amazon.com	supplies	Instructional Supplies	17.68
Check	10/24/2016	DBT	Amazon.com	supplies	Office Supplies	53.74
Bill	10/25/2016	1617-03	Chico Country Day	November Special Educati...	Extracurricular Servi...	2,448.56
Check	10/25/2016	DBT	Target	Elc Pop	Extended Day	16.11
Check	10/25/2016	DBT	Target	supplies	Instructional Supplies	32.20
Check	10/25/2016	DBT	Target	Elc Pop	Instructional Supplies	16.11
Check	10/25/2016	DBT	Costco	supplies	Office Supplies	29.56
Check	10/25/2016	DBT	Costco	supplies	Custodial Supplies	23.64
Check	10/25/2016	DBT	Costco	9 oz. cups	Instructional Supplies	11.81
Check	10/25/2016	DBT	USPS	postage	Postage	34.92
Bill	10/26/2016		Recology	October service	Trash/Recycling	74.48
Bill	10/27/2016	354844	S & S WHOLESALE PRO...	Curriculum	Food (Instructional)	26.88
Bill	10/27/2016	354844	S & S WHOLESALE PRO...	Chapman night	Food (Instructional)	17.73
Bill	10/28/2016	31761	Wood Brothers Carpet	Makes 6 area rugs	Furniture	4,543.17
Bill	10/28/2016		Neacail Murdock	move furniture and replace	The Move	450.00
Bill	10/28/2016		Neacail Murdock	credit on previous bill	The Move	-100.00
Bill	10/31/2016	201617-4	Pat Casey	OCTOBER SERVICES - IN...	Business Manager S...	3,250.00
Bill	10/31/2016	6194	T.J. Farms	Pumpkins	Field Trips and Asse...	108.00
Bill	10/31/2016		CUSD	INV1700055 - SEPT 2016	CUSD FUA Charges	2,288.92
Bill	10/31/2016		CUSD	INV1700036 - AUG 2016	CUSD FUA Charges	1,233.63
Bill	10/31/2016	3065747	KCoe Isom, LLP	Progress billing through m...	Auditing and CPA S...	5,600.00
TOTAL						**40,243.66**

Agenda Item 5.2

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.2 First Interim Budget**

Date: November 11, 2016 for the meeting of November 19, 2016

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 2016-2017 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 2016-2017 fiscal year.

ACTION REQUESTED

Adopt Interim Budget

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: 2016-17

This charter school uses the following basis of accounting:

[x] **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	602,970		602,970	166,840		166,840	536,639		536,639
Education Protection Act Funding	8012	184,312		184,312	46,234		46,234	173,253		173,253
Charter Schools Gen. Purpose Entitlement - State Aid	8015			-			-			-
State Aid - Prior Years	8019			-	1,752		1,752			-
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		787,282	-	787,282	214,826	-	214,826	709,892	-	709,892
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	36,266	-	36,266			-	36,266		36,266
Special Education - State	StateRevSE	-	71,500	71,500	15,970		15,970		71,500	71,500
All Other State Revenues	StateRevAO	18,155	6,000	24,155			-	19,000	7,000	26,000
Total, Other State Revenues		54,421	77,500	131,921	15,970	-	15,970	55,266	78,500	133,766
4. Other Local Revenues										
Charter Schools Funding in Lieu of Property Taxes	8096	306,571		306,571	59,742		59,742	321,941		321,941
All Other Local Revenues	LocalRevAO	56,174		56,174	7,770		7,770	46,000		46,000
Total, Local Revenues		362,745	-	362,745	67,512	-	67,512	367,941	-	367,941
5. TOTAL REVENUES		1,204,448	77,500	1,281,948	298,308	-	298,308	1,133,099	78,500	1,211,599
B. EXPENDITURES										
1. Certificated Salaries										
Teachers' Salaries	1100	342,003	16,000	358,003	102,580	9,506	112,086	356,954	44,895	401,849
Certificated Pupil Support Salaries	1200		25,000	25,000	-	1,890	1,890	27,720		27,720
Certificated Supervisors' and Administrators' Salaries	1300			-			-			-
Other Certificated Salaries	1900			-			-			-
Total, Certificated Salaries		342,003	41,000	383,003	102,580	11,396	113,976	384,674	44,895	429,569
2. Non-certificated Salaries										
Instructional Aides' Salaries	2100	132,900	30,762	163,662	38,478	8,159	46,637	214,308	15,281	229,589
Non-certificated Support Salaries	2200	32,831		32,831	13,054	1,890	14,944	30,000		30,000
Non-certificated Supervisors' and Administrators' Sal.	2300	72,746		72,746	24,333		24,333	73,000		73,000
Clerical and Office Salaries	2400	32,856		32,856	9,918		9,918	42,788		42,788
Other Non-certificated Salaries	2900			-	7,817		7,817			-
Total, Non-certificated Salaries		271,333	30,762	302,095	93,600	10,049	103,649	360,096	15,281	375,377
3. Employee Benefits										
STRS	3101-3102	43,024		43,024	12,203	713	12,916	44,586	5,648	50,234
PERS	3201-3202	20,975	2,122	23,097	6,756	795	7,551	29,974	4,244	34,218
OASDI / Medicare / Alternative	3301-3302	26,630	1,391	28,021	9,102	983	10,085	35,451	2,338	37,789
Health and Welfare Benefits	3401-3402	54,151		54,151	20,976	312	21,288	65,898	6,959	72,857
Unemployment Insurance	3501-3502	12,092	624	12,716	2,258	588	2,846	14,586	624	15,210
Workers' Compensation Insurance	3601-3602	14,611	601	15,212	4,169	80	4,249	8,441	629	9,070
Retiree Benefits	3701-3702			-			-			-
PERS Reduction (for revenue limit funded schools)	3801-3802			-			-			-
Other Employee Benefits	3901-3902	3,000		3,000	419		419			-
Total, Employee Benefits		174,483	4,738	179,221	55,883	3,471	59,354	198,936	20,442	219,378
4. Books and Supplies										
Approved Textbooks and Core Curricula Materials	4100	5,000		5,000	5,797	3,627	9,424	11,500		11,500
Books and Other Reference Materials	4200	4,000	1,000	5,000	826		826	1,626		1,626
Materials and Supplies	4300	30,000		30,000	11,239	4,367	15,606	12,979	7,000	19,979
Noncapitalized Equipment	4400	4,000		4,000	4,543		4,543	13,000		13,000
Food	4700	500		500			-			-
Total, Books and Supplies		43,500	1,000	44,500	22,405	7,994	30,399	39,105	7,000	46,105
5. Services and Other Operating Expenditures										
Home to School Transportation	5100			-			-			-
Travel and Conferences	5200	14,000		14,000	1,728	1,700	3,428	12,000	11,000	23,000
Dues and Memberships	5300	1,000		1,000			-	800		800
Insurance	5400	10,000		10,000	7,368		7,368	14,850		14,850
Operations and Housekeeping Services	5500	3,600		3,600	9,028		9,028	37,000		37,000
Rentals, Leases, Repairs, and Noncap. Improvements	5600	5,600		5,600	12,324		12,324	15,000		15,000
Professional/Consulting Services and Operating Expend.	5800	119,900		119,900	41,890	7,876	49,766	142,000		142,000
Communications	5900	1,740		1,740	2,378		2,378	5,500		5,500
Total, Services and Other Operating Expenditures		155,840	-	155,840	74,716	9,576	84,292	227,150	11,000	238,150
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			-	38,908		38,908	65,000		65,000

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: 2016-17

This charter school uses the following basis of accounting:

[x] **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
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		-	-	-	38,908	-	38,908	65,000	-	65,000
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			-			-			-
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		-	-	-	-	-	-	-	-	-
8. TOTAL EXPENDITURES		987,159	77,500	1,064,659	388,092	42,486	430,578	1,274,961	98,618	1,373,579
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		217,289	-	217,289	(89,784)	(42,486)	(132,270)	(141,862)	(20,118)	(161,980)
D. OTHER FINANCING SOURCES / USES										
1. Other Sources	8930-8979			-			-			-
2. Less: Other Uses	7630-7699			-			-			-
3. Contributions Between Unrestricted and Restricted Accounts								(20,118)	20,118	
(must net to zero)	8980-8999			-			-			-
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	-	-	-	-	-
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		217,289	-	217,289	(89,784)	(42,486)	(132,270)	(161,980)	-	(161,980)
F. FUND BALANCE, RESERVES										
1. Beginning Fund Balance										
a. As of July 1	9791	180,758	50,204	230,962	180,758	50,204	230,962	180,758	50,204	230,962
b. Adjustments to Beginning Balance	9793, 9795			-			-			-
c. Adjusted Beginning Balance		180,758	50,204	230,962	180,758	50,204	230,962	180,758	50,204	230,962
2. Ending Fund Balance, June 30 (E + F.1.c.)		398,047	50,204	448,251	90,974	7,718	98,692	18,778	50,204	68,982
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	398,047	50,204	448,251	90,974	7,718	98,692	18,778	50,204	68,982

Agenda Item 5.3

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.3 Performance Audit**

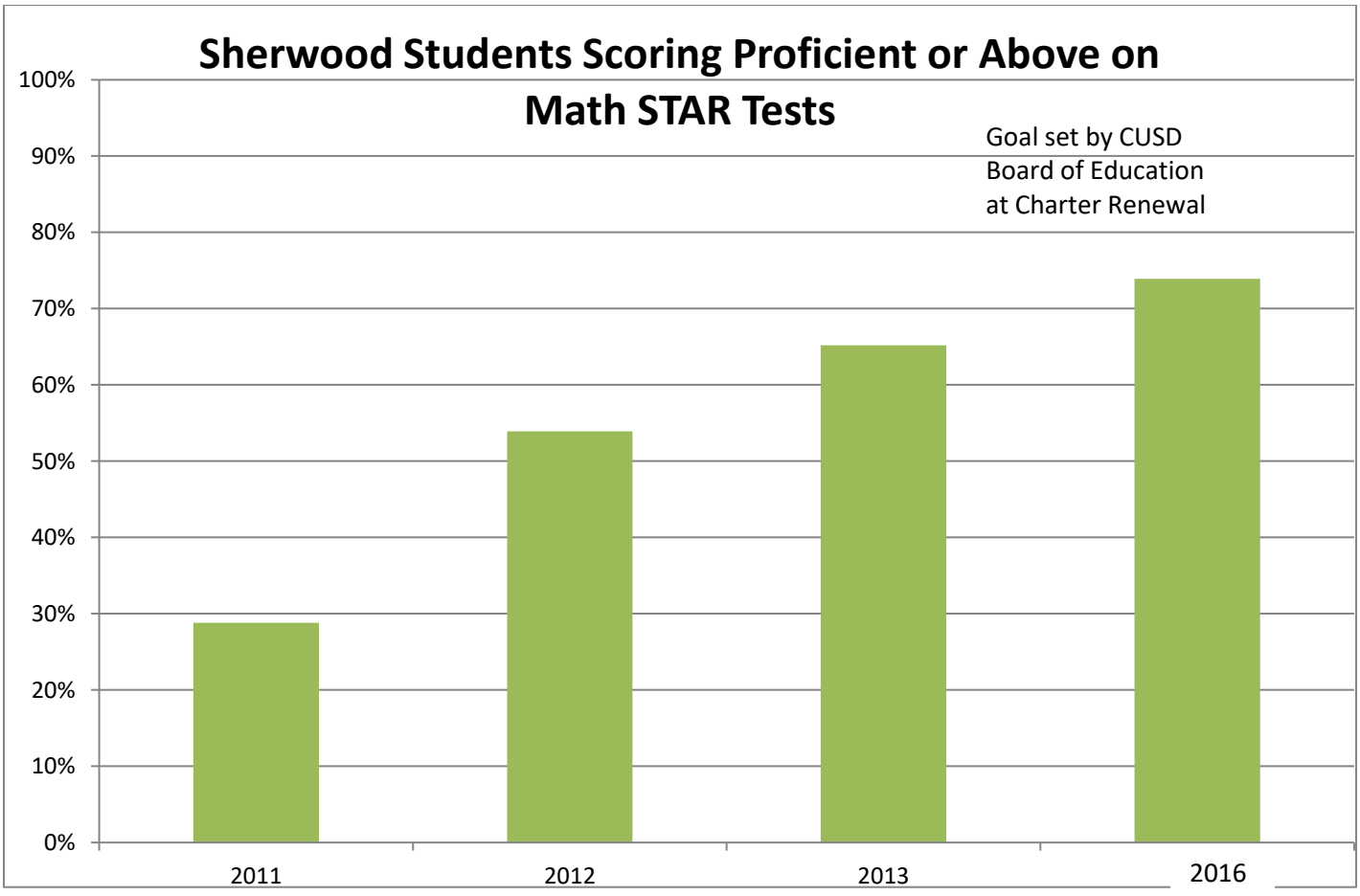
Date: November 11, 2016 for the meeting of November 14, 2016

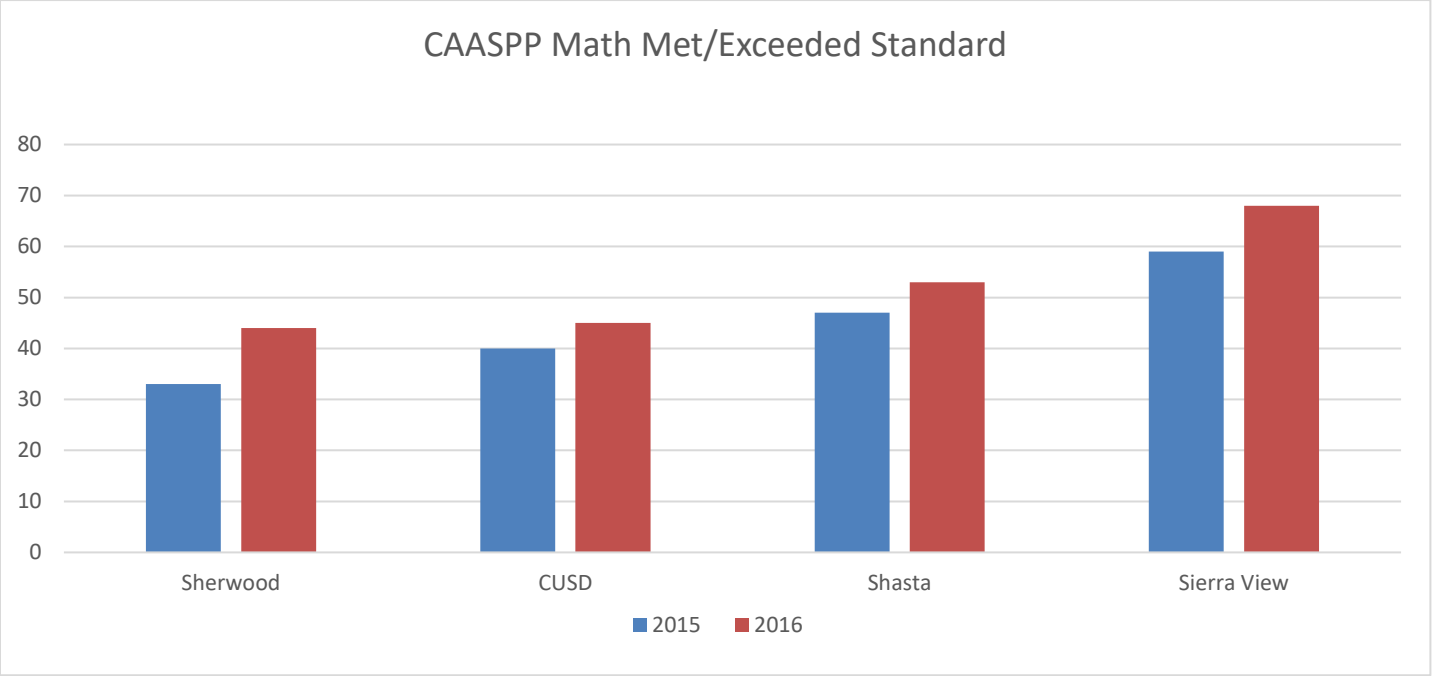
SUMMARY

The School Director has reviewed school performance based on standardized test results.

DISCUSSION

An analysis of our 2016 CAASPP (California Assessment of Student Performance and Progress) test data shows that overall, the school is doing well in regards to measurable student outcomes in the area of English Language Arts and we have made improvements in the area of mathematics. With the STAR test (Standardized Testing and Reporting) our results showed continuous improvement over time and we have every reason to believe we will see the same trend with this assessment.



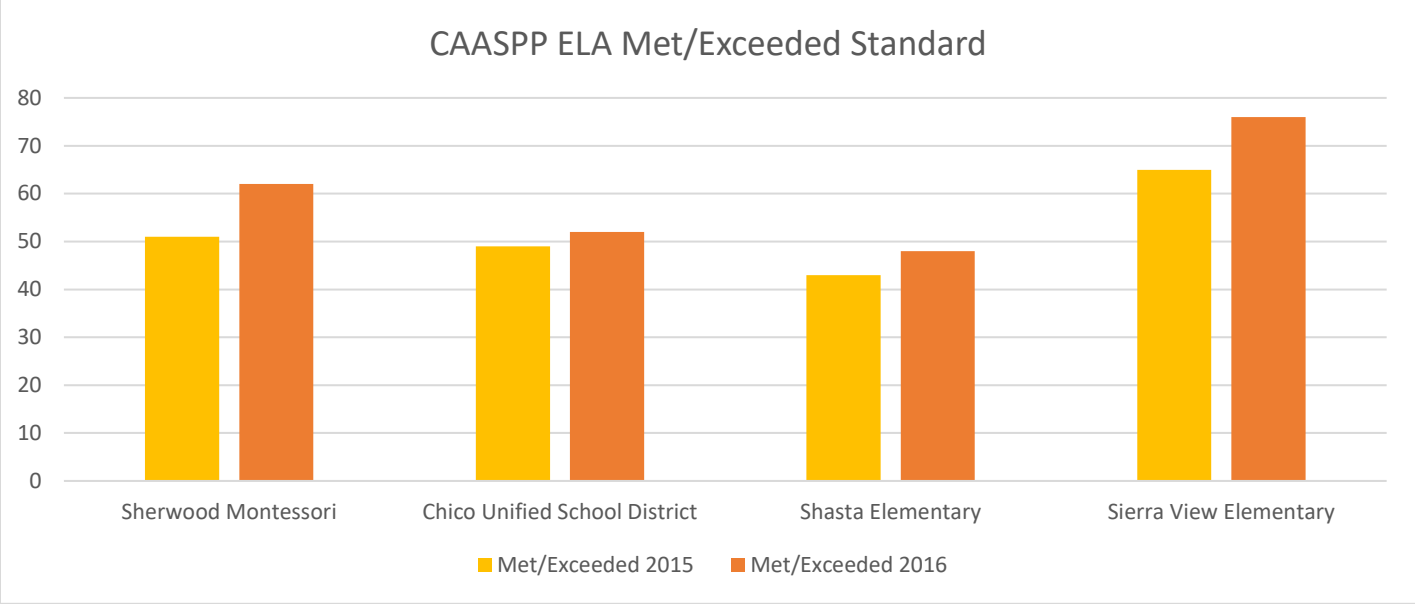


The trend of the math data above shows an improvement in the CAASPP math scores for Sherwood between 2015 and 2016, as data for these tests typically do. The District as a whole also showed improvement, as did Shasta and Sierra View, the schools chosen as our comparison schools by CUSD in 2012. The bar is raising, but our improvement is at a rate that should close the gap between where we are and our comparison groups.

It is important to remember that Sherwood students are learning math with traditional Montessori methods, and there needs to be a bridge between these methods and demonstrating skills and knowledge in the CAASPP test format. Sherwood teachers showed ability to do this with the STAR test, and these early data suggest they will do the same with CAASPP.

Statewide, countywide, and districtwide results are shown above as comparisons. Sierra View Elementary and Shasta Elementary results were also included as these two schools were chosen as comparable schools in 2012 when Chico Unified School Board renewed our charter. We were given a directive to raise our STAR math scores to the levels these schools had achieved.

The next graph shows our achievement in English language arts on the CAASPP test for 2015 and 2016. For this area, our students are reaching or exceeding the standards at a rate higher than the average in CUSD and at Shasta, for both years. Scores at Sierra View exceed Sherwood in both years. This pattern in the data was also seen when the standardized test used was the pencil and paper STAR test.



Whenever examining data from standardized tests for Sherwood, it is also important to consider that our student group is small. It is more valuable to understand individual student needs than to look for trends in data that are not numerically significant. These data offer another source of information about our students' achievement, but do not weigh more heavily than the qualitative data we glean from knowing our students. Although Sherwood has grown over the years, we are still a small enough school that considering each student as an individual is possible, is desirable, and is our work.

ACTION REQUESTED

Review report.

Agenda Item 5.4

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.4 Effective Educator Funding Plan**

Date: November 11, 2016 for the meeting of November 17, 2016

SUMMARY

Sherwood has been allotted $10,999 to spend on increasing educator effectiveness.

DISCUSSION

The 2015 Budget Act included $500 million in one-time money called the "Educator Effectiveness Block Grant." Educator Effectiveness funds may be used to support the professional development of certificated teachers, administrators, and paraprofessional educators over three fiscal years. Funds can be expended in any of the following areas:

Area 1: Beginning Teacher Support: Support and mentoring, including, but not limited for programs to meet teacher induction requirements (BTSA)

Area 2: Professional Improvement: Professional development, coaching, and support for teachers identified as needing improvement, including Peer Assistance and Review (PAR)

Area 3: Content Standards: Professional Development for teachers and administrators aligned to state adopted content standards (Common Core State Standards in Math and English Language Arts, Next Generation Science Standards, English Language Development Standards, Career Technical Education Standards, and future standards in other subject areas, including history and social science, social and emotional learning, and visual and performing arts)

Area 4: Coaching and Training: To promote educator quality and success, including, but not limited to, professional development for administrators on mentoring and coaching certificated staff to support effective teaching and learning

Regulations require the Educaor Effectiveness Funding Plan be discussed in a public meeting, with a spending plan be approved in a subsequent public meeting.

Informal discussion in public meetings previously held indicated a preference for the funds being spent to send teachers to the American Montessori Society Annual Conference which will be held in early 2017 in San Diego. The Board may wish to allocate some funds to support the implementation of BTSA next year. All funds must be spent by end of fiscal year, 2018 (June 30, 2018).

ACTION REQUESTED

Discuss plan.

Attachment: Draft of Educator Effectiveness Funding Plan

SHERWOOD MONTESSORI
EDUCATOR EFFECTIVENESS FUNDING PLAN
DRAFT
2015-2018

STATE EDUCATOR EFFECTIVENESS GRANT: SHERWOOD MONTESSORI SPENDING PLAN

The following plan has been explained in a public meeting of the governing board of Sherwood Montessori and recommended for adoption at a subsequent meeting:

Sherwood Montessori Board Educator Effectiveness Spending Plan:

- Public Meeting Date: November 20, 2016
- Adoption Date: XXXXX, 2016

Educator Effectiveness Funding Received: $10,999

Provide funding to county offices of education, school districts and charter schools to provide beginning teacher and administrator support and mentoring, professional development, coaching and support services for teachers identified as needing improvement or additional support, professional development for teachers and administrators aligned to the state standards, and to promote educator quality and effectiveness.

(A) Beginning teacher and administrator support and mentoring, including, but not limited to, programs that support new teacher and administrator ability to teach or lead effectively and to meet induction requirements adopted by the Commission on Teacher Credentialing and pursuant to Section 44259 of the California *Education Code*

- BTSA
- New Teacher Mentoring

Est. Expenditure (%)	Est. Expenditure Amounts ($)	Number of Teachers	Number of Admin	Actual Expenditure ($)
18.18%	$2,000	1	1	

(B) Activities to promote educator quality and effectiveness including, but not limited to, training on mentoring and coaching certificated staff and training certificated staff to support effective teaching and learning

- Staff Development
- Conferences
- Workshops

Est. Expenditure (%)	Est. Expenditure Amounts ($)	Number of Teachers	Number of Admin	Actual Expenditure ($)
>100%	$17,500	6	1	

Charter Board Approved: XXXXX, 2016

Agenda Item 5.5

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.5 Change in Daily Schedule**

Date: November 11, 2016 for the meeting of November 19, 2016

SUMMARY

The Board will be asked to consider a change in the current daily schedule to accommodate more planning time for the teachers.

DISCUSSION

The tables following show this year's instructional minutes and teacher prep time for elementary schools in Chico Unified compared with Sherwood Montessori.

The Middle School times are not reflective of the total prep time a CUSD teacher would have, as they usually have a period embedded in the day which is not captured on the daily schedules posted on their school websites. It is also important to remember that the CUSD teachers are prepping for one subject, wheras our middle school teacher must prep for all the subjects as the classroom is self-contained.

At the October meeting, a proposed change to the schedule that would create a minimum day on Wednesdays would increase teachers' prep time by 55 minutes each week, with students who are not picked up by parents engaged in activities with staff other than teachers. This model is similar to the one adopted by Paradise Unified School District in the middle of the 2010-2011 school year: Paradise Post article link.

When I polled the teachers, I found that most would prefer to have more prep time throughout the week by having an earlier dismissal. This could be accomplished by having student dismissal at 2:30 rather than 3:15. We would still be meeting the requirements for instructional minutes with a 2:30 release time.

School Name	Instructional Minutes		Prep Time(Lunch & Recess minutes)	
	1-3 grade	**4-5 grade**	**1-3 grade**	**4-5 grade**
Chapman	285	305	70	60
Citrus	280	300	65	60
Emma Wilson	280	300	75	60
Marigold	270	300	80	60
John McManus	284	305	75	65
Little Chico Creek	285	305	85	65
Neal Dow	279	300	81	70
Parkview	280	300	85	65
Shasta	269	300	96	65
Sierra View	275	300	75	65
Sherwood Montessori	344	344	45	45
Average CUSD min.	**279**	**302**	**79**	**64**

School Name	Instructional Minutes	Prep Time(Lunch & Recess minutes)
	6-8 grade	**6-8grade**
Bidwell Jr.	354	36
Chico Jr.	360	41
Marsh	360	40
Sherwood Montessori	344	45
Average CUSD min.*	**358**	**39**

***prep time does not include embedded teacher prep time**

Instructional Minutes/Legal Requirements:

DAILY SCHEDULE				
Class		School Day Minutes	Lunch	Instructional Minutes
K	8:45-12:05	200		200
1st	8:45-2:30	345	45	300
2-3	8:45-2:30	345	45	300
4-5-6	8:45-2:30	345	45	300
7-8	8:45-2:30	345	45	300

LEGAL REQUIREMENT	
Instructional Minutes	TOTAL
200	36000
280	50400
280	50400
300	54000
300	54000

EXCESS OF REQUIREMENT		
K	36000	0
1st	54000	3600
2-3	54000	3600
4-5-6	54000	0
7-8	54000	0

While the change in schedule may cause some parents difficulties due to work schedules, our parent community has strongly supported our teachers and would most likely work through the change gladly to give the time our teachers need to effectively plan for their kids' education.

The extra time would allow teachers to work together in teams, to analyze data and exchange teaching strategies, and support all teachers in enhancing their Montessori practice. Ultimately, the students would benefit, as the teachers would use the time effectively to improve instruction during the school day.

ACTION REQUESTED

Approve change to earlier release time.

SHERWOOD MONTESSORI

REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 4**
1071 E. 16th St., Chico, California
Date/Time: **Thursday, December 15, 2016 – 6:00 p.m.**

AGENDA

1. CALL TO ORDER

1.1 Roll Call Chris Fosen, Robyn DiFalco, Kristy Cowell, Mark Reiser, Nicole Drummond, Nili Yudice

2. CONSENT AGENDA

2.1 Minutes Approval Consider approval of minutes from October 20, 2016.

3. REPORTS AND COMMUNICATION

3.1 Committee Reports
3.2 Essential Elements of Successful Montessori Schools in the Public School Sector
3.3 Staffing Increase in the MTSS Program
3.4 Annual Financial Audit

4. NOTICED PUBLIC HEARINGS

None

5. REGULAR BUSINESS

5.1 Items Removed From Consent (If any)

5.2 Appointment of Director
The Board will consider appointing a director to the open seat.
ACTION REQUESTED: Appoint director.

5.3 Charter Renewal Draft
The Policy and Charter Renewal Committee have prepared a draft of the Charter for renewal.
ACTION REQUESTED: Approve draft.

5.4 Educator Effectiveness Grant Plan
The Educator Effectiveness Grant Plan was discussed in a public meeting in November and a plan to spend the grant is proposed.
ACTION REQUESTED: Approve plan.

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.

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 Planning Retreat

7.2 SARC (School Accountability Report Card) Report

7.3 Prop 39 Offer

8. CLOSED SESSION

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.

9. ADJOURNMENT (Est. 8:00 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 NOTICE OF THE BOARD OF DIRECTORS

Location: Sherwood Montessori Room No. 4 1071 E. 16th St. Chico, California

Date/Time: Thursday, November 17, 2016 – 6:00 p.m.

AGENDA

1. CALL TO ORDER 6:02

    1.1 Roll Call Chris Fosen, Robyn DiFalco, Kristy Cowell, Mark Reiser, Nili Yudice

    Nicole Drummund absent

    The board is looking for a new board member who might be interested in taking over James' 3 year term. This will put it on Dec. agenda for a vote. Dec 15 will be the next meeting.

2. CONSENT AGENDA

    2.1 Minutes Approval Consider approval of minutes from October 20, 2016.

        Motion to approve: Kristy Cowell Second: Mark Reiser Unanimous vote to approve minutes

3. REPORTS AND COMMUNICATION

    3.1 Committee Reports

    Audit Committee Chair: Nili Yudice

        ● Work is complete for this school year. There is nothing to report.

    Budget/Finance Committee Chair: Nili Yudice

        ● Our October meeting took place in Michelle's office on 11/9/16

        ● We reviewed the current budget and Pat lead us through the process of altering the numbers for the remainder of the year to more accurately depict what our projected income and expenses may be.

        ● Pat will present this updated budget at the meeting on 11/17/16.

    Campus Improvement Committee Chair: _____ (was James Conery)

Question from Mark Reiser regarding the direction of this committee. Note that new chair is needed. Kristy Cowell volunteers to join. Questions raised 1) can we combine committees? 2) Should we scrap this committee?

- We will need a new Chair or interim Chair for this Committee. Committee members currently include Mark Reiser and Nicole Drummond.

- 4 plants were planted in barrels on campus. Donations from Home Depot and Lowes.
- Committee Goals identified at recent meeting

Communications Committee Chair: Robyn DiFalco

- Committee will meet on 11/10/16 at 3pm at Has Beans Coffee. (Mark Reiser, Eileen Morris, Robyn DiFalco)

Curriculum Committee Chair: Kristy Cowell –talk of curriculum library and cohesive curriculum

- This Committee is looking for direction and input at this point.

Elections Committee Chair: Robyn

- James Conery was the 2nd board member on this committee. Now that he has resigned from the board, we can fill his vacancy by appointment.

Facilities Planning Committee Chair: Mark Reiser –

1. cement is down…
2. lights are outside….
3. painting has been started…
4. all inside painted…..
5. trim coming ……really looking nice.
6. Surveyed teachers re: Use Plan for 1010. 11 responses. Marco gave survey results out for future review.
7. Peter, Chris, Marco worked out budget for completion on 1010…what we spent…what we still have to spend.
8. Concrete numbers…..about 16K to be paid. Will address with budget

Funds Development Committee Chair: Robyn DiFalco –

SMPO and this committee work closely. This committee is continuing to work toward teacher appreciation

- December meeting TBD, hopefully Dec 1 or 2nd.

Policy & Charter Renewal Committee Chair: Chris Fosen – request for any pictures to share from the last months. Parents must opt in for photo permission…..cannot opt out. We are

looking for parents to support or effort at the CUSD board meeting in January, Meeting will be the 3rd Wed of the month; January 18th.

Safety Committee Chair: _____? (was James Conery)We will need a chair for this committee. Kristy Cowell is only board member here. The latest news on the fence: CUSD ….Julie Kistle…do not like the layout or the type of fence. CUSD wants black wrought iron fencing on the perimeter. Discussion about whether or not we have a contract with the fence company and whether we can take funds that have been set aside for a temporary fence. Michelle will ask CUSD if they will approve this. We want CUSD to know that we have a safety concern for our students. Michelle will confirm with Willard (fence company) that we are not committed to them. Tasks at hand include: Michelle will call insurance company to find out about a temporary fence and get us a quote. Mark Reiser will get a green light from the district first.

Community Connections Working Group Board Liaison: Nicole Drummond –meeting will take place tomorrow. Focus will be on how to continue being good neighbors

3.2 Sherwood Montessori Parents Organization Report –

Regarding the fall festival…..SMPO probably did not cover their costs.

Neighborhood church could be venue for our Winter festival. The board decided to change name from Winter Festival to Winter Performance.

3.3 School Director Report

Michelle attended Charter Conference and shared that our move was a success. Out long term problem of not being able to grow is not there anymore and it feels good now. Our Charter School Renewal will match that information.

Note by Nili Yudice: there is a lot that is working well here.

Enrollment is now 142. We have an interested 6th grader and 4th grader. Possible interested Kindergarten students. Annie B's wasn't very good this year. Free/reduced lunch now @32%

Extended day lost money due to free/reduced fees.

1. We absorb those fees.
2. We need 7k/mo now down to 4k/mo.
3. 79 families billed….35 paid.
4. 8k last year out of 40k cost. Partly because of fee. Rate needs to be self-sustaining.
5. Many cannot pay…it is on those who can.
6. Discussion about the new structure that needs to happen. Nili has ideas she and Julie are working on.
7. Chris has some suggestions.
8. Robyn has suggestions.

9. Talk about tiered payment programs….payment options. Out of 140 kids/100 access the program…35 paid.

Kristy Cowell asked that the board receive a monthly report from Special Education. Would like to see how many students are being served. How many IEP's (Individual Education Plan) and how many SBIT (Student Based Intervention Team) students are we serving and are they all getting their needs met? Mentioned looking into LEA possible title 1 funds for the school.

Internet connection will be put in @ 1010 Cleveland…good news bad news District has approved Comcast is on board…60-90 days before new line is installed. (Feb) Alternatives…Peter DiFalco set up residential service at 1010 Cleveland Street for the interim period. This is getting installed tomorrow. There is urgency because of testing requirements. This is a temporary fix and will be in Robyn DiFalco's name. Professional device to beam wireless signal back to campus will cost $98.

Library update? No update yet.

Note from NIli Yudice….nice new format for announcements. Thank you.

3.4 Treasurer Report - Nili Yudice….to Pat.

1. Attention balance sheet net income -132K.
2. Expected with move and 1010; increased staff.
3. Have technically 180K.
4. Reprojecting ADA…..state just added 2.8 Billion to reserve??
5. Expectation is that we could receive one more onetime payment from the state.

Good cash statement situation. Our total equity is good. Cash will not be an issue….next Sept it will be important. Working on 138 ADA projected this year. Audit will confirm ending balance.

4. NOTICED PUBLIC HEARINGS None

5. REGULAR BUSINESS

5.1 Items Removed From Consent (If any)

5.2 First Interim Budget

The Business Manager has prepared the First Interim Budget Report for adoption.
ACTION REQUESTED: Adopt budget.

NILI MOTION TO ADOPT BUDGET: Friendly amendment will direct Pat to revise ending fund balance to reflect the audit's numbers which will come in the next few weeks.

Second: Chris

APPROVED Unanimous of budget with friendly amendment

DISCUSSION: A LOT OF REVENUE CHANGES here……extended day…..don't know where final revenue will fall. Bottom line is…18,778K unrestricted funds

Good news amount will go up to 100K unrestricted funds when all is done, after the audit. Equity will raise to 80K. This means we are property rich and cash poor. We could get loan from county office or take out loan on building if needed.

Our cash looks good through June. We have the value of the building. We need to get our enrollment back to 150+ or things could get difficult.

What we have going for us:

1. Good ADA
2. Gap funding – going away
3. Really good one time discretionary funds could be possible

Going forward we need to live off our income. ADA 145+ Will get us where we need to be. We are getting new students. New enrollment application not yet available, will be soon. Tours are beginning on the 29th of NOV.

Observations are available for parents and community. Those interested need to contact teachers to make appointments.

Once our numbers from 1010 Cleveland are clarified we will revise the budget numbers.

We will have the opportunity to do this one more time in March. We need the numbers to Pat by the end of February. The Treasurer will reach out to make sure we have enough time to do this properly.

5.3 Performance Audit The School Director has written a school performance report based on standardized test results.

DISCUSSION

We show a large improvement between the first and second testing on our chart. Our economic make up has changed and we are not sure who we compare to. We are waiting to hear back from Michael Morris of the CUSD to answer this question.

We were on track to meet the goal and then they changed the test. Student exposure is important. We are making more growth than comparable and we outperform the state as well.

Discussion on how do we support higher test scores

ACTION DISCUSSION

ACTION REQUESTED: Review report. Report Reviewed

5.4 Educator Effectiveness Grant Plan

ACTION REQUESTED: Discuss plan.

DISCUSSION: Sherwood has been allotted $10,999 to spend on increasing educator effectiveness

Suggestions for funds

1. BITSA-pays mentor
2. CONFERENCE – for all teachers

We will discuss the plan publicly and adopt at future meeting. Will come back Dec or Jan

5.5 Change in Daily Schedule, with dismissal at 2:30 pm every day of the week starting next year 2017-2018.

ACTION REQUESTED: Approve change.

MOTION TO APPROVE DAILY SCHEDULE CHANGE: Mark Reiser - With a Friendly Amendment: contingent on approval from FUA

Second: Nili Yudice

APPROVED Unanimous

Discussion: teachers thought minimum day was great….2:30 dismissal every day…including Wednesday. Questions raised:

1. What about extended day?
2. Outside time? FUA has to address outside time…

What about 2:45 …15 minutes more….. increased care will cost.

What does the district say? We don't know….Michelle says there is no conflict with Chapman

Think about FUA and change here. Michelle hopes for earlier negotiations this year. Last year it was June. This year we could possibly accept the offer (Title 39) as early as March.

Teachers need this time. Being in more alignment with district would be preferable and this would be a good incentive for teachers.

Communication to families regarding the change after FUA will be important.

What this change will mean to our teachers:

The extra time would allow teachers to work together in teams, to analyze data and exchange teaching strategies, and support all teachers in enhancing their Montessori practice. Ultimately, the students would benefit, as the teachers would use the time effectively to improve instruction during the school day.

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 Planning Retreat 7.2 SARC (School Accountability Report Card) Report

7.3 Prop 39 Offer

8. **ADJOURNMENT (Est. 8:34 p.m.)**

Sherwood Montessori Board of Directors
Committee Reports
for December 15, 2016 Board Meeting

Audit Committee *Chair: Nili Yudice*

- Work is complete for this school year. Nothing to report.

Budget/Finance Committee *Chair: Nili Yudice*

-

Campus Improvement Committee *Chair: (vacant) (was James Conery)*

-

Communications Committee *Chair: Robyn DiFalco*

- Has not met yet in December. Will try to meet before Winter Break.
- Robyn finished revising photo release form and revised wording about photo release policy for Family Handbook and Employee Handbook.

Curriculum Committee *Chair: Kristy Cowell*

- The Curriculum Committee struggles to find time for all members to meet, or even set a time to meet.
- We are all busy with end of semester grades and activities
- Kristy will set up another Doodle for all after the holidays and festivities have gone by.
- Current topics of interest that have been brought to the chair include report cards and curriculum consistency in all classrooms, as well as a curriculum library for teachers.
- We look forward to these discussions in 2017
- At this point I believe we have direction

Elections Committee *Chair: Robyn*

- James Conery was the 2nd board member on this committee. Now that he has resigned from the board, we can fill his vacancy by appointment.
- According to our bylaws, the Elections Committee doesn't have a role in appointments to fill vacancies, only to hold the election annually.

Facilities Planning Committee *Chair: Mark Reiser*

- The Facilities Planning Committee (Marko Reiser, Chris Fosen, Peter DiFalco) met on Wed, Nov. 30, 2016 for 1 hour via an online audio conference. Notes from the meting can be found here: https://docs.google.com/document/d/10w90FH3yJ1I1lIeiAKzlQwZUYD1ugjm7z26sAofiC9g/edit?ts=583f6af7
- We discussed the physical work that has been completed by JP Construction and Sherwood Montessori to date and the work yet to be done. We gave Peter DiFalco the go ahead to purchase window treatments for the entire house and a video surveillance system, both of which had been researched. Presently, 1010 Cleveland is supplying internet access to our Chapman property and the results are favorable. There is still physical work to be done on the property and this progress will likely be slowed during the winter recess.
- As of 12-8-16 most of the interior work is complete. Some trim painting remains to be completed by Sherwood volunteers.
- As of 12-8-16 JP Construction was working on the porch awning and completing indoor projects.

- We briefly discussed our strategy for developing a Use Plan incorporating the results from our staff survey.
- Still to be completed-timeline to be determined:
- Finish the Sherwood Montessori related physical projects: interior painting, outdoor site improvements etc.
- Develop a Use Plan
- Develop Safety Policy
- Plan a Grand Opening

Funds Development Committee *Chair: Robyn DiFalco*

- Met on Dec 1 at Robyn's House. (Robyn, Heather Fox, & Kelli Kurth met. Nili & Eric Hartmann were absent but are involved.)
- The Gift of Gratitude for teachers has been announced and parents are generally enthusiastic and response of about contributing to this. Nili, Robyn, Heather and Eric are collecting cash in large labeled folders and parents are contributing. The suggested contribution amount is $13 per child; if everyone gave this amount, we would reach our goal. The final day of collection will be at the Winter Performance on Dec 20. The cash is to be distributed to teachers on the last day of School, Dec 21.
- more...

Policy & Charter Renewal Committee *Chair: Chris Fosen*

-

Safety Committee *Chair: vacant (was James Conery)*

-
-

Community Connections Working Group *Board Liaison: Nicole Drummond*

-

NATIONAL CENTER for
MONTESSORI in the PUBLIC SECTOR

Essential Elements of Successful Montessori Schools In the Public School Sector

This document was drafted and endorsed in the late 1990s by several Montessori organizations* wishing to help guide the growth of public school Montessori. It has been presented at a number of Montessori conferences since then and used by various school districts preparing to offer a Montessori option.

Montessori Teachers

- Employ Montessori teachers who have Montessori credentials for the levels they teach.
- Maintain an active and open recruitment for Montessori credentialed teachers.
- Budget for future Montessori teacher education for non Montessori-credentialed teachers.
- Provide professional Montessori in-service by experienced credentialed Montessori educators.
- Contract for on-going internal and periodic external Montessori consultation and/or professional support as a follow up to Montessori teacher education.
- Employ one paraprofessional per classroom, each having received Montessori orientation for that role.

Administration

- Employ an experienced Montessori teacher to serve as curriculum coordinator.
- Employ a building principal/educational leader who has knowledge of Montessori principles and curriculum through Montessori coursework, Montessori Administrator Credential and/or annual conference exposure.
- Maintain commitment to the core Montessori curriculum and instruction even with changes in administrative staff.
- Sustain the support of the central administration through high profile communications about program development.
- Recognize that the best implementation process is to begin with the 2.5-6 age group and add one age at a time for a gradual progression.

Recruitment/Parent Education

- Provide Montessori parent education programs that promote understanding of Montessori principles and curriculum.
- Develop an admission process that informs parents about the nature of Montessori and seeks the necessary commitment to the program.

Curriculum/Environment

- Offer a full complement of Montessori materials purchased from Montessori dealers.
- Develop a classroom design that is compatible with Montessori "prepared environment" principles.
- Create uninterrupted daily work periods of 90 minutes to 3-hours, considering the 3-hour work cycle as ideal.
- Integrate specialty programs (music, art, physical education, etc.) around the uninterrupted work periods.
- Apply the appropriate multi-age groupings: 2.5-6, 6-9, 9-12, 12-15, 15-18 necessary for the diversity, flexibility, and reduced competition integral to Montessori.

Assessment

- Use a process of reporting student progress that is compatible with Montessori and includes parent conferences and authentic assessment tools such as observation, portfolio, performance assessment with rubric, etc.
- Implement state mandated assessments in such a way that the character of the Montessori program is not compromised.

Professional Development

- Budget for continuing education through Montessori workshops and conferences.
- Maintain membership with one or more of the professional Montessori organizations and seek Montessori accreditation to assure consistent quality.

**American Montessori Society, Association Montessori Internationale, North American Montessori Teachers' Association, Montessori Educational Programs International, and the Southwestern Montessori Training Center.*

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: Increase in Staffing in MTSS Program

Date: December 9, 2016 for the meeting of December 15, 2016

SUMMARY

We have found the need to increase staffing in our MTSS Program.

DISCUSSION

In order to address services written in students' IEPs, we will need to increase the staffing in the MTSS program. The changes that will be made and the approximate salary increases are:

1. Increase Paraprofessional Aide hours to 22.5 hours/week @ $14/hour to 27 hours/week @$14/hour; cost increase of $63/week for remainder of the school year.
2. Increase Certificated Intervention Staff by .10 to 0.6FTE increasing salary from $19,189 annually to $22,575 annually; cost increase of $2,370 for remainder of the school year.
3. New paraprofessional aide in kindergarten 20 hours/week @$280/week for remainder of the school year.
4. Increase Director of MTSS by .10 to 0.6FTE increasing salary from $30,000 annually to $36,000 annually; cost increase of $4,200 for the remainder of the year.

ACTION REQUESTED

Receive report.

Agenda Item 5.2

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.2: Appointment of Board Member**

Date: December 9, 2016 for the meeting of December 15, 2016

SUMMARY

The Board will be asked to appoint Heather Fox to the open seat on the Board.

DISCUSSION

We currently have an open seat on the Board that should be filled by approval of a majority of the board as described in Section 10, Article 4 of the bylaws, below:

SECTION 10. VACANCIES

Vacancies on the Board of Directors shall exist from (1) the death; resignation or removal of any Director, and (2) whenever the number of authorized Directors is increased.

The Board of Directors may declare vacant the office of a Director, who has been declared of unsound mind by a final order of court, or convicted of a felony, or been found by a final order or judgment of any court to have breached any duty under Section 5230 and following of the California Nonprofit Public Benefit Corporation Law.

Directors may be removed without cause by a two-thirds majority of the Directors then in office.

Any Director may resign effective upon giving written notice to the Chair of the Board, the Secretary, or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation. No Director may resign if the corporation would then be left without a duly elected Director in charge of its affairs, except upon notice to the Attorney General.

Vacancies on the board may be filled by approval of the board, or, if the number of Directors then in office is less than a quorum, by (1) the unanimous written consent of the Directors then in office or (2) the affirmative vote of a majority of the Directors then in office at a meeting held pursuant to notice or waivers of notice complying with this Article of these Bylaws.

A person elected to fill a vacancy as provided by this Section, shall hold office until the next annual election of the Board of Directors or until his or her death, resignation or removal from office.

Heather Fox has submitted a letter indicating her interest in serving as a member of the Board of Directors.

ACTION REQUESTED

Approve the appointment of Heather Fox to the Board of Directors.

Attachment: Letter of interest from Heather Fox

Heather Fox – Statement of Interest
December 2016

ATTN: Sherwood Montessori Board of Directors

Hello. I am writing to convey my interest in joining the Sherwood Montessori Board of Directors. My name is Heather Fox. I have two children at Sherwood Montessori this year – Ryland (9 years) in Sheng's 4th grade class, and Porter (13 years) in Celeste's 8th grade class. It is our first year at Sherwood, and I am so grateful for the opportunity to join the Sherwood community. I feel like my children and I have finally found our people, and it has been a wonderful experience. From the very first day I walked on campus I felt welcomed and acknowledged in a way I have never felt at my children's schools. I am currently serving on the Fundraising Committee and do various tasks for both of the boys' classrooms.

A little background. I have a bachelor's (BSW) and master's (MSW) degree in social work from Chico State. I completed an internship at Marsh Junior High School for my BSW, working as a counseling intern, and co-lead the peer mediators group. As an MSW student I worked with the homeless population in downtown Chico, doing case management, crisis services, and other interventions with this challenging population. I also worked with the organization on structure and development, working specifically on board development and responsibility, and organizational flow.

Upon graduation with my MSW, I began working as a professional grant writer for health and human service organizations throughout California. In that role I have worked with executive management assisting with the development of programs in response to community need, while simultaneously seeking funding in support of the program and the agency overall. I have worked extensively with Federally Qualified Health Centers, statewide behavioral health agencies, homeless services organizations, county agencies, and small grassroots organizations, securing funding from federal, state, county, and private organizations.

Prior to my career in social work, I owned and operated a restaurant. I sold the business when I was preparing to have my kids, and the following eight years I was a stay-at-home mother two my two boys.

I am so grateful for the thoughtful, kind community that this school offers, and I look forward to meeting with the Board on December 15th.

Agenda Item 5.2

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.2 Charter Renewal Draft**

Date: December 9, 2016 for the meeting of December 15, 2016

SUMMARY

The Policy and Charter Renewal Committee have prepared a draft of the Charter for renewal.

DISCUSSION

The Policy and Charter Renewal Committee has been meeting and working on updating our charter for renewal with the Chico Unified School District as our authorizer. The renewed charter would cover the next five years until June 30, 2021.
The process to renew the charter includes presenting the materials at a public meeting in January, and then returning the following month to have our public hearing. At the public hearing, the school board will vote on the renewal.
Changes from the previous charter include:

1. Assurance to comply with Education Code section 221.5 allowing transgender students access to facilities and programs designed for the gender they identify with, regardless of recorded gender.
2. References to No Child Left Behind Act updated to Every Student Succeeds Act
3. Legally required references to Local Control Funding Formula (LCFF) and Local Control Accountability Plan (LCAP) included
4. Enrollment numbers updated to reflect current growth plan
5. References to STAR test updated to CAASPP
6. School start and dismissal times updated
7. References to California Standards updated to Common Core State Standards and New Generation Science Standards
8. References to CELDT test for English learners updated to transition to ELPAC test
9. Special education program description expanded

10. SBIT program description updated to reflect current practice
11. Section 2.4 Independent Study and Homeschool Options added
12. Removal of language about non-voting members of the Board
13. Change Annual Meeting of the Board to June, will include adoption of final budget and evaluation of School Director
14. Remove language about Brown Act and charging fees from SMPO section
15. Remove language about SMPO writing a Parent Handbook
16. Updated lead teacher qualifications to match current requirements
17. Age Policy updated to reflect current laws
18. Revised language that could be interpreted as a barrier to admissions
19. Updated exemptions to lottery for admissions to reflect revisions made in policy
20. Removed disruption and defiance from enumerated offenses fro expulsion to comply with changes in the law
21. Updated names for Board of Directors
22. Financial Plan updated
23. Administrative Services updated to reflect current structure
24. All appendices updated
25. SMPO meeting for elections moved to May
26. New Directors will be announced in join added
27. Assurance added that special meetings will not be called to discuss salaries
28. Notice of Meetings section of bylaws updated
29. Duties of Treasurer lists required financial reports
30. Omit School Director as signer in check signing section of bylaws

ACTION REQUESTED

Approve draft

Agenda Item 5.4

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.4 Educator Effectiveness Grant Plan**

Date: December 9, 2016 for the meeting of December 15, 2016

SUMMARY

The Educator Effectiveness Grant Plan was discussed in a public meeting in November and a plan to spend the grant is proposed.

DISCUSSION

The 2015 Budget Act included $500 million in one-time money called the "Educator Effectiveness Block Grant." Sherwood was allocated $10,999 to spend in one or more approved areas.

Educator Effectiveness funds may be used to support the professional development of certificated teachers, administrators, and paraprofessional educators over three fiscal years. Funds can be expended in any of the following areas:

Area 1: Beginning Teacher Support: Support and mentoring, including, but not limited for programs to meet teacher induction requirements (BTSA)

Area 2: Professional Improvement: Professional development, coaching, and support for teachers identified as needing improvement, including Peer Assistance and Review (PAR)

Area 3: Content Standards: Professional Development for teachers and administrators aligned to state adopted content standards (Common Core State Standards in Math and English Language Arts, Next Generation Science Standards, English Language Development Standards, Career Technical Education Standards, and future standards in other subject areas, including history and social science, social and emotional learning, and visual and performing arts)

Area 4: Coaching and Training: To promote educator quality and success, including, but not limited to, professional development for administrators on mentoring and coaching certificated staff to support effective teaching and learning

Regulations require the Educaor Effectiveness Funding Plan be discussed in a public meeting, with a spending plan be approved in a subsequent public meeting.

The Board discussed a plan for the grant to be spent to send teachers to the American Montessori Society Annual Conference which will be held in early 2017 in San Diego and any remaining funds to support the implementation of BTSA next year. All funds must be spent by end of fiscal year, 2018 (June 30, 2018).

ACTION REQUESTED

Approve spending plan.

Attachments: Draft of Educator Effectiveness Grant spending plan

SHERWOOD MONTESSORI
EDUCATOR EFFECTIVENESS FUNDING PLAN
DRAFT
2015-2018

STATE EDUCATOR EFFECTIVENESS GRANT: SHERWOOD MONTESSORI SPENDING PLAN

The following plan has been explained in a public meeting of the governing board of Sherwood Montessori and recommended for adoption at a subsequent meeting:

Sherwood Montessori Board Educator Effectiveness Spending Plan:

- Public Meeting Date: November 20, 2016
- Adoption Date: December 15, 2016

Educator Effectiveness Funding Received: $10,999

Provide funding to county offices of education, school districts and charter schools to provide beginning teacher and administrator support and mentoring, professional development, coaching and support services for teachers identified as needing improvement or additional support, professional development for teachers and administrators aligned to the state standards, and to promote educator quality and effectiveness.

(A) Beginning teacher and administrator support and mentoring, including, but not limited to, programs that support new teacher and administrator ability to teach or lead effectively and to meet induction requirements adopted by the Commission on Teacher Credentialing and pursuant to Section 44259 of the California *Education Code*

- BTSA
- New Teacher Mentoring

Est. Expenditure (%)	Est. Expenditure Amounts ($)	Number of Teachers	Number of Admin	Actual Expenditure ($)
18.18%	$2,000	1	1	

(B) Activities to promote educator quality and effectiveness including, but not limited to, training on mentoring and coaching certificated staff and training certificated staff to support effective teaching and learning

- Staff Development
- Conferences
- Workshops

Est. Expenditure (%)	Est. Expenditure Amounts ($)	Number of Teachers	Number of Admin	Actual Expenditure ($)
>100%	$17,500	6	1	

The spending plan for these funds will be to prioritize the spending related to the staff development/conferences by sending teachers and the school director to the American Montessori Society Annual Conference in San Diego in March, 2017. Any remaining funds will be allotted to spending on BTSA in the 2017-2018 school year.

Charter Board Approved: December 15, 2016

SHERWOOD MONTESSORI

SPECIAL MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 3, 1071 E. 16th St, Chico, California**

Date/Time: **Friday, January 20, 2017– 4:30 p.m.**

AGENDA

1. CALL TO ORDER

1.1 Roll Call Robyn DiFalco, Mark Reiser, Kristy Cowell, Nili Yudice, Chris Fosen, and Heather Fox

2. REGULAR BUSINESS

2.1 Appointment of Director to Vacant Seat

The Board will appoint a Director to the current vacancy.

ACTION REQUESTED: Appoint a director.

3. 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.

4. FUTURE AGENDA ITEMS

4.1 The Board will have a retreat on Sunday, January 22, 2017 from 9:00 a.m.-3:00 p.m. at 6 Spinnaker Way, Chico, CA.

6. ADJOURNMENT (Est. 4:45 9.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.

SHERWOOD MONTESSORI

MEETING NOTICE OF THE BOARD OF DIRECTORS

Winter Planning Retreat

Location: 6 Spinnaker Way, Chico, CA, 95926
Date/Time: **Sunday, January 22, 9:00 a.m.-3:00 p.m.**

AGENDA

1. CALL TO ORDER

1.1 Roll Call Kristy Cowell, Mark Reiser, Heather Fox, Nili Yudice, Robyn DiFalco, Heather Fox

2. CONSENT AGENDA

2.1 Minutes Approval Consider approval of minutes from November 17, 2016 and December 15, 2016.

3. REPORTS AND COMMUNICATION

3.1 Director of MTSS Report
3.2 Director's Report

4. NOTICED PUBLIC HEARINGS

None

5. REGULAR BUSINESS

Revisit goals and committees/appointments

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.

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 SARC (School Accountability Report Card) Report
7.2 Prop 39 Offer

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 NOTICE OF THE BOARD OF DIRECTORS

Location: Sherwood Montessori Room No. 4 1071 E. 16th St. Chico, California

Date/Time: Thursday, November 17, 2016 – 6:00 p.m.

AGENDA

1. CALL TO ORDER 6:02

    1.1 Roll Call Chris Fosen, Robyn DiFalco, Kristy Cowell, Mark Reiser, Nili Yudice

    Nicole Drummund absent

    The board is looking for a new board member who might be interested in taking over James' 3 year term. This will put it on Dec. agenda for a vote. Dec 15 will be the next meeting.

2. CONSENT AGENDA

    2.1 Minutes Approval Consider approval of minutes from October 20, 2016.

        Motion to approve: Kristy Cowell Second: Mark Reiser Unanimous vote to approve minutes

3. REPORTS AND COMMUNICATION

    3.1 Committee Reports

    Audit Committee Chair: Nili Yudice

        ● Work is complete for this school year. There is nothing to report.

    Budget/Finance Committee Chair: Nili Yudice

        ● Our October meeting took place in Michelle's office on 11/9/16

        ● We reviewed the current budget and Pat lead us through the process of altering the numbers for the remainder of the year to more accurately depict what our projected income and expenses may be.

        ● Pat will present this updated budget at the meeting on 11/17/16.

    Campus Improvement Committee Chair: _____ (was James Conery)

Question from Mark Reiser regarding the direction of this committee. Note that new chair is needed. Kristy Cowell volunteers to join. Questions raised 1) can we combine committees? 2) Should we scrap this committee?

- We will need a new Chair or interim Chair for this Committee. Committee members currently include Mark Reiser and Nicole Drummond.

- 4 plants were planted in barrels on campus. Donations from Home Depot and Lowes.
- Committee Goals identified at recent meeting

Communications Committee Chair: Robyn DiFalco

- Committee will meet on 11/10/16 at 3pm at Has Beans Coffee. (Mark Reiser, Eileen Morris, Robyn DiFalco)

Curriculum Committee Chair: Kristy Cowell –talk of curriculum library and cohesive curriculum

- This Committee is looking for direction and input at this point.

Elections Committee Chair: Robyn

- James Conery was the 2nd board member on this committee. Now that he has resigned from the board, we can fill his vacancy by appointment.

Facilities Planning Committee Chair: Mark Reiser –

1. cement is down…
2. lights are outside….
3. painting has been started…
4. all inside painted…..
5. trim coming ……really looking nice.
6. Surveyed teachers re: Use Plan for 1010. 11 responses. Marco gave survey results out for future review.
7. Peter, Chris, Marco worked out budget for completion on 1010…what we spent…what we still have to spend.
8. Concrete numbers…..about 16K to be paid. Will address with budget

Funds Development Committee Chair: Robyn DiFalco –

SMPO and this committee work closely. This committee is continuing to work toward teacher appreciation

- December meeting TBD, hopefully Dec 1 or 2nd.

Policy & Charter Renewal Committee Chair: Chris Fosen – request for any pictures to share from the last months. Parents must opt in for photo permission…..cannot opt out. We are

looking for parents to support or effort at the CUSD board meeting in January, Meeting will be the 3rd Wed of the month; January 18th.

Safety Committee Chair: _____? (was James Conery)We will need a chair for this committee. Kristy Cowell is only board member here. The latest news on the fence: CUSD ….Julie Kistle…do not like the layout or the type of fence. CUSD wants black wrought iron fencing on the perimeter. Discussion about whether or not we have a contract with the fence company and whether we can take funds that have been set aside for a temporary fence. Michelle will ask CUSD if they will approve this. We want CUSD to know that we have a safety concern for our students. Michelle will confirm with Willard (fence company) that we are not committed to them. Tasks at hand include: Michelle will call insurance company to find out about a temporary fence and get us a quote. Mark Reiser will get a green light from the district first.

Community Connections Working Group Board Liaison: Nicole Drummond –meeting will take place tomorrow. Focus will be on how to continue being good neighbors

3.2 Sherwood Montessori Parents Organization Report –

Regarding the fall festival…..SMPO probably did not cover their costs.

Neighborhood church could be venue for our Winter festival. The board decided to change name from Winter Festival to Winter Performance.

3.3 School Director Report

Michelle attended Charter Conference and shared that our move was a success. Out long term problem of not being able to grow is not there anymore and it feels good now. Our Charter School Renewal will match that information.

Note by Nili Yudice: there is a lot that is working well here.

Enrollment is now 142. We have an interested 6th grader and 4th grader. Possible interested Kindergarten students. Annie B's wasn't very good this year. Free/reduced lunch now @32%

Extended day lost money due to free/reduced fees.

1. We absorb those fees.
2. We need 7k/mo now down to 4k/mo.
3. 79 families billed….35 paid.
4. 8k last year out of 40k cost. Partly because of fee. Rate needs to be self-sustaining.
5. Many cannot pay…it is on those who can.
6. Discussion about the new structure that needs to happen. Nili has ideas she and Julie are working on.
7. Chris has some suggestions.
8. Robyn has suggestions.

9. Talk about tiered payment programs….payment options. Out of 140 kids/100 access the program…35 paid.

Kristy Cowell asked that the board receive a monthly report from Special Education. Would like to see how many students are being served. How many IEP's (Individual Education Plan) and how many SBIT (Student Based Intervention Team) students are we serving and are they all getting their needs met? Mentioned looking into LEA possible title 1 funds for the school.

Internet connection will be put in @ 1010 Cleveland…good news bad news District has approved Comcast is on board…60-90 days before new line is installed. (Feb) Alternatives…Peter DiFalco set up residential service at 1010 Cleveland Street for the interim period. This is getting installed tomorrow. There is urgency because of testing requirements. This is a temporary fix and will be in Robyn DiFalco's name. Professional device to beam wireless signal back to campus will cost $98.

Library update? No update yet.

Note from NIli Yudice….nice new format for announcements. Thank you.

3.4 Treasurer Report - Nili Yudice….to Pat.

1. Attention balance sheet net income -132K.
2. Expected with move and 1010; increased staff.
3. Have technically 180K.
4. Reprojecting ADA…..state just added 2.8 Billion to reserve??
5. Expectation is that we could receive one more onetime payment from the state.

Good cash statement situation. Our total equity is good. Cash will not be an issue….next Sept it will be important. Working on 138 ADA projected this year. Audit will confirm ending balance.

4. NOTICED PUBLIC HEARINGS None

5. REGULAR BUSINESS

5.1 Items Removed From Consent (If any)

5.2 First Interim Budget

The Business Manager has prepared the First Interim Budget Report for adoption.
ACTION REQUESTED: Adopt budget.

NILI MOTION TO ADOPT BUDGET: Friendly amendment will direct Pat to revise ending fund balance to reflect the audit's numbers which will come in the next few weeks.

Second: Chris

APPROVED Unanimous of budget with friendly amendment

DISCUSSION: A LOT OF REVENUE CHANGES here……extended day…..don't know where final revenue will fall. Bottom line is…18,778K unrestricted funds

Good news amount will go up to 100K unrestricted funds when all is done, after the audit. Equity will raise to 80K. This means we are property rich and cash poor. We could get loan from county office or take out loan on building if needed.

Our cash looks good through June. We have the value of the building. We need to get our enrollment back to 150+ or things could get difficult.

What we have going for us:

1. Good ADA
2. Gap funding – going away
3. Really good one time discretionary funds could be possible

Going forward we need to live off our income. ADA 145+ Will get us where we need to be. We are getting new students. New enrollment application not yet available, will be soon. Tours are beginning on the 29th of NOV.

Observations are available for parents and community. Those interested need to contact teachers to make appointments.

Once our numbers from 1010 Cleveland are clarified we will revise the budget numbers.

We will have the opportunity to do this one more time in March. We need the numbers to Pat by the end of February. The Treasurer will reach out to make sure we have enough time to do this properly.

5.3 Performance Audit The School Director has written a school performance report based on standardized test results.

DISCUSSION

We show a large improvement between the first and second testing on our chart. Our economic make up has changed and we are not sure who we compare to. We are waiting to hear back from Michael Morris of the CUSD to answer this question.

We were on track to meet the goal and then they changed the test. Student exposure is important. We are making more growth than comparable and we outperform the state as well.

Discussion on how do we support higher test scores

ACTION DISCUSSION

ACTION REQUESTED: Review report. Report Reviewed

5.4 Educator Effectiveness Grant Plan

ACTION REQUESTED: Discuss plan.

DISCUSSION: Sherwood has been allotted $10,999 to spend on increasing educator effectiveness

Suggestions for funds

1. BITSA-pays mentor
2. CONFERENCE – for all teachers

We will discuss the plan publicly and adopt at future meeting. Will come back Dec or Jan

5.5 Change in Daily Schedule, with dismissal at 2:30 pm every day of the week starting next year 2017-2018.

ACTION REQUESTED: Approve change.

MOTION TO APPROVE DAILY SCHEDULE CHANGE: Mark Reiser - With a Friendly Amendment: contingent on approval from FUA

Second: Nili Yudice

APPROVED Unanimous

Discussion: teachers thought minimum day was great….2:30 dismissal every day…including Wednesday. Questions raised:

1. What about extended day?
2. Outside time? FUA has to address outside time…

What about 2:45 …15 minutes more….. increased care will cost.

What does the district say? We don't know….Michelle says there is no conflict with Chapman

Think about FUA and change here. Michelle hopes for earlier negotiations this year. Last year it was June. This year we could possibly accept the offer (Title 39) as early as March.

Teachers need this time. Being in more alignment with district would be preferable and this would be a good incentive for teachers.

Communication to families regarding the change after FUA will be important.

What this change will mean to our teachers:

The extra time would allow teachers to work together in teams, to analyze data and exchange teaching strategies, and support all teachers in enhancing their Montessori practice. Ultimately, the students would benefit, as the teachers would use the time effectively to improve instruction during the school day.

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 Planning Retreat 7.2 SARC (School Accountability Report Card) Report

7.3 Prop 39 Offer

8. **ADJOURNMENT (Est. 8:34 p.m.)**

REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS
Location: Sherwood Montessori Room No. 4
1071 East 16th Street, Chico, California
Date/Time: Thursday, December 15, 2016 – 6:00 p.m.

AGENDA

1. MEETING CALLED TO ORDER 6:05 P.M.

1.1 Roll Call: Chris Fosen, Robyn DiFalco, Kristy Cowell, Mark Reiser, Nili Yudice

Nicole Drummond has stepped down from the board for personal reasons. This was announced via letter to the board.

2. CONSENT AGENDA

2.1 Minutes Approval Consider approval of minutes from October 20, 2016. THIS ITEM WAS PULLED FROM AGENDA

3. REPORTS AND COMMUNICATION

3.1 Committee Reports

Audit Committee Chair: Nili Yudice

- Nothing new to add from agenda.

Budget/Finance Committee Chair: Nili Yudice will address this in financial report.

Campus Improvement Committee: This committee is without a chair at this moment.

Communications Committee Chair: Robyn DiFalco

- Nothing new to add from agenda

Curriculum Committee Chair: Kristy Cowell

- Nothing new to add from agenda

Elections Committee Chair: Robyn

- Nothing new to add from agenda

Facilities Planning Committee Chair: Mark Reiser

- Nili Yudice added that she spoke with director of aftercare and would like to let him know if 1010 could be included in the plans for that program. Mark Reiser has that info and has responded

Funds Development Committee Chair: Robyn DiFalco

- Nothing new to add from agenda

Policy & Charter Renewal Committee Chair: Chris Fosen ●

- Nothing to add from agenda

Safety Committee Chair:

- Chair sits empty at this time

Community Connections Working Group Board Liaison: This position sits empty at this time.

Added Policy and Charter renewal committee; a handout was shared by Michelle Yezbick.

3.2 Essential Elements of Successful Montessori Schools in the Public School Sector

A report from Michelle; it is her opinion that we are doing what we can from this list and we are on target. There are many things we cannot afford to do or purchase. It is mentioned that this information could be added to our board introductory binder.

3.3 Staffing Increase in the MTSS Program

Michelle shared that the school is 4 months into our LEA MTSS and that we have been fiscally wise. The school has hired as needed. At this point, although the school started off conservative, it is now realized that more is needed. Agenda lists report regarding changes and salary increases from the Director. The board received the report and decided that if the requested funds are not enough, we will revisit.

3.4 Annual Financial Audit

- We completed a good audit
- Our enrollment is slowly rising
- We still have funds to put toward 1010 Cleveland; although all bills have not been submitted at this point
- We could end the year with positive funds

4. NOTICED PUBLIC HEARINGS None

5. REGULAR BUSINESS

5.1 Items Removed From Consent

- Minutes from November to approve
- MOTION TO APPROVE: Chris Fosen SECOND: Reiser Minutes unanimously approved

5.2 Appointment of Director apt for the remainder of this term.(year)

- We have one applicant letter of interest to fill one spot on the board
- We will still have one open seat
- We will do a recruitment ASAP for one more board member
- At that time the board will consider appointing a board member to the open seat

MOTION to appoint Heather Fox starting in January, meeting made by Nili Yudice.

SECOND: Mark Reiser

Appointment was unanimous.

5.3 Charter Renewal Draft

The Policy and Charter Renewal Committee have prepared a draft of the Charter for renewal.

Michelle reports that John Bohannon says we look good and there is no reason to move us next year. This draft is 95% finished. We will present our renewal to CSUC at their February meeting. The Charter renewal will be submitted in January.

Mark Reiser asked that we finish updated to the safety plan before the charter is submitted. Robyn DiFalco volunteered to help make this happen. Out Safety Committee is without a chair at this time; Kristy Cowell volunteered to help with this also.

ACTION REQUESTED: Approve draft.

Motion is made by Nili Yudice to approve this draft with a contingency that the board authorizes the Charter Committee to finalize the documents following additional input from board members.

Second: Chris Fosen

Robyn DiFalco added friendly amendment to motion:

Add that changes to the by-laws incorporated in this doc are also approved by the board at this time Committee will entertain any concerns that board members could have

Vote: Unanimous

5.4 Educator Effectiveness Grant Plan

ACTION REQUESTED: Approve plan.

MOTION TO APPROVE: Chris Fosen SECOND: Robyn Vote: Unanimous approval to the plan

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

7. FUTURE AGENDA ITEMS

7.1 Planning Retreat

7.2 SARC (School Accountability Report Card) Report

7.3 Prop 39 Offer

8. CLOSED SESSION begins 7:42 Adjourned 9:00 PM

9. ADJOURNMENT 9:00 PM

Agenda Item 3.1

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Jessica Ordaz, Director of MTSS

Subject: **Agenda Item 3.1 Director of MTSS Report**

Date: January 20, 2017 for Board Retreat on January 22, 2017

As we approach the mid-year mark, I look at all the aspects of starting a new program. We came into it with a long list of hopes and dreams for the new school year and how we were going to use the Montessori philosophies to run our own special education program at a new site. With every change, a set of new challenges arises. It has been amazing to see how the Learning Center has unfolded as we've re-arranged the room multiple times to meet the needs of the students (and new students) we serve. It feels great to have the space to work with as we serve academic groups, as well as the behavioral needs of our students. There were some challenging moments balancing those two unique, often different needs, but with feedback from staff, parents, and students, we were able to arrive at a solution that mitigated many of those issues.

One extremely challenging aspect this year was finding appropriate paraprofessional support for our students with behavioral challenges. We were woefully short-staffed for a period of time. Thankfully, we managed to cover the IEP services, but it was a less than ideal situation. Recruiting qualified applicants and retaining those who were qualified was our main hurdle. This is not a challenge unique to our school, but one that most schools face. None the less, it is a frustrating component.

Also, as was discussed at the last board meeting, finding the appropriate level of staff coverage has been a struggle. With any new program, we can only guess at the future needs of the students and how many people that will be needed to successfully implement support strategies. In addition, the needs of our students are constantly shifting. Our intention was to be as fiscally conservative as possible and only add as needed. It became clear that having a paraprofessional to support the students that used the Learning Center for behavioral needs was imperative so that our students with academic needs could continue their groups without interruption. This last week has proven to be substantially smoother with the addition of the new staff member!

Our next goal is to hire an Inclusion Specialist that will focus on providing support to the

paraprofessionals and classroom staff of the students that are fully included in the general education setting and that do not need specialized academic instruction from our Resource Teacher. This is a critical component for students to continue to succeed behaviorally and socially/emotionally in their least restrictive environment. We currently have a .1 FTE position posted on Edjoin to draw a pool of applicants. If it proves to be difficult to find someone at this time of year with the small amount of hours, we'll discuss other creative options to make sure that important need is still met.

I look forward to continuing to reflect upon and improve our practices and services as we head into the second half of the year. And as always, I appreciate the supportive stance that the Board has taken towards approving measures to meet the needs of our most challenging students through intervention and special education services.

Agenda Item 3.2

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.2 School Director Report**

Date: January 20, 2017 for Board Retreat on January 22, 2017

ADMINISTRATIVE ITEMS:

- We currently have 147 students enrolled; on Monday, January 30 we will have 149 students enrolled.
- We have three new certificated (teacher) substitutes and three new classified (aides and support staff) substitutes.
- Director Nili Yudice did a presentation for the teachers on *Conflict Resolution* and *Tapping Into Your Passion*. The teachers were grateful for the helpful and inspiring content.
- On Wednesday evening Board Chair Robyn DiFalco and I attended the meeting of the CUSD Board of Education to turn in our charter renewal materials. Next month will be the public hearing, and the Board's decision will be announced at the March meeting.

FISCAL ITEMS:

- The first meeting for planning for use of the Measure K bond money was held last week. One representative from each charter school will have a seat on a committee that will meet monthly to determine funding criteria and procedures for the charter school portion of the bond proceeds. District representatives in the meeting included Julie Kistle, Director of Facilities and Construction; John Bohannon, Director of State and Federal Programs; and Kelly Staley, Superintendent. District representatives indicated that they are in favor of giving charters full autonomy in the decision-making process.
- Planning for Sherwoodstock has begun. We have an excellent team of volunteers who are excited for the event. Sherwoodstock will be held at 2500 Estes again this year; the date will be April 29th.
- The minimum wage has increased to $10.50/hour. Extended Day staff will be raised to this amount beginning this month's payroll; all other employees are above the minimum.

SAFETY ITEMS:

- I met with Director Mark Reiser to discuss next steps on updating the School Safety Plan. Mark has done extensive work reading the Plan and making suggestions for revisions, which I am currently reviewing and researching where needed. A meeting will be scheduled with the Safety Committee and Mark and I to make necessary changes.
- Three sets of scissor gates have been ordered to create a temporary fence. These are on casters and will create a barrier that can be opened to let pedestrians pass:



GOALS PROGRESS:

- I received valuable input on the Communications section of the Operational Plan regarding the usability of the document in its current format. I have a large block of time scheduled for making revisions and moving forward on the project early next week.
- Our Extended Day Coordinator, Julia, did an excellent job of updating parents about the fees changes for the program that are going in effect this month. She has shared other ideas for improving the sustainability of the program to be implemented next school year, including having families pre-pay for the program and going to a flat daily rate for fees. Julia has been working closely with colleagues at Chico Country Day School.
- Retention and recruitment efforts recently have included school tours with good attendance. We will hold our Open House next week and have opened the event to interested friends, family, and neighbors. I will be available in the office during the event to talk to parents who might be interested in enrolling their children.
- I attended the first Sherwoodstock Planning Committee meeting to introduce myself as a resource for the group and to be available to answer questions for getting the group started. I will also begin meeting regularly with the SMPO President, Kelli Kurth, in an effort to better coordinate with the SMPO.
- Robyn DiFalco and I met with Jim and Cheryl Conery over the break to install bookshelves in 1010 Cleveland and to improve the office organization. We were able to create a working space in the office in Room 3 that had previously been used for storage. Our school secretary, Vanessa, is now in charge of protecting the office from storage items. She has created a Google Doc for staff and community members to fill requesting storage if items come to the office needing a home.

SHERWOOD MONTESSORI

REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 4**
1071 E. 16th St., Chico, California
Date/Time: **Thursday, February 16, 2017 – 6:00 p.m.**

AGENDA

1. CALL TO ORDER

1.1 Roll Call Chris Fosen, Robyn DiFalco, Kristy Cowell, Mark Reiser, Heather Fox, Nili Yudice, Monica Woodward

2. CONSENT AGENDA

2.1 Minutes Approval Consider approval of minutes from January 20, 2017 and January 22, 2017.

2.2 SARC (School Accountability Report Card) Report

3. REPORTS AND COMMUNICATION

3.1 Instructional Staff Reports
3.2 Sherwood Montessori Parents Organization Report
3.3 Director of MTSS Report
3.4 School Director Report
3.5 Treasurer Report
3.6 Committee Reports

4. NOTICED PUBLIC HEARINGS

None

5. REGULAR BUSINESS

5.1 Items Removed From Consent (If any)

5.2 Field Trip Request
The Board will be asked to approve and partially fund a field trip.
ACTION REQUESTED: Approve and partially fund trip.

5.3 1010 Cleveland Vision Statement
The Board will be asked to approve a Vision Statement for 1010 Cleveland.
ACTION REQUESTED: Approve Vision Statement.

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 Second Interim Budget
The Business Manager has prepared the Second Interim Budget Report for adoption.
ACTION REQUESTED: Adopt budget.

5.5 Prop 39
We have received an offer of facilities through the Prop 39 process.
ACTION REQUESTED: Accept offer.

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 LCAP Draft
A draft of the LCAP for 2017-2018 will be presented for public feedback and feedback from the Board.

8. CLOSED SESSION

1.1 Personnel Issue
The Board will meet in closed session to discuss a personnel issue. Any actions will be reported in Open Session.

9. ADJOURNMENT (Est. 8:00 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.

SPECIAL MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: Sherwood Montessori , Director's Office 1071 E. 16th Street, Chico, California

Date/Time: January 20, 2017 4:30 PM

Board Members Present: Chris Fosen, Mark Reiser (on the phone), Kristy Cowell, Nili Yudice, Heather Fox (previously appointed to sit on the Board beginning January 2017)

AGENDA:

1. Appoint a Director to the vacant seat
    - Two applicants visiting
        - Rachel Hambrock
        - Monica Woodward

DISCUSSION:

- Next term there will be several seats open on the Board.
- Board agrees the By Laws should be clarified before the May vote
- Both candidates introduce themselves to the Board

CALL FOR VOTE: Board decides to use paper ballot. Mark Reiser votes by phone

MAJORITY OF VOTES TO MONICA WOODWARD; she will attend the upcoming retreat as a Board member

MEETING ADJORNED: 5:30 PM

Sherwood Montessori Board of Directors Winter Planning Retreat
Sunday, January 22, 2017 9am - 3pm

6 Spinnaker Way at the home of Nili Yudice

1. CALL TO ORDER: 9:10 AM

Kristy Cowell, Mark Reiser, Heather Fox, Nili Yudice, Robyn DiFalco, Chris Fosen, Monica Woodward

2. Consent Agenda :

2.1 Approve Meeting Minutes from December 15, 2016

MOTION TO APPROVE: Kristy Cowell

Second: Chris Fosen

Abstention from Monica Woodward

Minutes approved

3. Reports & Communication

3.1 Reviewed MTSS Report

JESSICA

` **3.2 Director Report**

MICHELLE

4. NOTICED PUBLIC HEARINGS

NONE

5. REGULAR BUSINESS

5.1 Revisit goals and committees/appointments

- Discuss committee membership, chairs

ELECTIONS COMMITTEE:

- We need one more committee member to join this committee.
- We need an SMPO member on this committee.

- It was suggested to ask Kelli Kurth about who might be interested

FINANCE/BUDGET COMMITTEE:

- No real changes here.
- Nili suggests a line of credit might be needed in the future.

AUDIT COMMITTEE: Basically done for this school year

SAFETY COMMITTEE:

- Marco volunteers to advise this committee.
  - Ultimately sees 3 documents…one for district…one for office….one scaled down doc used for training staff.
- Monica volunteers to be on this board and volunteers to be the chair.

FUNDS DEVELOPMENTCOMMITTEE:

- Kelli Kurth will be SMPO rep.
- Eric Hartman will be part of this committee also.
- Sherwoodstock will be April 29 this year.
- Restaurant takeover has been mentioned.
- Heather Fox is looking into grants for us. Heather will meet with Michelle re: direction for grants.
- Winter Festival net close to 1800.
- Some talk about gift of gratitude moving to end of the year if it is done again.

COMMUNICATIONS COMMITTEE:

- This committee is looking for new members
- Oversite of website is on the table.
- Have identified 2 parents from the school who have expertise here.
  - Anna Harris
  - Jeff Wintrup
- Eric Hartman also expressed interest.
- Possible video promotions.
  - I chose Sherwood because…..I love Sherwood because…..

Committee has been working on re-branding process. Heather Fox volunteers to help out with this committee. After rebranding you can go to marketing, etc.

CURRICULUM COMMITTEE:

- No communication of this committee yet this year.
- This committee is going to commit to getting this group of volunteers together.

    - Eric has mentioned that he and other teachers would like to visit Report Cards….
- Nili, Pat, Michelle, and Julia working on extended day program…..have started on changes for next year. They anticipate big changes next year or a more solid program.
- Robyn would love to chat with Kristy about Curriculum Library.

CAMPUS IMPROVEMENT COMMITTEE

- Monica and Kristy volunteer.
- Marco is there….will share document later.
- Will involve working with teachers, school to implement projects.
- Robyn volunteers to help for the remainder of her stay.
- Heather volunteers to chair this committee.
    - Has a project for eighth graders.
- Kristy will step down to serve as advisor

FACILITIES PLANNING COMMITTEE

- Marco explained about the prop 39 process and how it offered move into Chapman
- 1010 Cleveland zoned for educational use and owned by county….was getting ready for auction….they sold us the property of $1.
- Have been renovating this past year.
- There is a scope of work to be done that will need lots of help. Peter and Marco are both moving on to busier times….looking for more volunteers.
- Will need to start thinking about projects for upcoming bond funds…process and criteria for distribution of funds have not been determined

POLICY AND CHARTER REVIEW COMMITTEE:

- THIS Is a task based committee.
- Charter renewal and Prop 39 request.
- Process has started for renewal and Prop 39.
- FUA work to come.
- Working on how we will represent at the CUSD meeting.
- This could be called the Policy Committee when not in the years of renewal.

AB 2246 Requires that we adopt, at a regularly scheduled meeting, a suicide prevention policy for pupils in grades 7-12. Heather volunteers to help here

Need policies….Bylaws:

● Charter speaks to having Practices and Policies to promote diversity including implementing a recruitment strategy, developing promotional materials, etc.

COMMUNITY CONNECTIONS GROUP

- This is a working group…Jill…Marlo….Michelle….Robyn…possibly Nicole will still be involved.
- Have participated in Chapman night out activities.
- Upcoming Jan 26 will be same night as open house…..will still donate salad.
- Neighborhood cleanup March 4…will meet at Chapman

NILI YUDICE MENTIONS THAT WE MAY HAVE TOO MANY GOALS HERE.

CHRIS FOSEN SUGGESTS WE MOVE SOME OF THESE GOALS INTO 17-18 YEAR.

DID WE MEET OUR GOALS?

- ENROLLMENT
    - We are doing better than anticipated and hope to meet out goal by the end of the year. ●
- SAFETY
    - Do we need more concrete goals?
    - Committee is working on updating procedures.
        - Fence has been a good effort.
        - Have established communication with police.
        - Will meet in February and look at goals and priorities…to present to board in Feb meeting.
        - Revising safety policy will give us a roadmap

● Charter Renewal & Prop 39 –

- goals have been met and on track for both

● 1010 Cleveland property much is on track

● Teacher retention (raises; satisfaction; training)

- Not much attention has been spent here….
- teachers are excited about conference coming in March.
- Not able to give raises but still a high priority.
- Heather suggest a teacher feedback eval.
- We need to know what makes them happy and what would be the deal breaker.
- Monica …send them a google doc? Concern about doing harm here….dont want to make promises we cant keep.
- Robyn talks about Strategic Planning Process.....could be part of that.
- Robyn would like to work with MIchelle here....Heather would like to be part of that

CAMPUS IMPROVEMENT GOALS ARE ONGOING

- improve fundraising efforts –not quite meeting goals
- build chapman relationships -- culture and community HARD GOALS TO MEET…feeling on track

- strategic plan - more long term
    - NO GOALS THIS YEAR…Robyn would like to be able to see some progress here by the end of the year.

● operational plan - day to day operations ….working on a usable document . goal was to see outline by end of the school year. Board would like to see that in May or June of this year.

● communication plan-still work to be done here….have gained clarity this year

CHARTER RENEWAL PROCESS WITH THE DISTRICT

Wed Feb 15 @6pm….. Sherwood will give a 10 min or less presentation to show who we are and how we contribute to the community. Our process with the District will be Jan-Feb-March.

- Who will speak?
- Can we decide how many today? In 10 minutes 3 is enough……
    - Michelle
    - Chair of the board would be good.
    - Teacher? Tanya? Marlo? Celeste?
        - Why I love teaching @Sherwood…..student outcomes….what they are doing and learning.

Chris Fosen says we should talk about values here. Define what are they? Use Power Point Presentation and have 1 or 2 parents get up during public phase.

Marco suggests Robyn address community engagement Heather….invite someone from Chapman neighborhood.

Stephen Tchudi would be a good speaker. Robyn offers to give an invite

Michelle will craft message to school community looking for volunteers willing to speak

DO WE HAVE PHOTOS??

- Julia may have some to share.
- Need inside classroom pictures.
- Heather has a friend who may be available.
- Permission documents have been renewed lately.
- Nili suggests we send a message to parents in announcement telling them we are getting ready to post photos for our upcoming district presentation.

What might the District ask?

- Might ask about math scores
- Might ask about relationships with Chapman
- Might ask financial questions. Suggested that Nili be there to respond as treasurer

- We have invested in property – 1010 Cleveland
- Moving set us back a bit but we are coming back
- Might ask about SELPA. Suggested that Jessica be there to respond as Special Ed Director

ALL BOARD MEMBERS ARE ENCOURAGED TO ATTEND THIS MEETING

WHAT WE NEED TO DO TO GET READY.

- We should promote shirt sales SMPO Friday table?
    - Fundraising Committee will step in to help here.

Chris Fosen will send out email today…

Michelle will talk to teachers….

Heather will get back to us on photos…

What will we present? Chris…would be useful to brainstorm here. Charter Committee?

How will we rally support from our Sherwood community?

STATUS AND PLANS FOR 1010 CLEVELAND

- Marco shared that the vast majority of significant necessary renovations have been completed.
- Cameras inside and out will be added or security.**
    - **Chris Fosen explained that there will be 3 cameras inside up to 5 cameras outside. There are 4 locations for that so far
        - ….shed…front area….kids walking over…..working on power conduits.
    - Peter DiFalco is working on it.
    - Cameras will be password protected for security.
    - Protocols will be set up.
- Proposal for use from county says Sherwood is good to go.
- Need fire inspection by fire Marshall.
    - Have been emailing him for a while…3 emails out. Waiting to hear from him.
- Chef Ritchie is working on necessary permits for kitchen use.
    - Needs health and safety inspection. Not sure where he's at with this.
- Insurance is good at this time.

DECISIONS AND PROCESS ON PROPERTY USE

- Marco has created a doc with vision
    - need a baseline description or long term vision
- SPACE USE needs to reflect the vision statement…..library into back room at 1010 is a teacher wish….

QUESTIONS TO ANSWER:

- Should this be used for storage?
- Should this be the home for middle school?
- Is it possible that Sherwood will ever rent this facility?
- What about summer use?
- We need to make sure we don't put profit in front of students.
- What if we move?
- What are the proposed uses so far?
- What still needs to be done for renovation?
- Where will we get those resources?
- Robyn suggested that this vision document could possibly come to the board for a vote or adoption. This is very close to being able to adopt; could do this as early as February. This could be modified over time as part of our strategic plan.
- The board decides to look at this vision statement in February. Robyn suggested that the Facility Planning Committee should work on this.

Legal concerns or issues for 1010 Cleveland were discussed. Michelle or Heather can call and gather info to share for future.

Insurance for 1010 Cleveland inside/ out

- We need to review all insurance documents governing 1010-
- We have our present insurance document- we need to carefully review this doc. to ensure that our full intended use at 1010 is adequately covered by our insurance carrier.

Fire Codes for 1010 Cleveland

- We need to make sure that all legally mandated Fire Codes are adhered to.
- Marko has reached out to the Fire Marshall (and others at Butte County).
- An inspection will likely be necessary and certain adjustments and/or modifications to 1010 may be required.

Permitting

- Cooking Gardening- we need to ensure that all permits/ insurance are in place to conduct our cooking gardening program-
- Chef Richie is presently researching permits and insurance requirements to operate a teaching kitchen/ gardening program. Mark has advised him that our primary goal is to occupy the property (in alignment with Moss Ave requirements) and he is on board.

After Care-

- We need to research required permits needed, if any, and define necessary physical and procedural safety requirement to satisfy the above.
- We need to do walk through with Julia to identify hazards and inform the process to satisfy the above.
- Mark has contacted Butte County and has been told the necessary zoning is in alignment with intended use.

Safety is up to Fire Marshall

Legal Postings – Michelle will check

What about safety supplies – Heather would purchase; for full picture need Fire Marshall

Need one more work day to finish up cleaning and outside yard work; needs to be planned with SMPO

Look at tree hazards – leave for now

Foot traffic past the property – can be uncomfortable

This week is business topic for staff – Michele can present some of these topics

Maintenance could cost and raise the budget

Gutters over doors only; no need for rest of roof

Refrigerator needs to be relocated-

Nili Yudice says Rich can maybe help

Bookcases need mounted before occupation

What about a different name or 1010? Suggestions? The Board would love to get public input someday. Chris Fosen suggests Sherwood House as a new name

SHOULD WE HAVE AN OPEN HOUSE EVENT FOR 1010? DON'T HAVE TO DECIDE TODAY….

Thoughts about an update to the school community

CAMPUS IMPROVEMENT COMMITTEE – document shared by Mark Reiser

- Goal is to build in ways of doing things that align with Montessori philosophy that would become day to day practice.
- Looking for policy and procedure for students, teachers, all users of the property

The role of the board here is to set policy and procedure for the whole school…..a culture….a place for everything and everything in its place.

The problems we see now are with clutter and things not having a place.

One possibility is to take this concern to SMPO for a discussion. It is agreed that Sherwood staff needs to be involved….students need to be involved….then family. We need a whole community effort to care for our environment.

STARTING POINT:

1. Michelle to teachers…identify what we are doing….can we share? How do we pull in the parent community?

1. MOOP – matter out of place
2. How can we all help to make this work?
3. We will all collectively own this
4. New teachers and families can be a part from the beginning
5. Ask Kelli to speak at SMPO meeting (FEB)
6. Continue to work on this document
   - Guiding principles and philosophy (what to call the document)

2:35 pm adjournment

Agenda Item 2.2

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 2.2: School Accountability Report Card**

Date: February 10, 2017 for the meeting of February 16, 2017

SUMMARY

Each year, the School Director is required to complete a School Accountability Report Card (SARC) in accordance with state law. Attached is the SARC completed for the 2015-2016 school year.

DISCUSSION

The SARC includes data on enrollment demographics, facilities, learning materials, school spending, discipline data and assessment data. The 2015-2016 data includes standardized test results from the Smarter Balanced Assessment. For classes and groups with fewer than ten students, there will be no data to preserve students' confidentiality. All information in the report is public information.

ACTION REQUESTED

Receive report.

Attachment: 2015-2016 SARC

Sherwood Montessori
School Accountability Report Card
Reported Using Data from the 2015-16 School Year
Published During 2016-17

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at http://www.cde.ca.gov/ta/ac/sa/.
- For more information about the LCFF or LCAP, see the CDE LCFF Web page at http://www.cde.ca.gov/fg/aa/lc/.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest Web page at http://dq.cde.ca.gov/dataquest/ that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

About This School

Contact Information (School Year 2016-17)

School Contact Information	
School Name	Sherwood Montessori
Street	1071 E. 16th St.
City, State, Zip	Chico, CA 95928
Phone Number	530-345-6600
Principal	Michelle Yezbick, Director
E-mail Address	info@sherwoodmontessori.org
Web Site	www.sherwoodmontessori.org
CDS Code	04614240121475

District Contact Information	
District Name	Sherwood Montessori
Phone Number	(530)345-6600
Superintendent	Michelle Yezbick
E-mail Address	info@sherwoodmontessori.org
Web Site	www.sherwoodmontessori.org

School Description and Mission Statement (School Year 2016-17)

The mission of Sherwood Montessori is to educate K-8 students of the greater Chico area by providing Montessori education within the context of mutual respect and joy. The focus of the education will be on engaging critical thinking and fostering empathy, and developing the skills needed to become competent, responsible citizens w ho are life-long learners and skillful problem solvers.

The school will serve our community by providing a rich and supportive educational environment for children based upon the philosophy of Maria Montessori which allow s each child to reach his or her ow n potential academically, personally, and socially and will focus on educating the w hole child intellectually, physically, and psychologically. The methodology used w ill develop a firm foundation for the students, and will emphasize ethics, initiative, persistence, and self-confidence.

This mission will be accomplished by a concerted community-based effort between the school, the parents, and the individual child.

Student Enrollment by Grade Level (School Year 2015-16)

Grade Level	Number of Students
Kindergarten	24
Grade 1	22
Grade 2	17
Grade 3	21
Grade 4	18
Grade 5	24
Grade 6	19
Grade 7	3
Grade 8	5
Total Enrollment	153

Student Enrollment by Group (School Year 2015-16)

Student Group	Percent of Total Enrollment
Black or African American	0
American Indian or Alaska Native	2
Asian	0.7
Filipino	0
Hispanic or Latino	11.8
Native Hawaiian or Pacific Islander	0
White	78.4
Two or More Races	7.2
Socioeconomically Disadvantaged	33.3
English Learners	7.8
Students with Disabilities	0
Foster Youth	0

A. Conditions of Learning

State Priority: Basic

The SARC provides the following information relevant to the Basic State Priority (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

Teacher Credentials

Teachers	School			District
	2014-15	2015-16	2016-17	2016-17
With Full Credential	8	6.8	6.6	
Without Full Credential	0	1	1	
Teaching Outside Subject Area of Competence (with full credential)	0	0	0	

Teacher Misassignments and Vacant Teacher Positions

Indicator	2014-15	2015-16	2016-17
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments *	0	0	0
Vacant Teacher Positions	0	0	0

Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

* Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Core Academic Classes Taught by Highly Qualified Teachers (School Year 2015-16)

Location of Classes	Percent of Classes In Core Academic Subjects	
	Taught by Highly Qualified Teachers	Not Taught by Highly Qualified Teachers
This School	88.9	11.1
All Schools in District	99.0	1.0
High-Poverty Schools in District	98.9	1.1
Low-Poverty Schools in District	99.0	1.0

Note: High-poverty schools are defined as those schools with student eligibility of approximately 40 percent or more in the free and reduced price meals program. Low-poverty schools are those with student eligibility of approximately 39 percent or less in the free and reduced price meals program.

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2016-17)

Year and month in which data were collected: January 2017

Subject	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	Traditional Montessori Materials iReady Language Arts Activities	Yes	0.0
Mathematics	Traditional Montessori materials California College Preparatoty Mathematics (CPM) grades 6-8 iReady Math Activities	Yes	0.0
Science	Traditional Montessori Materials McDougal-Littell Science California Edition/2010	Yes	0.0
History-Social Science	Traditional Montessori Materials	Yes	0.0
Visual and Performing Arts	Montessori Arts Curriculum	Yes	0

School Facility Conditions and Planned Improvements (Most Recent Year)

During the summer of 2016, the school moved from its former location to co-locate at Chapman Elementary under a Prop 39 agreement. This move has greatly relieved overcrowding experienced at the former location.

School Facility Good Repair Status (Most Recent Year)

School Facility Good Repair Status (Most Recent Year) Year and month of the most recent FIT report: 1/20/2017				
System Inspected	Repair Status			Repair Needed and Action Taken or Planned
	Good	Fair	Poor	
Systems: Gas Leaks, Mechanical/HVAC, Sewer	X			
Interior: Interior Surfaces	X			
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	X			

School Facility Good Repair Status (Most Recent Year) Year and month of the most recent FIT report: 1/20/2017				
System Inspected	Repair Status			Repair Needed and Action Taken or Planned
	Good	Fair	Poor	
Electrical: Electrical	X			
Restrooms/Fountains: Restrooms, Sinks/ Fountains		X		One sink in the girls' restroom is not working.
Safety: Fire Safety, Hazardous Materials	X			
Structural: Structural Damage, Roofs	X			
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	X		X	

Overall Facility Rating (Most Recent Year)

Year and month of the most recent FIT report: 1/20/2017				
Overall Rating	Exemplary	Good	Fair	Poor
		X		

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. The CAAs have replaced the California Alternate Performance Assessment [CAPA] for ELA and mathematics, which were eliminated in 2015. Only eligible students may participate in the administration of the CAAs. CAA items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study

CAASPP Test Results in English Language Arts/Literacy (ELA) and Mathematics for All Students

Subject	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)					
	School		District		State	
	2014-15	2015-16	2014-15	2015-16	2014-15	2015-16
English Language Arts/Literacy	51	61	48	51	44	48
Mathematics	33	45	40	44	34	36

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

CAASPP Test Results in ELA by Student Group
Grades Three through Eight and Grade Eleven (School Year 2015-16)

Student Group	Grade	Number of Students		Percent of Students	
		Enrolled	Tested	Tested	Standard Met or Exceeded
All Students	**3**	22	20	90.9	63.2
	4	17	17	100.0	64.7
	5	23	22	95.7	54.5
	6	18	16	88.9	62.5
Male	**3**	13	11	84.6	40.0
	5	14	13	92.9	38.5
Female	**4**	11	11	100.0	54.5
White	**3**	19	18	94.7	70.6
	4	12	12	100.0	75.0
	5	18	18	100.0	61.1
	6	14	12	85.7	66.7

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard on the CAAs divided by the total number of students who participated in both assessments.

Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Test Results in Mathematics by Student Group
Grades Three through Eight and Grade Eleven (School Year 2015-16)

Student Group	Grade	Number of Students		Percent of Students	
		Enrolled	Tested	Tested	Standard Met or Exceeded
All Students	**3**	22	21	95.5	71.4
	4	17	17	100.0	47.1
	5	23	22	95.7	27.3
	6	18	16	88.9	37.5
Male	**3**	13	12	92.3	66.7
	5	14	13	92.9	23.1
Female	**4**	11	11	100.0	36.4
White	**3**	19	18	94.7	72.2
	4	12	12	100.0	66.7
	5	18	18	100.0	33.3
	6	14	12	85.7	41.7

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard on the CAAs divided by the total number of students who participated in both assessments.

Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

CAASPP Test Results in Science for All Students

Subject	Percent of Students Scoring at Proficient or Advanced (meeting or exceeding the state standards)								
	School			District			State		
	2013-14	2014-15	2015-16	2013-14	2014-15	2015-16	2013-14	2014-15	2015-16
Science (grades 5, 8, and 10)	61	41	43	67	64	61	60	56	54

Note: Science test results include California Standards Tests (CSTs), California Modified Assessment (CMA), and California Alternate Performance Assessment (CAPA) in grades five, eight, and ten.

Note: Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

CAASPP Test Results in Science by Student Group
Grades Five, Eight, and Ten (School Year 2015-16)

Student Group	Total Enrollment	# of Students with Valid Scores	% of Students with Valid Scores	% of Students Proficient or Advanced
All Students	29	28	96.6	42.9
Male	15	14	93.3	50.0
Female	14	14	100.0	35.7
White	21	21	100.0	47.6

Note: Science test results include CSTs, CMA, and CAPA in grades five, eight, and ten. The "Proficient or Advanced" is calculated by taking the total number of students who scored at Proficient or Advanced on the science assessment divided by the total number of students with valid scores.

Note: Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the Other Pupil Outcomes State Priority (Priority 8):

- Pupil outcomes in the subject areas of physical education.

California Physical Fitness Test Results (School Year 2015-16)

Grade Level	Percent of Students Meeting Fitness Standards		
	Four of Six Standards	Five of Six Standards	Six of Six Standards
5	18.2	36.4	31.8

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the Parental Involvement State Priority (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each schoolsite.

Opportunities for Parental Involvement (School Year 2016-17)

Parent involvement is vital for the success of Sherwood Montessori. In addition to providing volunteer opportunities that enrich our program, with participation parents make a powerful statement to the children that school is important and education is valued by the family. At the beginning of the school year, parents are asked to fill out a "Parent Involvement Questionnaire" to help identify areas of interest and expertise that may benefit the school. These will be given to the elected panel of the Sherwood Montessori Parent Organization (SMPO). The SMPO provides parents with an avenue to effective participation in the school's operations. All parents at Sherwood are defacto members of the SMPO. Active membership is encouraged and achieved by attending regularly scheduled SMPO meetings. At meetings, parents can learn more about how to optimize their skills as a volunteer.

The SMPO is self-governed by an elected panel of three parents, serving staggered two-year terms, chosen for the following year through an open vote of all parents prior to the annual June Meeting of the Board of Directors. A representative of the SMPO will be responsible for communication between the SMPO and the Board.

State Priority: School Climate

The SARC provides the following information relevant to the School Climate State Priority (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety.

Suspensions and Expulsions

Rate	School			District			State		
	2013-14	2014-15	2015-16	2013-14	2014-15	2015-16	2013-14	2014-15	2015-16
Suspensions	0.0	0.0	1.8	5.4	3.4	4.1	4.4	3.8	3.7
Expulsions	0.0	0.0	0.0	0.3	0.3	0.1	0.1	0.1	0.1

School Safety Plan (School Year 2016-17)

The School Safety Plan has been written by the Director with input from the Safety Committee and the school's insurance provider. The Safety Plan is updated annually in the summer for the next school year. Sherwood's Safety Plan provides for the physical and psychological safety of all students, staff and families of the Sherwood community. The most recent revision was August, 2016.

D. Other SARC Information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Federal Intervention Program (School Year 2016-17)

Indicator	School	District
Program Improvement Status		In PI
First Year of Program Improvement		2004-2005
Year in Program Improvement*		Year 3
Number of Schools Currently in Program Improvement	N/A	9
Percent of Schools Currently in Program Improvement	N/A	69.2

Note: Cells with N/A values do not require data.

Average Class Size and Class Size Distribution (Elementary)

Grade Level	2013-14				2014-15				2015-16			
	Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes		
		1-20	21-32	33+		1-20	21-32	33+		1-20	21-32	33+
K	23		1		23	1			22		1	
1	8	3			6	3			20	3		
2	8	3			9	3			17	3		
3	11	2			6	3			21	3		
4	10	2			13	2			17		2	
5	6	2			10	2			23		2	
6	10	2			4	2			17		2	

Number of classes indicates how many classes fall into each size category (a range of total students per class).

Average Class Size and Class Size Distribution (Secondary)

Subject	2013-14				2014-15				2015-16			
	Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms		
		1-22	23-32	33+		1-22	23-32	33+		1-22	23-32	33+
English												
Mathematics												
Science												
Social Science												

Note: Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Academic Counselors and Other Support Staff (School Year 2015-16)

Title	Number of FTE Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor	0	n/a
Counselor (Social/Behavioral or Career Development)	0	N/A
Library Media Teacher (Librarian)	0	N/A
Library Media Services Staff (Paraprofessional)	0	N/A
Psychologist	0.25	N/A
Social Worker	0	N/A
Nurse	0.1	N/A
Speech/Language/Hearing Specialist	0.2	N/A
Resource Specialist	0	N/A
Other	1.2	N/A

Note: Cells with N/A values do not require data.

*One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2014-15)

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Supplemental/ Restricted	Basic/ Unrestricted	
School Site	$6,330	61154	199295	38965
District	N/A	N/A	$5,642	$64,053
Percent Difference: School Site and District	N/A	N/A	3432.3	-37.9
State	N/A	N/A	$5,677	$74,216
Percent Difference: School Site and State	N/A	N/A	3626.5	-45.5

Note: Cells with N/A values do not require data.

Types of Services Funded (Fiscal Year 2015-16)

The Montessori approach to education is holistic, considering not only the intellectual development of the child but the physical and emotional development as well. Sherwood supports a number of services that reflect this value, including: the Second Step program for promoting healthy self-esteem and peaceful conflict resolution, a Cooking and Gardening program for all ages that fosters healthy lifestyle choices, Spanish language classes, art and music, and excursions to Chico Performances. Academics are supplemented with intervention and enrichment services in reading, writing, and math including use of the Read Naturally program, the Lindamood Bell LiPS Program,the Wilson Programs for reading and spelling, guided reading using leveled texts, Focus Math intervention, and literacy groups with high level text such as the Book in Common with California State University at Chico and traditional classical literature.

Teacher and Administrative Salaries (Fiscal Year 2014-15)

Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary	$39,698	$44,958
Mid-Range Teacher Salary	$55,362	$70,581
Highest Teacher Salary	$84,541	$91,469
Average Principal Salary (Elementary)	$89,317	$113,994
Average Principal Salary (Middle)	$105,844	$120,075
Average Principal Salary (High)	$104,517	$130,249
Superintendent Salary	$175,100	$218,315
Percent of Budget for Teacher Salaries	37%	38%
Percent of Budget for Administrative Salaries	4%	5%

For detailed information on salaries, see the CDE Certificated Salaries & Benefits Web page at http://www.cde.ca.gov/ds/fd/cs/.

Professional Development (Most Recent Three Years)

Sherwood Montessori is dedicated to providing an authentic Montessori education for our students. To this end, it is essential to have properly trained Montessori teachers. The bulk of our professional development is spent, in terms of time and fiscal resources, on ensuring that all our lead teachers have high quality Montessori training.

In addition to the Montessori training, Sherwood teachers and Director take part in training offered through the Butte County Office of Education and other local sources for professional development. During the most recent three years, staff attended professional development related to implementing Common Core State Standards, implementing a Mulit-Tiered System of Support/Response to Intervention and Instruction model, the Nurtured Heart Approach, working with students with Autism Spectrum Disorder, balanced literacy instruction in a Montessori classroom, implementing Mindfulness in the classroom, and other topics.

Wednesdays are early release days and professional development takes place once to twice monthly on Wednesdays. Topics chosen for professional development are decided collaboratively by the teaching faculty using student data as a guide.

Agenda Item 3.1

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.1 Instructional Staff Report**

Date: February 10, 2017 the meeting of February 16, 2017

Kindergarten -Teresa Shippen

This is a wonderful time of year in the Kindergarten classroom! The students are able to concentrate for longer periods and are really absorbed in their work. While our work period has grown in length there are still some days, they feel there was not enough time for work! They have really grown in their ability to be academically independent, choosing works and discovering work that has been on our shelves but that they have not used yet. They work cooperatively with each other to share what they have learned, and they are learn from their peers. When work time begins, they head confidently into the classroom to begin. We have had several visitors admire this moment: Twenty-two individuals working on a wide variety of activities...peacefully. Wow! Sometimes I just take a moment to admire it as well.
And speaking of independence...
Thanks to our new temporary fence, the Kindergarten teachers and students feel more confident letting the students use the bathrooms or go to the office with minimal supervision. (Yay!) This has enabled the class to function with fewer distractions, and both Lynn and I feel more focused on the learning inside the classroom.

I would like to send a big thanks to Jessica Ordaz for the difficult job she has taken on this year. Jessica does a great job of organizing her staff to provide appropriate, and timely support services to our kids with needs. It has really helped us to set a positive and productive classroom atmosphere where truly all students are learning and performing to their potentials. All of the individuals working in our room and with our kids have a patient, professional and optimistic attitude. This has the added benefit of teaching all about tolerance of each other's differences, and accepting each other's strengths. The kindergarten staff takes much joy in watching as they all run and play together during recess. It is a great group of students who are continually learning and growing together.

1st/2nd/3rd -Marlo Knox

Dear Members of the Board,

I wanted to take time to list just a few items I am grateful for this school year. It's a relevant

topic for your review because it provides feedback on the positive steps our community is making towards being the best educational environment we can be.

Meaningful and thought provoking professional development- There have been two specific professional development topics this school year that have completely influenced my practice as a teacher/guide, as well as a human being. Nili Yudice's presentation on conflict resolution, stating your own need and listening to the need of another. Secondly, SELPA program specialist Kathy, who brought up the topic of the importance of a growth mindset. I'm now in deep thought considering that and also realizing its separateness from hyper evaluation or perfectionism, one inspiring moment/change the other creating stagnation/fear. We are given opportunities to improve ourselves, thank you.

Small changes to teacher responsibilities and school calendar: It's an old adage but it's true, less really is more. Fewer board reports, requiring fewer after school meeting for SBITs, IEPs, etc., and having fewer school wide events and fundraising activities has allowed me to apply myself to my work in a different way. There is never enough time, but it feels encouraging to be freed to spend the limited time I have outside of my contract on the daily work of the children in my class.

Active Commitment to Maria Montessori's Methods: Taking the brave step to move 6th grade back to upper elementary, organizing the Montessori materials we do have outside of classrooms to increase access and usage, entertaining the discussion of securing high quality materials still needed in the new classrooms we have opened in our recent past (both lower and upper elementary classrooms in 2013), securing access to a highly trained Montessori coach (April Pierce) to inspire continued practice and a deeper understanding of the method, are all pieces of evidence that we are committed to the scientific observations made by Maria Montessori about humans from birth to adulthood. We are showing all watching us that we appreciate that these truths have been time tested with over 100 years of success in diverse cultures. We are Montessorian, that's why we are here, that is what we do.

Outstanding Staff: We have secured a group of educators and paraprofessionals who are dedicated to learning and to modeling intentional living. There is a shared appreciation for the importance of our work together and a real sense of community.

Most Sincerely,
Marlo Knox
Lower Elementary Lead Teacher

1st/2nd/3rd-Emily Barrett

We have had a wonderful start to 2017 in our classroom! We celebrated the Chinese New Year by making hand-made lanterns. Students also studied the culture and celebrations surrounding Chinese New Years. As a tradition, people give beautiful envelopes with coins in them on Chinese New Years. Our students made their own envelopes, and received the specially decorated envelopes with coins inside them! We also learned about the tradition of Groundhog

Day, and because we love our outside recess so much, we were sad to hear that he saw his shadow. The 100th Day of school was last week, and we celebrated by sorting 100 toothpicks, popsicle sticks, blocks, and cups. Then, we had some fun building structures with our 100 items!

This week we are getting our science fair project ready! Our class has chosen to do a project about the water cycle since we have received so much rain this year! First, we created watersheds in class. Then, we predicted what would happen when we added pollutants. We will use glitter, small papers, food coloring, and soy sauce to represent pollutants. We will be taking a field trip to the science fair to see our project, and the other student's projects on display. We love science!

This week students are preparing their Valentine's boxes for our Friendship party. Students are asked to be creative and work with their families to make their own box. We are excited to let our friends know how much we care about them.

Our class is also working on Country Reports right now! Each student picks a country that they would like to research, and follows the steps to create a report with information, pictures, and they can even bring in food if they would like to! It is a wonderful way to learn about the world around us. We have finished the Second Great Lesson and are working on constructing our Timeline of Life as well. We are learning so much and having a great time in room 1!

1st/2nd/3rd –Eric Parish

We are at the point of the year when the kids may display normalized behavior. They are self-directed, independent, and have a number of Montessori materials that they may be comfortable with. More often you may observe children working peacefully, quietly and without disturbing or disrupting each other at work. Some children still may need redirection and specific support. However now we know more about the child and what difficulties and deviations the child may struggle with and what supports and resources we have available to use with them. This is also the time of year when a child may display academic growth and understanding. A child may begin to understand language and read and write or numbers and begin to develop their mathematical understanding.

We have started our biome studies. We are currently learning about the biomes of Asia. Each student will be researching using our Waseca biome curriculum. Each child will create a portfolio containing research on a plant, invertebrate, fish, amphibian, reptile, bird, and mammal representing the different biomes. They will also research the people from one of the biomes of Asia. A country report and flag research will also be included in the portfolio. The work the kids do is beautiful.

This year I have implemented a new curriculum called Superflex. It is a social thinking curriculum developed by Michelle Garcia Winner. It is a fun and motivating way to teach and help students develop awareness of their own thinking and social behaviors and learn strategies to help them develop better self-regulation. I have seen a lot of success this year and the kids and I are learning how to communicate about expected and unexpected behaviors with a common

language.

4th/5th-Sheng Vang

Being new to Sherwood and the Montessori Approach has been an adventure this year so far. An adventure of trying new things and being creative with what I have to help guide my students. I would not be able to forge along without the support of the wonderful staff who is willing to share their strategies and help. It is so lovely to work with passionate people who care for the well-being of each individual child.

Observation is so key in the Montessori practice and I find it difficult to sit and observe my class, but when I do get those moments I see my students deeply engaged in their selected work. Some students are eager to receive the next lesson and keep me on my toes in familiarizing myself with the Montessori materials so that I can guide their curiosity.

Currently we are working on our Science Fair Projects. My students are invested in their projects and are looking forward to presenting their projects during our Upper Elementary Science Fair on campus. The date and time is still TBD! In Math we are exploring fractions using the materials and learning how to solve them abstractly. One struggle that I have this year is having the right materials to present a lesson and have it readily on the shelf for students to pick up and use for a work. But I have not allowed that to hinder my ability to continue on with any lesson with a little creativity!

4th/5th-Tanya Parish

Our Upper Elementary classroom is a very active and busy place. The students are all working diligently to practice their skills and to challenge themselves with incorporating new information, skills and content. The classroom is a living system that is constantly growing and shifting and adapting. The students, the environment the situations all collaborate to create a vibrant and active system. Sometimes we are in a moment of calm focus and sometimes we are in chaos. It is in this chaos that the growth and learning can happen. For example, a student is practicing the addition of fractions with like denominators. They are confident in their ability to perform this task. They practice by choosing math tickets that contain sample problems. They are content, they are calm and they are focused. Then as if it had been planned, they come across a problem that asks them to solve an equation with different denominators. Suddenly, they are unable to continue with the same calm and focus. They enter a state of disequilibrium as they try to process what they are seeing and balance the thoughts in their minds that are already trying to solve the problem. Some students have prior knowledge that allows them to move forward. Some students ask their peers. Some students ask the teacher. Some students give up. With a sustainable systems in place the cycle of normalization and growth can continue without becoming stagnant and dissolving.

It is in guiding these moments that we as teachers are trained. We have planned that the student will reach situations of unfamiliarity. We have set up the environment so that they can find the answers in a variety of ways. We have observed and planned a system of support that

allows our students that give up, to try again and find a way to move past the uncomfortable moment of chaos. This is where the students grow and learn.

As we enter the second half of the school year on our new campus we as a staff have also felt moments of chaos that are uncomfortable. This takes place in the moments teachers try to problem solve where their missing prep time has gone. It takes place in the moment when you need support for a student with high needs and yet you must follow the legal protocol to document and discuss how to best meet those needs. It takes place when you forgot about the field trip that is in two days and you don't have enough drivers. It takes place on Saturday when you spend hours in your classroom -preparing the environment. It takes place when you hurry to your second job. It takes place when you bring your sick child to school to sit in your library because you can't find a sub. It takes place when there is a fire drill or code red - planned or not. It takes place when a students asks you to teach them something that is normally above their grade level. It is in these moments of chaos that we adapt and we grow. It is not always comfortable or easy.

In this school year I have experienced and witnessed staff and administration supporting, collaborating and guiding each other in a gracious and cohesive ways as they travel through their own individual chaos moments as well as those moments we experience as a whole. Teachers are problem solving and laughing and cryingand growing. We are all learning, all the time. I see our living system of Sherwood Montessori growing.

As I reflect on the growth that has taken place within the school, the classroom and my students, and within myself, I find myself thinking about what comes next. Will my students be ready for next year? Will I be ready if sixth grade is added back to Upper Elementary. How will I feel finishing the credential program? Will I be able to support all my students different needs. Will I ever feel more organized? Will I get better at balancing my personal and professional time? Will my colleagues and support system be here next year? If I think too much about it I get overwhelmed and afraid because I cannot answer such questions as I have yet to have experienced them as reality. Therefore, I focus on the growth. I observe my students, my class and my environment and I know that in these moments of chaos I am growing, we are growing.

Spring is in the air and the seasons themselves will begin to shift, the trees again will blossom. Spring fever will create a chaos of its own within the classroom and we will all wish for Summer. We will continue to witness change and experience chaos that brings us towards new growth and ultimately a place of sustainability.

6th/7th/8th-Celeste Shults

This has been an amazing start to the new year in Middle School. We have said goodbye to some families that have been a part of Sherwood Montessori for a long time. Saying good-bye even if it is for the best is never easy.

I am excited for the upcoming events in Middle School. As you know we will be going to Caritas Creek Environmental Camp April 24-28. There is a lot of planning and fundraising that has been

done and will continue to be done in the coming months. We have a recycling fundraiser going on currently where we will be walking over to The Work Training Recycling Center thanks to Chris Dawes' assistance. We are also in the midst of earning pledges for our Bidwell Park Clean-up fundraiser happening on Saturday, March 4. I also recently found a container in my garage of 'vintage' beanie babies that Eileen and Fiona are currently listing to see how much money they will bring into our Science Camp fund. Our assistant Michael is in a local band and he is organizing a Science Camp benefit concert for early March. This is definitely a busy time.

We participated in a wonderful fundraiser for the Leukemia and Lymphoma Society last month called; 'Pennies for Change'. Our school raised $489.88 worth of change in 5 days and our Middle School kiddos rolled every cent!! I am so impressed with the level of support from our Sherwood Community. Below is a picture of my kiddos with the check.



We have had some excellent opportunities to be a part of our community this year so far. We volunteer at the Butte Humane Society, we had a booth at the Love Chapman Event in October, we participated in an 8 week Challenge Course at Chico State with Reid Cross, we were trained by Marsh Junior High Peer Mediators on how effective Peer Mediation works, and wrote, directed, and starred in our first middle school original play for the Winter Performance in December.





(Pictures from left to right; Parachute fun with Kimberly Fellner at the Love Chapman Event, Challenge course activity at Chico State, and after our visit at Marsh Junior High)

Recently we worked with local architects to design their ideal space. We also had the unique opportunity for interested students to participate in the National Geographic Bee. There were 7 middle school representatives and Lucas Zukrow came in second and Celeste Shapiro came in third place. Also, as most of you know our middle school is busting out of the seams and are in need of space. Robyn DiFalco has been working very hard to make a mini middle school library space in Chapman Elementary school's library. We went by last week to visit this new space and my students were quite excited to have this space for 45 minutes 4 days a week in the afternoons for small groups. It is a work in progress, however we are very appreciative of the effort to create more space for us!



(Pictures from Left to Right; Our visit with the architects, and the top three finishers in the National Geographic Bee)

Later this month we will have our 3rd annual Middle School Science fair and we will be walking to the fairgrounds to visit the Chico Science Fair.

In the future, we will be visited by MONCA to learn about the art in our community, we will be creating papier mache endangered species for the Endangered Species Faire on May 6, and we've been invited to attend the art festival at Chico State in the coming months.

We will continue to work with Kimberly on Fridays for Cooking, Gardening and Community Building as well as keeping a presence with the Love Chapman Coalition by being ambassadors of the 20th Street Park Community Mini-Library and helping at future events.

This is going to be an unforgettable second semester in Middle School. Thank you for your support of our program.

Garden-Kitchen Program-Chef Richie Hirshen



Recent developments include our new Saladology department. We've been working up salady recipes...greens, herbs and edible blossoms...some versions with crickets (with lessons on the

sustainability and 'feed the world efficiently lessons', using the book *Edible* as a 'textbook') and/or fruit, all with homemade dressings, often made with freshly squeezed citrus juice. This helps with seasonality comprehension, as does the harvesting of fresh veggies from the garden. *Saladology* will be the title of the next cookbook.

Literal and metaphorical seeds are being planted. We collected about 50 packets of popular/'usable' seeds at GRUB's annual seed swap in January and we have many more coming later this month as a donation from Slow Food USA's National School Gardens Program.

In January I wrote about Saladology in www.culinationmagazine.com

*Type **Grow Cook Share** in the search bar to find the article.

There are about 15 photos of Sherwood kids working/playing in the garden and kitchen, in the article. I will also be presenting Saladology as a learning paradigm alongside Director Michelle at This Way to Sustainability on the CSU Chico campus, our seventh time presenting together at this conference and third consecutive year nominated for a Greenie Award (we've won four Greenies the past two years), recognizing Sherwood's excellence in sustainability. The cookbook *Saladology* is slated for February 2018 publication.

Agenda Item 3.2

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Kelli Kurth, SMPO President

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

Date: February 10, 2017 for the meeting of February 16, 2017

Becoming the SMPO president is something that was a new endeavor for me. It has taken the last few months to try and figure out the best role for the president to have. I am still working on this process as we move forward with school events and volunteer organizing. As we are moving through this process, the SMPO has seen some changes the past few months. To start, Romi Steffenson volunteered to be the vice president, a very welcomed offer of help. Another big change is, we have been working to conduct the meetings in a more parent-friendly way, allowing as many people to be able to attend as possible. This means we have hosted the meetings at our houses and provided food and childcare. We have seen an increase in parent participation by hosting the meeting in this manner, although it is more challenging for the people planning the meetings. The hope is that with more parents present at the meetings, more people will get involved to volunteering for our school. A good example of this is, we have a committee of 11 people to plan Sherwoodstock this year, an increase from last year. Our winter festival team had 7 people, which was also an increase from last year, and it made the event easier to plan. "Many hands make light work" is our goal for planning and organizing SMPO events. I am hopeful we can continue to draw interest and increase involvement with an increased effort to get the parents to attend meetings.

Agenda Item 3.3

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Jessica Ordaz, Director of MTSS

Subject: **Agenda Item 3.3 Director of MTSS Report**

Date: February 10, 2017 for the meeting of February 16 2017

For this month's report, I asked my teaching staff to comment on the positive aspects, as they see it, so far this year, and if there are any challenges they are experiencing that they would like to report out on. As we have discussed before, the Learning Center has many different purposes and many things going on in there all at once. With the addition of the paraprofessional that is assigned to the room, the level of support and quality of service has greatly increased. We continue to look for creative ways to meet the diverse needs of the students that are in need of our supports.

Intervention Program:
By Intervention Teacher, Natalie Clem
Working with children and seeing their improvement is a very positive aspect. Also, watching them feel good, reach a new level of confidence, and see themselves as able to recognize their own progress is rewarding not only for the students and our program, but also for everyone on the SBIT team.

There are three main challenges. The first is trying to work within the openness and noise level of the Learning Center. It can be challenging to keep students from being distracted by behavioral issues of other students and other groups working on academics at the same time. Secondly, trying to fit in assessments and have those completed before SBIT meetings can be difficult to achieve within the allotted hours. The third challenge is trying to have students get the most out of their time. Transitions between groups, getting children to and from class, can be challenging.

Resource Program:
By Education Specialist, Julie Chavez
The Learning Center has had an exciting go of things since the beginning of 2016-2017 school year. The Resource/Inclusion Program has found a cozy home in one of the small rooms. The

resource program services a total of 12 students with disabilities. There are two paraprofessionals who work with students in the Inclusion Program. The Resource Teacher supports students in and out of the classroom. There is a lot of reading going on. Writing and Math are also taught for those students who require that support. Other areas of the Learning Center are focused on math intervention and reading intervention. Our new behavior paraprofessional supports students who need an alternative environment to the general education classroom. She provides a safe space for students to focus their brains on learning and practice until they are ready to return.

One all-important space in the Learning Center is the break room. This room provides soft pillows and cozy chairs so that students can get their brains and bodies quiet to be ready to access their classroom curriculum. This safe space provides a quiet area for the student that is supervised by the resource teacher, the behavior paraprofessional, and special education staff.

Agenda Item 3.4

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.4 School Director Report**

Date: February 10, 2017 for the meeting of February 16, 2017

ADMINISTRATIVE ITEMS:

- We have hired one new paraprofessional aide who is assisting a number of students who use the Learning Center. We are seeking two more aides for students who need the support. We have also hired two classified substitutes and are seeking to hire more certificated substitutes. We are in the process of hiring a 0.1 Inclusion Support Specialist. We have hired one new Extended Day staff member as a replacement for a staff member who has moved on, and are in the process of hiring another.
- We currently have 147 students enrolled with 2 more students who may begin in the next week.
- We had a successful lottery draw for admissions on January 27th. Calls to parents have gone out, and paperwork for enrollment has been sent.

FISCAL ITEMS:

- The Budget Committee met to work on the Second Interim Budget. With our property at 1010 Cleveland, we will maintain an acceptable reserve. However, with the Governor's plan to defer payments at the end of the fiscal year, we will not have acceptable cash flow. Our Business Manager will explore alternatives for remedying the cash flow issue and this will be brought back to the Board at a future meeting.
- I will be meeting with representatives from CUSD facilities to see how we might optimize our resources through the state and local bonds as well as the Charter
- I met with CUSD's Facilities Director, Julie Kistle, to see what possibilities exist for using Measure K bond funds while we are located on District property. Julie was very helpful and we discussed several possibilities.

LEGISLATIVE ITEMS:

- SB 1436 (Bates), signed by Governor Brown in August, 2016, mandates that local agencies report out certain information before changing the compensation or benefits of their

"executives." For our organization, this means the Board will be required to give an oral summary of recommendations for salary changes of the School Director or the Director of MTSS.

SAFETY ITEMS:

- I have reached out to our CUSD facilities contact for help with remedying the giant puddle that blocks the walkway between the office and the upper elementary classrooms each time it rains. This is the only place our students have to play in the morning, and many staff and students find that they need to travel this path daily, and the water can be up to three inches deep.

GOALS PROGRESS:

- The Communication section of the Operational Plan has been reformatted after receiving input from the Communications Committee. Titles and headings for other sections are being added. I should be able to share a table of contents for the document at the next Board meeting.
- I have continued my weekly meetings with our Extended Day Coordinator. Julia is working on a Parent Handbook for the program and we exchange ideas and information to inform this work.
- Retention and recruitment efforts recently have included meeting with parents to problem-solve areas of concern and continuing with our advertising plan on a minimal level. Because our new families have all referred to word of mouth as the way they have heard of us, I am going forward only with the advertising to which we have already committed ourselves.

Agenda Item 3.5

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Nili Yudice, Board Treasurer

Subject: **Agenda Item 3.5 Treasurer Report**

Date: February 10, 2017 for the meeting of February 16 2017

January Treasurer's Report

The January Financial Board Report will be available at the meeting.

Sherwood Montessori Board of Directors
Committee Reports
for February 16, 2017 Board Meeting

Audit Committee *Chair: Nili Yudice*

- Work is complete for this school year. Nothing to report.

Budget/Finance Committee *Chair: Nili Yudice*

- This committee met on 2/8/17 in Michelle's office to do the 2nd interim budget work.
- We adjusted the current budget to more accurately reflect our spending for the remainder of the year using actuals so far and projected expenses. (Pat can speak more about this at our meeting)
- We discussed the probable need to open a new line of credit or take a lean on 1010 in order to cover ourselves if the governor chooses to move forward with deferring our payments until August. Pat will research with the bank what the best move will be and we will present a plan at the March meeting to be discussed.

Campus Improvement Committee *Chair: Heather Fox*

- Marko shared a Campus Improvement plan document with the board at the December board meeting for review. This document was reviewed by the board and discussed at the Jan 22 board retreat. Strategy was considered for how to proceed and get teachers/staff on board with this campus culture.
- At the Jan 22 retreat we decided on new committee members: Heather Fox (chair), Marko Reiser, Monica Woodward +SMPO Rep, + others?
- Michelle discussed with teaching staff the intention to create a campus culture of campus wide aesthetics where everyone takes collective responsibility for maintaining cleanliness and clutter-free spaces indoors and out.
- Committee will meet… when?

Communications Committee *Chair: Robyn DiFalco*

- Has not met yet in February yet.
- One challenge is that key committee members (Robyn & Marko) have been consumed with other responsibilities and have not been able to make this committee's projects a priority. Yet some work continues...
- Advertising: We have some print advertising continuing but it is limited. Our on-air radio underwriting on KZFR continues until April.
- Robyn has been doing some Facebook posts, mostly promoting things already in the newsletter.

Curriculum Committee *Chair: Kristy Cowell*

- Committee will meet on Monday February 13th @ 4:30 PM.
- We will discuss the Curriculum Library and get teacher input on Report Cards.
- We will have information to share with the board at the regular board meeting.

Elections Committee *Chair: Robyn DiFalco*

- Chris Fosen has agreed to be the 2nd board member of this committee.
- Robyn has worked up a timeline for the spring election as follows:
    - Election committee meets in February in person, then as needed either in person or over email.
    - Promote upcoming election from March - April

- Board applications due May 1.
- SMPO reviews and approves candidate list in early May
- Election held over a one-week period in mid-May to late-May.
- Hoping we can do some on-boarding and orientation during the month of June, including a June planning retreat
- New officers begin terms July 1

Facilities Planning Committee *Chair: Mark Reiser*

- Additional work has been completed at the 1010 property including extensive yard work, installation of a camera security system (ongoing), trash and debris removal, safety and fire code signage, etc. We even have a towel dispenser in the bathroom!
- CalFire inspected the facility on Feb. 2, 2017 and determined that the required codes were met.
- The process for obtaining a kitchen health certificate was put on hold until the fire inspection was complete and by the time you read this will have been initiated.
- An announcement to the school was sent out highlighting our enthusiasm and our soon to come use of the property. A work event was announced for Sat. Feb, 11 in this announcement.
- A list of necessary physical and procedural list of things to do has been worked on extensively.
- The safety committee has begun looking into Safety issues regarding our occupancy of the property and developing procedures and inevitably policy.

Funds Development Committee *Chair: Robyn DiFalco*

- The Committee met at Kelli's house on Jan 16 at Kelli's house
- We reviewed/reflected on the Winter Performance, taking notes about what went well, or could have been improved.
- We discussed the potential of a spring "dessert sale" and after exploring lots of details, decided it should be "tabled" for now until we know when 1010 Cleveland might be available, or whether the insurance or facility issues are not too challenging to pull this off. Still a great idea; might just need to figure a few things out first and consider for the future.
- Discussed restaurant takeovers. Some should be getting coordinated for the near future.
- Discussed briefly our desire to have some kind of fundraising element at a Grand Opening event at 1010 Cleveland but it's still too early to plan for this, as we don't yet know how soon the property will be ready.
- Sherwoodstock planning team met directly following the Funds Development Committee meeting for their kick-off planning meeting. Started with a recap of details from last year and began delegating tasks to team members, got Google Drive folders set up and new planning documents started for the new year.

Policy & Charter Renewal Committee *Chair: Chris Fosen*

- Since the charter and related documents were turned in to CUSD, Nili, Chris, and Michelle have not communicated about the charter and related documents.
- The committee's work is now to plan presentations to the School Board on Feb 15.
- Chris has reached out to potential speakers; Robyn has gotten in touch with Heather's photographer friend, who's taken some pictures of kids learning at the new school site. The plan will be to set up a meeting ASAP during which Chris and Michelle can put a slide deck together that integrates school data and cute kids in a persuasive way.
- For the presentation, we need parents to show up wearing Sherwood clothing to speak well of the school.

Safety Committee *Chair: Monica Woodward*

- New members decided at Jan 22 retreat: Monica Woodward (Chair), Kristy Cowell, Tanya Parish, Michelle Yezbick, others? (Marko to offer advisory service to this committee but not member)
- Met on Mon, Jan 30 at 4:15. Those in attendance were Michelle, Marko, Kristy, Tanya, and Monica.
- We discussed the Comprehensive School Safety Plan, specifically which sections needed to be edited to reflect the new location, to be aligned with Chapman's emergency procedures and more. We decided to create a google doc using the existing Safety Plan that we could all work on revising collaboratively.
- Chapman's emergency plan can be found here: http://www.chicousd.org/documents/Safe%20School%20Plans/16%20CH.pdf
- We discussed the creation of a safety plan for 1010 Cleveland so that by the time it is ready for use, we will have safety procedures in place. Marko generated a list of safety considerations and we have started forming that into a more comprehensive safety plan via google docs.
- We did not decide on a follow up meeting time, but rather to work together on these items online for now.

Community Connections Working Group *Board Liaison: Robyn DiFalco*

- Jill Bailey attended the Love Chapmantown Coalition (LCC) meeting on Friday, Jan 27.
- She got lots of info about the upcoming Chapman Community Cleanup on Saturday, March 4. The event will start at 8:30am; the meeting spot will be the Chapman School parking lot where 4 large dumpsters will be located. There is one more LCC meeting before the event on 2/24 at 6pm. The Coalition is asking for volunteers on that day from 3-5 to hand out flyers throughout Chapmantown letting the community know of the clean-up. We have been asked to guesstimate of the number of volunteers we might have from Sherwood. We should set up a Signup.com link for Sherwood families to RSVP and commit to coming.
- The next CARD Chapman Night Out takes place on Thursday, Feb 16th (yes, the date was changed) and Sherwood plans to participate with a craft booth.
- The group met on Tuesday, Feb 7 at lunch in Michelle's office. Our understanding of the Chapman clean up event is that it is not light-duty litter pickup but mostly "heavy duty" hauling of furniture, appliances, and massive trash from residences. Not an ideal situation for parent volunteers with kiddos. So we've decided to contribute by having Sherwood students prepare sack lunches for volunteers the day before. We can also have a few folks go door to door in the neighborhood to hand out fliers and promote the event. (Jill and Robyn can do this.) Meanwhile, Celeste's students will be doing a cleanup in Bidwell Park so we want to send out messaging to our school community to communicate all this and direct volunteer energy to the best outlets.

Agenda Item 5.2

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Celeste Shults, Upper Middle School Teacher

Subject: **Agenda Item 5.2** Field Trip to Caritas Creek Environmental Camp

Date: February 10, 2017 for the meeting of February 16, 2017

SUMMARY

Celeste Shults' Middle School class would like to take a 5 day (April 24-28, 2017) field trip to Caritas Creek Environmental Camp in Occidental, CA.

DISCUSSION

Field Trips that involve a significant cost, a trip out of the state, or an overnight stay should be reviewed and approved by the Board of Directors

The middle school class would leave Sherwood on Monday, April 24 at 7:00 AM, traveling by private vehicles to Caritas Creek in Occidental, CA and arriving at 11 AM. They will spend 5 days and 4 nights at camp. Take a look at their website for all the wonderful activities that they will be participating in during their stay (www.caritascreek.org). They will return to Sherwood Montessori at approximately 3 PM on Friday, April 28. The cost of the trip is $412 per student (28 X $412 = $11,536 and $125 per cabin supervisor/leader (4 required X $125 = $500). The class has been fundraising to cover most of the cost per student. The total cost of the camp is due March 24, 2017.

ACTION REQUESTED

Approve trip and help with 4 partial ($206) and 4 full ($412.00) scholarships for 8 students who are in need of assistance after fundraising is complete and Michael Whitemore's cabin supervisor/leader cost ($125). The total is $2,472 for scholarships + $125 for cabin supervisor/leader fee = $2,597. Thank you for your consideration during these tight fiscal times.

Agenda Item 5.2

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.2 1010 Cleveland Vision Statement**

Date: February 10, 2017 for the meeting of February 16, 2017

SUMMARY

Below is a draft of the Vision Statement for 1010 Cleveland. The Board is asked to weigh in on the Statement and officially adopt a final version. Uses for the property will be guided by this Statement.

DISCUSSION

Enhance educational opportunities for all students in alignment with the school's mission statement. Offer additional educational programs by providing an aesthetically pleasing location (indoors and out) to expand the school's curriculum.
Develop an aesthetically pleasing environment to maintain and grow the school's social climate consistent with the school's mission statement and core values. It will provide the school community a sense of place and will foster/encourage school community social engagement.
Allow Sherwood Montessori to showcase itself to the Chico community by providing the school with a front to showcase the school's core values to the Chico community in order to attract new students to the school.

ACTION REQUESTED:

Adopt 1010 Cleveland Vision Statement.

Agenda Item 5.4

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.4 Second Interim Budget**

Date: February 10, 2017 for the meeting of February 16, 2017

SUMMARY

Business Manager Pat Casey has prepared the Second Interim Financial Report with input from the Budget Committee.

DISCUSSION

The Budget Committee met and decided to make no major changes to the budget. The Second Interim Report will reflect adjustments made considering spending patterns to project out for the remainder of the year.

ACTION REQUESTED

Adopt 2nd Interim Budget.

Note: The Second Interim Report will be available in hard copy at the February 16, 2017 meeting.

Agenda Item 5.5

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.5 Proposition 39**

Date: February 10, 2017 for the meeting of February 16, 2017

SUMMARY

We received an initial offer from Chico Unified School District in response to our Prop 39 request.

DISCUSSION

The offer is identical to the one we accepted a year ago. It includes non-shared use of the rooms we now currently use, as well as shared use of the playground, multiuse room, and library. Details of use of shared facilities will be negotiated after acceptance of offer.

The deadline to respond to CUSD regarding the offer is March 1st.

ACTION REQUESTED:

Accept Prop 39 offer.

Administrative Offices
1163 E. Seventh Street
Chico, CA 95928-5999

530 / 891-3000
fax: 891-3220
www.ChicoUSD.org

Facilities Department
2455 Carmichael Drive
Chico, CA 95928

(530)891-3209
Fax:(530)891-3190

CERTIFIED MAIL

January 31, 2017

Ms. Michelle Yezbick, School Director
Sherwood Montessori
1010 Cleveland
Chico, CA 95928

Re: Preliminary Offer for Use of Chico Unified School District Facilities in 2017/18

Dear Ms. Yezbick:

In response to your letter dated October 31, 2016 and as required by Title 5 California Code of Regulations Section 11969.9(e), Chico Unified School District (CUSD) proposes to offer Sherwood Montessori (Sherwood) the continued shared use of CUSD facilities at Chapman Elementary School, 1071 East 16th Street, Chico, CA 95928 for your Grades K-8 program.

Projected ADA and Methodology

CUSD does not dispute the projected ADA and methodology developed by Sherwood.

Instructional Program

Based on Title 5, Section 11969.3(a) (1), the comparison group of schools used to analyze your accommodations includes Emma Wilson, Neal Dow and Sierra View Elementary Schools.

The schools used in determining the comparison group schools is based on the information you provided us and contains schools with similar grade levels that the largest number of students of the charter school would otherwise attend. I am attaching a page from the CUSD's "Twenty Year Student Housing Master Plan" for each of the comparison group school sites. Each page contains information on the following:

- Acreage
- Total square footage
- Construction dates for both permanent and relocatable buildings as well as reconstruction/modernization of specified areas
- Total number of classrooms and the designated usage of those classrooms.
- Maximum and practical school capacities
- School facilities not designated as classrooms

Also attached is:

- A site map of each of the comparison group school sites.
- The "School Facilities Condition Evaluation" required to be completed by the State of California on an annual basis
- CAO-2 for each site identifying student-to-teacher ratios.

CUSD's offer is based on the same average student-to-teacher ADA ratio as those schools as projected for the 2016/17 fiscal year and the same average student-to-teacher ADA ratio as our Grades 6-8 schools as follows:

Grade Level	Average Student-to-Teacher Ratio Based on ADA	Sherwood Projected ADA	Needed Classrooms
K	19.53	18.01	.92
1	19.79	18.01	.91
2	16.91	16.11	.95
3	21.89	15.16	.70
4	24.37	20.85	.85
5	22.66	11.37	.50
6	23.88	16.11	.67
7	23.88	14.22	.60
8	23.88	9.48	.40
		139.32	6.51

This equates to 7 classrooms. An additional classroom will be provided for your special education program.

As per your request, CUSD's offer of facilities assumes utilizing combination classes Grades K-8.

While Sherwood may have some unique facilities needs, CUSD is only required to provide facilities that are reasonably equivalent to those in which the students would be accommodated if they were attending public schools of CUSD. As requested, CUSD will continue to provide a garden area.

Teaching and Non-Teaching Space Offered

Chapman Elementary School Campus

CUSD continues to offer the Chapman Elementary School campus on a shared use basis. The campus is located at 1071 E. 16th Street, Chico, CA 95928. The campus is on approximately 9.72 acres. The total square footage of CUSD-owned buildings being offered to you on the campus is approximately 9,272 sq. ft. and contains the following:

Non-Shared Space

1. 7 regular classrooms
2. 1 classroom for special education students
3. 1 classroom for an administrative area
4. Restrooms for students

Shared Space

Should you accept our offer, Sherwood would also be sharing a multiuse room, a library, staff restrooms and grounds with Chapman Elementary School. Based on the number of classrooms needed by Sherwood, the classrooms currently containing non-essential services will be eliminated in order to accommodate regular classrooms for CUSD students.

Shared space will be based on a percentage calculation as follows:

139.32 Sherwood Projected ADA
260.81 Chapman Elementary School Projected ADA
400.13 Total ADA

34.82 Percent total time allocated to the use of share facilities

Specialized Classroom Space

The following is a list of specialized space at each of the comparison group campuses. Please be advised that should the enrollment at each school grow, the specialized space will be reverted to classroom use only.

Comparison Group School Site	Room No.	Use	Notes
Emma Wilson	13	Title 1/ESL	Sherwood is not a Title 1 school.
	16	Music/Fine Arts	
	17	K After-School Program/ Intervention	
	28	Transitional Kindergarten	
Neal Dow	15	Vacant	
	16	Vacant	
	20	Primary Intervention Program	This is an undersized classroom containing only 480 sq. ft.
	21	Counselor	This is an undersized classroom containing only 480 sq. ft.
Sierra View	6	Read Naturally	
	7	Computer Laboratory	
	26	Science Lab	

Based on the maximum number of instructional minutes for your K-8 program, this equates to approximately 45 minutes per day for each shared facility (library, multiuse room, grounds). Parking will be based on the current 137 parking spaces, allowing 48 for the use by Sherwood.

Negotiations will continue to be needed regarding staggered starting and ending times for school, recess times, lunch periods, ingress and egress to the campus, supervision of Sherwood students versus Chapman Elementary School students, identification of Sherwood staff and students versus Chapman Elementary School staff and students, etc. Attached is a daily schedule for the school for your review.

Ms. Michelle Yezbick
January 31, 2017

Relative to Nutrition Services, CUSD will continue to serve Sherwood students through the National School Lunch Program.

Use or Surrender of Facilities

CUSD, in accordance with Title 5, Section 11969.9(f), places the following condition on Sherwood's use and occupation of the facilities offered herein. In the event that Sherwood fails to regularly use and occupy all of the facilities (including but not limited to classroom space, specialized teaching space and non-teaching space) by September 30, 2017, CUSD reserves the right to reclaim possession, and the right of occupation, of said unused facilities. CUSD shall provide five (5) days notice before reclaiming possession of any unused facility. There shall not be any opportunity to cure after the afore-referenced expiration date.

Charges

As allowed by Education Code Section 47613(b), CUSD intends to offer the facilities to Sherwood for free. We also intend to charge for the actual costs of supervisorial oversight of Sherwood not to exceed 3%.

The Memorandum of Understanding (MOU) and a Facilities Use Agreement (FUA) negotiated for the 2016/17 year will be used as a template for negotiations for the 2017/18 year.

We look forward to discussing our preliminary proposal with you. Please contact John Bohannon at 891-3000, extension 165 if you have an interest in scheduling a meeting to discuss same.

Sincerely,

Julia M. Kistle

Julie Kistle
Director, Facilities and Construction

Enclosures

cc: John Bohannon, Director, State and Federal Programs
Kevin Bultema, Assistant Superintendent, Business Services
Kelly Staley, Superintendent

CHAPMAN ELEMENTARY SCHOOL

ACRES: 9.72

TOTAL SQUARE FOOTAGE: 47,145.27

PARKING SPACES: 30

SCHEDULE: Traditional

CONSTRUCTION DATES: Permanent: 1953, 1965, 1967
Relocatable: 1986, 1987, 1988, 1989, 1994
Reconstruction (partial): 1989 (Units E, F, G, H, I)

TOTAL CLASSROOMS: 26 (18 permanent, 8 relocatable)

MAXIMUM CLASSROOM CAPACITY	**TOTAL**	**PRACTICAL CLASSROOM CAPACITY**	**TOTAL**
Room capacity is based on the structural design of the facility, educational needs of the students and current District staffing practices. The classroom capacities are determined by multiplying the students per class by the number of classrooms.		The practical school capacity is based on District-wide average class size standards of 40 students per double-session kindergarten classroom and 20 students per Grades 1-3 classrooms with a projected occupancy rate of 85%, and 33 students per Grades 4-6 classrooms with a projected occupancy rate of 85%.	
02 Kindergarten Classrooms (40 students per classroom)	**80**	Classroom Capacity 80 x .85	**68**
12 Grades 1-3 Classrooms (20 students per classroom)	**240**	Classroom Capacity 240 x .85	**204**
06 *Grades 4-6 Classrooms* (33 students per classroom)	**198**	Classroom Capacity 198 x .85	**168**
03 Miscellaneous			
Title I Room (20 students per classroom)	**20**	Classroom Capacity 20 x .85	**17**
Computer Lab-can house lab or classroom	**33**	Classroom Capacity 33 x .85	**28**
English Language Intervention Program	**20**	Classroom Capacity 20 x .85	**17**
03 Special Education Classrooms			
2 - Special Day Classroom (12 students per classroom Rms. 18&19)	**24**	Classroom Capacity 12	**24**
1 - Resource Specialist Program Classroom (Rms. 25&26)	**0**	Not included in the determination of Practical Student Capacity	**0**
TOTAL MAXIMUM SCHOOL CAPACITY	**615**	**TOTAL PRACTICAL SCHOOL CAPACITY**	**526**

SCHOOL FACILITIES NOT DESIGNATED AS CLASSROOMS:

Administrative
Library
Multipurpose (includes cafeteria services)
Staff work area (Room 905)
Staff Work Area/Lounge (Room 27)
Head Start Program (1 relocatable building – Rm. 28)

NON-DISTRICT OWNED FACILITIES LOCATED ON THE SITE:

None

EMMA WILSON ELEMENTARY SCHOOL

ACRES: 11.95

TOTAL SQUARE FOOTAGE: 58,190.22

PARKING SPACES: 89

SCHEDULE: Year-Round Education (single-track)

CONSTRUCTION DATES: Permanent: 1993
Relocatable: 1993 (Permanent Units D, E, F), 1997, 1998
Reconstruction (partial):

TOTAL CLASSROOMS: 30 (19 permanent, 8 permanent relocatable, 3 relocatable)

MAXIMUM CLASSROOM CAPACITY	**TOTAL**	**PRACTICAL CLASSROOM CAPACITY**	**TOTAL**
Room capacity is based on the structural design of the facility, educational needs of the students and current District staffing practices. The classroom capacities are determined by multiplying the students per class by the number of classrooms.		The practical school capacity is based on District-wide average class size standards of 40 students per double-session kindergarten classroom and 20 students per Grades 1-3 classrooms with a projected occupancy rate of 85%, and 33 students per Grades 4-6 classrooms with a projected occupancy rate of 85%.	
03 Kindergarten Classrooms (40 students per classroom)	**120**	Classroom Capacity 120 x .85	**102**
14 Grades 1-3 Classrooms (20 students per classroom)	**280**	Classroom Capacity 280 x .85	**238**
09 *Grades 4-6 Classrooms* (33 students per classroom)	**297**	Classroom Capacity 297 x .85	**252**
01 Miscellaneous Computer Lab-can house lab or classroom	**33**	Classroom Capacity 33 x .85	**28**
03 Special Education Classrooms 1 - Special Day Classroom (12 students per classroom-Rm. 2)	**12**	Classroom Capacity 12	**12**
2-Resource Specialist Program Classroom (Rms. 1 &3)	**0**	Not included in the determination of Practical Student Capacity	**0**
TOTAL MAXIMUM SCHOOL CAPACITY	**742**	**TOTAL PRACTICAL SCHOOL CAPACITY**	**632**

SCHOOL FACILITIES NOT DESIGNATED AS CLASSROOMS:

Administrative
Library
Multipurpose (includes cafeteria services)
Staff work areas (Rms. 913, 917, 918, 922, 923, 931,934 938-943)
Staff Lounge (Rm. 912)

NON-DISTRICT OWNED FACILITIES LOCATED ON THE SITE:

None

NEAL DOW ELEMENTARY SCHOOL

ACRES: 7.42

TOTAL SQUARE FOOTAGE: 35,471.14

PARKING SPACES: 58

SCHEDULE: Traditional

CONSTRUCTION DATES: Permanent: 1965, 1966
Relocatable: 1987
Reconstruction (partial):

TOTAL CLASSROOMS: 19 (18 permanent, 1 relocatable)

MAXIMUM CLASSROOM CAPACITY	**TOTAL**	**PRACTICAL CLASSROOM CAPACITY**	**TOTAL**
Room capacity is based on the structural design of the facility, educational needs of the students and current District staffing practices. The classroom capacities are determined by multiplying the students per class by the number of classrooms.		The practical school capacity is based on District-wide average class size standards of 40 students per double-session kindergarten classroom and 20 students per Grades 1-3 classrooms with a projected occupancy rate of 85%, and 33 students per Grades 4-6 classrooms with a projected occupancy rate of 85%.	
02 Kindergarten Classrooms (40 students per classroom)	**80**	Classroom Capacity 80 x .85	**68**
09 Grades 1-3 Classrooms (20 students per classroom)	**180**	Classroom Capacity 180 x .85	**153**
05 ***Grades 4-6 Classrooms*** (33 students per classroom)	**165**	Classroom Capacity 165 x .85	**140**
02 Miscellaneous	**20**	Classroom Capacity 20 x .85	**17**
Title I Room (20 students per classroom)	**33**	Classroom Capacity 33 x .85	**28**
Computer Lab-can house lab or classroom			
01 Special Education Classrooms			
1 - Special Day Classroom (12 students per classroom Rm. 9/10)	**12**	Classroom Capacity 12	**12**
0 - Resource Specialist Program Classroom	**0**	Not included in the determination of Practical Student Capacity	**0**
TOTAL MAXIMUM SCHOOL CAPACITY	**490**	**TOTAL PRACTICAL SCHOOL CAPACITY**	**418**

SCHOOL FACILITIES NOT DESIGNATED AS CLASSROOMS:

Administrative
Library
Multipurpose (includes cafeteria services)
Staff work areas/Lounge (Rms. 910, 918A, 922)

NON-DISTRICT OWNED FACILITIES LOCATED ON THE SITE:

None

SIERRA VIEW ELEMENTARY SCHOOL

ACRES: 8.61

TOTAL SQUARE FOOTAGE: 42,667.83

PARKING SPACES: 38

SCHEDULE: Traditional

CONSTRUCTION DATES: Permanent: 1954, 1957, 1966
Relocatable: 1988, 1989, 1998
Reconstruction (partial): 1993 (Units G, H, J, K, L)

TOTAL CLASSROOMS: 26 (18 permanent, 8 relocatable)

MAXIMUM CLASSROOM CAPACITY	**TOTAL**	**PRACTICAL CLASSROOM CAPACITY**	**TOTAL**
Room capacity is based on the structural design of the facility, educational needs of the students and current District staffing practices. The classroom capacities are determined by multiplying the students per class by the number of classrooms.		The practical school capacity is based on District-wide average class size standards of 40 students per double-session kindergarten classroom and 20 students per Grades 1-3 classrooms with a projected occupancy rate of 85%, and 33 students per Grades 4-6 classrooms with a projected occupancy rate of 85%.	
02 Kindergarten Classrooms (40 students per classroom)	**80**	Classroom Capacity 80 x .85	**68**
13 Grades 1-3 Classrooms (20 students per classroom)	**260**	Classroom Capacity 260 x .85	**221**
08 *Grades 4-6 Classrooms* (33 students per classroom)	**264**	Classroom Capacity 264 x .85	**224**
01 Miscellaneous Computer Lab-can house lab or classroom	**33**	Classroom Capacity 33 x .85	**28**
02 Special Education Classrooms 1 - Special Day Classroom (12 students per classroom Rm. 1)	**12**	Classroom Capacity 12	**12**
1 - Resource Specialist Program Classroom (Rm. 6/7)	**0**	Not included in the determination of Practical Student Capacity	**0**
TOTAL MAXIMUM SCHOOL CAPACITY	**649**	**TOTAL PRACTICAL SCHOOL CAPACITY**	**553**

SCHOOL FACILITIES NOT DESIGNATED AS CLASSROOMS:

Administrative
Library
Multipurpose (includes cafeteria services)
Staff work areas/Lounge (Rms. 902A, 917, 925)

NON-DISTRICT OWNED FACILITIES LOCATED ON THE SITE:

None

STATE OF CALIFORNIA

FACILITY INSPECTION TOOL

SCHOOL FACILITY CONDITIONS EVALUATION
(NEW 06/07)

STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

PART II: EVALUATION DATA

Date of Inspection: 12/12/2016 - 12/12/2016

Name of School: Emma Wilson Elementary

AREA	1 GAS LEAKS	2 MECH/HVAC	3 SEWER	4 INTERIOR SURFACES	5 OVERALL CLEANLINESS	6 PEST/VERMIN INFESTATION	7 ELECTRICAL	8 RESTROOMS	9 SINKS/ FOUNTAINS	10 FIRE SAFETY	11 HAZARDOUS MATERIALS	12 STRUCTURAL DAMAGE	13 ROOFS	14 PLAYGROUND/ SCHOOL GROUNDS	15 WINDOWS/ DOORS GATES/FENCES
Grounds	✓	N/A	✓	N/A	✓	D	✓	✓	✓	✓	✓	✓	N/A	✓	✓
	6. (D) Gopher holes, trip hazards														
Room 04	✓	✓	✓	✓	✓	✓	N/A	N/A	✓	✓	✓	✓	✓	N/A	✓
Room 08	✓	✓	N/A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	N/A	✓
Room 09	✓	✓	✓	✓	✓	✓	✓	N/A	✓	✓	✓	✓	✓	N/A	✓
Room 12	✓	✓	✓	D	✓	✓	✓	N/A	✓	✓	✓	✓	✓	N/A	✓
	4. (D) Carpeting damaged or stained														
Room 15	✓	✓	✓	D	✓	✓	✓	N/A	✓	✓	✓	✓	✓	N/A	✓
	4. (D) Carpeting damaged or stained														

AREA	1 GAS LEAKS	2 MECH/HVAC	3 SEWER	4 INTERIOR SURFACES	5 OVERALL CLEANLINESS	6 PEST/VERMIN INFESTATION	7 ELECTRICAL	8 RESTROOMS	9 SINKS/ FOUNTAINS	10 FIRE SAFETY	11 HAZARDOUS MATERIALS	12 STRUCTURAL DAMAGE	13 ROOFS	14 PLAYGROUND/ SCHOOL GROUNDS	15 WINDOWS/ DOORS GATES/FENCES
Room 18	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	N/A	✓
Room 19	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	N/A	✓
Room 23	✓	✓	✓	✓	✓	✓	✓	N/A	✓	✓	✓	✓	✓	N/A	✓
Room 27	✓	✓	✓	✓	✓	✓	✓	N/A	✓	✓	✓	✓	D	N/A	✓
	13. (D) Wet ceiling tiles or walls inside the classroom indicating an active roof leak														
Room 913	✓	✓	✓	✓	✓	✓	D	✓	✓	✓	✓	✓	N/A	N/A	✓
	7. (D) Improper usage of extension cords or extension cord trip hazard														
Room 926 MP	✓	✓	✓	D	✓	✓	✓	✓	✓	✓	✓	✓	✓	N/A	✓
	4. (D) benches and tables in poor condition														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

AREA	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOMS	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS GATES/FENCES

Marks: = Good Repair; D = Deficiency; X = Extreme Deficiency; NA= Not Applicable Use additional sheets as necessary

STATE OF CALIFORNIA

FACILITY INSPECTION TOOL

SCHOOL FACILITY CONDITIONS EVALUATION
(NEW 06/07)

STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

SCHOOL DISTRICT/COUNTY OFFICE OF EDUATION Chico Unified School District		COUNTY Butte	
SCHOOL SITE Emma Wilson Elementary		SCHOOL TYPE (GRADE LEVELS) Elementry	NUMBER OF CLASSROOMS ON SITE 30
INSPECTOR'S NAME German, Eric	INSPECTOR'S TITLE Maintenance and Operations Supervior	NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE) Eric German	
TIME OF INSPECTION 12/12/2016 09:18 AM - 12/12/2016 09:28 AM	WEATHER CONDITION AT TIME OF INSPECTION wet and cold		

PART III: CATEGORY TOTALS AND RANKING

TOTAL NUMBER OF AREAS EVALUATED	CATEGORY TOTALS	A. SYSTEMS			B. INTERIOR	C. CLEANLINESS		D. ELECTRICAL	E. RESTROOMS/FOUNTAINS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL	
		GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOMS	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS GATES/FENCES
	Number of "✓"s:	12	11	11	8	12	11	10	6	12	12	12	12	9	1	12
	Number of "D"s:	0	0	0	3	0	1	1	0	0	0	0	0	1	0	0
12	Number of "X"s:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Number of "N/A"s:	0	1	1	1	0	0	1	6	0	0	0	0	2	11	0
Percent of System in Good Repair Number of "✓"s divided by (Total Areas - "NA"s)		100%	100%	100%	73%	100%	92%	91%	100%	100%	100%	100%	100%	90%	100%	100%
Total Percent per Category (average of above)*		100%			73%	96%		91%	100%		100%		95%		100%	
Rank (Circle One) Good = 85%-100% Fair = 67%-84.99% Poor = 0%-66.99%		GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR

Note: An extreme deficiency in any section automatically results in a "poor" ranking for that category and a zero for "Percent of System in Good Repair."

OVERALL RATING: **DETERMINE AVERAGE PERCENTAGE OF 15 CATEGORIES ABOVE** 94.31% **SCHOOL RATING*** Good

***For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.**

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	Exemplary
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	Good
75.%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	Fair
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	Poor

COMMENTS AND RATING EXPLANATION:

STATE OF CALIFORNIA

FACILITY INSPECTION TOOL

SCHOOL FACILITY CONDITIONS EVALUATION
(NEW 06/07)

STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

PART II: EVALUATION DATA

Date of Inspection: 12/05/2016 - 12/05/2016

Name of School: Sierra View Elementary School

AREA	1 GAS LEAKS	2 MECH/HVAC	3 SEWER	4 INTERIOR SURFACES	5 OVERALL CLEANLINESS	6 PEST/VERMIN INFESTATION	7 ELECTRICAL	8 RESTROOMS	9 SINKS/ FOUNTAINS	10 FIRE SAFETY	11 HAZARDOUS MATERIALS	12 STRUCTURAL DAMAGE	13 ROOFS	14 PLAYGROUND/ SCHOOL GROUNDS	15 WINDOWS/ DOORS GATES/FENCES
grounds	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room 02	✓	✓	✓	✓	✓	✓	✓	N/A	✓	N/A	✓	✓	✓	N/A	✓
Room 03	✓	✓	✓	✓	✓	✓	✓	N/A	✓	✓	✓	✓	✓	N/A	✓
Room 06	✓	✓	✓	✓	✓	✓	✓	N/A	N/A	✓	✓	✓	✓	N/A	N/A
Room 07	✓	✓	✓	✓	✓	✓	✓	N/A	✓	✓	✓	✓	✓	N/A	✓
Room 09	✓	✓	✓	✓	✓	✓	✓	N/A	✓	✓	✓	✓	✓	N/A	✓

AREA	1 GAS LEAKS	2 MECH/HVAC	3 SEWER	4 INTERIOR SURFACES	5 OVERALL CLEANLINESS	6 PEST/VERMIN INFESTATION	7 ELECTRICAL	8 RESTROOMS	9 SINKS/ FOUNTAINS	10 FIRE SAFETY	11 HAZARDOUS MATERIALS	12 STRUCTURAL DAMAGE	13 ROOFS	14 PLAYGROUND/ SCHOOL GROUNDS	15 WINDOWS/ DOORS GATES/FENCES
Room 11	✓	✓	✓	✓	✓	✓	✓	N/A	✓	✓	✓	✓	✓	N/A	✓
Room 13	✓	✓	✓	✓	✓	✓	✓	N/A	✓	✓	✓	✓	✓	N/A	✓
Room 21	✓	✓	✓	✓	✓	✓	D	N/A	✓	✓	✓	✓	✓	N/A	✓
	7. (D) Improper usage of surge protectors or daisy chain of surge protectors														
Room 902	✓	✓	✓	✓	✓	✓	✓	N/A	D	✓	✓	✓	✓	N/A	✓
	9. (D) Sink/fountain is dirty														
Room 907	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	N/A	✓
Room 912	N/A	✓	✓	✓	✓	✓	✓	✓	✓	D	✓	✓	✓	N/A	✓
	10. (D) Fire extinguisher (Ansul) is out of date or missing tag														

AREA	1 GAS LEAKS	2 MECH/HVAC	3 SEWER	4 INTERIOR SURFACES	5 OVERALL CLEANLINESS	6 PEST/VERMIN INFESTATION	7 ELECTRICAL	8 RESTROOMS	9 SINKS/ FOUNTAINS	10 FIRE SAFETY	11 HAZARDOUS MATERIALS	12 STRUCTURAL DAMAGE	13 ROOFS	14 PLAYGROUND/ SCHOOL GROUNDS	15 WINDOWS/ DOORS GATES/FENCES
Room	✓	✓	✓	✓	✓	✓	D	N/A	✓	✓	✓	✓	✓	N/A	✓

920	7. (D) lighting fixture or bulbs are not working or missing														
Room 921	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	N/A	✓
Room 922	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	N/A	✓

Marks: = Good Repair; D = Deficiency; X = Extreme Deficiency; NA= Not Applicable Use additional sheets as necessary

STATE OF CALIFORNIA

FACILITY INSPECTION TOOL

SCHOOL FACILITY CONDITIONS EVALUATION
(NEW 06/07)

STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

SCHOOL DISTRICT/COUNTY OFFICE OF EDUATION Chico Unified School District		COUNTY Butte	
SCHOOL SITE Sierra View Elementary School		SCHOOL TYPE (GRADE LEVELS) Elementry	NUMBER OF CLASSROOMS ON SITE 28
INSPECTOR'S NAME German, Eric	INSPECTOR'S TITLE Maintenance and Operations Supervior	NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE) Eric German	
TIME OF INSPECTION 12/05/2016 10:13 AM - 12/05/2016 12:09 PM	WEATHER CONDITION AT TIME OF INSPECTION Cold		

PART III: CATEGORY TOTALS AND RANKING

TOTAL NUMBER OF AREAS EVALUATED	CATEGORY TOTALS	A. SYSTEMS			B. INTERIOR	C. CLEANLINESS		D. ELECTRICAL	E. RESTROOMS/FOUNTAINS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL	
		GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOMS	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS GATES/FENCES
15	Number of "✓"s:	14	15	15	15	15	15	13	5	13	13	15	15	15	1	14
	Number of "D"s:	0	0	0	0	0	0	2	0	1	1	0	0	0	0	0
	Number of "X"s:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Number of "N/A"s:	1	0	0	0	0	0	0	10	1	1	0	0	0	14	1
Percent of System in Good Repair Number of "✓"s divided by (Total Areas - "NA"s)		100%	100%	100%	100%	100%	100%	87%	100%	93%	93%	100%	100%	100%	100%	100%
Total Percent per Category (average of above)*		100%			100%	100%		87%	96%		96%		100%		100%	
Rank (Circle One) Good = 85%-100% Fair = 67%-84.99% Poor = 0%-66.99%		GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR

Note: An extreme deficiency in any section automatically results in a "poor" ranking for that category and a zero for "Percent of System in Good Repair."

OVERALL RATING: **DETERMINE AVERAGE PERCENTAGE OF 15 CATEGORIES ABOVE** 97.44% **SCHOOL RATING*** Good

***For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.**

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	Exemplary
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	Good
75.%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	Fair
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	Poor

COMMENTS AND RATING EXPLANATION:

STATE OF CALIFORNIA

FACILITY INSPECTION TOOL

SCHOOL FACILITY CONDITIONS EVALUATION
(NEW 06/07)

STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

PART II: EVALUATION DATA

Date of Inspection: 11/28/2016 - 11/28/2016

Name of School: Neal Dow Elementary

AREA	1 GAS LEAKS	2 MECH/HVAC	3 SEWER	4 INTERIOR SURFACES	5 OVERALL CLEANLINESS	6 PEST/VERMIN INFESTATION	7 ELECTRICAL	8 RESTROOMS	9 SINKS/ FOUNTAINS	10 FIRE SAFETY	11 HAZARDOUS MATERIALS	12 STRUCTURAL DAMAGE	13 ROOFS	14 PLAYGROUND/ SCHOOL GROUNDS	15 WINDOWS/ DOORS GATES/FENCES
Field Area	✓	✓	✓	N/A	✓	✓	✓	✓	✓	✓	✓	N/A	N/A	✓	N/A
hall	✓	✓	✓	D	✓	✓	✓	✓	✓	✓	✓	✓	✓	N/A	✓
	4. (D) Plaster or paint is damaged														
Room 02	✓	✓	✓	✓	✓	✓	✓	N/A	✓	✓	✓	✓	✓	N/A	✓
Room 03	✓	✓	✓	✓	✓	✓	✓	N/A	✓	✓	✓	✓	✓	N/A	✓
Room 04	✓	✓	✓	✓	✓	✓	✓	N/A	✓	✓	✓	✓	✓	N/A	✓
Room 05	✓	✓	✓	✓	✓	✓	✓	N/A	✓	✓	✓	✓	✓	N/A	✓
AREA	**1 GAS LEAKS**	**2 MECH/HVAC**	**3 SEWER**	**4 INTERIOR SURFACES**	**5 OVERALL CLEANLINESS**	**6 PEST/VERMIN INFESTATION**	**7 ELECTRICAL**	**8 RESTROOMS**	**9 SINKS/ FOUNTAINS**	**10 FIRE SAFETY**	**11 HAZARDOUS MATERIALS**	**12 STRUCTURAL DAMAGE**	**13 ROOFS**	**14 PLAYGROUND/ SCHOOL GROUNDS**	**15 WINDOWS/ DOORS GATES/FENCES**
Room 06	✓	✓	✓	✓	✓	✓	✓	N/A	✓	✓	✓	✓	✓	N/A	✓
Room 07	✓	✓	✓	✓	✓	✓	✓	N/A	✓	✓	✓	✓	✓	N/A	✓
Room 16	✓	✓	N/A	✓	✓	✓	✓	N/A	N/A	✓	✓	✓	✓	N/A	✓
Room 17	✓	✓	N/A	✓	✓	✓	✓	N/A	N/A	✓	✓	✓	✓	N/A	✓
Room 18	✓	✓	N/A	✓	✓	✓	✓	N/A	N/A	✓	✓	✓	✓	N/A	✓
Room 916	✓	✓	✓	✓	✓	✓	✓	N/A	✓	X	✓	✓	✓	N/A	✓
	10. (X) Emergency exit sign is not functioning														
AREA	**1 GAS LEAKS**	**2 MECH/HVAC**	**3 SEWER**	**4 INTERIOR SURFACES**	**5 OVERALL CLEANLINESS**	**6 PEST/VERMIN INFESTATION**	**7 ELECTRICAL**	**8 RESTROOMS**	**9 SINKS/ FOUNTAINS**	**10 FIRE SAFETY**	**11 HAZARDOUS MATERIALS**	**12 STRUCTURAL DAMAGE**	**13 ROOFS**	**14 PLAYGROUND/ SCHOOL GROUNDS**	**15 WINDOWS/ DOORS GATES/FENCES**
Room	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	N/A	✓

917															
Room 922	✓	✓	N/A	D	✓	✓	✓	N/A	N/A	✓	✓	✓	✓	N/A	✓
	4. (D) Ceiling tiles are stained														

Marks: = Good Repair; D = Deficiency; X = Extreme Deficiency; NA= Not Applicable Use additional sheets as necessary

STATE OF CALIFORNIA

FACILITY INSPECTION TOOL

SCHOOL FACILITY CONDITIONS EVALUATION
(NEW 06/07)

STATE ALLOCATION BOARD
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

SCHOOL DISTRICT/COUNTY OFFICE OF EDUATION		COUNTY	
Chico Unified School District		Butte	
SCHOOL SITE		SCHOOL TYPE (GRADE LEVELS)	NUMBER OF CLASSROOMS ON SITE
Neal Dow Elementary		Elementry	18
INSPECTOR'S NAME	INSPECTOR'S TITLE	NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE)	
German, Eric	Maintenance And Operation Supervisor	Eric German	
TIME OF INSPECTION	WEATHER CONDITION AT TIME OF INSPECTION		
11/28/2016 09:00 AM - 11/28/2016 09:11 AM	rainy and cold		

PART III: CATEGORY TOTALS AND RANKING

TOTAL NUMBER OF AREAS EVALUATED	CATEGORY TOTALS	A. SYSTEMS			B. INTERIOR	C. CLEANLINESS		D. ELECTRICAL	E. RESTROOMS/FOUNTAINS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL	
		GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOMS	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS GATES/FENCES
	Number of "✓"s:	14	14	10	11	14	14	14	3	10	13	14	13	13	1	13
	Number of "D"s:	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0
14	Number of "X"s:	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
	Number of "N/A"s:	0	0	4	1	0	0	0	11	4	0	0	1	1	13	1
Percent of System in Good Repair Number of "✓"s divided by (Total Areas - "NA"s)		100%	100%	100%	85%	100%	100%	100%	100%	100%	0%	100%	100%	100%	100%	100%
Total Percent per Category (average of above)*		100%			85%	100%		100%	100%		0%		100%		100%	
Rank (Circle One) Good = 85%-100% Fair = 67%-84.99% Poor = 0%-66.99%		GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR	GOOD FAIR POOR

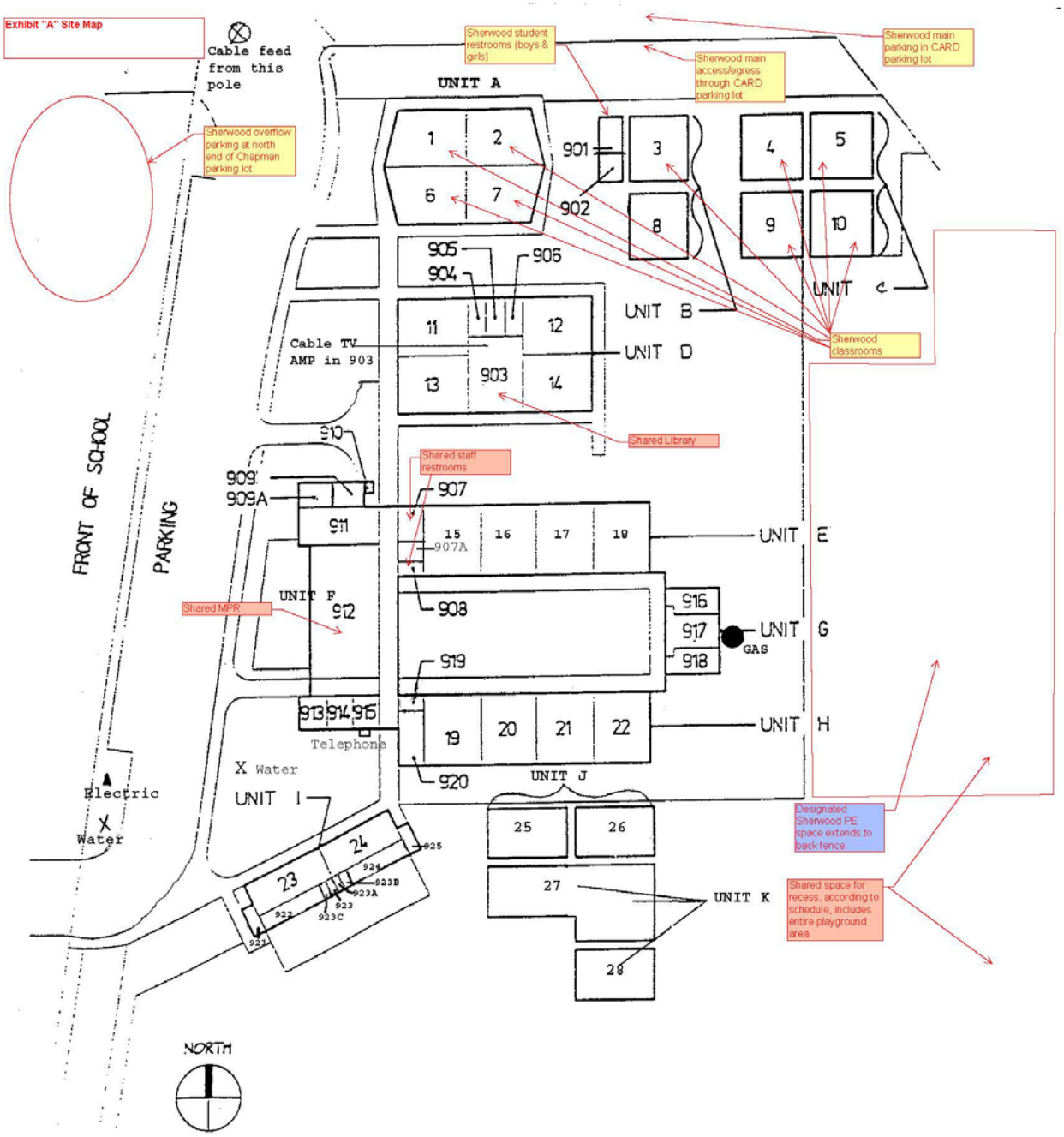
Note: An extreme deficiency in any section automatically results in a "poor" ranking for that category and a zero for "Percent of System in Good Repair."

OVERALL RATING: **DETERMINE AVERAGE PERCENTAGE OF 15 CATEGORIES ABOVE** 85.58% **SCHOOL RATING*** Fair

***For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.**

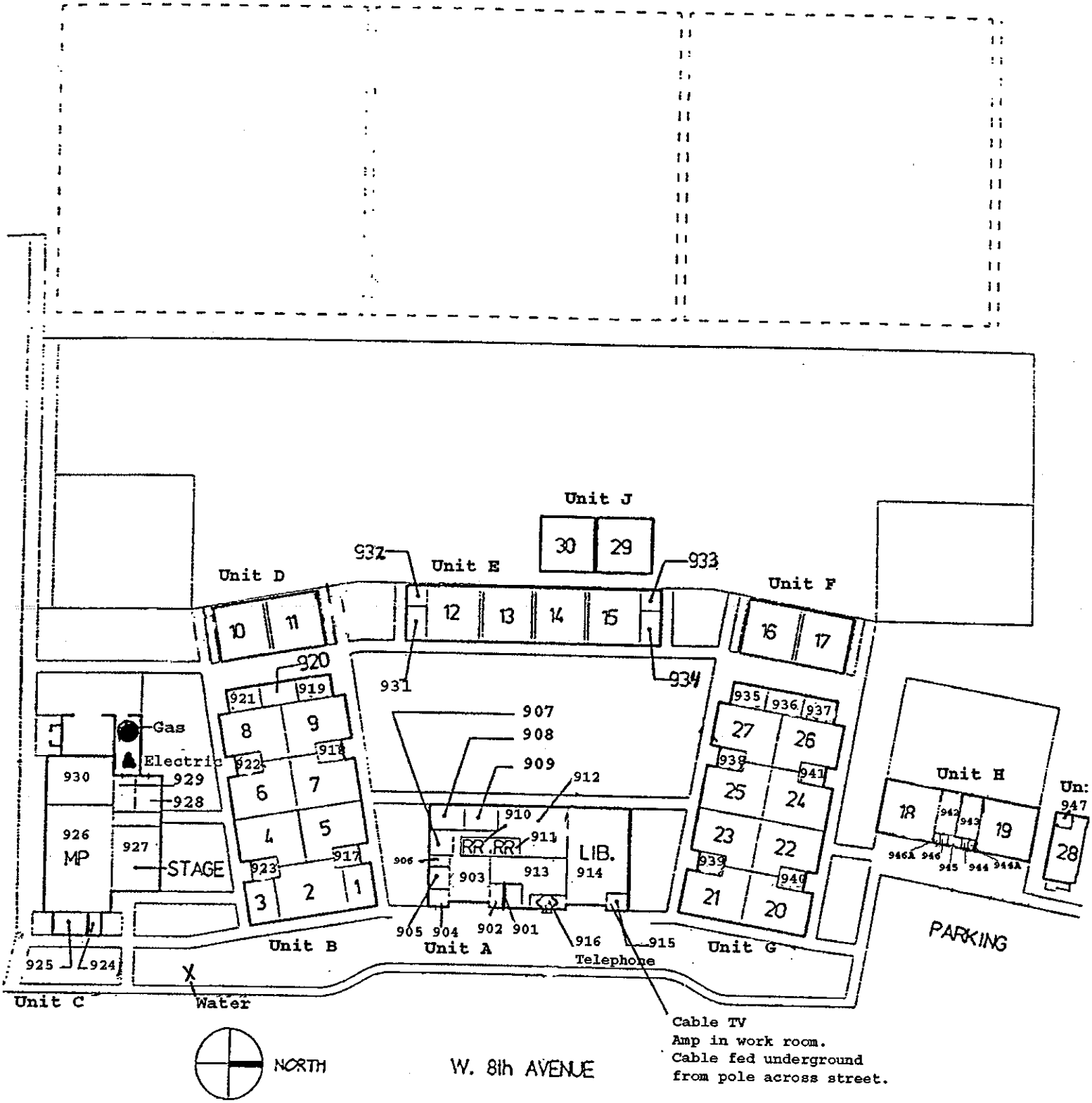
PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	Exemplary
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	Good
75.%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	Fair
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	Poor

COMMENTS AND RATING EXPLANATION:



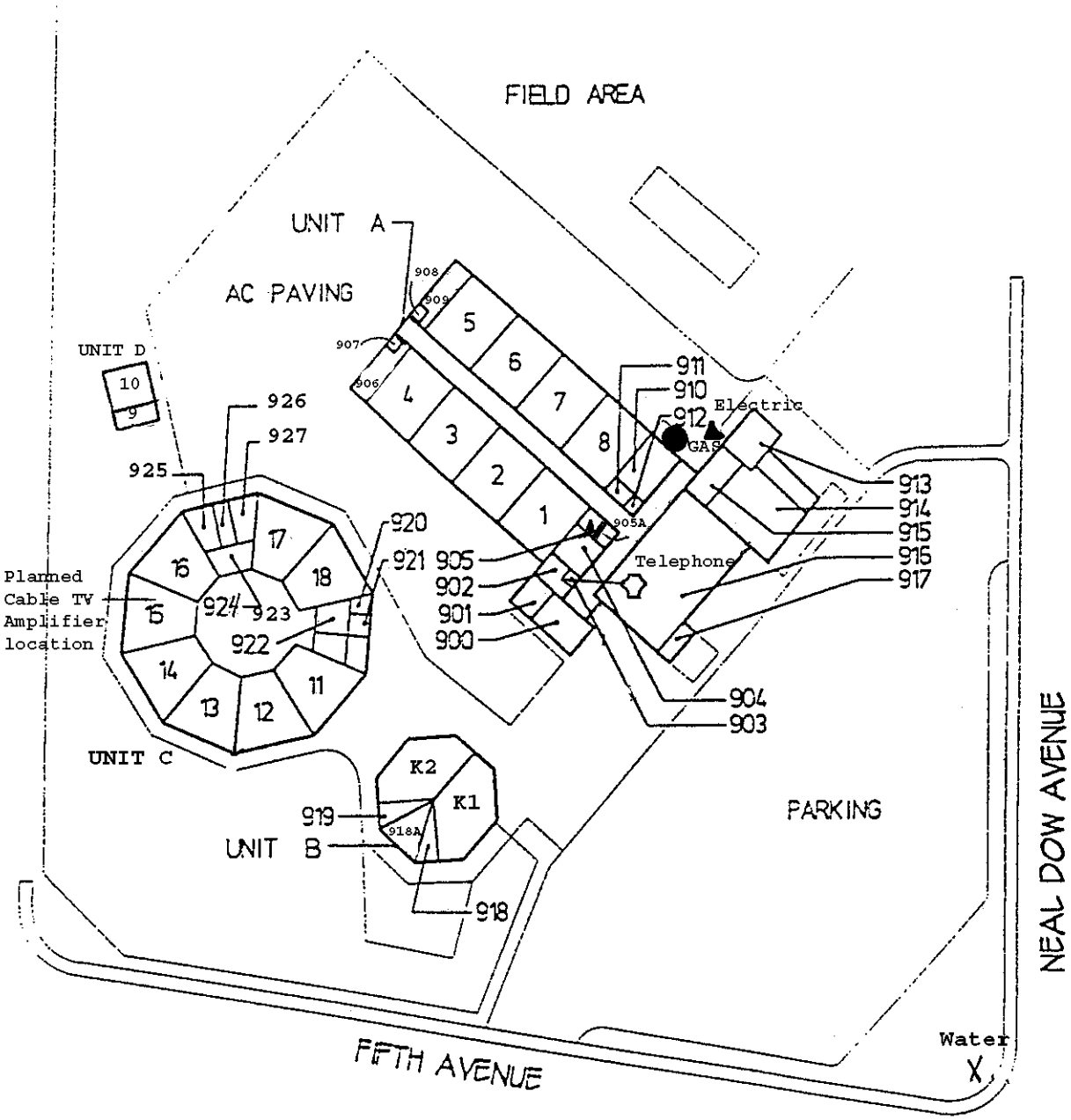
CHAPMAN ELEMENTARY SCHOOL

Updated 2011



EMMA WILSON ELEMENTARY SCHOOL

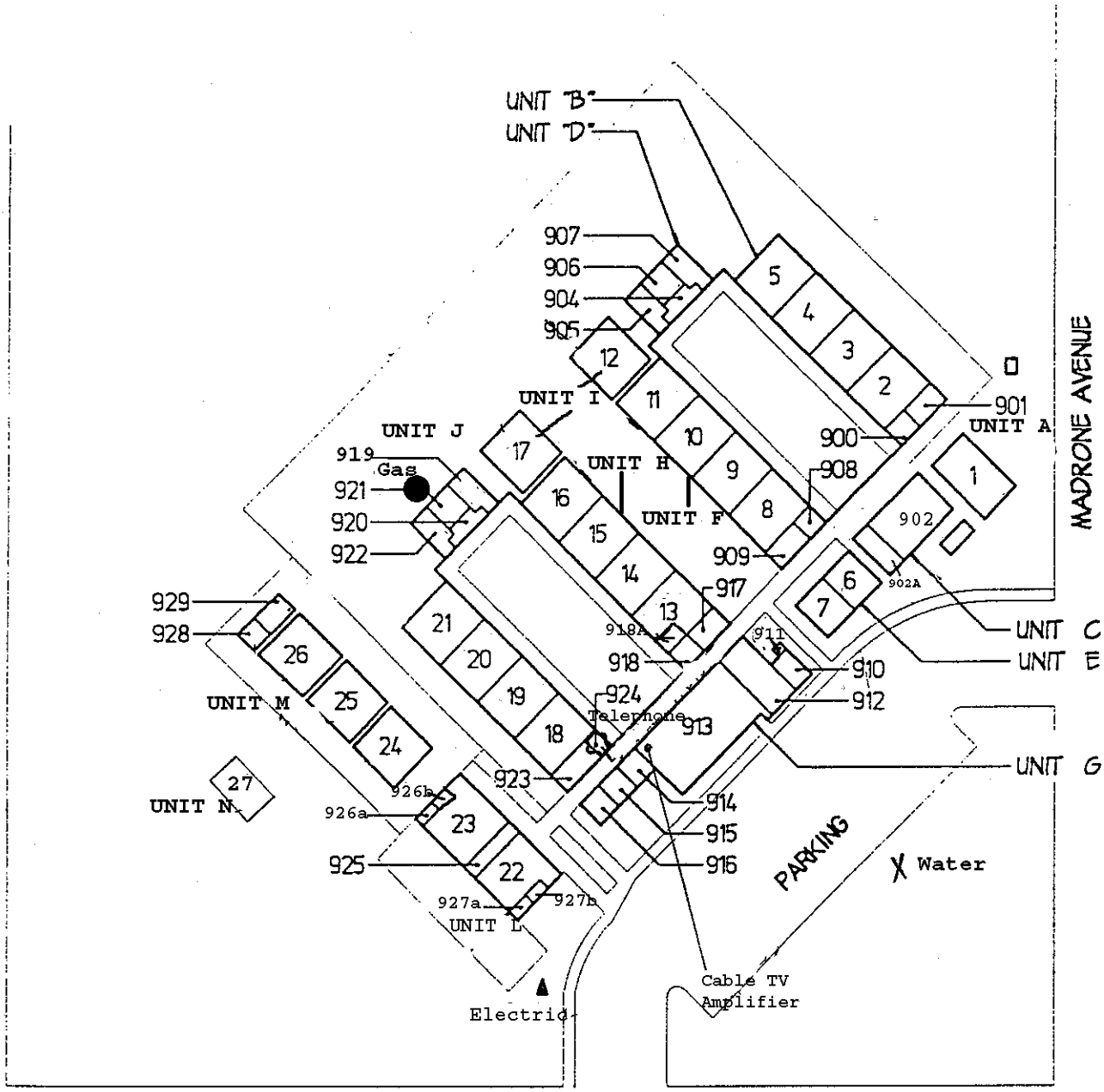
Updated 9/2006



NORTH

NEAL DOW ELEMENTARY SCHOOL

Updated 9/2006



SIERRA VIEW ELEMENTARY SCHOOL

Updated 9/2006

CHICO UNIFIED SCHOOL DISTRICT CAO---2
MONTHLY REPORT OF ACTIVE ENROLLMENT
CHAPMAN ELEMENTARY SCHOOL 11/4/2016
2016/201 CAO2

ROOM	TEACHER	TK	K	1	2	3	4	5	TOTAL	CC M.S.	DS M.S.	HB M.S.	GRAND *TOTAL*
	Manning, Laura	18							18				18
	Faniani, Jenna		22						22		2		24
	Cariss, Jen		9	11					20	2	2		24
	Swanberg, Katelyn			24					24		2		26
	Rivera, Jena			25					25				25
	Ward, Terri				23				23		2		25
	Markey, Patty				10	12			22		2		24
	Johnson, Karen					23			23			2	25
	Galler, Dave						21		21			3	24
	Cawthon, Brandi						22		22			3	25
	Christophel, Sarah							25	25			1	26
	Gervasi, Katy							27	27			2	29
TOTALS		**18**	**31**	**60**	**33**	**35**	**43**	**52**	**272**	**2**	**10**	**12**	**296**
	Leichter/Opp.			1	3	1	2	1	8				
	Carr		1	2	1	1	2		7				
	Salindong		3	3	4				10				
	Brandt					2	6	3	11				
Salindo	Mainstreamed												
Carr	Mainstreamed												
SCHOOL TOTAL:		**18**	**35**	**66**	**41**	**39**	**53**	**56**	**308**				**296**

Active enrollment includes students leaving at the end of the day.

11/4/2016

CHICO UNIFIED SCHOOL DISTRICT CAO---2
MONTHLY REPORT OF ACTIVE ENROLLMENT
EMMA WILSON ELEMENTARY SCHOOL
CAO2 2016-2017

ROOM	TEACHER	TK	K	1	2	3	4	5	TOTAL	SDC M.M.	ACE BG	ACE MW	GRAND TOTAL
TK/28	McGrath	22							22				22
K/19	Cahoon		23						23				23
K/24	Letcher		24						24				24
K/18	Steindorf		24						24				24
K/26	Schreiber		24						24				24
1st/20	Parsons			23					23	2			25
1st/22	Pitsker			23					23		1		24
1st/23	Tindill			25					25				25
1st/21	Ray			22					22	2			24
2nd/25	Hanf				20				20				20
2nd/27	Hansen				19				19	1			20
2nd/15	Leimeux				19				19			1	20
2nd/14	Ricci				19				19				19
3rd/12	Uebelhardt					27			27				27
3rd/11	LeHardy					24			24	2			26
3rd/10	Clark					25			25	2			27
4th/9	Schupp						30		30	2			32
4th/5	Siplin						27		27			2	29
4th/7	Tebo						31		31				31
5th/4	Morrison							27	25				27
5th/6	Barnes							27	27				27
5th/8	York							25	25	2			27
TOTALS		**22**	**95**	**94**	**77**	**76**	**88**	**79**	**528**	**13**	**5**	**4**	**547**
SDC CH	Waldo-Barr			4	1	4	2	2					
ACE	Gerrard		4	4					8				**8**
ACE	Wilson				0	3	1	2	6				**6**
Home Mec	Home Medical								0				
SCHOOL TOTAL:			**99**	**102**	**78**	**83**	**91**	**83**	**542**	**13**		**4**	**561**

Active enrollment includes students leaving at the end of the day.

206 ÷ 9
22.88
216

Chico Unified School District
NEAL DOW ELEMENTARY
Monthly

2016-17 CA02
11-4-2016

Monthly CA02

ROOM	TEACHER	K	1	2	3	4	5	TOTAL	SDC M.M.	MNI	SDC M.S.	GRAND *TOTAL*
9	Oberlander	22						22	1			23
Marie	Marie	22						22	1			23
	Hanf		21					21	2			23
	McLean		22					22	2			24
	Wakefield		16	6				22	2			24
	Stein			19				19	5			24
	O'Connell			25				25	2			27
	Noble				28			28	0			28
	Sprotte				25			25	0			25
	Fizstevens					27		27	1			28
	Godbold					26		26	2			28
	Erwin						28	28	2			30
	Penman						28	28	2			30
								0				0
								0				0
TOTALS		**44**	**59**	**50**	**53**	**53**	**56**	**315**	**22**	**0**	**0**	**337**
MNI				0				0				
SDC MM	SDC MM	2	4	4	6	3	4	23				
SDC MM												
Home M	Tracy (<MNI			1				1				
SCHOOL TOTAL:		**46**	**63**	**55**	**59**	**56**	**60**	**339**				

Active enrollment includes students leaving at the end of the day.

CHICO UNIFIED SCHOOL DISTRICT CAO---2
MONTHLY REPORT OF ACTIVE ENROLLMENT
SIERRA VIEW ELEMENTARY SCHOOL
CAO2 2016-17

11/04/16

	TEACHER	K	1	2	3	4	5	TOTAL	SDC M.M.	MNI	SDC M.S.	GRAND *TOTAL*
	Danielson	24						24				24
	Stein	25						25				25
	Smith	25						25				25
	Howell	26						26				26
	Alexander		26					26				26
	Brothers		25					25				25
	Consoli		25					25				25
	Leen		26					26				26
	Birdseye			22				22				22
	Borello			22				22				22
	Bunch			22				22				22
	Johnson			22				22				22
	Barney				24			24				24
	Glick				20			20				20
	LaFaix				25			25				25
	Murad				22			22				22
	Carlisle					33		33				33
	Leavy-Obeng					33		33				33
	Wilson					33		33				33
	Akimoto						28	28				28
	Crum						27	27				27
	Passanisi						29	29				29
	Romig						27	27				27
	Opportunity			1				1				1
TOTALS		**100**	**102**	**89**	**91**	**99**	**111**	**592**	**0**	**0**	**0**	**592**
SDC-10	Witt	3	3	4	0	0		10				
LV								0				
Home Med	Home Medical							0				
SCHOOL TOTAL:		**103**	**105**	**93**	**91**	**99**	**111**	**602**				

Active enrollment includes students leaving at the end of the day.



CHAPMAN ELEMENTARY BELL SCHEDULE

2015-2016 SCHOOL YEAR

Chapman Office Phone: 891-3100

******Recess and Lunch Times Subject To Change******

Transitional Kindergarten

8:20-11:25	Class time
11:25-12:15	Lunch/Recess
12:15-2:25	Extended Day

Minimum Days
(Nov. 9, 10, 12,13, Dec. 18, Mar 11 & June 2)
8:20-11:40

Kindergarten

8:20-11:20	Class
11:20-11:40	Lunch
11:40-12:00	Class-Dismissal

Minimum Days
(Nov. 9, 10, 12,13, Dec. 18, Mar 11 & June 2)
8:20-11:40

GRADES 1-3

Regular Days	
8:30	Class begins
8:30-9:55	Class
9:55-10:15	Recess
10:15-11:50	Class
11:50-12:30	Lunch
12:30-1:20	Class
1:20-1:30	Recess
1:30-2:25	Class
2:25	Dismissal

Minimum Days
(Nov. 9, 10, 12,13, Dec. 18, Mar 11 & June 2)

8:30	Class begins
8:30-9:55	Class
9:55-10:15	Recess
10:15-11:30	Class
11:30	Dismissal

GRADES 4-6

Regular Days	
8:20	Class begins
8:20-10:20	Class
10:20-10:40	Recess
10:40-12:15	Class
12:15-12:55	Lunch
12:55-2:25	Class
2:25	Dismissal

Minimum Days
(Nov. 9, 10 12,13, Dec. 18, Mar 11 & June 2)

8:20	Class begins
8:20-10:20	Class
10:20-10:40	Recess
10:40-11:40	Class
11:40	Dismissal

Opportunity Class

Regular Days	
9:00	Class begins
9:00-11:45	Class
11:45-12:25	Lunch/Recess
12:25-1:00	Class
1:00-1:15	Recess
1:15-3:00	Class
3:00	Dismissal

Minimum Days
(Nov. 9, 10, 12,13, Dec. 18, Mar 11 & June 2)
9:00-12:15

Nutrition Services Information 891-3021

- Breakfast: 7:40-8:15 a.m., cost is $1.50 or may apply for free/reduced meals program
- Lunch: Times above, cost is $2.60 or may apply for free/reduced meals program. Milk only: $.50

Updated 1/29/2016 10:46 AM

SHERWOOD MONTESSORI

REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 4**
1071 E. 16th St., Chico, California
Date/Time: **Thursday, March 23, 2017 – 6:00 p.m.**

AGENDA

1. CALL TO ORDER

1.1 Roll Call Chris Fosen, Robyn DiFalco, Kristy Cowell, Mark Reiser, Heather Fox, Nili Yudice, Monica Woodward

2. CONSENT AGENDA

2.1 Minutes Approval Consider approval of minutes from January 20, 2017; January 22, 2017 and February 16, 2017

3. REPORTS AND COMMUNICATION

3.1 Instructional Staff Reports
3.2 Sherwood Montessori Parents Organization Report
3.3 Director of MTSS Report
3.4 School Director Report
3.5 Treasurer Report
3.6 Committee Reports

4. NOTICED PUBLIC HEARINGS

None

5. REGULAR BUSINESS

5.1 Items Removed From Consent (If any)

5.2 Operational Plan Outline
The Board will be asked to consider an outline for the school's in-progress Operational Plan.
ACTION REQUESTED: Consider outline and give School Director feedback for revision.

5.3 Curriculum Library Project
The Curriculum Committee will present a Curriculum Library project.
ACTION REQUESTED: Discussion only.

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 Cash Flow Solution

The Board will be asked to approve Resolution 03232017 to authorize signatories for a line of credit to provide cash flow through potential revenues deferrals.

ACTION REQUESTED: Adopt Resolution 03232017.

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 LCAP Draft

A draft of the LCAP for 2017-2018 will be presented for public feedback and feedback from the Board.

7.2 Vision Statement for 1010 Cleveland

The Board will consider a Vision Statement to guide use of 1010 Cleveland.

8. ADJOURNMENT (Est. 8:00 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.

SPECIAL MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: Sherwood Montessori , Director's Office 1071 E. 16th Street, Chico, California

Date/Time: January 20, 2017 4:30 PM

Board Members Present: Chris Fosen, Mark Reiser (on the phone), Kristy Cowell, Nili Yudice, Heather Fox (previously appointed to sit on the Board beginning January 2017)

AGENDA:

1. Appoint a Director to the vacant seat
    - Two applicants visiting
        - Rachel Hambrock
        - Monica Woodward

DISCUSSION:

- Next term there will be several seats open on the Board.
- Board agrees the By Laws should be clarified before the May vote
- Both candidates introduce themselves to the Board

CALL FOR VOTE: Board decides to use paper ballot.

MAJORITY OF VOTES TO MONICA WOODWARD; she will attend the upcoming retreat as a Board member

MEETING ADJORNED: 5:30 PM

Sherwood Montessori Board of Directors Winter Planning Retreat
Sunday, January 22, 2017 9am - 3pm

6 Spinnaker Way at the home of Nili Yudice

1. CALL TO ORDER: 9:10 AM

Kristy Cowell, Mark Reiser, Heather Fox, Nili Yudice, Robyn DiFalco, Chris Fosen, Monica Woodward

2. Consent Agenda :

2.1 Approve Meeting Minutes from December 15, 2016

MOTION TO APPROVE: Kristy Cowell

Second: Chris Fosen

Abstention from Monica Woodward

Minutes approved

3. Reports & Communication

3.1 Reviewed MTSS Report

JESSICA

` **3.2 Director Report**

MICHELLE

4. NOTICED PUBLIC HEARINGS

NONE

5. REGULAR BUSINESS

5.1 Revisit goals and committees/appointments

- Discuss committee membership, chairs

ELECTIONS COMMITTEE:

- We need one more committee member to join this committee.
- We need an SMPO member on this committee.

- It was suggested to ask Kelli Kurth about who might be interested

FINANCE/BUDGET COMMITTEE:

- No real changes here.
- Nili suggests a line of credit might be needed in the future.

AUDIT COMMITTEE: Basically done for this school year

SAFETY COMMITTEE:

- Marco volunteers to advise this committee.
  - Ultimately sees 3 documents…one for district…one for office….one scaled down doc used for training staff.
- Monica volunteers to be on this board and volunteers to be the chair.

FUNDS DEVELOPMENTCOMMITTEE:

- Kelli Kurth will be SMPO rep.
- Eric Hartman will be part of this committee also.
- Sherwoodstock will be April 29 this year.
- Restaurant takeover has been mentioned.
- Heather Fox is looking into grants for us. Heather will meet with Michelle re: direction for grants.
- Winter Festival net close to 1800.
- Some talk about gift of gratitude moving to end of the year if it is done again.

COMMUNICATIONS COMMITTEE:

- This committee is looking for new members
- Oversite of website is on the table.
- Have identified 2 parents from the school who have expertise here.
  - Anna Harris
  - Geoff Wintrup
- Eric Hartman also expressed interest.
- Possible video promotions.
  - I chose Sherwood because…..I love Sherwood because…..

Committee has been working on re-branding process. Heather Fox volunteers to help out with this committee. After rebranding you can go to marketing, etc.

CURRICULUM COMMITTEE:

- No communication of this committee yet this year.
- This committee is going to commit to getting this group of volunteers together.

    - Eric has mentioned that he and other teachers would like to visit Report Cards….
- Nili, Pat, Michelle, and Julia working on extended day program…..have started on changes for next year. They anticipate big changes next year or a more solid program.
- Robyn would love to chat with Kristy about Curriculum Library.

CAMPUS IMPROVEMENT COMMITTEE

- Monica and Kristy volunteer.
- Marco is there….will share document later.
- Will involve working with teachers, school to implement projects.
- Robyn volunteers to help for the remainder of her stay.
- Heather volunteers to chair this committee.
    - Has a project for eighth graders.
- Kristy will step down to serve as advisor

FACILITIES PLANNING COMMITTEE

- Marco explained about the prop 39 process and how it offered move into Chapman
- 1010 Cleveland zoned for educational use and owned by county….was getting ready for auction….they sold us the property of $1.
- Have been renovating this past year.
- There is a scope of work to be done that will need lots of help. Peter and Marco are both moving on to busier times….looking for more volunteers.
- Will need to start thinking about projects for upcoming bond funds…process and criteria for distribution of funds have not been determined

POLICY AND CHARTER REVIEW COMMITTEE:

- THIS Is a task based committee.
- Charter renewal and Prop 39 request.
- Process has started for renewal and Prop 39.
- FUA work to come.
- Working on how we will represent at the CUSD meeting.
- This could be called the Policy Committee when not in the years of renewal.

AB 2246 Requires that we adopt, at a regularly scheduled meeting, a suicide prevention policy for pupils in grades 7-12. Heather volunteers to help here

Need policies….Bylaws:

● Charter speaks to having Practices and Policies to promote diversity including implementing a recruitment strategy, developing promotional materials, etc.

COMMUNITY CONNECTIONS GROUP

- This is a working group…Jill…Marlo….Michelle….Robyn…possibly Nicole will still be involved.
- Have participated in Chapman night out activities.
- Upcoming Jan 26 will be same night as open house…..will still donate salad.
- Neighborhood cleanup March 4…will meet at Chapman

NILI YUDICE MENTIONS THAT WE MAY HAVE TOO MANY GOALS HERE.

CHRIS FOSEN SUGGESTS WE MOVE SOME OF THESE GOALS INTO 17-18 YEAR.

DID WE MEET OUR GOALS?

- ENROLLMENT
    - We are doing better than anticipated and hope to meet out goal by the end of the year. ●
- SAFETY
    - Do we need more concrete goals?
    - Committee is working on updating procedures.
        - Fence has been a good effort.
        - Have established communication with police.
        - Will meet in February and look at goals and priorities…to present to board in Feb meeting.
        - Revising safety policy will give us a roadmap

● Charter Renewal & Prop 39 –

- goals have been met and on track for both

● 1010 Cleveland property much is on track

● Teacher retention (raises; satisfaction; training)

- Not much attention has been spent here….
- teachers are excited about conference coming in March.
- Not able to give raises but still a high priority.
- Heather suggest a teacher feedback eval.
- We need to know what makes them happy and what would be the deal breaker.
- Monica …send them a google doc? Concern about doing harm here….dont want to make promises we cant keep.
- Robyn talks about Strategic Planning Process.....could be part of that.
- Robyn would like to work with MIchelle here....Heather would like to be part of that

CAMPUS IMPROVEMENT GOALS ARE ONGOING

- improve fundraising efforts –not quite meeting goals
- build chapman relationships -- culture and community HARD GOALS TO MEET…feeling on track

- strategic plan - more long term
    - NO GOALS THIS YEAR…Robyn would like to be able to see some progress here by the end of the year.

● operational plan - day to day operations ….working on a usable document . goal was to see outline by end of the school year. Board would like to see that in May or June of this year.

● communication plan-still work to be done here….have gained clarity this year

CHARTER RENEWAL PROCESS WITH THE DISTRICT

Wed Feb 15 @6pm….. Sherwood will give a 10 min or less presentation to show who we are and how we contribute to the community. Our process with the District will be Jan-Feb-March.

- Who will speak?
- Can we decide how many today? In 10 minutes 3 is enough……
    - Michelle
    - Chair of the board would be good.
    - Teacher? Tanya? Marlo? Celeste?
        - Why I love teaching @Sherwood…..student outcomes….what they are doing and learning.

Chris Fosen says we should talk about values here. Define what are they? Use Power Point Presentation and have 1 or 2 parents get up during public phase.

Marco suggests Robyn address community engagement Heather….invite someone from Chapman neighborhood.

Stephen Tchudi would be a good speaker. Robyn offers to give an invite

Michelle will craft message to school community looking for volunteers willing to speak

DO WE HAVE PHOTOS??

- Julia may have some to share.
- Need inside classroom pictures.
- Heather has a friend who may be available.
- Permission documents have been renewed lately.
- Nili suggests we send a message to parents in announcement telling them we are getting ready to post photos for our upcoming district presentation.

What might the District ask?

- Might ask about math scores
- Might ask about relationships with Chapman
- Might ask financial questions. Suggested that Nili be there to respond as treasurer

- We have invested in property – 1010 Cleveland
- Moving set us back a bit but we are coming back
- Might ask about SELPA. Suggested that Jessica be there to respond as Special Ed Director

ALL BOARD MEMBERS ARE ENCOURAGED TO ATTEND THIS MEETING

WHAT WE NEED TO DO TO GET READY.

- We should promote shirt sales SMPO Friday table?
    - Fundraising Committee will step in to help here.

Chris Fosen will send out email today…

Michelle will talk to teachers….

Heather will get back to us on photos…

What will we present? Chris…would be useful to brainstorm here. Charter Committee?

How will we rally support from our Sherwood community?

STATUS AND PLANS FOR 1010 CLEVELAND

- Marco shared that the vast majority of significant necessary renovations have been completed.
- Cameras inside and out will be added or security.**
    - **Chris Fosen explained that there will be 3 cameras inside up to 5 cameras outside. There are 4 locations for that so far
        - ….shed…front area….kids walking over…..working on power conduits.
    - Peter DiFalco is working on it.
    - Cameras will be password protected for security.
    - Protocols will be set up.
- Proposal for use from county says Sherwood is good to go.
- Need fire inspection by fire Marshall.
    - Have been emailing him for a while…3 emails out. Waiting to hear from him.
- Chef Ritchie is working on necessary permits for kitchen use.
    - Needs health and safety inspection. Not sure where he's at with this.
- Insurance is good at this time.

DECISIONS AND PROCESS ON PROPERTY USE

- Marco has created a doc with vision
    - need a baseline description or long term vision
- SPACE USE needs to reflect the vision statement…..library into back room at 1010 is a teacher wish….

QUESTIONS TO ANSWER:

- Should this be used for storage?
- Should this be the home for middle school?
- Is it possible that Sherwood will ever rent this facility?
- What about summer use?
- We need to make sure we don't put profit in front of students.
- What if we move?
- What are the proposed uses so far?
- What still needs to be done for renovation?
- Where will we get those resources?
- Robyn suggested that this vision document could possibly come to the board for a vote or adoption. This is very close to being able to adopt; could do this as early as February. This could be modified over time as part of our strategic plan.
- The board decides to look at this vision statement in February. Robyn suggested that the Facility Planning Committee should work on this.

Legal concerns or issues for 1010 Cleveland were discussed. Michelle or Heather can call and gather info to share for future.

Insurance for 1010 Cleveland inside/ out

- We need to review all insurance documents governing 1010-
- We have our present insurance document- we need to carefully review this doc. to ensure that our full intended use at 1010 is adequately covered by our insurance carrier.

Fire Codes for 1010 Cleveland

- We need to make sure that all legally mandated Fire Codes are adhered to.
- Marko has reached out to the Fire Marshall (and others at Butte County).
- An inspection will likely be necessary and certain adjustments and/or modifications to 1010 may be required.

Permitting

- Cooking Gardening- we need to ensure that all permits/ insurance are in place to conduct our cooking gardening program-
- Chef Richie is presently researching permits and insurance requirements to operate a teaching kitchen/ gardening program. Mark has advised him that our primary goal is to occupy the property (in alignment with Moss Ave requirements) and he is on board.

After Care-

- We need to research required permits needed, if any, and define necessary physical and procedural safety requirement to satisfy the above.
- We need to do walk through with Julia to identify hazards and inform the process to satisfy the above.
- Mark has contacted Butte County and has been told the necessary zoning is in alignment with intended use.

Safety is up to Fire Marshall

Legal Postings – Michelle will check

What about safety supplies – Heather would purchase; for full picture need Fire Marshall

Need one more work day to finish up cleaning and outside yard work; needs to be planned with SMPO

Look at tree hazards – leave for now

Foot traffic past the property – can be uncomfortable

This week is business topic for staff – Michele can present some of these topics

Maintenance could cost and raise the budget

Gutters over doors only; no need for rest of roof

Refrigerator needs to be relocated-

Nili Yudice says Rich can maybe help

Bookcases need mounted before occupation

What about a different name or 1010? Suggestions? The Board would love to get public input someday. Chris Fosen suggests Sherwood House as a new name

SHOULD WE HAVE AN OPEN HOUSE EVENT FOR 1010? DON'T HAVE TO DECIDE TODAY….

Thoughts about an update to the school community

CAMPUS IMPROVEMENT COMMITTEE – document shared by Mark Reiser

- Goal is to build in ways of doing things that align with Montessori philosophy that would become day to day practice.
- Looking for policy and procedure for students, teachers, all users of the property

The role of the board here is to set policy and procedure for the whole school…..a culture….a place for everything and everything in its place.

The problems we see now are with clutter and things not having a place.

One possibility is to take this concern to SMPO for a discussion. It is agreed that Sherwood staff needs to be involved….students need to be involved….then family. We need a whole community effort to care for our environment.

STARTING POINT:

1. Michelle to teachers…identify what we are doing….can we share? How do we pull in the parent community?

1. MOOP – matter out of place
2. How can we all help to make this work?
3. We will all collectively own this
4. New teachers and families can be a part from the beginning
5. Ask Kelli to speak at SMPO meeting (FEB)
6. Continue to work on this document
   - Guiding principles and philosophy (what to call the document)

2:35 pm adjournment

REGULAR MEETING OF THE BOARD OF DIRECTORS
Location: Sherwood Montessori Room No. 4
1071 E. 16th St., Chico, California
Date/Time: Thursday, February 16, 2017 – 6:00 p.m.

AGENDA

1. CALL TO ORDER 6:05pm

1.1 Roll Call: Chris Fosen, Robyn DiFalco, Kristy Cowell, Mark Reiser, Heather Fox, Monica Woodward. Nili Yudice was absent.

2. CONSENT AGENDA

2.1 Minutes Approval -- Consider approval of minutes from January 20, 2017 and January 22, 2017. REMOVED FROM CONSENT AGENDA BY MARK REISER.

2.2 SARC (School Accountability Report Card) Report -- motion to approve consent agenda by Chris Fosen second by Mark Reiser; Approved Unanimously 6-0

3. REPORTS AND COMMUNICATION

3.1 Instructional Staff Reports – no discussion

3.2 Sherwood Montessori Parents Organization Report – no discussion

3.3 Director of MTSS Report -- no discussion

3.4 School Director Report – no discussion

3.5 Treasurer Report – explanation by Pat Casey, Business Manager since Treasurer was absent

- Good in terms of cash… putting out more than we are taking in…we're still good; No concerns at this point
- Question: is an operating budget needed for 1010 Cleveland when we start using the facility? It's under control at this point; April would be a good time for the board to look at this operating budget; think about cost impact

3.6 Committee Reports

- Michelle said the Elks Club is interested in funding projects
- Campus beautification and staff input
    - Older kids could really help out here; not so easy with younger kids

- Teachers were cautious; academics should come first….don't want to be relied on. Our thought is to support the teachers here meet by the end of February with Campus Improvement committee
- Could possibly pair younger kids with older kids (Heather) will schedule meeting

- Curriculum - Tanya Parish has presented a proposal for the creation of a Curriculum Library to the committee. The committee is currently reviewing the proposal, and hopes to bring it to the board's agenda in March.
- Elections hasn't met; will soon
- Facilities planning – Mark – work event was well attended. Significant chunk of safety issues were taken care of. Inside is close to being clean. Robyn is working on the library bringing books and setting up.
- Funds Development – hasn't met; will soon
- Charter renewal – presentation was smooth; we will find out March 1.
- Safety committee – safety plan online with google docs; this will be a dynamic document
- Community connections

4. NOTICED PUBLIC HEARINGS: None

5. REGULAR BUSINESS

5.1 Items Removed From Consent: 2.1 Minutes Approval ; Consider approval of minutes from January 20, 2017 and January 22, 2017.

- Mark Reiser stated that he did not vote via phone…he abstained because he had difficulty hearing the proceedings. January 20 minutes need this correction.
- Correction for spelling a name inaccurately in January 22 minutes.
- Both minutes will be back for board approval in March.

5.2 Field Trip Request -- Motion to approve field trip funds by Chris Fosen Second: Heather Fox

DISCUSSION: has anyone looked at scholarships for the children? Did anyone talk to budget committee yet? Pat can answer that question with interim report…..more guidance would be appreciated. Historically the middle school has taken this big trip…..there is no policy here. Could we create a budget for this if we knew ahead of time? Pat: could table until after second interim discussion. Motion to table and re-visit later in the meeting, after our budget discussion: Kristy Cowell Second: Monica Woodward Vote: 6-0 to table and re-visit item 5.2

5.3 1010 Cleveland Vision Statement

Motion to continue this item: Robyn DiFalco Second: Mark Reiser Vote: 6-0 to continue

Discussion:

- Robyn wants opening to mention 1010 property.
    - *Our vision for 1010 Cleveland will….*
- This vision statement was widely accepted by the teachers.
- Vision statement should be written with bullet points.
- Heather, Chris and Mark will polish and bring it back to the board in March.

5.4 Second Interim Budget

ACTION REQUESTED: Adopt budget. Motion to adopt: Chris Fosen Second: Monica Woodward
DISCUSSION:

- This cash flow report represents the second interim budget
- Bottom line is where are we going to be at the end of the year?
    - Answer under accrual column, restricted and unrestricted
- Governor wants to defer our last payment
- What is the ending balance going to be if everyone pays after care fees
- We will still have a positive fund balance even if the gov defers
- It will be Sept before we get the money
- Based on 136.5 ADA
- This year expenses will not be there next year such as 1010, Conference, Move costs
- Unknown is state's economy – we won't know until May
- Positive unrestricted balance 56,901 projected
- CUSD would like to see us with a 5% reserve @60K
- Vote: 6-0 to adopt second interim budget

MOTION TO REOPEN AGENDA ITEM 5.2: Chris Fosen Second: Heather Fox
DUSCUSSION:

- Should board members with children in this class recuse themselves??? A board members decision.
- We have budget information now……are we ready to vote?
- Mark Reiser– still not enough information here……Kristy Cowell agrees
- Idea for next year:
    - Possibly bring field trip information to the board in the fall or by December.
    - Next year's budget could plan ahead for this traditional trip; possible idea that the board commits funds up to X that serve as "matching funds" for whatever the kids can raise through their fundraising efforts.

Vote: 4 "aye" votes - 0 abstentions - 2 recusal votes to approve field trip funds.

5.5 Prop 39

Sherwood Montessori has received an offer of facilities through the Prop 39 process. Motion to accept prop 39 offer: Mark Reiser, Second: Chris Fosen

DISCUSSION:

- The district has offered us what we asked for; Has been forwarded to pro bono attorney
- The Facilities Use Agreement (FUA) comes after we accept the offer; this is our next task; Heather would like to help and understand the FUA process
- Vote: 6-0 to accept prop 39 offer

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

7. FUTURE AGENDA ITEMS

7.1 LCAP Draft

8. CLOSED SESSION: 8:16 pm

9. ADJOURNMENT: 8:35 pm

Agenda Item 3.1

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.1 Instructional Staff Report**

Date: March 10, 2017 the meeting of March 23, 2017

The teachers and instructors were asked to write to the theme of describing first experiences using the 1010 Cleveland property.

Kindergarten -Teresa Shippen

Last Friday, (3/3), the Kindergarten class took our first trip to visit 1010 Cleveland. With great excitement, and Richie leading the way, we all marched over for our first official look inside our brand-new kitchen, library and new yard. Richie led us all in a circle time around the pile of rocks gathered in the front yard. The sun was shining and the kids were joyous and respectful of all that the new facilities had to offer. Many were proud to share that their parents had worked hard to create this new space for us.
As is our Friday tradition in Kindergarten, we divided ourselves into three groups. One group would work and share food in the kitchen area with Richie. One group explored the library with me. The last group had fun making up games in the yard with Lynn.

The kitchen group was loud and boisterous whipping up smoothies of some sort with Richie. It was sweet to see them sitting around the table sharing the snack...something we haven't had in either of the Sherwood sites until this point. This new space really allows Richie and the students the freedom to have fun in the kitchen!

The Library was a place of awe for each group as they entered. They noticed everything...all the books that had been carefully sorted, the ceiling that was painted like clouds, the door that we could not open that must lead to some secret place, the new check out system for books. One student blurted that he had never seen so many books in his life!! I had planned to teach a Second Step lesson, but quickly realized that the students needed time to just soak in all of the beauty the library held. It was wonderfully quiet, in spite of the noisy kitchen action happening in the room next door.

The kids also explored the outside area with Lynn. This space was a little more challenging as the ground was very uneven still, and we hadn't agreed on rules of what we can play with/on in this region. Lynn quickly altered a few activities to suit this area. We look forward to the time in the near future when this will be a garden to explore, perhaps offering a time of quiet observation

of all the things we study in our curriculum: plant life, birds, mammals, reptiles, worms and insects, the changing seasons, weather, all good ideas for future journaling and studies in the kindergarten classroom.

Many, MANY thanks for making this beautiful place available to us! We thoroughly enjoyed our time there, and look forward to many more Fridays at 1010 Cleveland!

1st/2nd/3rd -Marlo Knox

"Our Classroom"
I'm lacking a proper title for our current 2016/2017 classroom community. Mali and I are sharing the pleasure of guiding the children in our care with Carin Anderson and Kelly Steinhauer. It feels like Marlo, Mali, Carin, and Kelly's Classroom, sort of. As observant guides we, Mali, Carin, Kelly, and I, know the truth is our children are leading us. They tell us what they need. They show us where they are in their development, academically, socially, and emotionally. They ask questions, give advice and share opinions. We work with them to create a space where life and learning happens. So a more appropriate title might be "Children and Adults of Room 6". I'll keep working that out or better yet I'll ask our children.

Anyway, it was recommended that instructional staff consider sharing our first experiences using the 1010 Cleveland property. I have been over to the library one time with my students. It was such a pleasure to have the book access we enjoyed so regularly when Sherwood was housed on Moss Avenue. Our class had used the Butte County Library of Chico almost monthly during the 2013/2014, 2014/2015, and 2015/2016 school years (until I broke my foot in December 2015). Our classroom community knew exactly how to use the library and were thrilled to choose a book to take home. They read to each other, found books we have read or talked about in our own classroom, told jokes from joke books, made plans for the next books they will borrow, snuggled in corners, gazed out windows, shared seats and benches happily.

Right away I noticed how much "infrastructure" will be needed to keep our library beautiful and user friendly. At the public library our children could browse books and place books they were not interested in on a specified table where they would be shelved later by librarians or trained library volunteers. We don't have this feature yet and it is something to consider. After we used the library we really needed an adult to making sure it looked similar to the way we found it. I did not anticipate that need. I will need to adjust my schedule to provide an adult, perhaps with student help, to the task of "straightening" or "cleaning" the library after each use. I have also asked for time for use of the front yard and patio. I envision biology, zoology, and art lessons occurring at least one morning a week but have not had the pleasure of putting that into practice yet.

Thank you for creating such an important space for the children and staff at our school.

1st/2nd/3rd-Emily Barrett

Our class absolutely loved visiting the 1010 Cleveland site. Our first trip to 1010 Cleveland was to check out books from the library. The students were so excited for their first library visit. One student even said "Emily, my heart is about to explode because I am so excited." Obviously, his excitement should be directed at all of the people who worked on making the house and the library accessible. I have put together a short video of some of my students recalling their first trip to the library. We hope you enjoy! And again, thank you so much for providing a space for these incredible opportunities!

1st/2nd/3rd –Eric Parish

Last Friday our class had its first opportunity to experience the 1010 Cleveland learning environment. Our class went over in small groups for the cooking and gardening class with Richie. I had a chance to volunteer at the site the weekend prior. I dug out a light pole and mowed the lawn. I could see all the hard work other volunteers had put in because the place looked fantastic. I was really excited that our class was going to be able to use the property. The library is wonderful and I know my kids are going to enjoy checking out books. The kitchen space is perfect for small group instruction. I personally enjoy having my lunches over at the space now. It would be nice to have some outdoor furniture for people to sit around and enjoy the meals that may be made in the kitchen.

I'm curious of where the garden is going to be planted. I believe a well-planned garden that is mapped out and organized is important. I would like to see the children a part of the construction, development, and planting of the garden. I see it as a wonderful learning opportunity for the kids to experience working in the outdoors.

I would like to see the shed turned into a curriculum library. It currently is the home to PE equipment, old desks, office papers, old curriculum and other items that need to be sorted. I currently have the Montessori Key Experiences in small cardboard boxes, stored in my classroom, along with the Montessori Great Lessons and the Montessori Experiments which are in small and medium sized plastic crates and bins. When teachers need these lessons they come to my classroom and have to sort through shelves and get up on cabinets to retrieve the materials. The lesson boxes I have need to be updated and filled with the appropriate teaching tools. If the shed housed a curriculum library teachers would have easy access to the materials and lessons they needed at one location.

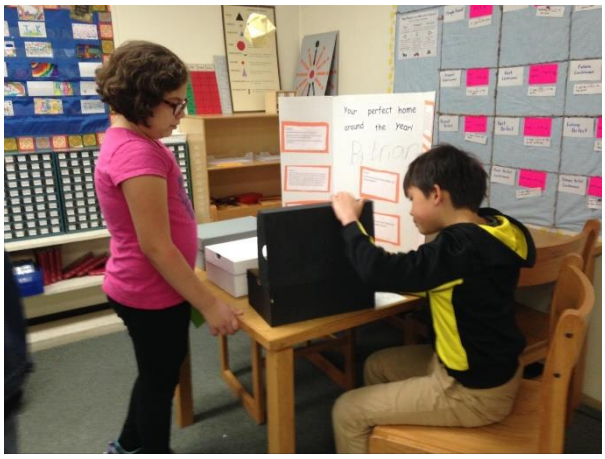
I am really excited about 1010 Cleveland and I believe that with vision, planning, and organization the space may become an incredible learning environment.

4th/5th-Sheng Vang

Since the beginning of this year (2017), my students have been working on their Science Fair experiments. There has been many learning experiences from this adventure. The experiment

was more than learning the Scientific Method, but learning to communicate and work with others. We did our first Upper Elementary Science Fair last Friday, March 3rd. All classrooms were invited to walk through and learn about our science experiments! It was awesome to see my students take pride in their work and explain their experiment with those who came through.





We finally visited the library this week. I split my class according to their grade level and we walked over to the library located on 1010 Cleveland Ave. The small grouping worked out well with the tiny room! All my students were super excited about checking out the place and being able to take a book to class/home! We will be creating a list of books that students would like to see in our school library! Besides the students using the property, I've enjoyed my lunch time outside on the sunny days that we've had! I wish we had some picnic tables outside, just to enjoy the nice weather. Thank you to all that volunteered their time and efforts in seeing this project through! We are so lucky to have that place!

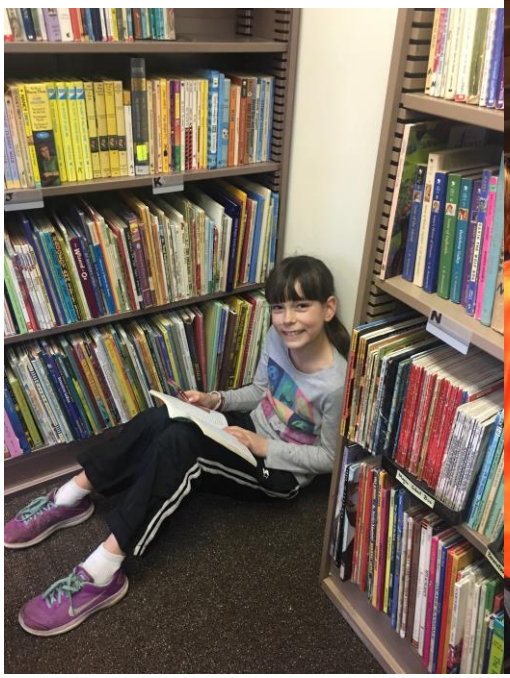


4th/5th-Tanya Parish

Tanya and the Timberwolves enjoy 1010 Cleveland! The Pictures speak volumes!














Caddie Woodlawn
Carrie Ryan
Caddie Woodlawn
Carrie Ryan
BRINK
Caddie Woodlawn
MACMILLAN
Caddie Woodlawn
Carrie Ryan
BRINK
Caddie Woodlawn
MACMILLAN
HUNGER GAMES
CATCHING FIRE
MOCKINGJAY
ANNA DRESSED IN BLOOD
GIVER OF STARS
SHADOW AND BONE
SHADOW AND BONE
SHADOW AND BONE

6th/7th/8th-Celeste Shults

As always, Middle School is a bit late to the party, but we will stay till the end! We visited 1010 Cleveland for the first time on Monday, 3/6. It is so nice to have more SPACE! My head is spinning with all of the possibilities for our future use.

I am so appreciative of all the hard work and planning that has gone into each of the work spaces. The beautifully painted sky ceiling in the library, the gorgeous wood floors, beautiful carpet, and wonderful blinds. The patio, back and front yard areas are beautiful blank canvas now! It is obvious that there was an attention to detail that makes 1010 Cleveland very inviting to spend time in and around. My students were just bubbling with joy when we visited for the first time.

Michelle and I spoke last week about our 7th and 8th grade math groups using the library and front room space Monday-Thursday for math lessons from 11-12. This is going be incredibly helpful for Michael & Steve's instruction of our 7th and 8th grade students.

We have also secured the library space on Mondays and the front room space on Tuesdays from 1:30-2:30. This is going to help with splitting our class in ½ for Science/Social Studies instruction.

We are excited to use the library space from 9:15-10:15 on Thursday mornings for language arts. Sometimes a change of location can really open up one's creativity. I am looking forward to seeing what comes out of this new work space!

Then we will have the front room from 2-2:30 and the kitchen from 2:30-3 on Fridays for our cooking, gardening and community program with Kimberly. I sat down with Kimberly yesterday to discuss her vision for 1010 Cleveland and to say that I was blown away with her vision is an understatement. Take a look at her plans below. I just had to share
her ideas with all of you.



When we visited the space for the first time, I had the schedule with me so the kids could visualize where we will be spending our time when we visit 1010. When we were outside they said they would love to play in the back yard for PE on Mondays-Wednesdays and that the front and back yards would be great for us to use during our elective time in the afternoons on Fridays. I passed along their wish list to Michelle and I am happy to report that their wishes were granted! It was great to give them the opportunity to come up with additional uses for this wonderful new space.

I have attached two pictures I took on Monday and Tuesday. The first is a panoramic of my entire class standing in the front yard. Yes, it takes a panoramic to capture all of them!



The second picture is of my kids in our library space after we went over the book check out procedures. They were so excited about being surrounded by so many books. It made this old librarian quite proud!



I am sure it will not be a big surprise to know that my students were wondering if Linus could come and visit when we use 1010 Cleveland? Their argument is that since technically 1010 Cleveland is not CUSD property, he could be invited on our new campus. I have told them that I would pass their wish along to the Board of Directors and to Michelle for final approval. The timing would be best for when the weather is warmer, possibly starting in mid-April.

Again, I want to express to you how sincerely appreciative I am to everyone who put in a lot of hard work to make the opening of 1010 Cleveland happen. It such a warm and inviting space for kids and adults! Thank you!

Extended Day Program-Julia Goddard

Extended Day is looking forward to moving into the Little House in April. We are planning a methodical move to the house with plans to prepare the physical space and our parent community with intentions to set our program up for success. So far, we have plans to make an announcement to parents that we are relocating Extended Day via our monthly newsletter, create an organizational system to store our materials, move our materials, communicate the safety protocol to all staff members, and create Expectations and Guidelines for use of the house in terms of our program specifically.

We are anticipating the use of and excited to obtain an enclosed space while having children in separate groups, for example one group inside and one group outside. We also look forward to teaching classes in the divided areas while having another staff member close by. Extended Day is also looking forward to the use of the bathroom, as some children have expressed discomfort in going to the bathroom from the playground or Learning Center by themselves as the days come to a close.

As we get closer to moving in, we anticipate that we will hear reports from teachers who have used the space already regarding what has worked and what hasn't. We hope to incorporate any information previously gathered into our future plans to utilize the space to its fullest potential.

Agenda Item 3.3

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Larry Gimbel, Interim Director of MTSS

Subject: **Agenda Item 3.3 Director of MTSS Report**

Date: March 10, 2017 for the meeting of March 23, 2017

I have been at Sherwood Montessori for two weeks now as interim Director of Multi-Tiered System of Supports. I would like to thank Michelle and Jessica, as well as the Board, for the trust they showed in allowing me to join the Sherwood team. I look forward to coming in every day to work with the children, parents, and staff. I thoroughly enjoy the opportunity.

I have worked in Special Education for twenty-six years. I started as a Special Day Class (SDC) teacher, working in a nonpublic school with children identified as emotionally disturbed. For the next twenty-six years, I worked as a Resource Specialist teacher, a Mentor Teacher in Special Education, a Coordinator of Special education, and a Director of Special Education. I have experience working with and supervising programs for children with most of the learning issues identified in the California Education Code.

Prior to my career in Special Education, I worked in law enforcement as a deputy sheriff, in a nonprofit agency working with abused children and their families, and owned and operated a restaurant, having some training as a chef. In 1993, my brother and I launched the Sierra Nevada Brewing Company line of mustards, in conjunction with Ken Grossman.

I have been very impressed with the support provided by the school to students needing additional support. In all my years in education, I have never seen such a commitment to student success. I will be working with Michelle and the staff to identify and strengthen certain aspects of the program, as well as continuing to ensure that we continue to comply with all the state and federal regulations regarding Special Education, Section 505 of the Rehabilitation Act, etc.

Agenda Item 3.4

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.4 School Director Report**

Date: March 19, 2017 for the meeting of March 23, 2017

ADMINISTRATIVE ITEMS:

- Our current enrollment is 148. We anticipate an enrollment number of 147 for the start of next school year, with space in the middle school.

- The teachers and I had an amazing experience at the American Montessori Society Annual Conference. We went to a variety of seminars on a wide range of topics and will be unpacking the skills and knowledge we gained for some time to come. I will be attending the CCSA conference in San Diego in the days before this meeting, and presenting our school gardening program with Richie at the This Way to Sustainability Conference here in Chico.

- The new accountability system to replace the old API numbers has been made public, and a summary is attached to this memo. As you can see, it is uses multiple measures and colors to indicate performance levels. Blue is the highest level of performance, followed by green, yellow, orange, and red is lowest. Sherwood is doing well with blue in suspension rate and English language arts and green in math.

- I will be assembling a team of stakeholders to examine the issue of sixth grade placement for next year. Ideally, I will have teachers, board members and parents engaged in dialogue to identify potential issues before bringing a recommendation to the Board for consideration in May.

FISCAL ITEMS:

- Our Business Manager, Pat Casey, and I had a second meeting with CUSD representatives to discuss our finances so they could feel comfortable about recommending renewal. We covered our plans for addressing cash flow and our MTSS program, specifically.

- Monica Woodward has agreed to be my alternate on the Measure K Charter School Facilities Committee. This committee will meet monthly to determine which projects to send forward to the CUSD Board of Education.

LEGISLATIVE ITEMS:

- There are many bills being put forward by the legislature that would be relevant to charter schools and Sherwood, for example: seventeen bills have been introduced to address the teacher shortage in California. It is too early to determine which will make it into Ed Code at this time. The Butte County Office of Education typically hosts the Capitol Advisers group in May after the Governor's budget revision where they share fiscal information as well as predictions for legislation based on the political climate. I will keep you updated.

- Larry Gimbel, our Interim Director of MTSS, attended a professional development on mental health services and suicide prevention. He will have input for the development of a suicide prevention policy, required by AB 2246 to be adopted by the board before the start of the 2017-2018 school year.

SAFETY ITEMS:

- Staff attended First Aid/CPR training earlier this month and late last month.

- We had our fourth lockdown of the year when police apprehended an armed man riding a bike on 29th Street near Elm.

- A working document to record suggestions for a safety policy guiding use of 1010 Cleveland has been created. It is available on the Google Drive and in physical form at the property for staff to document ideas and observations as they come to them. After a month of use, our insurance company will provide an inspection and any findings will also be incorporated into the document.

Attachment: Butte County Schools' Accountability Dashboards.

Butte County Charter School Dashboard Results							
Charters	**Chronic Absenteeism Indicator**	**Suspension Rate Indicator**	**College/ Career Indicator**	**English Learner Indicator**	**Graduation Rate Indicator**	**ELA Academic Indicator**	**Math Academic Indicator**
Achieve	N/A		N/A	N/A	N/A		
Blue Oak	N/A		N/A	N/A	N/A		
Chico Country Day							
Children's Community Charter	N/A		N/A	N/A	N/A		
Come Back	Alternative School - Separate accountability						
CORE Butte	N/A		N/A	N/A			
Forest Ranch	N/A		N/A	N/A	N/A		
Home Tech	Alternative School - Separate accountability						
Inspire	N/A		N/A	N/A		N/A	N/A
Ipakanni	N/A		N/A	N/A	N/A	N/A	N/A
LCCS	N/A		N/A	N/A			
Nord Country Day	N/A		N/A	N/A	N/A		
Paradise Charter Middle	N/A		N/A	N/A	N/A		

Pivot	N/A		N/A	N/A	N/A	N/A	N/A
Sherwood	N/A		N/A	N/A	N/A		
STREAM	N/A	N/A	N/A	N/A	N/A		
Wildflower	N/A		N/A	N/A	N/A		

Butte County District Dashboard Results							
Districts	**Chronic Absenteeism Indicator**	**Suspension Rate Indicator**	**College/ Career Indicator**	**English Learner Indicator**	**Graduation Rate Indicator**	**ELA Academic Indicator**	**Math Academic Indicator**
Bangor	N/A		N/A	N/A	N/A		
Biggs	N/A		N/A	N/A			
Chico	N/A		N/A				
Durham	N/A		N/A				
Golden Feather	N/A		N/A	N/A	N/A		
Gridley	N/A		N/A				
Manzanita	N/A		N/A	N/A	N/A		
Oroville City El	N/A		N/A		N/A		
Oroville Union HS	N/A		N/A			N/A	N/A
Palermo	N/A		N/A		N/A		
Paradise	N/A		N/A				
Pioneer	N/A		N/A	N/A	N/A	N/A	N/A
Thermalito	N/A		N/A		N/A		

Agenda Item 3.5

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Nili Yudice, Board Treasurer

Subject: **Agenda Item 3.5 Treasurer Report**

Date: March 10, 2017 for the meeting of March 23, 2017

February Treasurer's Report

The February Financial Board Report is attached to this memo.

Attachment: February Financial Board Report

SHERWOOD MONTESSORI CHARTER SCHOOL CASH FLOW PROJECTIONS FOR 2016-17

	ACTUAL July	ACTUAL August	ACTUAL September	ACTUAL October	ACTUAL November	ACTUAL December	ACTUAL January	ACTUAL February	PROJECTED March	PROJECTED April	PROJECTED May	PROJECTED June	PROJECTED Accrual	PROJECTED TOTAL	2ND INTERIM BUDGET	Variance
state aid percentages	0.00%	5.00%	5.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%		18.00%	100.00%		
in-lieu percentages	0.00%	6.00%	12.00%	8.00%	8.00%	8.00%	8.00%		33.33%	16.67%			0.00%	100.00%		
CASH IN																
8011 Local Control Funding	29,793	29,793	53,627	53,627	53,627	53,627	53,627	46,029	46,029	46,029	46,029		46,029	557,866	554,297	3,569
8012 Education Protection Act			46,234			46,234			44,035				39,638	176,141	176,552	(411)
8096 In Lieu Taxes		19,914	39,828	26,552	26,552	26,552	26,552	26,552	34,580	17,295	17,295	17,295	17,283	296,250	321,941	(25,691)
					5,725				(14)							
8181 FED - SELPA									9563			4,781	4,781	19,125		19,125
8550 Mandates Block Grant					233	2,062	25,853		2,062				2,988	33,198	33,198	-
8560 State Lottery	8,966			7,004	-	37	8,521			3,472				28,000	28,000	-
8311 Special Education - SELPA AB602									11,931	12,534	12,534		12,635	49,634	71,500	(21,866)
8590 All Other State Revenue		2,159	(2,159)		-			-			-			-	-	-
8660 Interest From Banks														-	-	-
8673 Parent Fees	1	635	1,836	1,579	2,688	4,291	1,372	2,908	2,908	2,908	2,908	2,908	1,058	28,000	28,000	-
8699 Fundraising / Donations		62	543	1,384	3,462	7,481	1,029	394					39	14,394	14,000	394.00
8710 Other Local Revenue				1,730						1,000		270		3,000	3,000	-
Total Current Year Revenues	38,760	52,563	139,909	91,876	92,287	140,284	116,954	75,883	151,094	83,238	78,766	25,254	124,451	1,205,608	1,230,488	(24,880)
9200 Accounts Receivable	1,752												-	1,752	1,752	-
9200 Due from state/local government	97,510															-
Total Cash In	138,022	52,563	139,909	91,876	92,287	140,284	116,954	75,883	151,094	83,238	78,766	25,254	124,451	1,207,360	1,232,240	(24,880)
Total Cash In Y-T-D	138,022	190,585	330,494	422,370	514,657	654,941	771,895	847,778	998,872	1,082,110	1,160,876	1,186,130	1,310,581			

	ACTUAL July	ACTUAL August	ACTUAL September	ACTUAL October	ACTUAL November	ACTUAL December	ACTUAL January	ACTUAL February	PROJECTED March	PROJECTED April	PROJECTED May	PROJECTED June	PROJECTED Accrual	PROJECTED	INITIAL BUDGET	Variance
CASH OUT																
Salaries & Benefits																
1000 Certificated Salaries	-	33,754	34,855	35,332	36,603	35,620	33,380	34,866	36,603	36,603	36,603	36,603	33,488	424,310	435,637	11,327
2000 Classified Salaries	7,758	19,214	37,809	38,868	35,822	34,688	22,402	36,188	27,141	36,188	36,188	36,188		368,454	395,367	26,913
3000 Employee Benefits	7,239	15,661	18,206	18,249	18,425	18,326	17,412	20,187	20,187	20,187	20,187	21,486	-	215,752	219,004	3,252
Total Salaries & Benefits	14,997	68,629	90,870	92,449	90,850	88,634	73,194	91,241	83,931	92,978	92,978	94,277	33,488	1,008,516	1,050,008	41,492
Supplies																
4100 Texts and Core Curricula	-	691	4,432	4,301	40	(582)			500	500	500	618	-	11,000	11,500	500
4200 Reference Materials	-	469	357	-	-	45		-	300	300	100	55	-	1,626	1,626	-
4300 Materials and Supplies	1,177	6,602	6,170	1,335	2,424	2,480	4,363	2,201	2,449				-	29,201	30,000	799
4400 NonCap Equipment				4,543				1,081		-	4,000	3,775	-	13,399	13,000	(399)
Total Supplies	1,177	7,762	10,959	10,179	2,464	1,943	4,363	3,282	3,249	800	4,600	4,448	-	55,226	56,126	900
Services / Other Op Exp																
5200 Travel and Conferences	-	2,120	1,299	10	2,308	1,225	2,107	1,320	5,700		431		-	16,520	17,000	480
5300 Dues and Memberships	-	-	-		890	-						110	-	1,000	1,000	-
5400 Property/Liability Insurance	3,656	1,218	1,247	1,247	1,247	1,247	1,247	1,246	1,246	1,246			-	14,847	14,850	3
5500 Operations / Housekeeping	716	2,237	879	5,197	(267)	5,760	1,049	190	190	190	190	190	3,929	20,450	37,000	16,550
5600 Rentals, Leases, and Repairs	191	9,572	500	311	497	2,596	466	895	895	895	895	667	-	18,380	17,400	(980)
5800 Prof. & Consulting Services	6,924	13,283	10,833	18,589	5,921	14,724	18,771	13,530	13,530	13,530	13,530	11,355		154,520	146,000	(8,520)
5900 Communications	306	1,426	291	354	379	405	188	624	624	624	624	431		6,276	5,500	(776)
Total Services	11,793	29,856	15,049	25,708	10,975	25,957	23,828	17,805	22,185	16,485	15,670	12,753	3,929	231,993	238,750	6,757
Capital Oulay																
6200 Buildings and Improvements	6,191	13,164	15,301	4,252	-	-	12,384		-	-	-	1,708	-	53,000	53,000	-
	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-
Total Other Outgo	6,191	13,164	15,301	4,252	-	-	12,384	-	-	-	-	1,708	-	53,000	53,000	-
Total Current Year Expenses	**34,158**	**119,411**	**132,179**	**132,588**	**104,289**	**116,534**	**113,769**	**112,328**	**109,365**	**110,263**	**113,248**	**113,186**	**37,417**	**1,348,735**	**1,397,884**	**49,149**
NET ORDINARY INCOME	**103,864**	**(66,848)**	**7,730**	**(40,712)**	**(12,002)**	**23,750**	**3,185**	**(36,445)**	**41,729**	**(27,025)**	**(34,482)**	**(87,932)**	**87,034**	**(143,127)**	**(167,396)**	
9500 Accounts Payable	(77)	600			-	-	-	-	-	-	-	-	2,151	2,674	2,674	-
9511 Payroll Liabilities	36,922	8,761	-	-	-	-	-	-	-	-	-	-	-	45,683	45,683	-
Total Cash Out	**71,003**	**128,772**	**132,179**	**132,588**	**104,289**	**116,534**	**113,769**	**112,328**	**109,365**	**110,263**	**113,248**	**113,186**	**39,568**	**1,397,092**	**1,446,241**	**49,149**
Total Cash Out Y-T-D	71,003	199,775	331,954	464,542	568,831	685,365	799,134	911,462	1,020,827	1,131,090	1,244,338	1,357,524	1,397,092			
Percent of Budget	4.91%	13.81%	22.95%	32.12%	39.33%	47.39%	55.26%	63.02%	70.58%	78.21%	86.04%	93.87%	96.60%			

Projected Cash Balance Statement

Beginning Cash Balance	179,232	246,251	170,042	177,772	137,060	125,058	148,808	151,993	115,548	157,277	130,252	95,770	7,838	211,546	211,546	-
Net Change	67,019	(76,209)	7,730	(40,712)	(12,002)	23,750	3,185	(36,445)	41,729	(27,025)	(34,482)	(87,932)	84,883	(189,732)	(214,001)	24,269
Ending Cash Balance	**246,251**	**170,042**	**177,772**	**137,060**	**125,058**	**148,808**	**151,993**	**115,548**	**157,277**	**130,252**	**95,770**	**7,838**	**92,721**	**21,814**	**(2,455)**	**24,269**
Restricted Cash	61,165	61,165	61,165	61,165	61,165	61,165	61,165	61,165	50,165	50,165	50,165	50,165	50,165	50,165	50,165	
Unrestricted Cash	185,086	108,877	116,607	75,895	63,893	87,643	90,828	54,383	107,112	80,087	45,605	(42,327)	42,556	(28,351)	(52,620)	

	Feb 28, 17
ASSETS	
Current Assets	
Checking/Savings	
9100-Assets	73,515
Total Checking/Savings	73,515
Accounts Receivable	
9200-Accounts Receivable	-51,481
Total Accounts Receivable	-51,481
Other Current Assets	
9290 - Due from Grantor Govts.	121,351
Total Other Current Assets	121,351
Total Current Assets	143,385
Fixed Assets	
9410 - Land	95,000
9430- Building	60,000
Total Fixed Assets	155,000
TOTAL ASSETS	**298,385**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	-3,390
Other Current Liabilities	
9500-Liabilities	55,235
Total Other Current Liabilities	55,235
Total Current Liabilities	51,844
Total Liabilities	51,844
Equity	
Restricted Assets	61,165

	Feb 28, 17
Unrestricted Fixed Assets	155,000
Unrestricted Net Assets	195,572
Net Income	-165,197
Total Equity	246,540
TOTAL LIABILITIES & EQUITY	**298,385**

Sherwood Montessori
Profit & Loss YTD Comparison
February 2017

	Feb 17	Jul '16 - Feb 17
Ordinary Income/Expense		
Income		
8000-Revenues		
8010-8099 Revenue Limit Sources	72,581	639,645
8300-8599 Other State Revenue		52,677
8600-8799 Other Local Revenue	3,332	31,426
Total 8000-Revenues	75,913	723,747
Total Income	75,913	723,747
Gross Profit	75,913	723,747
Expense		
1000 Certificated Salaries	38,211	267,825
2000 Classified Salaries	36,188	232,749
3000-Employee Benefits	20,187	133,704
4000-Books and Supplies	3,492	41,851
5000 Services/Other Op. Exp.		
5200-Travel and Conferences	1,320	10,388
5300-Dues and Membership		890
5400-Liability Insurance	1,246	12,355
5500-Operations / Housekeeping		
CUSD FUA Charges		7,323
Electricity		1,363
Housekeeping Services		5,778
Trash/Recycling	74	719
Water	116	578
Total 5500-Operations / Housekeeping	190	15,760
5600-Rental/Leases/Repairs		
Copier Lease	895	2,891
Facility Repairs		1,597
Other Rentals		2,586

Sherwood Montessori
Profit & Loss YTD Comparison
February 2017

	Feb 17	Jul '16 - Feb 17
Property Rental - Moss Ave		7,954
Total 5600-Rental/Leases/Repairs	895	15,028
5800-Other Services		
Advertising	750	6,105
Attorney		658
Auditing and CPA Services	1,925	12,613
Bank Fees	27	187
Bookkeeping Services		1,800
Business Manager Services	3,150	25,225
District Oversight	3,331	18,636
Extracurricular Services		5,071
Field Trips and Assemblies	50	3,915
Fundraising Expenses	18	3,570
LiveScan and TB Test Services	104	1,417
Property Tax	163	163
SELPA	2,449	16,200
Software Licensing		646
The Move		3,896
5800-Other Services - Other	1,590	2,580
Total 5800-Other Services	13,557	102,682
5900-Communications	584	3,980
Total 5000 Services/Other Op. Exp.	17,791	161,084
6000 Captial Outlay (>5K)		
6200-Building Improvement		51,732
Total 6000 Captial Outlay (>5K)		51,732
Total Expense	115,869	888,944
Net Ordinary Income	-39,956	-165,197
Net Income	**-39,956**	**-165,197**

Sherwood Montessori
Board of Directors - Vendor Payments Report
February 2017

Type	Date	Num	Name	Memo	Account	Amount
Bill	02/01/2017		Chico Country Day	February Special Education Serv...	SELPA	2,448.56
Bill	02/01/2017		Advanced Document	CNIN675440	Copier Lease	194.91
Bill	02/01/2017		AT&T	JAN 19- FEB 18 - 2017	Telephone, Landline	83.19
Bill	02/01/2017		S & S WHOLESALE PRODUCE	food	Food (Instructional)	7.43
Bill	02/01/2017		S & S WHOLESALE PRODUCE	food	Food (Instructional)	16.95
Bill	02/01/2017		San Joaquin County Office of E...	Edjoin Account fees- One Year ...	Advertising	750.00
Check	02/01/2017	5125	Julie Chavez	LC materials	The Move	46.79
Check	02/01/2017	5126	Steve Duke	keys	Custodial Supplies	26.53
Bill	02/01/2017		Office Depot	supplies	Office Supplies	17.26
Bill	02/01/2017		EverBank Commercial Finance,...	4215144	Copier Lease	264.83
Bill	02/01/2017		CharterSAFE	February Premium 2016-2017	3601-Workers Comp	728.00
Bill	02/01/2017		CharterSAFE	February Premium 2016-2017	5400-Liability Insurance	1,246.00
Bill	02/01/2017		Costco	supplies	Office Supplies	38.03
Bill	02/01/2017		Costco	supplies	Instructional Supplies	13.43
Bill	02/01/2017		Costco	supplies	Custodial Supplies	55.44
Bill	02/01/2017		Costco	supplies	Extended Day	12.98
Bill	02/01/2017		Costco	supplies	Instructional Supplies	11.23
Bill	02/01/2017		Costco	supplies	Extended Day	6.79
Bill	02/01/2017		S & S WHOLESALE PRODUCE	FOOD	Food (Instructional)	36.97
Bill	02/02/2017		STAPLES	supplies	Office Supplies	14.47
Bill	02/02/2017		1 & 1 Internet Inc.		Internet Service Provider	27.97
Bill	02/06/2017		Midtown Chico		Postage	37.80
Bill	02/06/2017		SOUTHWEST AIRLINES	Ticket	5200-Travel and Confere...	78.94
Bill	02/06/2017		SOUTHWEST AIRLINES	Ticket	5200-Travel and Confere...	78.94
Bill	02/06/2017		SOUTHWEST AIRLINES	Ticket	5200-Travel and Confere...	238.87
Bill	02/06/2017		SOUTHWEST AIRLINES	Ticket	5200-Travel and Confere...	302.90
Bill	02/06/2017		SOUTHWEST AIRLINES	Ticket	5200-Travel and Confere...	302.90
Check	02/08/2017	5129	Robyn DiFalco	video surveillance system	Computers and Electronics	591.23
Bill	02/08/2017		Butte County Tax Collector	1010 Cleveland property tax	Property Tax	162.76
Check	02/08/2017	5130	Butte County Office of Education	INV LCAP1302017SM	5200-Travel and Confere...	40.00
Check	02/08/2017	5131	CSU Chico Research Foundation	Chico State Hands on Science	Field Trips and Assemblies	50.00
Check	02/08/2017	DBT	JC Nelson Supply Co.	tissue, seat covers	Custodial Supplies	73.64
Bill	02/08/2017		Rite Aid	SUPPLIES	Custodial Supplies	6.00
Bill	02/08/2017		Costco	supplies	Custodial Supplies	52.21
Bill	02/08/2017		Costco	supplies	Office Supplies	89.83
Bill	02/08/2017		Costco	supplies	Extended Day	16.48
Check	02/09/2017	DBT	Betty Mills	supplies	Office Supplies	34.07
Bill	02/09/2017		Amazon.com	screen digitizer bezel assembly	Instructional Supplies	214.50
Bill	02/09/2017		Amazon.com	supplies	Instructional Supplies	4.77
Bill	02/09/2017		Amazon.com	batteries, fasteners, folders	Instructional Supplies	72.78
Bill	02/09/2017		Comcast	MO CHARGE	Internet Service Provider	80.72
Bill	02/10/2017		Recology		Trash/Recycling	74.40
Bill	02/10/2017		Butte County Office of Education	AB 2246	5800-Other Services	30.00
Check	02/10/2017	5133	Katie Hickok	supplies Emily & Eric kitchen gar...	Instructional Supplies	16.04
Check	02/10/2017	5134	Julie Chavez	Chairs for LC	Furniture	90.48
Check	02/10/2017	5135	Amber Gage .	LiveScan	LiveScan and TB Test S...	52.00
Bill	02/10/2017		S & S WHOLESALE PRODUCE	food	Food (Instructional)	46.82
Bill	02/10/2017		S & S WHOLESALE PRODUCE	food	Food (Instructional)	15.93
Bill	02/13/2017		S & S WHOLESALE PRODUCE	food- Inv 358988	Food (Instructional)	31.89
Bill	02/13/2017		S & S WHOLESALE PRODUCE	food-Inv 359186	Food (Instructional)	31.48
Bill	02/13/2017		S & S WHOLESALE PRODUCE	food- For Chapman Event - Jill B...	Fundraising Expenses	18.35
Bill	02/13/2017		Amazon.com	Construction paper	Office Supplies	38.43
Bill	02/14/2017		White Glove Cleaning Service	January service	5800-Other Services	1,560.00
Bill	02/14/2017		Costco	supplies	Extended Day	16.98
Bill	02/14/2017		Costco	supplies	Office Supplies	62.09

Type	Date	Num	Name	Memo	Account	Amount
Bill	02/14/2017		Costco	supplies	Custodial Supplies	54.47
Bill	02/14/2017		Costco	supplies	Instructional Supplies	186.69
Bill	02/14/2017		Amazon.com	Router 1010 CLEVELAND	Office Supplies	92.43
Check	02/15/2017	DBT	Safeway	supplies	Instructional Supplies	9.98
Check	02/15/2017	DBT	Safeway	supplies	Extended Day	6.48
Bill	02/15/2017		Amazon.com	construction paper	Instructional Supplies	10.19
Bill	02/16/2017		KCoe Isom, LLP	FORM 990	Auditing and CPA Services	1,925.00
Bill	02/16/2017		California Water Service Comp...	5491510977	Water	38.82
Check	02/16/2017	5139	Richard Hirshen	food	Food (Instructional)	16.15
Check	02/16/2017	5140	Katie Hickok	supplies	Food (Instructional)	39.00
Bill	02/16/2017		Home Depot	cabinets	Furniture	111.72
Bill	02/16/2017		Amazon.com	sign	Office Supplies	34.44
Bill	02/17/2017		Michaels		Instructional Supplies	18.22
Bill	02/17/2017		Amazon.com		Office Supplies	23.99
Bill	02/22/2017		Costco	supplies	Extended Day	24.84
Bill	02/22/2017		Costco	supplies	Office Supplies	49.10
Check	02/22/2017	DBT	Wufoo	Jan 17 to Feb 17	Online List Management	9.95
Bill	02/23/2017		Verizon Wireless	Jan-Feb 03,17	Telephone, Cellular	92.81
Bill	02/23/2017		Michaels		Instructional Supplies	3.21
Bill	02/23/2017		Michaels	art supplies	Instructional Supplies	11.79
Bill	02/24/2017		USPS		Postage	43.34
Bill	02/24/2017		Home Depot	cabinets	Furniture	287.43
Bill	02/24/2017		Amazon.com	FIRST AID KIT	Office Supplies	12.60
Bill	02/24/2017		Home Depot	cabinets	Furniture	111.54
Bill	02/24/2017		Amazon.com		Office Supplies	64.24
Bill	02/27/2017		Data Management, Inc.	supplies	Office Supplies	51.80
Bill	02/27/2017		Amazon.com		Office Supplies	81.90
Check	02/28/2017	5176	Katie Hickok	supplies	Food (Instructional)	40.22
Bill	02/28/2017		Advanced Document	click usage- January	Copier Lease	435.25
Bill	02/28/2017		Comcast	Initial charge on new account	Internet Service Provider	248.19
Bill	02/28/2017		California Water Service Comp...		Water	76.70
Check	02/28/2017	5167	Larry Gimbel .	LiveScan	LiveScan and TB Test S...	52.00
Check	02/28/2017	5168	Richard Hirshen	food	Food (Instructional)	48.03
Check	02/28/2017	5169	Steve Duke	keys	Maintenance Supplies	56.39
Bill	02/28/2017		Office Depot	supplies	Office Supplies	13.66
Check	02/28/2017	5170	Heather Fisher	supplies	Office Supplies	36.48
Check	02/28/2017	5170	Heather Fisher	supplies	Custodial Supplies	21.99
Bill	02/28/2017		S & S WHOLESALE PRODUCE	food-	Food (Instructional)	31.48
Bill	02/28/2017		S & S WHOLESALE PRODUCE	food	Food (Instructional)	18.35
Bill	02/28/2017		Pat Casey	FEBRUARY 2017 Services	Business Manager Servi...	3,150.00
Check	02/28/2017	5179	Marlo . Knox	travel advance	5200-Travel and Confere...	277.22
Bill	02/28/2017		heutink USA		4300-Materials and Supp...	74.92
Bill	02/28/2017		S & S WHOLESALE PRODUCE	food-	Food (Instructional)	37.94
Check	02/28/2017			Service Charge	Bank Fees	27.00
TOTAL						**18,719.94**

Sherwood Montessori
Board of Directors - Donations and Fundraising Report
February 2017

Type	Date	Memo	Amount
8000-Revenues			
8600-8799 Other Local Revenue			
8699-Fundraising and Donations			
8699-Field Trip Donations			
Deposit	02/27/2017	Eric - field trip	15
Deposit	02/27/2017	Eric	50
Deposit	02/27/2017	Marlo	48
Deposit	02/27/2017	eScrip rebate	6
Total 8699-Field Trip Donations			119
8699-Fundraising			
Deposit	02/06/2017	Amazon Smile donations	63
Deposit	02/27/2017	Winter Festival	125
Deposit	02/27/2017	T shirts	42
Deposit	02/27/2017	Farmers Market	36
Deposit	02/27/2017	Emily	39
Total 8699-Fundraising			305
Total 8699-Fundraising and Donations			424
Total 8600-8799 Other Local Revenue			424
Total 8000-Revenues			424
TOTAL			**424**

Sherwood Montessori Board of Directors
Committee Reports
for March 23, 2017 Board Meeting

Audit Committee *Chair: Nili Yudice*

- Work is complete for this school year. Nothing to report.

Budget/Finance Committee *Chair: Nili Yudice*

- 2nd interim budget was approved at 2/17/17 board meeting.
- CUSD has had more questions.
- Pat has discovered some income wasn't reflected...

Campus Improvement Committee *Chair: Heather Fox*

- Has not met yet. Heather will send out an email to set up a meeting after spring break
- Heather and Amber Benedict met to discuss the legacy project; Amber is setting a time with Celeste the first week back from spring break to meet with the 8th graders and get the project rolling

Communications Committee *Chair: Robyn DiFalco*

- Did not meeting in February.
- One challenge is that key committee members (Robyn & Marko) have been consumed with other responsibilities and have not been able to make this committee's projects a priority. Yet some work continues...
- Advertising: We have some print advertising continuing but it is limited. Our on-air radio underwriting on KZFR continues until April.
- Robyn has been doing some Facebook posts, mostly promoting things already in the newsletter. Sarah Rhodes from Sherwoodstock planning team has been made an editor of the facebook page so she can manage Sherwoodstock promotion. Robyn provided a training/guidelines for management of the page.

Curriculum Committee *Chair: Kristy Cowell*

- The Curriculum committee will present to the board at the March meeting regarding the Curriculum Library/storage space.
- We have an extended goal of eventually becoming an accredited Montessori School.

Elections Committee *Chair: Robyn DiFalco*

- Committee has not met yet...
- Robyn has worked up a timeline for the spring election as follows:
    - Election committee meets in March in person, then as needed either in person or over email.
    - Promote upcoming election from March - April
    - Board applications due May 1.
    - SMPO reviews and approves candidate list in early May
    - Election held over a one-week period in mid-May to late-May.
    - Hoping we can do some on-boarding and orientation during the month of June, including a June planning retreat

- Bylaws say that new board members assume their roles in June and officers are appointed at June meeting. Robyn and Michelle discussed transition dynamics (passing the baton) for the June board meeting.

Facilities Planning Committee *Chair: Mark Reiser*

- Extensive clean up to the inside of the structure was completed prior to CAL Fire inspection
- Final physical improvements were made in preparation for an inspection by CAL Fire
- Passed the CAL Fire inspection with flying colors
- 2 volunteer workdays of 4-5 hours each were organized - turn-out was between 6-8 people each day
- Extensive outside physical work to the property dramatically improved safety and aesthetics
- Inside the structure was deep cleaned
- Students first visited 1010 on Mon Feb. 27

Funds Development Committee *Chair: Robyn DiFalco*

- The Committee last met at Kelli's house on Jan 16; did not meet in February.
-

Policy & Charter Renewal Committee *Chair: Chris Fosen*

- Submitted hard copies of charter renewal petition to CUSD Board at their Jan meeting.
- Gave presentation to CUSD Board at their Feb meeting. Presentation went very smoothly (thanks, Michelle and Robyn!) and there were no serious questions.
- March 22 is the CUSD meeting when charter renewal will be decided.
- Nothing else to report.

Safety Committee *Chair: Monica Woodward*

- Decided not to meet this month as we need to wait for feedback from an assessment by the insurance company before finalizing the Safety Plan for 1010 Cleveland.
- We have been collaborating on a shared document, which has grown and changed as the property is now being used and issues are being noticed. Teachers have been invited to give feedback also.
- We will plan to meet after the safety assessment is completed, and finalize the document.

Community Connections Working Group *Board Liaison: Robyn DiFalco*

- Jill Bailey attended the Love Chapmantown Coalition (LCC) meeting on Friday, Jan 27.
- The group met on Tuesday, Feb 7 at lunch in Michelle's office. Sherwood supported this event by helping to promote, and middle school students prepared sack lunches for volunteers the day before. Chapman Community Cleanup took place Saturday, March 4. Several Sherwood folks attended including Michelle Yezbick, Marlo Knox, and Jill Bailey.
- The next CARD Chapman Night Out takes place on Thursday, Feb 16th and Sherwood plans to participate with a craft booth.

Agenda Item 5.2

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.2** Operational Plan

Date: March 9, 2017 for the meeting of March 23, 2017

SUMMARY
The School Director has submitted the table of contents of the school's operational plan for feedback.

DISCUSSION
The Board of Directors has requested that the School Director complete an operational plan for the school, and seek input from the Board once an outline is complete. The table of contents of the plan is attached to this memo.

As this is a time-consuming endeavor, and the School Director's time is a valuable resource, it is important to get feedback before any more work is done on the plan. To date, the Operational Plan for Communications is the section that is completed.

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The School Director..... **Error! Bookmark not defined.**

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Operational Plan for Intervention and Special Education

Operational Plan for Professional Development

Operational Plan for Safety

ACTION REQUESTED

Consider outline and give School Director feedback for revision.

Agenda Item 5.3

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Kristy Cowell, Chair, Curriculum Committee

Subject: **Agenda Item 5.3** Curriculum Library Project

Date: March 9, 2017 for the meeting of March 23, 2017

SUMMARY

The Curriculum Committee would like to create a Curriculum Library project.

DISCUSSION

CURRICULUM LIBRARY/SPACE

What is a Curriculum Library in a Montessori School

- Lower Elementary
  - 9 Grammar Boxes
  - 8 Word Boxes
  - 7 Mechanics Boxes
  - 5 Research Boxes
  - Some 'rules' don't have boxes yet

- Upper Elementary
  - One set of materials for both classrooms
  - Curriculum being made as you go - pieced together

- Materials used by all
  - Practical Life
    - Baskets, trays, etc.
  - Continent boxes (not made)
  - Great Lessons
    - The Beginning
    - The Time of Life
    - Coming of the Human
    - History of Writing
    - History of Math
  - Cultural Boxes

        - History
        - Geography
        - Geometry
        - Zoology
        - Botany

Why do teachers need this space and how much do they need?

- Access for all
- Need to be out of Eric's room
- Continuity
    - Consistency and Efficiency for all teachers
- Teachers can re-design and set up
    - Many of these experiences need a re-design ; many have old materials
- Need a space where they can build these resources and keep them
    - Upper El building as they go
    - Takes 6-10 hours to create one experience; would be nice to be able to come and go while creating
- Tracking down materials wastes time
    - Lack of prep time makes this imperative
    - Teachers need to have all the tools at their fingertips to expedite time
- Cost effectiveness
    - No need for there to be 3 or 4 sets of the same experience (ie: Great Lessons)
- Keep the classroom new, enriched, and exciting
    - Trainings are different for teachers (NAMC and Research and Development)
        - Would be able to include materials for all teachers and they could choose which model to follow

What do the teachers need right now, and how can the board support this?

- THEY NEED AN ENTIRE ROOM FOR THIS!!
    - Many of these boxes are banker boxes
    - Could we offer the shed at 1010 for this space?
- New containers would be nice and uniform
    - Some containers are old boxes that have browned with age
- Compensation for time…..possibly built into the budget?
    - Many materials need upgraded or replaced to add to the beauty of the lesson

ACTION REQUESTED:

Discussion only

Agenda Item 5.4

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.4 Cash Flow Solution**

Date: March 19, 2017 for the meeting of March 23, 2017

SUMMARY

The school needs to have cash available in the event that prediected revenue defferals are enacted.

DISCUSSION

The Governor has proposed in his 2017/18 Budget to defer the June 2017 Apportionment payments until September of 2017. This amounts to as much as $200,000 cash deferment until September. Sherwood's estimated cash is between $25-$50,000 at June 30, 2017. Therefore a Line of Credit is needed of at least $175,000 that will be drawn on and not replaced until September 2017.

Northern California National Bank has recommended that we go forward with reinstating a line of credit with them for $200,000. This will cover us in the likely event that revenues are deferred. Adoption of Resolution 03232017 will allow us to move forward on accessing the line of credit.

ACTION REQUESTED:

Adopt Resolution 03232017.

Attached: Resolution 03232017

SHERWOOD MONTESSORI

RESOLUTION 03232017 AUTHORIZATION OF SIGNATORIES OF LINE-OF-CREDIT DRAFT

WHEREAS, the Chico Unified School District authorized the charter for Sherwood Montessori on 3 December, 2009, and,

WHEREAS, the charter school will need cash-on-hand to offset delays in apportionments from the State of California;

WHEREAS, the Sherwood Montessori Board of Directors has reviewed the supporting documents which include an operations budget for the charter school that provides for both reasonable operational expenses and repayment of the line of credit; and,

WHEREAS the Sherwood Montessori 501c3 Non-Profit Public Benefit Corporation agrees to meet all terms and conditions for the receipt of a line of credit pursuant to *Education Code* **sections 41365 through 41367 and prompt repayment of any funds received**

WHEREAS the Sherwood Montessori 501c3 on behalf of the Sherwood Montessori charter school has renewed a Line of Credit from the Northern California National Bank (NCLB) in the amount of $200,000.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of Sherwood Montessori has voted to allow the school director, Michelle Yezbick, to be a co-signatory on the Line of Credit with the Board Treasurer, Nili Yudice.

PASSED AND ADOPTED by the **Sherwood Montessori Board of Directors** at a meeting held on **23 March, 2017.**

_____ _____

Robyn DiFalco, Chair of the Board, Sherwood Montessori **Date**

SHERWOOD MONTESSORI

REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 4**
1071 E. 16th St., Chico, California
Date/Time: **Thursday, April 20, 2017 – 6:00 p.m.**

AGENDA

1. CALL TO ORDER

1.1 Roll Call Chris Fosen, Robyn DiFalco, Kristy Cowell, Mark Reiser, Heather Fox, Nili Yudice, Monica Woodward

2. CONSENT AGENDA

2.1 Minutes Approval Consider approval of minutes from March 23, 2017

3. REPORTS AND COMMUNICATION

3.1 Sherwood Montessori Parents Organization Report
3.2 Director of MTSS Report
3.3 School Director Report
3.4 Treasurer Report
3.5 Committee Reports

4. NOTICED PUBLIC HEARINGS

None

5. REGULAR BUSINESS

5.1 Items Removed From Consent (If any)

5.2 LCAP Local Indicator Measures

Results from our survey and focus group regarding our LCAP goals will be shared.
ACTION REQUESTED: Discussion only.

5.3 Math Course Placement Policy

The Board will be asked to approve a Math Course Placement Policy.
ACTION REQUESTED: Adopt Math Course Placement Policy.

5.4 Suicide Prevention Policy

The Board will be asked to adopt a Suicide Prevention Policy.
ACTION REQUESTED: Adopt Suicide Prevention Policy.

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.

5.5 Extended Day Program Proposed Changes

The Board will be asked to consider proposed changes to the Extended Day Program.

ACTION REQUESTED: Discussion only.

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 LCAP

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

7.2 Contract for Business Services

7.3 2017-2018 Original Budget

7.4 Approval of Board Candidates

7.5 Closed session for review of School Director

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

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REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: Sherwood Montessori Room No. 4 1071 E. 16th St., Chico, California

Date/Time: Thursday, March 23, 2017 – 6:00 p.m.

AGENDA

1. CALL TO ORDER TIME: 6:03 PM

1.1 Roll Call

Chris Fosen, Kristy Cowell, Heather Fox, Nili Yudice; acting Chair

Absent: Robyn DiFalco, Monica Woodward, Mark Reiser

2. CONSENT AGENDA

2.1 Minutes Approval Motion to approve minutes from January 20, 2017, January 22, 2017 and February 16, 2017: Chris Fosen Second: Heather Fox

January 20, 2017 APPROVED

January 22, 2017 APPROVED

February 16, 2017 APPROVED

3. REPORTS AND COMMUNICATION

3.1 Instructional Staff Reports

- everyone seems happy with 1010
- Richie will get together a committee to plan the garden space
- there needs to be one more tree taken down
- the lock on the gate needs changed with a bell added
- space outside for sitting was discussed
- Heather Fox will look into garden grants
- Heather Fox asked about summer maintenance for barrels and garden….who does this? Possibly parents could sign up for a week at a time…we need a lawnmower
- Chris Fosen will donate a lawnmower

3.2 Sherwood Montessori Parents Organization Report no report

3.3 Director of MTSS Report

An introduction from Larry Gimbal, Interim Director of MTSS

3.4 School Director Report

- District Dashboard looks good
- Sherwood looks good here
- 6th grade next year – will discuss in April
- Small task groups seem to be working….Chris Fosen commends Director for that.
- Thanks to Monica for stepping in to help with K funds.
- Charter has been approved for 5 years.

3.5 Treasurer Report

- Pat…..what reserve is appropriate? We have no marker at this point.
- We need 75K/month for salaries.
- Hope governor doesn't change his mind about payments.
- Cash wise we will need a line of credit through September…..might have to delay to Oct/Nov.
- Our balance consists of accounts receivable from governor.
- Profit and loss Feb upside down…but expected.
- Going forward magic number for enrollment is 153
- We are property rich now. Thoughts from Michelle about next year estimate? Might have to raise lower elementary class numbers up to 22

3.6 Committee Reports

- Elections Committee will meet next week.
- We need to fill 4 board seats; possibly 5? Chris Fosen, Robyn DiFalco, and Mark Reiser will term out. Heather Fox and Monica Woodward could possibly have to run for election again; this is still unsettled.
    - Heather Fox reminds the Board that this has been an ongoing discussion.
    - Elections committee needs to make a decision and present to the board.

4. NOTICED PUBLIC HEARINGS None

5. REGULAR BUSINESS

5.1 Items Removed From Consent (If any) NONE

5.2 Operational Plan Outline

ACTION REQUESTED: Consider outline and give School Director feedback for revision.

- Plan considered.
- The Board sees this as a living/breathing document that will grow with time.

- Nili Yudice and Chris Fosen share a history to new Board members as to why there is a need for an Operational Plan
- Good job to the Director.
    - We need to review the original thoughts by the board as to when this is expected to be done. Michelle says this format is comfortable and workable.

5.3 Curriculum Library Project

- Lower Elementary teacher, Eric Parish gave a presentation on the lesson involving the introduction of compound words to show the Board why a Curriculum Library is a need. This is just one lesson and one box. There are many, many more being stored all over the school, but mostly in one classroom. Eric has suggested that the shed at 1010 could be used for now; he would like to see these materials in one place for all teachers to have easy access.
- Things that need to be done to begin this process:
    - Teachers need an inventory of boxes they have and use
    - Michelle suggested some Professional Development time could be used for this
    - There are logistical issues with the shed….is it an appropriate space…would it be secure? Clearing the space would be necessary…….
- Thoughts from the Director:
    - This is an investment of time and money but it is about high quality curriculum that will attract and retain students.
- How do we do this? Professional development days could be used for this inventory. Michelle has a grant in mind for funds. There is Measure K money also…… Nili Yudice suggests possible new space to be discussed in the new Facilities Use Agreement

Thank you, Eric for the presentation.

5.4 Cash Flow Solution

ACTION REQUESTED: Adopt Resolution 03232017.

- What is the interest rate? It will be what it is on the day;
    - Will be prime rate plus 2%. Cash flow estimated @ $900/month.

Motion to adopt resolution 03232017: Chris Fosen Second: Heather Fox Motion adopted with unanimous vote.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

7. FUTURE AGENDA ITEMS

7.1 LCAP Draft A draft of the LCAP for 2017-2018 will be presented for public feedback and feedback from the Board.

7.2 Vision Statement for 1010 Cleveland The Board will consider a Vision Statement to guide use of 1010 Cleveland.

8. ADJOURNMENT (Est. 8:00 p.m.) 7:52PM

Agenda Item 3.2

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Larry Gimbel, Interim Director of MTSS

Subject: **Agenda Item 3.2 Director of MTSS Report**

Date: April 14, 2017 for the meeting of April 20, 2017

Heading into my second month at Sherwood and I still look forward to coming to work every day. We have prioritized identified areas we feel could be improved and have begun that process. Those two areas are behavior intervention and our special education records.

We have made some changes in how we evaluate our staff and have begun to form teams around improving student behavior. We are implementing in-services for our intervention staff so that we will have more consistency in how we work with students with interventions. We have also begun to look at our staffing needs for next year, as well as job duties. We have already seen significant improvement within this area and will continue to work to refine our policies and procedures around this topic.

With regard to special education records, it is essential that all our paperwork is in order. I have reviewed most of our files and have made changes where needed. We are beginning to streamline our reports and their distribution so that everyone is kept in the loop. This is still an ongoing process, but we hope to have a working model up and running by the end of the year.

I look forward to continued positive interactions with students, parents, and staff. If anyone would like to contact me regarding our progress, programs, or philosophy, I would welcome your input.

Agenda Item 3.3

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.3 School Director Report**

Date: April 14, 2017 for the meeting of April 20, 2017

ADMINISTRATIVE ITEMS:

- Our current enrollment is 150. We have a wait list for grades 4, 5, and 6 for next year and openings in all other grade levels.

- I have been meeting with parents of next year's sixth graders regarding the placement of sixth grade next year and will be bringing a recommendation to the Board for consideration in May.

- We have created maps for assigning outdoor areas for the students to clean and care for as they do the indoor areas. We have also purchased bracket organizers for hanging brooms, dustpans, and garbage bags in four locations to encourage parents to chip in around drop off/pick up time. Look for those organizers to be installed soon, and you will have an opportunity to model caring for the outdoor environment as a community.

- I have begun the work of succession planning for the new board members who will be coming on in June. I am reviewing the work and goals of the board committees from this year, meeting with some committees to assess where they are in the process of meeting these goals and to gather information that will be needed by new committee members, and composing suggestions for the direction of future work for these committees. These suggestions are based on progress made, work yet to be done, and input from stakeholders found in survey responses.

FISCAL ITEMS:

- A completed application for the Scaling Up Multi-Tiered Systems of Support grant (SUMS) was submitted to the Orange County Office of Education. We were informed by Butte County Office of Education that completed applications will be fully funded, so we should know next month if we will be awarded the $25,000 for a three-year implementation.

- We will need to raise $12,000 to make the decreased fundraising goal. We began with an original budget that set the goal to $37,000 based on a percentage of our revenues, as we have every year. Since we made significant cuts to our fundraising calendar and were not on target to achieve our original goal, the second interim budget dropped the goal to $16,000. Sherwoodstock is our remaining fundraiser of the year.

SAFETY ITEMS:

- We have completed our four weeks of use necessary prior to our safety inspection of 1010 Cleveland. The inspection has been scheduled for May 3rd. After the inspection is completed, the Safety Committee will meet with any findings and with the input we have been collecting from staff and parent volunteers since we began using the property the week before Spring Break to draft a safety plan for the property.

- CUSD has signed a work contract to complete a wrought iron security fence for the Chapman campus. We should see work start before the end of the school year and it will be completed before school starts in the fall.

Agenda Item 3.4

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Nili Yudice, Board Treasurer

Subject: **Agenda Item 3.4 Treasurer Report**

Date: April 14, 2017 for the meeting of April 20 2017

March Treasurer's Report

Pat and I met on 4/11/17.
He shared that money in the bank looks good currently.
We have moved forward with opening the line of credit to cover us for the Governor's proposed postponement of our last payment. This should be in place by the time we meet next week and should only be needed to cover the teachers' 12th payment for July. The hope would be to pay it off by October. We will need to designate Pat to move that money in the summer if no one is available to do that. We are patiently waiting to hear what will happen at the Governor's May Revise.

Agenda Item 5.2

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.2: LCAP (Local Control and Accountability Plan) Local Indicator Measures**

Date: April 14, 2017 for the meeting of April 20, 2017

SUMMARY

Each public school, public school district, county office of education, and charter school in California must adopt an updated LCAP by July 1, 2017.

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.

Focus group members looked at input gleaned from surveys answered by stakeholders and evaluated progress made on LCAP goals. The purpose of this presentation is to consider the input gathered so far and take further suggestions in a public meeting for the creation of the final draft of the LCAP for 2017-2018 to be presented for adoption before July 1.

ACTION REQUESTED:

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

Sherwood Montessori LCAP Proposed Changes for 2017-2018

Goal	Difference/improvement	Metrics	Cost (change from 2016-17)	Rationale for changes
Goal 1.1: Provide highly qualified teachers for all students.	Maintain 100% highly qualified credentialed teachers	Credentials – CALPADS annual Credential Report; Records of Montessori training	$1,200 (no change in funding)	Goal was accomplished, so there will be no changes.
Goal 1.2: Provide authentic Montessori instruction with curriculum aligned to Common Core State Standards (CCSS).	Provide support for implementing CCSS and the Montessori method, begin work on the Curriculum Library Project.	CAASPP results	$700 (Decrease from $3,350)	Could decrease expenditures as we are making good progress according to CAASPP. Sent teachers to AMS conference, held professional developments,
Goal 1.3: Provide a broad range of Montessori materials.	Maintain materials in good repair and replace/add to materials as needed.	Inventory of materials- Curriculum Library Project	$800 (decrease in funding from $1500)	Funding reflects costs to complete a comprehensive database of materials currently owned and set up a curriculum library. Expenditures on actual materials will be determined once needs are assessed and Curriculum Library Project is completed.
Goal 1.4: Provide a facility in good repair and improve PE/recess equipment.	Maintain and improve school facility-add to PE/recess equipment. Improve cleanliness of lunch area.	Survey results; inventory of recess and PE equipment.	$3,000 (Decrease from $3,800)	There has been an increased focus by parent volunteers to improve the facility. Bathrooms and exterior features were painted. $8,869 was spent on furnishings, repairs, and staff time to move to a new facility. PE equipment is now well-stocked. $500 is allocated for recess equipment; $2,500 for staff time to clean lunch tables daily.
Goal 1.5: Refine Student Based Intervention Team (SBIT) process to give access to students whose achievement may otherwise be hindered by learning differences due to disabilities, marginal past	Retain qualified MTSS Director to work collaboratively with Director, teachers, and parents overseeing the SBIT/intervention and special education programs.	Literacy- Benchmark reading and writing assessments. iReady results and CAASPP results.	$ 13,212 (increase from $11,782) Actual cost of MTSS salary devoted to intervention in 2016-2017: $12,827	The SBIT program has been very successful and will continue in terms of actions and services. An increase in funding covers anticipated salary increase as a portion of the MTSS (Multi-Tier Systems of Support) Director's job duties. Sherwood is

Sherwood Montessori LCAP Proposed Changes for 2017-2018

Goal	Difference/improvement	Metrics	Cost (change from 2016-17)	Rationale for changes
academic experiences, or behavior issues.	Collect data to determine which students need access to the SBIT process.			now an independent LEA for the purposes of special education, and the current SBIT Coordinator position has become part of the MTSS Director position.
Goal 2.1: Ensure that parents understand the ways the school communicates with students' families.	Parent survey results will reflect an increase in positive responses to questions about communication from school to home.	Parent input survey results, volunteer tracking data, parent education sign-in sheets, teacher input surveys, suspension and expulsion data, attendance rates and chronic absenteeism rates, middle school dropout rates, graduation rates	$1,000 (allocated funds decreased from $6,140 in '15-'16 to $4,000 allocated in '16-'17.	Survey results showed a significant improvement in how parents feel the school is communicating with them. A Communications Plan was completed, so funding for this is decreased to a level to maintain families/school communication.
Goal 2.2: Ensure that parents understand the nature of the Montessori method of education.	Parent education sign-in sheets will reflect an increase in the number of parents accessing these opportunities.	Survey results, sign in sheets	$500 (no change)	Didn't utilize sign-in sheets effectively, but did have a good turn out observed by teachers. Did not need to rent a facility, used cafeteria & BTSN as parent ed. Will add Silent Journey and Discovery Experience to the parent education opportunities provided.
Goal 2.3: Improve parent involvement and volunteerism.	Records of parent involvement and volunteerism will be maintained (sign-in sheets, tracking hours) and show an increase over time.		$1,000 (maintain funding)	The school community has made significant progress in this area. We will maintain the funding level to create a tracking system that works for us, as available products don't serve our needs.
Goal 2.4: Increase attendance and graduation rates for all students and all subgroups and decrease chronic absenteeism and suspension rates.	Implement conferences with parents of chronically absent students.		$750 (maintain funding)	Use of Independent Studies and Attendance Make-Up Day have improved attendance rates. Office staff clarity on SARB (Student Attendance Review Board) procedures and involvement in SARB

Sherwood Montessori LCAP Proposed Changes for 2017-2018

Goal	Difference/improvement	Metrics	Cost (change from 2016-17)	Rationale for changes
				proceedings have also resulted in improved attendance; conferences have been used to communicate clear expectations around attendance.
Goal 3: Socioeconomically disadvantaged students will have access to free or reduced lunch	The school will provide free or reduced lunch and after school snack to families that qualify due to low income.	Applications for free or reduced lunch.	$500 (maintain funding)	Strategies have been identified to increase paid participation in the lunch program. Expenditures maintained to reflect actual spending. Numbers of FRL have increased, but staff time needed is minimal.
Goal 4: Socioeconomically disadvantaged students will have access to free child care after school and during school events	The school will provide free child care after school and during school events for families that qualify for free or reduced lunch due to low income.	Applications for free child care.	$5,000 (maintain funding)	Funding was increased from $3,600 to $5,000 in 2016-2017 to attempt to capture actual spending. Careful tracking of actual spending found that the school absorbs a cost closer to $26,000 per year to provide free child care for families who qualify for free and reduced lunch, well beyond the funds provided by the Local Control Funding Formula.

Agenda Item 5.3

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.3: Math Course Placement Policy**

Date: June 10, 2016 for the meeting of June 16, 2016

SUMMARY

SB 359 requires public schools that serve 8th graders to adopt a Math Course Placement Policy.

DISCUSSION

On October 5, 2015, the Governor signed approval Senate Bill 359 which requires governing boards of all California Local Education Agencies (LEAs) to adopt a Math Course Placement Policy. Inspire High School, the school that has historically enrolled most of Sherwood Montessori's eighth grade graduates, was consulted in the development of this policy. The attached draft covers all requirements of the law.

ACTION REQUESTED

Adopt proposed Math Course Placement Policy.

Attachment: DRAFT Math Course Placement Policy

SHERWOOD MONTESSORI

Mathematics Course Placement Policy DRAFT

Advising Graduating 8th Grader Students on 9th Grade Mathematics Course Selection and Placement

Findings and Declaration of Purpose

The Board of Directors of Sherwood Montessori recognizes that student achievement in mathematics is critical for preparing students for college and career, especially in science, technology, engineering and mathematics (STEM). A student's 9th grade mathematics placement in particular is crucial to ensuring future educational success.

The Board affirms that 8th grade teachers play an important role in providing mathematics course placements recommendations to high school districts and in counseling graduating 8th grade students on their mathematics course selection when they enroll in high school. A fair, objective, and transparent protocol for advising and recommending mathematics placement that strictly limits the use of subjective criteria will result in an appropriate 9th grade mathematics student placement and will prevent mathematics misplacement, particularly of students of color.

Pursuant to California Education Code Section 260, the Sherwood Montessori Board of Directors has the primary responsibility for ensuring that school programs and activities are free from discrimination based upon enumerated characteristics, including race and ethnicity. Because the Board is responsible for ensuring that all students, regardless of race or ethnic background, receive an equal chance to advance in mathematics, the Board desires to ensure that the school implements a fair, objective and transparent protocol for advising outgoing students on their high school mathematics course selection.

The Board of Directors therefore directs school staff to create, implement, and monitor a protocol for 9th grade mathematics placement recommendations that includes the following elements:

Reliance on Objective Determinations

Recommendations made to the high school and any advising of 8th grade students regarding their mathematics placement in 9th grade shall be based on objective measures. These measures may include:

- Diagnostic placement tests such as Mathematics Diagnostic Testing Project (MDTP) tests aligned to state-adopted content standards;
- Standardized tests that reflect statewide mathematics assessments;
- Student grades that reflect comprehension and mastery of the subject matter, from both semesters of the 7th and 8th grade year; and
- Other objective indicators of student performance and proficiency in mathematics.

Limitation on the Use of Subjective Measures for Recommendations

Subjective measures may not be considered when making recommendations to 8th grade students and to the high school district on their 9th grade mathematics placement. However, recognizing that teachers are often aware of students' talents and abilities that are not reflected in objective data, an exception to this prohibition may be made to recommend advancing a student to a higher mathematics class than objective data indicates.

Implementation, Monitoring, and Accountability

Sherwood Montessori staff involved in advising students on mathematics course placement, or involved in sending recommendations to the high school district for placement, shall be properly trained on the protocol and its use. The protocol shall also include steps for ensuring that it is being followed in practice.

Sherwood's recommendation and advising protocol shall be developed and implemented in coordination the corresponding high school district. Once finalized, Sherwood shall work with its partner high school district to ensure that mathematics teachers and counselors at those schools are aware of the recommendation and advising protocol and are appropriately trained on its proper use, implementation, and monitoring.

Governing Board Approval and Review

Sherwood staff shall report to the Sherwood Board of Directors on a regular basis while the recommendation and advising protocol is being developed. When the protocol is finalized, Sherwood staff shall return to the Board to seek approval of the protocol. Once approved, the protocol shall be posted on the school's website and shall be made readily accessible to parents/students and administrators. Sherwood staff shall subsequently report to the Sherwood Board of Directors on implementation on an annual basis.

Agenda Item 5.4

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.4 Suicide Prevention Policy**

Date: April 14, 2017 for the meeting of April 20, 2017

SUMMARY

The Board will be asked to adopt a suicide prevention policy.

DISCUSSION

In September 2016, California Legislation passed Assembly Bill 2246 requiring schools that serve students in grades 7-12, to adopt a policy on pupil suicide prevention prior to the 2017-2018 school year. The attached policy is based on the model policy endorsed by the California Department of Education. The Bill includes specific parameters that schools must implement:

The policy shall be developed in consultation with school and community stakeholders, school-employed mental health professionals, and suicide prevention experts and shall, at a minimum, address procedures relating to suicide prevention, intervention, and postvention.

The policy shall specifically address the needs of high-risk groups, including, but not limited to, all of the following:

- *Youth bereaved by suicide.*
- *Youth with disabilities, mental illness, or substance use disorders.*
- *Youth experiencing homelessness or in out-of-home settings, such as foster care.*
- *Lesbian, gay, bisexual, transgender, or questioning youth.*

The policy shall also address any training to be provided to teachers of pupils in grades 7 to 12, inclusive, on suicide awareness and prevention.

Materials approved by a local educational agency for training shall include how to identify appropriate mental health services, both at the school site and within the larger community, and when and how to refer youth and their families to those services.

Materials approved for training may also include programs that can be completed through self-review of suitable suicide prevention materials.

The policy shall be written to ensure that a school employee acts only within the authorization and scope of the employee's credential or license. Nothing in this section shall be construed as authorizing or encouraging a school employee to diagnose or treat mental illness unless the employee is specifically licensed and employed to do so.

To assist local educational agencies in developing policies for pupil suicide prevention, the department shall develop and maintain a model policy in accordance with this section to serve as a guide for local educational agencies.

ACTION REQUESTED:
Adopt Suicide Prevention Policy.

Attachments: Suicide Prevention Policy DRAFT.

SHERWOOD MONTESSORI

Suicide Prevention Policy DRAFT

The Board of Directors of Sherwood Montessori wishes to protect the health and well-being of all students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. Sherwood Montessori:

(a) recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes,
(b) further recognizes that suicide is a leading cause of death among young people,
(c) has an ethical responsibility to take a proactive approach in preventing deaths by suicide, and
(d) acknowledges the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development.

Toward this end, the policy is meant to be paired with other policies supporting the emotional and behavioral health of students more broadly. Specifically, this policy is meant to be applied in accordance with the school's Child Find obligations. The traditional definition of Child Find is:

> *Child Find requires all school districts to identify, locate and evaluate all children with disabilities, regardless of the severity of their disabilities. This obligation to identify all children who may need special education services exists even if the school is not providing special education services to the child*.

As regards to suicide prevention, the school will use the expertise of the education professionals on staff to identify students who are exhibiting behaviors associated with being at-risk for suicide, and initiate response according to this policy.

Definitions

1. **At risk** A student who is defined as high risk for suicide is one who has made a suicide attempt, has the intent to die by suicide, or has displayed a significant change in behavior suggesting the onset or deterioration of a mental health condition. The student may have thought about suicide including potential means of death and may have a plan. In addition, the student may exhibit feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain. This situation would necessitate a referral, as documented in the following procedures.

2. **Crisis team** A multidisciplinary team of primarily administrative, mental health, safety professionals, and support staff whose primary focus is to address crisis preparedness, intervention/response and recovery. These professionals have been specifically trained in crisis preparedness through recovery and take the leadership role in developing crisis plans, ensuring

school staff can effectively execute various crisis protocols, and may provide mental health services for effective crisis interventions and recovery supports.

3. **Mental health** A state of mental and emotional being that can impact choices and actions that affect wellness. Mental health problems include mental and substance use disorders.

4. **Postvention** Suicide postvention is a crisis intervention strategy designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope with a suicide death, address the social stigma associated with suicide, and disseminate factual information after the suicide death of a member of the school community.

5. **Risk assessment** An evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff (e.g., school psychologist, school counselor, or school social worker). This assessment is designed to elicit information regarding the student's intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.

6. **Risk factors for suicide** Characteristics or conditions that increase the chance that a person may try to take his or her life. Suicide risk tends to be highest when someone has several risk factors at the same time. Risk factors may encompass biological, psychological, and or social factors in the individual, family, and environment.

7. **Self-harm** Behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. Can be categorized as either nonsuicidal or suicidal. Although self-harm often lacks suicidal intent, youth who engage in self-harm are more likely to attempt suicide.

8. **Suicide** Death caused by self-directed injurious behavior with any intent to die as a result of the behavior. Note: The coroner's or medical examiner's office must first confirm that the death was a suicide before any school official may state this as the cause of death.

9. **Suicide attempt** A self-injurious behavior for which there is evidence that the person had at least some intent to kill himself or herself. A suicide attempt may result in death, injuries, or no injuries. A mixture of ambivalent feelings such as wish to die and desire to live is a common experience with most suicide attempts. Therefore, ambivalence is not a sign of a less serious or less dangerous suicide attempt.

10. **Suicidal behavior** Suicide attempts, intentional injury to self-associated with at least some level of intent, developing a plan or strategy for suicide, gathering the means for a suicide plan, or any other overt action or thought indicating intent to end one's life.

11. **Suicide contagion** The process by which suicidal behavior or a suicide influences an increase in the suicidal behaviors of others. Guilt, identification, and modeling are each thought to play a role in contagion. Although rare, suicide contagion can result in a cluster of suicides.

12. **Suicidal ideation** Thinking about, considering, or planning for self-injurious behavior which may result in death. A desire to be dead without a plan or intent to end one's life is still considered suicidal ideation and should be taken seriously.

Scope

This policy covers actions that take place in the school, on school property, at school-sponsored functions and activities, and at school sponsored out-of-school events where school staff are present. This policy applies to the entire school community, including educators, school staff, students, parents/guardians, and volunteers. This policy will also cover appropriate school responses to suicidal or high risk behaviors that take place outside of the school environment.

Prevention

1. **Policy Implementation** A suicide prevention coordinator shall be designated by the school director. This may be an existing staff person. The suicide prevention coordinator will be responsible for planning and coordinating implementation of this policy for the school. All staff members shall report students they believe to be at elevated risk for suicide to the school suicide prevention coordinator.

2. **Staff Professional Development** All staff will receive annual professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention. The professional development will include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/or substance use disorders, those who engage in self-harm or have attempted suicide, those in out-of-home settings, those experiencing homelessness, American Indian/Alaska Native students, LGBTQ (lesbian, gay, bisexual, transgender, and questioning) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities.

3. **Youth Suicide Prevention Programming**
   Developmentally-appropriate, student-centered education materials will be integrated into the curriculum of all classrooms. The content of these age-appropriate materials will include: 1) the importance of safe and healthy choices and coping strategies, 2) how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others, 3) help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help.

4. **Publication and Distribution** This policy will be distributed annually and included in the Employee Handbook, the School Safety Plan, and on the school website.

Assessment and Referral

When a student is identified by a staff person as potentially suicidal, i.e., verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers, the student will be seen by a school employed mental health professional within the same school

day to assess risk and facilitate referral. If there is no mental health professional available, a school nurse or administrator will fill this role until a mental health professional can be brought in.

For youth at risk:

1. School staff will continuously supervise the student to ensure their safety.

2. The school director and school suicide prevention coordinator will be made aware of the situation as soon as reasonably possible.

3. The school employed mental health professional or administrator will contact the student's parent or guardian, as described in the Parental Notification and Involvement section, and will assist the family with urgent referral. When appropriate, this may include calling emergency services or bringing the student to the local Emergency Department, but in most cases will involve setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.

4. Staff will ask the student's parent or guardian for written permission to discuss the student's health with outside care, if appropriate.

In-School Suicide Attempts

In the case of an in-school suicide attempt, the health and safety of the student is paramount. In these situations:

1. First aid will be rendered until professional medical treatment and/or transportation can be received, following school emergency medical procedures.

2. School staff will supervise the student to ensure their safety.

3. Staff will move all other students out of the immediate area as soon as possible.

4. If appropriate, staff will immediately request a mental health assessment for the youth.

5. The school employed mental health professional or an administrator will contact the student's parent or guardian, as described in the Parental Notification and Involvement section.

6. Staff will immediately notify the school director or school suicide prevention coordinator regarding in-school suicide attempts.

7. The school will engage as necessary the crisis team to assess whether additional steps should be taken to ensure student safety and well-being.

Re-Entry Procedure

For students returning to school after a mental health crisis (e.g., suicide attempt or psychiatric hospitalization), a school employed mental health professional, an administrator, or designee will meet

with the student's parent or guardian, and if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

1. A school employed mental health professional or other designee will be identified to coordinate with the student, their parent or guardian, and any outside mental health care providers.

2. The parent or guardian will provide documentation from a mental health care provider that the student has undergone examination and that they are no longer a danger to themselves or others.

3. The designated staff person will periodically check in with student to help the student readjust to the school community and address any ongoing concerns.

Out-of-School Suicide Attempts

If a staff member becomes aware of a suicide attempt by a student that is in progress in an out-of-school location, the staff member will:

1. Call the police and/or emergency medical services, such as 911.

2. Inform the student's parent or guardian.

3. Inform the school suicide prevention coordinator and school director. If the student contacts the staff member and expresses suicidal ideation, the staff member should maintain contact with the student (either in person, online, or on the phone). The staff member should then enlist the assistance of another person to contact the police while maintaining verbal engagement with the student.

Parent Notification and Involvement

In situations where a student is assessed at risk for suicide or has made a suicide attempt, the student's parent or guardian will be informed as soon as practicable by an administrator, designee, or mental health professional. If the student has exhibited any kind of suicidal behavior, the parent or guardian should be counseled on "means restriction," limiting the child's access to mechanisms for carrying out a suicide attempt. Staff will also seek parental permission to communicate with outside mental health care providers regarding their child. Through discussion with the student, an administrator or school employed mental health professional will assess whether there is further risk of harm due to parent or guardian notification. If an administrator, designee, or mental health professional believes, in their professional capacity, that contacting the parent or guardian would endanger the health or well-being of the student, they may delay such contact as appropriate. If contact is delayed, the reasons for the delay should be documented.

Postvention

1. **Development and Implementation of an Action Plan**

The crisis team will develop an action plan to guide school response following a death by suicide. A meeting of the crisis team to implement the action plan should take place immediately following news of the suicide death. The action plan may include the following steps:

a) **Verify the death.** Staff will confirm the death and determine the cause of death through communication with a coroner's office, local hospital, the student's parent or guardian, or police department. Even when a case is perceived as being an obvious instance of suicide, it should not be labeled as such until after a cause of death ruling has been made. If the cause of death has been confirmed as suicide but the parent or guardian will not permit the cause of death to be disclosed, the school will not share the cause of death but will use the opportunity to discuss suicide prevention with students.

b) **Assess the situation.** The crisis team will meet to prepare the postvention response, to consider how severely the death is likely to affect other students, and to determine which students are most likely to be affected. The crisis team will also consider how recently other traumatic events have occurred within the school community and the time of year of the suicide. If the death occurred during a school vacation, the need for or scale of postvention activities may be reduced.

c) **Share information.** Before the death is officially classified as a suicide by the coroner's office, the death can and should be reported to staff, students, and parents/guardians with an acknowledgement that its cause is unknown. Inform the faculty that a sudden death has occurred, preferably in a staff meeting. Write a statement for staff members to share with students. The statement should include the basic facts of the death and known funeral arrangements (without providing details of the suicide method), recognition of the sorrow the news will cause, and information about the resources available to help students cope with their grief. Public address system announcements and school-wide assemblies should be avoided. The crisis team may prepare a letter (with the input and permission from the student's parent or guardian) to send home with students that includes facts about the death, information about what the school is doing to support students, the warning signs of suicidal behavior, and a list of resources available.

d) **Avoid suicide contagion.** It should be explained in the staff meeting described above that one purpose of trying to identify and give services to other high risk students is to prevent another death. The crisis team will work with teachers to identify students who are most likely to be significantly affected by the death. In the staff meeting, the crisis team will review suicide warning signs and procedures for reporting students who generate concern.

e) **Initiate support services.** Students identified as being more likely to be affected by the death will be assessed by a school employed mental health professional to determine the level of support needed. The crisis team will coordinate support services for students and staff in need of individual and small group counseling as needed. In concert with parents or guardians, crisis team members will refer to community mental healthcare providers to ensure a smooth transition from the crisis intervention phase to meeting underlying or ongoing mental health needs.

f) **Develop memorial plans.** The school should not create on-campus physical memorials (e.g. photos, flowers), funeral services, or fly the flag at half-mast because it may sensationalize the death and encourage suicide contagion. School should not be canceled for the funeral.
Any school-based memorials (e.g., small gatherings) will include a focus on how to prevent future suicides and prevention resources available.

2. **External Communication** The school director or designee will be the sole media spokesperson. Staff will refer all inquiries from the media directly to the spokesperson. The spokesperson will:

   a) Keep the suicide prevention coordinator and administration informed of school actions relating to the death.

   b) Prepare a statement for the media including the facts of the death, postvention plans, and available resources. The statement will not include confidential information, speculation about victim motivation, means of suicide, or personal family information.

   c) Answer all media inquiries. If a suicide is to be reported by news media, the spokesperson should encourage reporters not to make it a front-page story, not to use pictures of the suicide victim, not to use the word suicide in the caption of the story, not to describe the method of suicide, and not to use the phrase “suicide epidemic” – as this may elevate the risk of suicide contagion. They should also be encouraged not to link bullying to suicide and not to speculate about the reason for suicide. Media should be asked to offer the community information on suicide risk factors, warning signs, and resources available.

Agenda Item 5.5

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.5 Extended Day Program Proposed Changes**

Date: April 14, 2017 for the meeting of April 20, 2017

SUMMARY

The Board will be asked to consider proposed changes to the Extended Day program and offer suggestions through discussion.

DISCUSSION

The Extended Day program has undergone a number of changes this year for improvement. The program is thriving under strong program leadership and increased communication with school leadership. Results from the school survey show positive response to these changes. The financial standing of the program has also improved, however we have not yet achieved a financially sustainable program.

In my January report, I shared that Julia had been collaborating with a job-alike peer at Chico Country Day. Suggestions included implementing a flat rate and requiring pre-payment. Both of these should have positive outcomes on the finances for the program. Julia has also been drafting an Extended Day Handbook that would be given to all families that register for the program.

The free child care for families that qualify for free and reduced lunch is another area that needs to be examined. Although we have increased the amount allocated from our LCFF that is designated to serve students from socioeconomically disadvantaged backgrounds, we are still waiving more costs than the school can afford. One idea is to cap the amount of scholarship available. If this will be the course we take, it would be best to inform families early in order for them to seek other child care options if needed for next year.

ACTION REQUESTED:

Discuss proposed changes to Extended Day program.

SHERWOOD MONTESSORI

REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 4**
1071 E. 16th St., Chico, California
Date/Time: **Thursday, May 18, 2017 – 6:00 p.m.**

AGENDA

1. CALL TO ORDER

1.1 Roll Call Chris Fosen, Robyn DiFalco, Kristy Cowell, Heather Fox, Nili Yudice, Monica Woodward

2. CONSENT AGENDA

2.1 Minutes Approval Consider approval of minutes from April 20, 2017

3. REPORTS AND COMMUNICATION

3.1 Instructional Staff Report
3.2 Sherwood Montessori Parents Organization Report
3.3 Director of MTSS Report
3.4 School Director Report
3.5 Treasurer Report
3.6 Committee Reports

4. NOTICED PUBLIC HEARINGS

None

5. REGULAR BUSINESS

5.1 Items Removed From Consent (If any)

5.2 LCAP Local Indicator Measures

A draft of the 2017-2018 LCAP has been prepared. Stakeholders are encouraged to give input.

ACTION REQUESTED: Discussion only.

5.3 Attendance Policy

The Board will be asked to approve revisions to our Attendance Policy.

ACTION REQUESTED: Approve revisions in the Attendance Policy.

5.4 Enrollment Model

The Board will be asked to approve an enrollment model for the 2017-2018 school year.

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 enrollment model for 2017-2018.

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 LCAP Final Draft
7.2 Contract for Business Services
7.3 2017-2018 Original Budget
7.4 Approval of Board Candidates
7.5 Closed session for review of School Director

8. CLOSED SESSION

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.

9. ADJOURNMENT (Est. 8:30 p.m.)

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REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: Sherwood Montessori Room No. 4 1071 E. 16th St., Chico, California Date/Time: Thursday, April 20, 2017 – 6:00 p.m.

AGENDA

1. CALL TO ORDER 6:04

1.1 Roll Call Chris Fosen, Robyn DiFalco, Kristy Cowell, Mark Reiser absent…. (has submitted his resignation effective immediately), Nili Yudice, Monica Woodward, Heather Fox arrived minutes late @6:11

2. CONSENT AGENDA

2.1 Minutes Approval Consider approval of minutes from March 23, 2017

MOTION TO APPROVE MINUTES: Chris Fosen

SECOND: NIli Yudice

VOTED: 3 AYE abstention votes from Robyn DiFalco and Monica Woodward

3. REPORTS AND COMMUNICATION

3.1 Sherwood Montessori Parents Organization Report

No volunteers have signed up for bike day…just need snacks.

3.2 Director of MTSS Report

Mr. Gimble will return next year.

3.3 School Director Report

In regards to the 6th grade next year; students could split between 3 classrooms.

Perspective waitlist for next year. As of now, there are openings in the lower elementary classrooms.

Question from Nili Yudice. Should we advertise? There is a CARD ad out now….KZFR underlining running still. Word of mouth most effective advertising now. Our biggest fundraiser and advertisement, SHERWOODSTOCK, is coming in May!!

CCSA media interested in our story as a model of best practices Prop 39 (facilities)

3.4 Treasurer Report

Pat handed out next year's cash flow projections

Missed ADA slightly…..16K difference (.4 diff) will be shorted 119k have enough to get into August. Have line of credit (200K) Pat will monitor and move money as needed. ADA 136.04 even if our numbers are up. Numbers will be recalculated in Feb with expected money in March. Looking for 147 or 148 enrollment in the Fall of 2018. Budget will come to the board at the June meeting.

3.5 Committee Reports-Not in agenda

Budget meeting tomorrow

Campus improvement – no new news, Barrels could be moved for the summer and be set up to drop system.

Curriculum –-submitted application for funds; feels like we will get it

Communications-Robyn will start things rolling online through emails

Elections Committee….Chris Fosen…Kelli…Robyn

Has drafted revisions…need to finalize. Clarifying statements.

Which seats vacant? Any appt members must stand for election. They will get 3 year terms.

Will have 5 open seats…..staggered terms should happen with natural attrition

Will have 3 to elect. May 1 is deadline for applications. Election will be before the end of May. The board will plan some kind of transition meeting in June for training of new members. This will be in addition to June meeting.

Facilities planning – Measure K wants forward thinking about new location for the school. Could be as much as 100K. This would not be enough to build a school. Can't tuck this $ away. CUSD wants us to add to Chapman site. The money will be disbursed in chunks over the next 6 years. CORE may have room in their new facility. Chico Christian may want to share space. Measure K will implement the facility master plan for CUSD.

Funds Development – SHERWOODSTOCK. The school seriously needs volunteers now. Possibly middle school can help run kid zone. There will be no dunk tank. There will be great food, and great music. Great things for silent auction. MC/DJ between sets.

There needs to be fire marshall to check tent over stage….can come @noon. Most of the money coming in will be profit due to great sponsorships. Robyn- talk of proposal to seek help from community….OSH…..etc. for garden development @1010. Lowe's grant is **in** the fall (Heather)

Policy and charter renewal

Safety committee- inspection coming, then meeting

Community connections- Chapman night out (not this time)

4. NOTICED PUBLIC HEARINGS (None)

5. REGULAR BUSINESS

5.1 Items Removed From Consent (If any) None)

JUMP AHEAD TO 5.5….EXTENDED DAY CHANGES…PRPPOSAL

5.5 Extended Day Program Proposed Changes. **ACTION REQUESTED: Discussion only.**

- Julia – program handbook ACES grant does not work for us; we do not qualify.
- Children who qualify for free/reduced lunch qualify for free care
  - There are 27 families who qualify for free…..4 for reduced.
  - We cannot support this amount.
- Possibly change hours to end … club could be an option.
- What about drop in spots to fill those empty seats?
  - Would have to be known ahead of time….reservations.
  - Is there a grant that could help families who qualify for free care?
  - 26 families pay now. 47 pay under a certain fee every month.
- New proposal will require families to pay up front.
  - 30 families do not pay now.
  - We are short 16K now. Ideal ratio 1:12/15…
  - Normal day 25+ children Number of spots could be limited.
- Staff children will continue to be free.
- We are looking to provide a program much like the other schools in the district.
- Heather will look for a grant.

5.2 LCAP Local Indicator Measures **ACTION REQUESTED: Discussion only.**

- Results from our survey and focus group regarding our LCAP goals were shared.
- This process requires 2 board meetings.
- May will have draft of LCAP for stakeholders….June will bring document to be adopted by Board for county office.
- Without goals you can have charter revoked.
- $49,719 is the number we are working with.
- Some goals are set through state priority. These goals set the bar for the board.

LCAP workshop was attended by Monica, Heather and Robyn. It is difficult for small schools. State is not just looking at test scores anymore. California school dashboard shows all the info being measured. Sherwood has good scores at this time.

5.3 Math Course Placement Policy Inspire is the school we are working with.

ACTION REQUESTED: Adopt Math Course Placement Policy.

MOTION TO ADOPT MATH COURSE PLACEMENT POLICY: Monica Woodward

SECOND: Chris Fosen

VOTED: passes unanimously

5.4 Suicide Prevention Policy

DISCUSSION: The school will develop referrals to community agencies and a crisis team will be identified. Policy will be put on our website. This information will be added to the safety plan. What about training so all staff react the same? Teachers are all mandated reporters and will be trained.

ACTION REQUESTED: Adopt Suicide Prevention Policy.

MOTION TO ADOPT SUICIDE PREVENTION POLICY: Heather Fisher

SECOND: Nili Yudice

VOTED: passed unanimously

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

7. FUTURE AGENDA ITEMS

7.1 LCAP A

draft of the LCAP for 2016-2017 will be presented for discussion.

7.2 Contract for Business Services

7.3 2017-2018 Original Budget

7.4 Approval of Board Candidates

7.5 Closed session for review of School Director

8. ADJOURNMENT (Est. 8:00 p.m.) 8:24

Agenda Item 3.1

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.1 Instructional Staff Report**

Date: May 12, 2017 the meeting of May 18, 2017

Staff was asked to write to the theme: What reflections do you have about this past year and what are you looking forward to next year?

Kindergarten -Teresa Shippen

Recently, I was talking with a group of kindergarten parents about our school year. It has been a whirlwind! From the very first meetings, while painting, scrubbing and unpacking the classroom, to the dynamic group of adults who hang out planning the yearbook, Bike Week and Sherwoodstock, it has been a busy year for all. I really reflected on how much we have grown in these last few months. 10 months to be exact. Overall, I am amazed at how smoothly things came together, and seem to be functioning at our school. Of course, I may be viewing this through the eyes of someone who has been through all the changes and growing phases of Sherwood. Perhaps the ups and downs of change and growth seem more normal than having things remain constant. ;)

I am happy to report that the kindergarten class feels very settled, comfortable and confident at our school. My initial fears of letting kids go out to the bathroom on their own, (what if they get turned around?) or of visiting Community Park (what if they need the bathroom?) seem unfounded at this time of year. Even our first visits to 1010 Cleveland felt odd, like it was too far from home base. The kids now follow Richie confidently. And I feel comfortable that they are safe. There are many eyes and hands to help. Our school community is watching, helping, and seems happy and thriving. It feels good to know we are surrounded by such a wonderful community. It feels safe.

In looking forward, there are some goals I have in mind. I would really like to begin our Big Buddies program with the Middle School or Upper El students again. This is something that got lost in the shuffle this year, and I realize how much we miss it. I would also like to find time in our days for the kinder to visit our school library in a meaningful way. Our visits have been short and sparse, but I will work on this for next year. I love our Tuesday Music time with teacher Kara, and would really like more time with her. We also had a wonderful experience with Anne Marie our Speech Pathologist, who shared a new curriculum called "Communication Lab". The kids really learned from that experience, and who couldn't use a refresher course in good communication skills? I am hoping she will have some time in her schedule for the fall.

Yes, it has been a whirlwind of learning and adjusting to all that is new this year. A task that took everyone's hard work. I really want to mention the work on behalf of everyone who works in the learning center and on our Special Ed. staff. They have adapted to many different situations throughout the year, but have always managed to provide support to those who need it most. It hasn't been easy. I am hoping that year two will provide more stability for all that work in this department. I also want to appreciate what a huge task the school took on, and how smooth that all went considering it was a first year. What an improvement over the previous years!! Thank you!

1st/2nd/3rd -Marlo Knox

When I reflect on this school year the first thing that jumps to my mind is the delightful group of children that I learn with every day. I am not overstepping to say, Mali, Kelly, and Carin, my assistant team from January until now, have all made the same observation. Substitute teachers, specialists, objective guides during field trips take note of our group's pleasant character. Speaking in large, broad terms, the children I currently work with are kind, creative, receptive, interested, passionate, participatory, committed to developing independence, proud of their individuality, and dedicated to the practice of Montessori methods. Next, I think about the relationship I have with my co-guide, Mali. She is an excellent partner, her support is steadfast, her growth as an educator is noticed by her colleagues and parents alike. After that, I marvel at the personal growth I have made working with "experts" in my classroom this school year. I received hands on coaching from practitioners such as April Pearce and Carin Anderson which completely changed the way I was able to approach my own teaching practice. Finally, there is not a day that goes by that I do not think of Michelle (our director), Heather (our administrative assistant), Vanessa (office manager), Steve Duke (the man that can do it all). "The Office" as I call it, is a group of people that will do whatever they can, whenever they can, to support the work of the classroom.

Next year I am looking forward to expanded preparation time. I know that preparation is a key component to being an effective teacher. I believe a change to the timing of our school day will have its own set of challenges but will in no way outweigh the gains it will provide. Montessori practice is about a prepared environment which takes time and planning. Effective communication with parents and colleagues also takes time apart from "with student time" in order to do it well. I am hoping we, Sherwood Montessori, will look to agencies serving other communities, such as home school programs, to augment enrichment times for our students which could potentially increase the time teachers have to prepare. Finally, next year, I would like to develop a clearer system on voicing activities that parents with children in my class can do to help me. I want to know where my parents are with our school goal of 50 hours of volunteerism for each family so that together we can move our school from being good into a category of being great.

1st/2nd/3rd-Emily Barrett

As I reflect on this past school year a lot of emotions come up. I'm so grateful for the incredible individuals that I have had the pleasure of working with. The staff and community at Sherwood

are truly unique in their dedication and commitment to their school. Our class had formed deep bonds that we will remember forever.

In looking forward to next year, I am excited to further my knowledge in the Montessori curriculum. I continue to learn new things everyday, and I'm looking forward to starting off next year with a better understanding of the materials that make this form of education so special.

I have compiled a video asking my students two questions. 1. What did you like most about this year? 2. What are you looking forward to for next year? I hope you enjoy this sweet video.

1st/2nd/3rd –Eric Parish

This is the time of the year when we can see the summer approaching but we still have some important work to complete. Out of the seven years I have been working at Sherwood this was the most challenging and difficult. However, it was also the most comfortable I have felt teaching Montessori curriculum, the Mind Up curriculum, and Superflex.

The year began with the move of the school to the new Chapman site. I sent my children to my parents and gave up two weeks of my summer vacation to fully commit to the move. I was there to unpack all the boxes, arrange the shelves, display the materials on the shelves, plan the curriculum and prepare the Montessori environment for the students. It was a lot of work and time put in, but we did it, and overall it was a successful transition.

This year our roster was a mix of students with Montessori backgrounds and children new to Montessori. It was unfortunate that we lost some students and the feedback that I received from some was that it was due to the new site. Over the course of the year I continued to lose children, their parents reported to me it was because of the lockdowns. However, I received some wonderful children whose parents were very happy to have their children at our Montessori school. I am so proud of my children and families who have continued with us into their 3rd year cycle. The work they are doing in incredible and amazing. They are so ready for upper elementary.

Part of my class roster was made up of students on SBIT and IEP plans. This year Sherwood took on the task of running our own special education program. This proved to be very challenging. Figuring out the appropriate plans for some of my most challenging students took most of the year. It has taken a long time for the classroom environment to find a comfortable flow where everyone in the learning community feels they can work in peace with focus and concentration. The addition of Larry to our special education program has been a big part of our approach to finding the appropriate supports for these children. I'm really excited to work with Larry next year and see what he may bring to Sherwood.

I look forward to having more time to commit to curriculum planning. I spent the year using a Montessori planning guide and I am excited to see how it may help to streamline my yearlong planning. I am also looking forward to the possibility of having a curriculum library. Not only will

this give staff more access to valuable Montessori materials but will also free up some space in my cabinets. All of the staff and students which make up our learning community worked really hard this year. It has not always been easy but I'm proud that we keep on trying. I love Sherwood Montessori and I am thankful that I have been given the opportunity to be a part of this wonderful learning community.

4th/5th-Sheng Vang

As the school year winds down, the word that comes to my mind as I reflect upon this school year is growth. I started this year with 10 students and now currently have 18 students. Instead of asking myself if my classroom community and lessons reflect the Montessori philosophy, I'm asking myself what work can I put on my shelf to spark my students' curiosity. Also, I want to thank the board and the school for providing the opportunity for myself and my colleagues the opportunity to attend the AMS Conference this year in March. I learned and was inspired from the 3-day conference. It was a great experience to see so many passionate and like-minded Montessorians.

What I'm really looking forward to next school year is providing more for my students and the school community. Now that I have a better grasp at the core curriculum (Math and Language Arts), I want to explore and put out an array of works beyond Math and Language Arts to enrich my students' academic experience.

4th/5th-Tanya Parish

Wow I can't believe it's already almost summer. It seems like just yesterday I was unpacking boxes and setting up the classroom. I feel that although we did most of the unpacking at the beginning of the year we are still in the process of settling in. Figuring out where things are going to reside permanently within the classroom, finding materials and resources from unfamiliar places, and getting comfortable with our new campus.

I am uniquely fortunate to have only gained one student this year and to have the majority of my class with a strong Montessori foundation. This is a true testament to the importance of retaining students throughout the lower elementary periods to create a normalized classroom of upper elementary students.

I am fortunate to have such a strong team teacher to collaborate with (Sheng) and as I have watched her class grow from 11 students to 19 I have felt guilty because I do not have the struggles that come with adding students throughout the year, often times with little to no Montessori foundation.

I am looking forward to next year with the hope of settling in just a little bit more. Settling into a sustainable special ed program with Larry as our guide. I am looking forward to the possibility of a curriculum library where materials will be stored and easily accessible. I am looking forward to the beginning of becoming a PBIS school with guidance for some clarity and consistency with school culture, student and parent expectations and clear communication.

6th/7th/8th-Celeste Shults

The year started out with the banging of desks! As we grew as an Erdkinder classroom community our experiences grew with it. We were trained as Junior Volunteers at the Humane Society and spent 8 weeks at Chico State using their Challenge Course with Reid Cross and his wonderful Chico State Students. Eating at Celestino's after our last Challenge Course day, Hands on Science Lab visit, our Bidwell Park Clean-up Fundraiser, and Annie Jr. was a highlight. Did I mention walking? We do A LOT of walking in Middle School! We walk everywhere! We have three Sherwood Community jobs. They are; Kid Coaches, Peer Mediators, and Leadership. We walked to Marsh Junior High to be trained by their Peer Mediators. It was an eye-opening experience to be on a large Middle School campus. We went to see three plays during the year (*Elf, Into the Woods, and Annie Jr.*), too. We had writers and artists in our class recognized by our Chico Community for their excellence.

We began the year reading *To Kill A Mockingbird* and we soon made a pen pal connection to Ari's Great Grandma Virginia who lives in Michigan. In the spring we had the unique opportunity to have Hannie Voyles, the author of *Storming the Tulips,* come to speak to us about her experiences during the Holocaust. The fundraisers to earn our way to Caritas Creek Science Camp in April were numerous!. We sold Jamba Juice cards, Chico Bags, saved bottles and cans, cleaned up Bidwell Park, and had a Science Sights and Sounds Fundraiser (where Michael's band performed). To say that the experience at science camp was anything less than life changing would not be doing it justice. Our class came together to be better and stronger than ever! We learned to live the Caritas Way!

The above two paragraphs you will see in our school's yearbook this year. I was requested to write a paragraph with the 'highlights' from this year in middle school. My students and I worked very hard to try to pare down all of the many wonderful things we've done this year into one paragraph and as most of my middle school families can attest to...to make a long story longer, just ask me! So, our 1 paragraph summary of the year is two paragraphs. Then when asked to write my last Board Report for this school year on the theme of 'my reflections on the year and what I am looking forward to in the coming year'. I thought, gosh the first part of the theme is exactly what I am writing for the yearbook and the second part of the theme I am going to address below.

I am still in the midst of this school year to begin to think of the coming 2017-2018 school year, however I know it will be a wonderful adventure as the last three school years have been at Sherwood Montessori. I am excited to be teaching at this amazing school and to NOT be moving anywhere this summer for the first time in my teaching career! Thank you for all of your support

and encouragement! I am onto planning our big middle school field trip to Ashland, OR for the spring of 2018. Let the fundraising begin! Have an amazing end to this fantastic school year!

Extended Day Program-Julia Goddard

Thank you for the time, energy, and support you have gifted to the Extended Day program. We feel it and we appreciate it.

In reflecting on the 2016-2017 school year, I find myself appreciating a year of growth and change for Extended Day. We've hit some hurdles, but none that haven't propelled us forward to make thoughtful considerations and decisions for the betterment of our before and after school program and our school community.

We have implemented many new communication tools, systems, and protocols that have helped to streamline the day to day happenings in our program. I am proud of the current staff members who have stepped up to the plate in being flexible with all of the new changes and additional responsibilities as well as flexing their creativity muscle to plan many fun activities for the children.

Looking forward, I am anticipating the larger changes that will programmatically enhance Extended Day's financial security. With this foundation we can eventually focus on steering the program in more of an enrichment direction and begin to implement more specialty classes in addition to our regular programming. Also, as the coordinator, I am looking forward to starting a second year, knowing what to expect from the get go. Now that I've got my feet wet in the Sherwood community, I am excited to move forward through another school year and working with the families who will be coming back.

Agenda Item 3.2

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SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Romie Steffenson, SMPO Vice President

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

Date: May 12, 2017 for the meeting of May 18, 2017

The last SMPO Meeting of the 2016-2017 school year was held on May 9, 2017. Open discussion regarding objectives for next year, including, but not limited to volunteer hour accountability and tracking. Romie Steffenson and Kelli Kurth announced that they will be swapping positions, President and Vice President, respectively, for the 2017-2018 school year. All seven of the school board candidates were present and were given time to introduce themselves and share their background with the SMPO. The SMPO approved all candidates.

The officers of the SMPO will be meeting during summer break to discuss next year's objectives.

Agenda Item 3.3

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Larry Gimbel, Interim Director of MTSS

Subject: **Agenda Item 3.3 Director of MTSS Report**

Date: May 12, 2017 for the meeting of May 18, 2017

In my short stay at Sherwood, I've been pleasantly surprised at the reception I've received and the staff, children, and parents I've come to know. I believe we all have a common goal, which is to serve our children and help them become caring, productive adults who can find a find a satisfying place in our complex society. I firmly believe that inside of all our students are good, caring hearts. Our goal is to help them find their places and allow that goodness to shine through.

I've been working with our staff to intensify our efforts and provide even more services to our students and their families. We plan to present a workshop to give parents and caregivers tools to work with their children over the summer to minimize skill and information regression that typically occurs. We are also working to clarify our discipline/redirection efforts to conform with our multi-tiered systems of support framework. Our learning center approach will be looked at by our staff with the goal of having the needs of students, staff, and parents better met. We are in a period of change, not for the sake of change, but for the betterment of our services in order to meet the needs of all. It may sound trite, but we really are in exciting times.

We hope to have everything in place before the beginning of school next year to ensure a smooth roll-out of services and procedures. As always, I welcome input from anyone or any group as to how we can improve what we do. I thank everyone I've encountered this year, as they have made my job much easier. We really do have a great group of parents, staff, and students.

Agenda Item 3.4

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.4 School Director Report**

Date: May 12, 2017 for the meeting of May 18, 2017

ADMINISTRATIVE ITEMS:

- Our current enrollment is 148. We will be enrolling three more children next week. We have a wait list for grades 4, 5, and 6 for next year and openings in all other grade levels.

- I have been attending Measure K meetings for the Charter Schools Facilities Committee. The committee is working diligently to create a fair process for vetting charter school facilities projects before asking the CUSD Board of Education to consider them. I am anxious to see Sherwood submit plans to utilize the funds we worked so hard to access.

- CUSD did its annual site visit on Friday, May 5th. They had a tour of the facility, including 1010 Cleveland, and looked over data for student achievement.

- I attended the April meeting of the Love Chapmantown Community Coalition, which was focused on the upcoming annexation and the community forum hosted by Chapman Elementary. After sharing some suggestions I had for improving safety at the annual neighborhood clean-up, the group appointed me the Safety Captain for next year!

- Mike Allen and I met for preliminary discussions for our Facilities Use Agreement negotiations. He will take our discussion points back to his staff (I had already gathered input from Sherwood staff) and with Chapman staff's input, we will enter formal negotiations.

- We are coordinating to make a short film with CCSA to highlight our colocation with Chapman Elementary as an example of best practices for charters using Prop 39 for facilities. Filming will happen sometime this month.

FISCAL ITEMS:

- Attendance Make-Up Day had 16 students participate, improving our overall attendance record and generating about $800 in recouped revenues for the school.

- We have been awarded the SUMS grant for our MTSS program and will receive $25,000 funding over the next three years.

SAFETY ITEMS:

- The safety inspector from our insurance program came on May 2nd. He will send his report by mid-June. After we receive his report, we can finish the policies and procedures recommendations for 1010 Cleveland.

Agenda Item 5.2

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **2017-2018 DRAFT LCAP (Local Control and Accountability Plan)**

Date: May 12, 2017 for the meeting of May 20, 2017

SUMMARY

Each public school, public school district, county office of education, and charter school in California must adopt an updated LCAP by July 1, 2017.

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.

ACTION REQUESTED

Discuss and invite input from stakeholders.

Attachment: Proposed DRAFT LCAP updated for 2017-2018

Agenda Item 5.3

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Attendance Policy Revision**

Date: May 12, 2017 for the meeting of May 18, 2017

SUMMARY

Our Attendance Policy should be revised to reflect our actual practices and to provide more control from chronic truancy.

DISCUSSION

Our current Attendance Policy has outdated schedule times. Suggested revisions will eliminate exact times, as those are subject to change each year we are on Chapman Elementary campus due to the annual reneogtiation of the Facitilies Use Agreement. Also, our current policy has no limit on the number of excused illness absences. The suggested revisions include a limit on parent-excused illness absences and requires doctor's notes after seven illness absences. This is in line with other school attendance policies.

Regular attendance is important not only because it hurts the school financially when attendance is poort, but it is also the strongest predictor of student achievement. Also, the Dashboard, which is the public record of our achievement, has a measure of attendance. Chronic truancy rates are figured into the Dashboard ratings and poor achievement in this area will reflect poorly on the school.

ACTION REQUESTED:

Revise current Attendance Policy.

Attachment: Redline version of Attendance Policy with suggested revisions.

SHERWOOD MONTESSORI

Attendance Policy

Sherwood Montessori is committed to delivering a high quality, authentic Montessori education by a concerted community-based effort between the school, the parents, and the individual child. Families put their trust in us that we will adhere to this commitment just as we put our trust in families that they will do the same. Regular attendance is essential for children to succeed in school. A child who is excessively absent will miss out on community building and social opportunities that cannot be recreated. Excessive tardiness can have a similar effect on a child's educational experience. Late arrival is also disruptive to the class as children stop their activities to wonder why their peer was late.

Arrival

The Montessori classroom is a structured environment, with the early part of the day being reserved for organizing activities and planning the work period. Late arrival interferes with the community as a whole and prevents the child from participating in cooperative learning experiences.

Please allow sufficient time for your child to arrive at school and not feel rushed. The feelings of the child as he enters class can set the tone for the day.

~~Between *8:15 a.m. and 8:30 a.m.*, Sherwood Montessori staff and volunteers will greet the students as they are dropped off from their cars. Please refer to the traffic map for details about where to park and where to walk.~~

Children arriving *after* *the school start time*~~*8:30 a.m.*~~ are tardy, and they *must be signed in at the front office* immediately upon arrival. Please park and walk your child in through the main entrance and sign them in with the office manager. Your child will be given a tardy slip to hand to her or his teacher as a means of communicating that late arrival procedures were followed.

Dismissal

~~Dismissal is at 3:00p.m. Monday-Friday, excepting Wednesday when dismissal is at 2:00 p.m. Please refer to the traffic map for details about where to park and where to walk.~~ There is a 5-minute grace period for pick-ups after school is dismissed. ~~After 3:05 p.m. (2:05 p.m. On Wednesdays),~~After the five minutes, children who have not yet been picked up will be ~~signed in to after school care and families will be responsible for paying drop-in child care rates.~~taken to the office.

Absences

~~Education Code Section 48260 defines a "truant" as any pupil absent without valid excuse 3 full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on 3 occasions in one school year, or any combination thereof.~~

~~Education Code Section 48205 provides the following absences as "excused": illness; quarantine; medical, dental, optometric, or chiropractic appointment; funeral services of a member of the immediate family; and for justifiable personal reasons.~~

Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments outside of school hours.

Education Code Section 48205 provides the following absences as "excused"- illness; quarantine; medical, dental, optometric, or chiropractic appointment; funeral services of a member of the immediate family; and for justifiable personal reasons.

~~1~~

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. (Education Code 46014)

Most students will have times when it will be necessary to be absent from school. It is important for sick children to stay home to recuperate. **We are not equipped to accommodate children with illnesses while they convalesce.** Following is a list of conditions that warrant an excused absence due to illness:

1. A temperature of more than 100ºF orally
2. Nausea or vomiting
3. Stomachache
4. Diarrhea
5. Persistent cough
6. Earache
7. Thick yellowish discharge from nose
8. Sore throat
9. Rash or infection of the skin
10. Red or pink eyes

Following are guidelines for determining when it is appropriate for a student to return to school after an illness:

- **Bronchitis:** on antibiotics for 24 hours or more
- **Chicken Pox:** when lesions are crusted over (approximately one week)
- **Colds:** no presence of yellow or green mucus, which may be related to an infection (may return if there is no elevated temperature, sore throat, or severe cough)
- **Conjunctivitis:** when discharge from eyes has stopped; for bacterial conjunctivitis, usually 24 hours after starting antibiotic eye drops; see physician regarding viral infections
- **Diarrhea:** free of diarrhea for 24 hours or more if caused by illness and not medication
- **Ear Infection:** on antibiotics for 24 hours or more
- **Fever:** fever-free for at least 24 hours (readings generally lower in morning)
- **Strep Throat:** after treatment with antibiotics for at least 24 hours
- **Vomiting:** free from vomiting for 24 hours or more

Truancy

Truancy is defined by the law, and Sherwood is not exempt from these laws. Education Code Section 48260 defines a "truant" as any pupil absent without valid excuse 3 full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on 3 occasions in one school year, or any combination thereof.

~~Education Code Section 48205 provides the following absences as "excused"- illness; quarantine; medical, dental, optometric, or chiropractic appointment; funeral services of a member of the immediate family; and for justifiable personal reasons.~~

A. Attendance rates for all students shall be reviewed weekly. When thresholds for excused and unexcused absences as detailed below are reached, family contact shall be made as follows:

1. Four unexcused absences will generate a mandated, legally compliant initial attendance letter detailing the school attendance policy and the legal ramifications of excessive unexcused absences.

2. Five absences, excused or unexcused, will initiate an attendance conference held with the parents/guardians and the student, if appropriate. The purpose of this meeting is to communicate the attendance policies clearly to families to ensure maximum attendance for the remainder of the year.

3. Seven unexcused absences will generate another attendance letter referencing truancy guidelines and the school's expulsion policy. The Butte County Office of Education will be notified of the potential for a truancy referral at this time.

4. Ten unexcused absences will generate another attendance letter referencing truancy guidelines and requiring review under the school's expulsion policy for possible expulsion from the school for truancy. At this time the student will be referred to the Butte County Office of Education for truancy.

5. Eight excused absences will generate a letter requiring third-party proof for excusing any future absences. The intent is not to castigate or persecute families with frequently or seriously ill children. Discretion will be required by the Director in determining the facts of these situations. The intent is to reveal fraudulent claims of illness to avoid truancy and expulsion.

Family vacations are not valid excuses for missing school. Please schedule your vacations during school vacation times. If an extended absence is unavoidable, please contact the Director to see if an Independent Study Contract can be implemented.

Legal Reference: EDUCATION CODE

46010-46014 Absences
46100-46119 Attendance in kindergarten and elementary schools
48200-48208 Children ages 6-18 (compulsory full-time attendance)
48210-48216 Exclusions from attendance
48240-48246 Supervisors of attendance
48260-48273 Truants
48292 Filing complaint against parent
48320-48324 School attendance review boards

Agenda Item 5.4

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.4 Enrollment Model**

Date: May 12, 2017 for the meeting of May 18, 2017

SUMMARY

Each year, the Board of Directors must adopt an enrollment model to guide the lottery, class lists, and planning.

DISCUSSION

In October, enrollment were proposed, but not adopted as the Board recognized that many changes could occur during the school year that would result in the adopted model being unrealistic. It was also apparent that careful consideration would need to be paid to sixth grade placement, as sixth grade had been included in upper elementary in some years and in middle school in others.

The plan was set to seek parent input later in the year and make the final decision at the May Board meeting. Parents of students who would be entering 6th grade were invited to attend meetings to discuss their views and pros and cons of various class configurations were shared. After parent/teacher conferences, our middle school teacher, Celeste, shared that many middle school parents also had strong feelings about where 6th grade would be placed. An email was sent to the middle school parents informing them that the final decision would be made at the May Board meeting, and they were invited to give input.

Three enrollment models are presented here for consideration. In Model A, 6th grade is in three groups with six 6th graders in each of the upper elementary classrooms and eight 6th graders in the middle school. In Model B, the 6th grade group is in the middle school only. In Model C, the 6th grade group is in upper elementary only.

When considering these models, it is important to keep in mind that we currently have twenty students on the wait list for grades 4th-6th. We have an additional two students on the wait list for seventh grade.

With Model A, one 6th or 7th grade student could be admitted from the wait list and up to nine students in 4th and 5th grades could be admitted from the wait list. With Model B, no 6th or 7th grade students could be admitted from the wait list and up to nine students in 4th and 5th grade could be admitted. With Model C, one student from the 4th-6th wait list could be admitted and up to nine students could be admitted to the 7th and 8th although we have only two 7th graders on the wait list at this time.

In terms of class size: Model A would create a moderately-sized middle school class, Model B would create a large middle school class size, and Model C would create a very small class size. In Model C, the expenditures for the middle school would outweigh the revenues generated. Model A is a financially sustainable enrollment number for middle school, but it restrains enrollment overall as it limits the number of students that can be admitted from the wait list.

With 35 in the middle school, we would have the average class size for Chico Unified in their middle school classrooms, so we could not expect to be given another classroom, even if the Prop 39 process was still open. This number is large for us, however, and if this model were to be chosen, it would be wise to consider ways to mitigate the larger class size. Examples include: giving priority to time and space for the middle school at 1010 Cleveland, consider spending some of the Measure K bond money to provide a fully equipped science lab or other instructional space primarily to be used by the middle school, and/or allocate additional support staff time to the middle school. We should also keep in mind that historically we have not seen our projected enrollment number reached as we start our school year. Although we make effective efforts to communicate with middle school families about their plans, we have always had at least a few students who do not ultimately attend Sherwood in the fall. Therefor, adopting a model with an enrollment of 35 is likely to yield an actual enrollment of 30-32.

Because of the significant increase in revenues to the school and the benefits that could be enjoyed by students in all grade levels, Model B is recommended.

ACTION REQUESTED:

Adopt proposed enrollment Model B.

Attachment: Enrollment Models

Enrollment Models

Note: Numbers in parentheses indicate current, accurate enrollment for next year as of 5/12/2017. Numbers outside of parentheses indicate target enrollment.

2016-2017		total per level	#classrooms	2017-2018	total per level	#classrooms
TK	1			4(1)		
K	20	21	1	20(16)	24(17)	1
1	20	60	3	24(21)	72(62)	3
2	17			24(24)		
3	23			24(17)		
4	17	37	2	24(24)	60(51)	2
5	20			24(15)		
6	17			21*(20)	6/6/8	
7	8	30	1	(10)	24(23)	1
8	5			(5)		
	148		7	180(153)		7

Model A 6th Grade in Three Groups (2 groups of 6 in upper elementary, 8 in middle school). *Could admit one 6th grader or 7th grader from the wait list.

2016-2017		total per level	#classrooms	2017-2018	total per level	#classrooms
TK	1			4(1)		
K	20	21	1	20(16)	24(17)	1
1	20	60	3	24(21)	72(62)	3
2	17			24(24)		
3	23			24(17)		
4	17	37	2	24(24)	60(39)	2
5	20			24(15)		
6	17			20		
7	8	30	1	10	35	1
8	5			5		
	148		7	191(153)		7

Model B 6th Grade in Middle School

2016-2017		total per level	#classrooms	2017-2018	total per level	#class-rooms
TK	1			4(1)		
K	20	21	1	20(16)	24(17)	1
1	20	60	3	24(21)	72(62)	3
2	17			24(24)		
3	23			24(17)		
4	17	37	2	24(24)	60(59)	2
5	20			24(15)		
6	17			24(20)		
7	8	30	1	*10	24(15)	1
8	5			*5		
	148		7	180(153)		7

Model C 6th Grade in Upper Elementary *a combination of nine 7th and 8th grade students could be admitted from the wait list, however we have only two on the list at this time.

SHERWOOD MONTESSORI

REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 4**
1071 E. 16th St., Chico, California
Date/Time: **Thursday, June 1, 2017 – 5:00 p.m.**

AGENDA

1. CALL TO ORDER

1.1 Roll Call 2016-2017 Directors: Chris Fosen, Robyn DiFalco, Kristy Cowell, Heather Fox, Nili Yudice, Monica Woodward; 2017-2018 Directors: Kristy Cowell, Heather Fox, Nili Yudice, Monica Woodward, Tanya King, Dillon Chik-McNeal, Melissa Struyf

1.2 Commendations Outgoing directors will receive commendations

1.3 Welcome New Directors Incoming directors will be welcomed

2. CONSENT AGENDA

2.1 Minutes Approval Consider approval of minutes from May 18, 2017

2.2 Contract for Business Services

2.3 Board Meeting Calendar for 2017-2018

3. REPORTS AND COMMUNICATION

None

4. NOTICED PUBLIC HEARINGS

None

5. REGULAR BUSINESS

5.1 Items Removed From Consent (If any)

5.2 Sherwood's Local Control Accountability Plan (LCAP)

A final draft of the 2017-2018 LCAP has been prepared.

ACTION REQUESTED: Adopt the 2017-2018 LCAP.

5.3 2017-2018 Original Budget

The Board will be asked to approve an Original Budget for the 2017-2018 school year.

ACTION REQUESTED: Adopt budget.

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 Officer Election

The Board will be asked to elect a Chair, a Vice Chair, a Secretary and a Treasurer for the 2017-2018 school year.

ACTION REQUESTED: Elect officers.

5.5 Committees of the Board

Directors will choose committees on which to serve during the 2017-2018 school year.

ACTION REQUESTED: Create Board committees.

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 Approval of Facilities Use Agreement (FUA)

7.2 Teaching Faculty Contracts

8. CLOSED SESSION

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.

9. ADJOURNMENT (Est. 8:00 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 NOTICE OF THE BOARD OF DIRECTORS

Location: Sherwood Montessori Room No. 4

1071 E. 16th St., Chico, California

Date/Time: Thursday, May 18, 2017 – 6:00 p.m.

AGENDA

1. **CALL TO ORDER**

   1.1 Roll Call 6:01

   Chris Fosen, Robyn DiFalco, Kristy Cowell, Heather Fox, Nili Yudice, Monica Woodward

2. **CONSENT AGENDA**

   2.1 Minutes Approval Consider approval of minutes from April 20, 2017

   MOTION TO APPROVE MINUTES FROM APRIL 20, 2017: Heather Fox

   SECOND: Nili Yudice

   APPROVED: Unanimous approval

3. **REPORTS AND COMMUNICATION**

   3.1 Instructional Staff Report –added video report from Emily – all reports accepted

   3.2 Sherwood Montessori Parents Organization Report – great Sherwoodstock.

   3.3 Director of MTSS Report-no questions or comments

   3.4 School Director Report –

   - FUA meeting tomorrow. Will find out what Chapman School thinks about our revisions. Mike Allen and Michelle will meet Friday this week.
   - Grant has been awarded. $25,000. Will cover Positive Behavior Intervention Support-PBIS training; (3 year process) Curriculum Library project: MACAR for use for working with children with special needs; Montessori style Montessori Applied to Children at Risk.
   - Measure K $ still unclear. Have to create a new committee due to board revision.
   - Stepping stones have become a safety issue. This is determined to be a CUSD problem during rainy weather.

   3.5 Treasurer Report –

   - Nili – ending with positive balance this year. ADA # continues to be most important # for the school. Pat – looks better this week than last week.

- Governors May revise saved us. We will get June payment in June. Cost of living was raised in calculation.
- One time $ (discretionary fund) was raised. On Monday…..things changed again. We do get discretionary fund $ in 2019. Based on 153 enrollment + 146 ADA = 60K balance. If that changes then balance changes too.
- Pat will watch enrollment from day 1….a drop of 10 students – 80K loss hope is next year we will begin with cash balance.
- We do have 200K line of credit for cover. ALL OF OUR FUNDS ARE TIED TO ADA!! Technically we have 61K and will end with positive balance.

MARLO- enrollment question. Who keeps the check on enrollment versus the cost? Answer: Pat

3.6 Committee Reports –year end practice.

- Check google docs to make sure any documents created by past members are copied.
- SHERWOODSTOCK- everything went off well. Closing out meeting next week – no final number yet. Hopefully we did as well as last year.
- Michelle already told community we made 6K; called it a rough estimate.
- A special Thankyou to all Teachers for all of their help.
- A big shoutout to Nili Yudice for all her help, including MC at event!
- No new reports from any other committees

4. NOTICED PUBLIC HEARINGS None

5. REGULAR BUSINESS

5.1 Items Removed From Consent (If any)

5.2 LCAP Local Indicator Measures

A draft of the 2017-2018 LCAP has been prepared. Stakeholders are encouraged to give input.

ACTION REQUESTED: Discussion only.

DISCUSSION:

- Big change this year 4.38% for students and families with special needs
- Thought about scholarship for after care….didn't work. Going to different model for aftercare.

- Goal 4 will change and will provide scholarships for fieldtrips. Money will be sheltered in LCAP. This is an annual process.
- Silent Journey/Discovery may replace Montessori materials night. This is a parent education program used as a retention strategy; parents will understand the Montessori metnod better
- LCAP will come back next month for approval

5.2 5.3 Attendance Policy

The Board will be asked to approve revisions to our Attendance Policy.

ACTION REQUESTED: Approve revisions in the Attendance Policy.

MOTION TO APPROVE REVISIONS IN ATTENDANCE POLICY: Chris Fosen
SECOND:Heather Fox
Discussion:
APPROVED: Unanimous approval of attendance policy

5.3 Enrollment Model

The Board will be asked to approve an enrollment model for the 2017-2018 school year.
ACTION REQUESTED: Approve enrollment model for 2017-2018.
MOTION TO APPROVE ENROLLMENT MODEL FOR 2017-2018: Nili Yudice
SECOND: Monica Woodward
Discussion:

- We have moved from growth models to enrollment models Goes into daily operation mode
- Kelli Kurth would like to see the middle school have their own outside space that they could control.
- Tanya Parish- uncomfortable with splitting up the 6th graders….feels good with all or nothing. 33-35 is still a lot of students. Worried about waitlist lack for lower elementary classes
- Michelle will meet with Teresa and Heather…will have kg roundup…awareness is key. Will invite people to come in and meet teachers.
- Heather Foxmentions that kg is half day and full day could be better. Could do am and pm kg with option to go all day
- Marlo-adapting to community…..there are many children in this neighborhood who cannot get into Head Start…..what would that look like?
- Chris Fosen- table this issue…..bring it back next month
- Kristy Cowell- 4th-5th-6th together is Montessori
- Nili Yudice- #'s matter here…ADA
- Robyn DiFalco- Model B estimate would be 169; allows for potential enrollment of 179-191.
- Model A still gives high estimate.
- Heather Fox- older kids don't really have their spot. Her son was not happy last year….due to 6th graders in the class.
- Nili Yudice- possible measure K funds for portable?
- Kristy Cowell- model A is worst choice; why not recruit middle school?
- Kelli Kurth- there are parents on the waitlist
- How to vote on 3 options?
    - Michelle proposes we adopt enrollment Model B Initial motion is to adopt

NIli Yudice– motion to adopt model B
Second: Heather Fox
APPROVED: 4 Aye votes -1 abstention -1-no vote

Monica-ask Celeste what she needs and we can get Measure K funds if we are quick. We would have to call a special meeting….already have a special meeting set first week of school. Desks and chairs can come from CUSD

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.

Marlo- a special thankyou to Kelli Kurth for being so dedicated. So many parents have dedicated a lot of time…..Parents who helped were consistent this year. End of discussion 8:00

7. FUTURE AGENDA ITEMS

7.1 LCAP Final Draft
7.2 Contract for Business Services
7.3 2017-2018 Original Budget
7.4 Approval of Board Candidates
7.5 Closed session for review of School Director

8. CLOSED SESSION

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.

9. **ADJOURNMENT -** 10:00 PM

SHERWOOD MONTESSORI

DRAFT AGREEMENT FOR BUSINESS MANAGEMENT SERVICES

This AGREEMENT is made this day of July 1, 2017 between Patrick Casey, an Independent Contractor, and Sherwood Montessori ("Client") a 501 c(3)Public Benefit Corporation located at 1071 E. 16th St. Chico, CA 95928

Term of Agreement

1. This Agreement will become effective July 1, 2017 and will continue in effect until June 30, 2018 unless terminated sooner as further provided herein.

Business Manager's Services

2. As Business Manager, Patrick Casey agrees to perform such general tax and accounting services for Client as Client may request or authorize Business Manager to perform, under the terms and conditions set forth in this Agreement, monthly reports for the Sherwood Montessori Board of Directors. These reports are to include: Changes Since Initial 2017-2018 Budget, Multi-Year Budget Projections, Budget v. Actual, Cash Flow Projections, Donations Report, and a Payment to Vendors Report.

   Business Manager agrees to perform the following specific accounting services for Client under the terms and conditions stated in this agreement. In addition, Business Manager, in Business Manager's discretion, may perform additional accounting services, such as preparation of payroll including payroll taxes and STRS and PERS reporting for Client if Client so requests and Business Manager agrees to do so. Any services that are not specifically described in this section are not be included in the basic compensation rate specified in Paragraph 3 and will be billed separately to Client as stated below.

Business Manager's Fees

3. Business Manager's fee for the services specified in Paragraph 2, above, will be $50 per hour, payable to Independent Contractor, Patrick Casey. Any additional services performed by Business Manager for Client and not specified in Paragraph 2, above, will be charged on an hourly rate basis at Business Manager's standard hourly rate of $50 per hour. Amounts due for Business Manager's fees, costs, and expenses will be billed to Client on a monthly basis and will be due and payable within 15 days thereafter.

Termination on Notice

4. Either party may terminate this agreement at any time by giving two weeks' written notice to the other party. In the event that this agreement is terminated, Client agrees to compensate Business Manager at Business Manager's regular hourly rate for any time expended but not billed as of the termination date, as well as any costs or expenses as specified above incurred but not billed as of that date.

Arbitration

5. Any controversy between the parties to this Agreement involving the construction or application of any of its terms, covenants, or conditions will be submitted to arbitration, on the written request of one party served on the other. The arbitration will comply with and be governed by the provisions of the California Arbitration Act, California Code of Civil Procedure Sections 1280 through 1294.2.

Attorneys' Fees

6. If any party to this Agreement resorts to litigation or arbitration to enforce or interpret any provision of this Agreement, the prevailing party will be entitled to recover reasonable attorneys' fees in addition to any other relief to which that party may be entitled. This provision applies to the entire contract.

Client's Cooperation

7. Client agrees to cooperate fully and completely with Business Manager and to provide Business Manager with all the necessary data, information, records, and other materials requested by Business Manager that are reasonably necessary to enable Business Manager to render accounting services to Client under the terms of this Agreement.

Entire Agreement

8. This Agreement contains the entire agreement between the parties relating to the rights granted and the obligations assumed. Any oral representations or modifications concerning this Agreement will be of no force or effect excepting a subsequent modification in writing, signed by the party to be charged.

Partial Invalidity

9. If any part of this contract is declared invalid for any reason, the remainder of the agreement shall be unaffected. The other parts of the agreement shall remain in effect as if the agreement had been executed without the invalid part. The parties

declare that they intend and desire that the remaining parts of the agreement continue to be effective without any part or parts that have been declared invalid.

Governing Law

10. The validity of this Agreement and its terms or provisions, as well as the rights and duties of the parties, will be interpreted and construed pursuant to and in accordance with the laws of the State of California.

Amendments and Waivers

11. Any term or provision of this Agreement may be amended and the observance of any term of this Agreement may be waived (either generally or in a particular instance and either retroactively or prospectively) only by a writing signed by the party to be bound thereby. The waiver by a party of any breach of this Agreement will not be deemed to constitute a waiver of any other default or succeeding breach or default.

Notices

12. Any notices to be given under this Agreement by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices must be addressed to the addresses of the parties as they appear in the introductory paragraph of this agreement, but each party may change address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of five business days after mailing.

Authority

13. Each party represents that they are fully authorized to execute this agreement and bind their representative agency.

Executed on July 1, 2017 in Chico, California.

_____ _____

TBD Date

Chair of the Board of Directors, Sherwood Montessori

_____ _____

Patrick Casey Date

Chief Business Officer, Independent Contractor

Sherwood Montessori's
Board of Directors Meetings 2017-2018

July Board Meeting	Recess
August Board Meeting 8/17/2016 6 p.m. Location: Sherwood Montessori	Unaudited actuals approved Employee Handbook changes Resolution to change signatories on bank account
September Board Meeting 9/21/2016 6p.m. Committee Work Location: Sherwood Montessori	Enrollment Model
October Board Meeting 10/19/2016 6p.m. Location: Sherwood Montessori	Prop 39 Request Annual Financial Audit Report of Standardized Test Results
November Board Meeting 11/16/2016 6p.m. Location: Sherwood Montessori	First Interim Budget Next Year's School Calendar
December Board Meeting	Recess
January Board Retreat Saturday, January 14, 2018 14 9:00 a.m.-3:00 p.m. Location TBD	Planning Retreat
February Board Meeting 2/15/2018 6p.m. Location: Sherwood Montessori	SARC Report Second Interim Budget Prop 39
March Board Meeting 3/15/2018 6p.m. Location:	

Sherwood Montessori	
April Board Meeting 4/19/2018 6p.m. Location: Sherwood Montessori	Approve BOD candidates LCAP Draft Closed Session: Review of Director
May Board Meeting 5/17/2018 6p.m. Location: Sherwood Montessori	Next Year's Budget & LCAP Closed Session: Review of Director
June Board Meeting 6/6/2018 6p.m. Location: Sherwood Montessori	Orientation materials to new directors Resolutions for outgoing directors Set meeting dates/times for year Contracts (Business Services, Faculty, Services) Closed Session: Evaluation/Contract for Director Facilities Use Agreement

Agenda Item 5.2

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.2: 2017-2018 Local Control and Accountability Plan (LCAP)**

Date: May 26, 2017 for the meeting of June 1, 2017

SUMMARY

Each public school, public school district, county office of education, and charter school in California must adopt an updated LCAP by July 1, 2017.

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. It 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.

The LCAP presented has been created with the input of stakeholders and discussed in a public meeting. It must be updated each year, but major changes are not the expectation as the school is expected to continue to work towards a goal until such time as it is accomplished or no longer relevant. Accomplished goals may be kept in the plan with the goal to maintain the achievement.

The process of revisiting the LCAP each year includes evaluating identified metrics, or data, to determine growth for each stated goal. Decision making is meant to be based on these metrics, including but not limited to: attendance data, academic performance data (standardized test scores), discipline data (suspension and expulsion rates), teacher qualifications, Facilities Inspection Tool (FIT) ratings, and local measures (school surveys).

Changes in the 2017-2018 LCAP include:

- Expenditures on recess equipment but not PE equipment as we now have a comprehensive collection
- Change from school providing scholarship for after school care to school providing scholarship for field trips

- Increase in expenditures for Goal 2 to develop a parent volunteer tracking system that works for our needs
- Increase in expenditures for Goal 2 to offer Silent Journey/Discover model of parent education (a practice used by high-performing Montessori schools)

ACTION REQUESTED
Adopt plan.

Attachment: Proposed LCAP updated for 2017-2018

LCAP Year ☒ 2017–18 ☐ 2018–19 ☐ 2019–20

Local Control Accountability Plan and Annual Update (LCAP) Template

Addendum: General instructions & regulatory requirements.

Appendix A: Priorities 5 and 6 Rate Calculations

Appendix B: Guiding Questions: Use as prompts (not limits)

LCFF Evaluation Rubrics [Note: this text will be hyperlinked to the LCFF Evaluation Rubric web page when it becomes available.]: Essential data to support completion of this LCAP. Please analyze the LEA's full data set; specific links to the rubrics are also provided within the template.

LEA Name	Sherwood Montessori		
Contact Name and Title	Michelle Yezbick Director	Email and Phone	michelle@sherwoodmontessori.org (530) 345-6600

2017-20 Plan Summary

THE STORY

Briefly describe the students and community and how the LEA serves them.

Sherwood Montessori was started when a group of parents saw the need for a Montessori approach to education in the Chico community. Russell Shapiro, the first Board Chair wrote the school's Charter Petition and it was approved by the Chico Unified School District Board of Education on December 2, 2009. Planning for the school's opening began immediately and Sherwood opened its doors with close to 100 students on August 25, 2010. Twenty months later, on March 7, 2012, our Charter was successfully renewed for the next five years. Most recently, on March 22, 2017, Sherwood's charter was again renewed for another 5 years by the Chico Unified School District Board of Education.

Sherwood Montessori offers Chico families a unique, high quality, alternative education free of tuition. We use an authentic Montessori approach to education which has proven effective for children on six continents for over 100 years. Our curriculum meets and exceeds the California State Standards as we prepare all of our students for success in the twenty-first century.

The mission of Sherwood Montessori is to educate K-8 students of the greater Chico area by providing Montessori education within the context of mutual respect and joy. The focus of the education will be on engaging critical thinking and fostering empathy, and developing the skills needed to become competent, responsible citizens who are life-long learners and skillful problem solvers. The school will serve our community by providing a rich and supportive educational environment for children based upon the philosophy of Maria Montessori which allows each child to reach his or her own potential academically, personally, and socially and will focus on educating the whole child intellectually, physically, and psychologically. The methodology used will develop a firm foundation for the students, and will emphasize ethics, initiative, persistence, and self-confidence.

This mission is accomplished by a concerted community-based effort between the school, the parents, and the individual child.

Core Values:
To successfully implement and sustain this mission, the school will be founded on the following core values:

- To creatively apply the Montessori method toward reaching high academic standards, while emphasizing core subjects
- To maintain a diverse total school population through inclusive mixed-aged, mentor based classrooms that welcome all students

- To place emphasis on collaboration, problem-solving, and self-directed goal-setting for each Montessori student according to developmental readiness
- To nurture a commitment toward sustainability and environmental awareness locally and globally, both in Chico and in the greater world
- To apply firm standards of conduct, emphasizing mutual respect, honesty, and courtesy
- To employ creative, passionate, and engaged teachers who are committed to the Montessori philosophy
- To nurture high parental involvement and collaboration in all areas of education and Governance

LCAP HIGHLIGHTS

Identify and briefly summarize the key features of this year's LCAP.

Sherwood has made good progress on its LCAP goals and will continue to work for more improvements in some areas while maintaining progress in others. The increases in expenditures reflect projected actual spending and increases in efforts and resources put towards these efforts. For Goal 1.3, costs associated with creating a database of Montessori materials are added. For Goal 1.4, we now have a comprehensive collection of PE equipment, but need to increase the equipment available at recess. Sherwood made a big investment in the purchase and renovation of property this past year that was transformed into a teaching kitchen, library, small group instructional space, and future garden grounds. More work on this property is planned for the 2017-2018 school year, including planning and planting an amazing teaching garden. Big increases in spending and efforts for improving parent volunteerism were initially implemented during the 2016-2017 school year; continuing these efforts plus creating a tracking system that works for us over the summer break are planned. Our data, including the new Dashboard, shows that we are doing good work that is resulting in measurable student achievement. This 2017-2018 LCAP is focused on carrying out our goals to the next level and maintaining some good progress that has been made.

REVIEW OF PERFORMANCE

Based on a review of performance on the state indicators and local performance indicators included in the LCFF Evaluation Rubrics, progress toward LCAP goals, local self-assessment tools, stakeholder input, or other information, what progress is the LEA most proud of and how does the LEA plan to maintain or build upon that success? This may include identifying any specific examples of how past increases or improvements in services for low-income students, English learners, and foster youth have led to improved performance for these students.

GREATEST PROGRESS

Sherwood Montessori did quite well as measured by the new accountability system, the Dashboard. Sherwood's Suspension Rate Indicator and ELA Academic Indicator were both blue, and the Math Academic Indicator was green. We intend to maintain these high levels by continuing to implement our Multiple-Tiered System of Support, now as an independent provider of special education services.

Our stakeholders have also consistently identified our teachers as being the aspect of our program with which they are most satisfied. Our teachers express that opportunities for professional development are important to them. They are passionate about implementing an authentic Montessori program, and often seek ways to improve their practice. For these reasons, although our data shows that we are performing well academically, we will continue to allocate resources to provide teachers with high-quality professional development opportunities.

Sherwood currently has 10 English language learners and one foster youth,numbers too low to report data publicly considering students' rights to confidentiality. This year, 25% of our students qualify for free or reduced lunch. Last year, 33% of our students qualified for free or reduced lunch. Standardized testing results showed that students from socioeconomically disadvantaged backgrounds made more gains than their non-disadvantaged peers in math, with "all" students making 16.7 points gain and socioeconomically disadvantaged students making 18.2 points gain. In ELA, "all" students made 22.5 points gain and socioeconomically disadvantaged students made 19.7 points gain. These data indicate that the work Sherwood is doing to increase student academic performance is effective for all students regardless of economic background.

Referring to the LCFF Evaluation Rubrics, identify any state indicator or local performance indicator for which overall performance was in the “Red” or “Orange” performance category or where the LEA received a “Not Met” or “Not Met for Two or More Years” rating. Additionally, identify any areas that the LEA has determined need significant improvement based on review of local performance indicators or other local indicators. What steps is the LEA planning to take to address these areas with the greatest need for improvement?

GREATEST NEEDS

Sherwood Montessori did not have any performance indicators in the “Red” or “Orange” categories. Based on stakeholder input, our area of greatest need is the school facility itself. Although this year we expanded the campus to include a space with a library, garden, and teaching kitchen, parents have expressed that the school needs a fence to improve safety. This issue will be addressed in the coming year using funds from Measure K in cooperation with Chico USD.

Referring to the LCFF Evaluation Rubrics, identify any state indicator for which performance for any student group was two or more performance levels below the "all student" performance. What steps is the LEA planning to take to address these performance gaps?

PERFORMANCE GAPS

Sherwood Montessori has only one measured student subgroup: Socioeconomically Disadvantaged students. While this group of students did score one level below "all students" in both Math and ELA, they did make substantial gains. In the case of Math, they increased by 18.2 points, which was an even greater gain than "all students" (16.7 points). In ELA, gains were comparable, with "all students" increasing by 22.5 points and Socioeconomically Disadvantaged students increasing by 19.7 points. Therefore, we are pleased to report that none of our
student groups are two or more levels below the level of "all students", and all students are making substantial gains.

INCREASED OR IMPROVED SERVICES

If not previously addressed, identify the two to three most significant ways that the LEA will increase or improve services for low-income students, English learners, and foster youth.

Sherwood has offered free and reduced lunch and child care for students from low-income families. The school will continue to offer these, although the child care will be offered free only for school events and not on a daily before and after school basis. Funds provided through the Local Control Funding Formula were not enough to continue to offer free daily child care. Instead, the school will use those funds to provide scholarships for field trips for families who qualify for free and reduced lunch.

BUDGET SUMMARY

Complete the table below. LEAs may include additional information or more detail, including graphics.

DESCRIPTION	AMOUNT
Total General Fund Budget Expenditures for LCAP Year	$1,185,450
Total Funds Budgeted for Planned Actions/Services to Meet the Goals in the LCAP for LCAP Year	$66,890.00

The LCAP is intended to be a comprehensive planning tool but may not describe all General Fund Budget Expenditures. Briefly describe any of the General Fund Budget Expenditures specified above for the LCAP year not included in the LCAP.

$ Total Projected LCFF Revenues for LCAP Year

Annual Update

LCAP Year Reviewed: 2016-17

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Goal 1

Provide high quality, authentic Montessori instruction with curriculum aligned to Common Core State Standards, a broad range of traditional Montessori materials, highly-qualified teachers, and a facility in good repair.
1.1: Provide highly qualified teachers for all students.
1.2: Provide authentic Montessori instruction with curriculum aligned to Common Core State Standards (CCSS).
1.3: Provide a broad range of Montessori materials.
1.4: Provide a facility in good repair and improve PE/recess equipment.
1.5: Refine Student Based Intervention Team (SBIT) process to give access to students whose achievement may otherwise be hindered by learning differences due to disabilities, marginal past academic experiences, or behavior issues.

State and/or Local Priorities Addressed by this goal:

STATE	☒ 1	☒ 2	☒ 3	☒ 4	☐ 5	☐ 6	☒ 7	☒ 8
COE	☐ 9	☐ 10						
LOCAL								

ANNUAL MEASURABLE OUTCOMES

EXPECTED

Priority #1 Basic Services
Maintain 100% highly qualified credentialed teachers.
Maintain materials in good repair and replace/add to materials as needed.
Maintain and improve school facility, encourage walking trips to nearby branch of public library, add to PE/recess equipment.
Retain qualified SBIT Coordinator to work collaboratively with director, teachers, and parents.
Collect data to determine which students need access to the SBIT process.
Track down individual students' growth to show movement towards identified SBIT goals.

Priority #2 Implementation of State Standards
Move from stage 3 to stage 4 of CCSS implementation: align teacher evaluation and support.

Priority #3 Parent Involvement
Retain qualified SBIT Coordinator to work collaboratively with director, teachers, and parents.

ACTUAL

Priority #1 Basic Services
Maintained 100% highly qualified credentialed teachers.
Maintained materials in good repair and replaced/added to materials as needed.
Maintained and improved school facility, put together a school library in newly acquired building, added to PE/recess equipment. Improved school facility by moving to an entirely new campus with classroom square footage increasing by 10-40% plus additional new playground equipment and several acres of play fields that were not available at previous campus.
Retained qualified SBIT Coordinator who worked collaboratively with director, teachers, and parents.
Collected data to determine which students need access to the SBIT process.
Tracked down individual students' growth to show movement towards identified SBIT goals.

Priority #2 Implementation of State Standards
Moved from stage 3 to stage 4 of CCSS implementation: aligned teacher evaluation and support. Purchased iReady assessments in math and English language arts to collect data from formative assessments aligned with CCSS.

Priority #4 Pupil Achievement Retain qualified SBIT Coordinator to work collaboratively with director, teachers, and parents. Move from stage 3 to stage 4 of CCSS implementation: align teacher evaluation and support. Priority #7 Course Access Maintain materials in good repair and replace/add to materials as needed. Move from stage 3 to stage 4 of CCSS implementation: align teacher evaluation and support. Priority #8 Other Pupil Outcomes Provide a facility in good repair and improve PE/recess equipment.	Priority #3 Parent Involvement Retained qualified SBIT Coordinator who worked collaboratively with director, teachers, and parents. Priority #4 Pupil Achievement Retained qualified SBIT Coordinator who work collaboratively with director, teachers, and parents. Moved from stage 3 to stage 4 of CCSS implementation: aligned teacher evaluation and support. Priority #7 Course Access Maintained materials in good repair and replaced/added to materials as needed. Moved from stage 3 to stage 4 of CCSS implementation: aligned teacher evaluation and support. Priority #8 Other Pupil Outcomes Provided a facility in good repair and improved PE/recess equipment.

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action 1

	PLANNED	ACTUAL
Actions/Services	Continue to monitor teacher credentials and assignments.	Monitored teacher credentials and assignments.
Expenditures	BUDGETED 2000-2999: Classified Personnel Salaries General Fund/LCFF Supplemental Funds $1,200	ESTIMATED ACTUAL Hourly pay to monitor credentials and assignments. 2000-2999: Classified Personnel Salaries General Fund/LCFF Supplemental Funds $1,500 Benefits costs associated with pay. 3000-3999: Employee Benefits General Fund/LCFF Supplemental Funds $300

Action 2

	PLANNED	ACTUAL
Actions/Services	Teachers will work in grade-level teams and with school director to assess progress on implementing CCSS.	Assessed that we are making good progress on implementing CCSS and data supports this.
Expenditures	BUDGETED	ESTIMATED ACTUAL

	1000-1999: Certificated Personnel Salaries General Fund/LCFF Supplemental Funds $3,000 2000-2999: Classified Personnel Salaries General Fund/LCFF Supplemental Funds $350	Portion of teachers' salary for time spent on reflection of CCSS implementation and analysis of data. 1000-1999: Certificated Personnel Salaries General Fund/LCFF Supplemental Funds $3,000 Benefits costs associated with pay. 3000-3999: Employee Benefits General Fund/LCFF Supplemental Funds $600 Hourly pay of supporting staff. 2000-2999: Classified Personnel Salaries General Fund/LCFF Supplemental Funds $350 Benefits associated with classified staff time. 3000-3999: Employee Benefits General Fund/LCFF Supplemental Funds $70

Action 3

	PLANNED	ACTUAL
Actions/Services	Teachers will review curriculum materials and request replacement or repair for missing or damaged materials.	Materials were purchased. Process of completing a comprehensive inventory still not completed. A curriculum library project has been proposed to address this need. Access to an organized curriculum library will give more teachers and classrooms access to materials that are used for seasonal or occasionally accessed lessons.
Expenditures	BUDGETED 4000-4999: Books And Supplies General Fund/LCFF Supplemental Funds $1,500	ESTIMATED ACTUAL Curriculum inventory paid to Montessori mentor. 1000-1999: Certificated Personnel Salaries General Fund/LCFF Supplemental Funds $600 Benefits associated with pay 3000-3999: Employee Benefits General Fund/LCFF Supplemental Funds $120 Curriculum materials 4000-4999: Books And Supplies General Fund/LCFF Supplemental Funds $1,200

Action 4

	PLANNED	ACTUAL
Actions/Services	The director will work with the parents' organization and contractors to ensure that the facility is in good repair.	Far more was spent than actually planned. The school moved locations and needed to replace carpet in many classrooms; the bathrooms needed upgrades on flooring; property adjacent to the school needed major renovations.
Expenditures	BUDGETED 2000-2999: Classified Personnel Salaries General Fund/LCFF Supplemental Funds $300 5000-5999: Services And Other Operating Expenditures General Fund/LCFF Supplemental Funds $2,000	ESTIMATED ACTUAL Contractor's costs 5000-5999: Services And Other Operating Expenditures General Fund/LCFF Supplemental Funds $50,000 Carpet costs 4000-4999: Books And Supplies General Fund/LCFF Supplemental Funds $4,543

Action 5

	PLANNED	ACTUAL
Actions/Services		

	PE and recess equipment will be inspected for its condition and completeness so that missing or damaged equipment can be replaced.	PE equipment was purchased.
Expenditures	BUDGETED 4000-4999: Books And Supplies General Fund/LCFF Supplemental Funds $1,500	ESTIMATED ACTUAL PE equipment 4000-4999: Books And Supplies General Fund/LCFF Supplemental Funds $2,348

Action 6

Actions/Services	PLANNED Continue regular meetings with SBIT team: Coordinator, director, parents and intervention instructors to make continued improvement to the SBIT program and review student progress. Collect data to determine which students need access to the SBIT process. Track down individual students' growth to show movement towards identified SBIT goals.	ACTUAL SBIT meetings continued w/ Coordinator, parents, instructors, and teachers. Data collected and analyzed.
Expenditures	BUDGETED 1000-1999: Certificated Personnel Salaries General Fund/LCFF Supplemental Funds $11,782	ESTIMATED ACTUAL SBIT Coordinator salary 2000-2999: Classified Personnel Salaries General Fund/LCFF Supplemental Funds $15,000 SBIT Cooridniator benefits 3000-3999: Employee Benefits $3,000

ANALYSIS

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.	Review of employee files finds that Sherwood has retained 100% highly qualified credentialed teachers. A comprehensive inventory of Montessori materials was begun, and more work is planned to create a Montessori Curriculum Library. Materials were purchased at the American Montessori Society Annual Conference and others were purchased from the websites of companies that sell Montessori curriculum materials. The school made tremendous efforts in providing a facility in good repair, including: moving to a new location to co-locate with Chapman Elementary under Prop 39, purchasing and renovating a property adjacent to the new campus, and installing a school library in the newly renovated building. The property also contains a newly renovated teaching kitchen and space for gardening. A comprehensive collection of PE equipment was purchased.

	A qualified SBIT Coordinator was retained, and an interim coordinator was hired when the originally hired coordinator took a leave of absence. Data for the SBIT program was collected through the iReady math and English language arts assessments, guided reading levels, letter identification assessments, and teacher-created math assessments for kindergarten. These data, along with teacher observation in the case of behavioral needs, were collected to determine who would participate in SBIT. Once the initial SBIT meetings were held, the team determined which data to collect to track individual students' growth in the SBIT process. The SBIT Coordinator worked collaboratively with director, teachers, and parents. The teachers and administration at Sherwood have fully implemented Common Core State Standards (CCSS) and the teacher evaluation and support process is aligned to the CCSS.
Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.	Goal 1: Provide high quality, authentic Montessori instruction with curriculum aligned to Common Core State Standards, a broad range of traditional Montessori materials, highly-qualified teachers, and a facility in good repair. 1.1: Provide highly qualified teachers for all students.-Action/service effective as measured by check of state credentials. 1.2: Provide authentic Montessori instruction with curriculum aligned to Common Core State Standards (CCSS).-Action/service effedctive as measured with CCSS implementation rubric. 1.3: Provide a broad range of Montessori materials.-Action/service in progress with articulated plan to achieve. Actions/services effective, more time and resources needed to complete. 1.4: Provide a facility in good repair and improve PE/recess equipment.-Action/service in progress. Actions/services effective, need more time and resources to complete the purchase of recess equipment. 1.5: Refine Student Based Intervention Team (SBIT) process to give access to students whose achievement may otherwise be hindered by learning differences due to disabilities, marginal past academic experiences, or behavior issues.-Actions/services effective. Process of implementing the actions and services has revealed that more refining of the SBIT process is needed, especially in terms of collecting consistent data for behavior support.
Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.	Estimated Actual Expenditures are higher than Budgeted Expenditures. One reason for this was that the Budgeted Expenses did not include employer-provided benefits. In terms of providing a facility in good repair, the expenditures for renovating the newly acquired property were far higher than what was planned with LCFF funds. The school utilized reserves to cover the expenses.

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.	

Annual Update

LCAP Year Reviewed: 2016-17

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Goal 2

Provide a positive school climate with authentic opportunities for parent involvement.
2.1 Ensure that parents understand the ways the school communicates with students' families.
2.2 Ensure that parents understand the nature of the Montessori method of education.
2.3 Improve parent involvement and volunteerism.
2.4 Increase attendance for all students and all subgroups and decrease chronic absenteeism and suspension rates.

State and/or Local Priorities Addressed by this goal:

STATE ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☒ 5 ☒ 6 ☐ 7 ☐ 8
COE ☐ 9 ☐ 10
LOCAL

ANNUAL MEASURABLE OUTCOMES

EXPECTED

Priority #3 Parent Involvement
Parent survey results will reflect an increase in positive responses to questions about communication from school to home.
Parent education sign-in sheets will reflect an increase in the number of parents accessing these opportunities.
Records of parent involvement and volunteerism will be maintained (sign-in sheets, tracking hours) and show an increase over time.

Priority #5 Pupil Engagement
Continue conferences with parents of chronically absent students and implement SBIT process as appropriate for any students with suspensions.

Priority #6 School Climate
Parent survey results will reflect an increase in positive responses to questions about communication from school to home.
Records of parent involvement and volunteerism will be maintained (sign-in sheets, tracking hours) and show an increase over time.

ACTUAL

Priority #3 Parent Involvement
Parent survey results reflected an increase in positive responses to questions about communication from school to home.
There was a slight increase in the number of parents accessing parent education opportunities.
Records of parent involvement and volunteerism were maintained.

Priority #5 Pupil Engagement
Continued conferences with parents of chronically absent students and implement SBIT process as appropriate for any students with suspensions. Refined system for checking for truancy.

Priority #6 School Climate
Parent survey results reflected an increase in positive responses to questions about communication from school to home.
Records of parent involvement and volunteerism were maintained.

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action 1

	PLANNED	ACTUAL
Actions/Services	Office staff will review enrollment to ensure that each family has updated contact information. Teachers will assess parents' understanding of communication procedures at conferences.	Office staff reviewed enrollment to ensure that each family has updated contact information. Teachers assessed parents' understanding of communication procedures at conferences.
Expenditures	BUDGETED 2000-2999: Classified Personnel Salaries General Fund/LCFF Supplemental Funds $3,700 1000-1999: Certificated Personnel Salaries General Fund/LCFF Supplemental Funds $300	ESTIMATED ACTUAL Updated contact information in the office, reviewed communication procedures with new families. 2000-2999: Classified Personnel Salaries General Fund/LCFF Supplemental Funds $3,100 3000-3999: Employee Benefits General Fund/LCFF Supplemental Funds $620 Teachers reviewed communication procedures with parents at conferences. 1000-1999: Certificated Personnel Salaries General Fund/LCFF Supplemental Funds $300 3000-3999: Employee Benefits General Fund/LCFF Supplemental Funds $60

Action 2

	PLANNED	ACTUAL
Actions/Services	The value of parent education opportunities will be communicated to the parent community.	The value of parent education opportunities was communicated to the parent community.
Expenditures	BUDGETED 2000-2999: Classified Personnel Salaries General Fund/LCFF Supplemental Funds $800	ESTIMATED ACTUAL Communicated parent education opportunties. 2000-2999: Classified Personnel Salaries General Fund/LCFF Supplemental Funds $400 3000-3999: Employee Benefits General Fund/LCFF Supplemental Funds $80

Action 3

	PLANNED	ACTUAL
Actions/Services	The school director will meet with the parent group leaders to continue to refine the parent volunteer opportunities communication & tracking system.	The school director met with parent group leaders to continue to refine the parent volunteer opportunities communication & tracking system.

Expenditures	BUDGETED 2000-2999: Classified Personnel Salaries General Fund/LCFF Supplemental Funds $1,000	ESTIMATED ACTUAL Meetings with parent group leaders. 2000-2999: Classified Personnel Salaries General Fund/LCFF Supplemental Funds $1,000 3000-3999: Employee Benefits General Fund/LCFF Supplemental Funds $200

Action 4

Actions/Services	PLANNED The office staff, school director, and SBIT Coordinator will collaborate to hold conferences with parents of chronically absent students and implement SBIT process as appropriate for any students with suspensions.	ACTUAL The office staff, school director, and SBIT Coordinator collaborated and held conferences with parents of chronically absent students and implemented SBIT process as appropriate for any students with suspensions.
Expenditures	BUDGETED 2000-2999: Classified Personnel Salaries General Fund/LCFF Supplemental Funds $950	ESTIMATED ACTUAL SBIT meeting scheduling (includes arranging for substitutes for teachers to attend meetings) 2000-2999: Classified Personnel Salaries General Fund/LCFF Supplemental Funds $1,000 3000-3999: Employee Benefits General Fund/LCFF Supplemental Funds $200

ANALYSIS

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.	Parent survey results reflected an increase in positive responses to questions about communication from school to home.There was a slight increase in the number of parents accessing parent education opportunities. Records of parent involvement and volunteerism were maintained, although data was not organized in a way that we could track easily over time. Conferences with parents of chronically absent students were continued this year and the SBIT process was implemented as appropriate for any students with suspensions. We found it necessary to refine our system for checking for truancy after realizing that our attendance database was not triggering truancy alerts when students had high numbers of absences excused by parents for illness. Parent survey results reflected an increase in positive responses to questions about communication from school to home. Records of parent involvement and volunteerism were maintained, although data was not organized in a way that we could track easily over time.

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.	Goal: Provide a positive school climate with authentic opportunities for parent involvement. 2.1 Ensure that parents understand the ways the school communicates with students' families.-Action/service effective as measured by survey results. 2.2 Ensure that parents understand the nature of the Montessori method of education.-Action/service marginally effective as measured by attendance at parent education events. Teacher feedback indicates that there is more work to be done in the realm of parent education. 2.3 Improve parent involvement and volunteerism.-Action/services marginally effective as measured by survey results. Volunteer tracking system was ineffective and not useful for a data point. 2.4 Increase attendance for all students and all subgroups and decrease chronic absenteeism and suspension rates.-Suspension rate was 0%, chronic absenteeism rate not yet released from California Department of Education.
Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.	Most actions/services for Goal 2 had more Actual Expenditures than Budgeted because the Budgeted Expenditures did not include employer paid benefits. The exception is for action/service 2.2 where Actual Expenditures were less than Budgeted because the school was able to use our current facility instead of renting a facility for our parent education opportunities.
Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.	A different model of parent education will be implemented next year using the Silent Journey/Discovery structure utilized by many Montessori schools. A new volunteer tracking system will be developed in-house to suit our needs.

Annual Update

LCAP Year Reviewed: 2016-17

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Goal 3	Socioeconomically disadvantaged students will have access to free or reduced lunch.

State and/or Local Priorities Addressed by this goal:

STATE ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☒ 5 ☒ 6 ☐ 7 ☐ 8
COE ☐ 9 ☐ 10
LOCAL

ANNUAL MEASURABLE OUTCOMES

EXPECTED	ACTUAL
Priority#4 Pupil Achievement Students who are well-nourished will be able to achieve academically more so than they would be able if they were hungry. Priority#5 Student Engagement Students who are well-nourished will be more engaged in all aspects of their school day. Priority #6 School Climate Students who are well-nourished will contribute to a positive school climate more so than they would be able if they were hungry.	Priority#4 Pupil Achievement Students were well-nourished and able to achieve academically more so than they would have been able if they were hungry. Priority#5 Student Engagement Students were well-nourished and more engaged in all aspects of their school day. Priority #6 School Climate Students were well-nourished and contributed to a positive school climate more so than they would have been able if they were hungry

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action 1

Actions/Services	PLANNED	ACTUAL

	The school will provide free or reduced lunch and after school snack to families that qualify due to low income.	The school provided free or reduced lunch and after school snack to families that qualified due to low income.
Expenditures	BUDGETED 2000-2999: Classified Personnel Salaries Supplemental $500	ESTIMATED ACTUAL Management of applications and lunch program 2000-2999: Classified Personnel Salaries Supplemental $400 Benefits associated with salaries 2000-2999: Classified Personnel Salaries Supplemental $100

ANALYSIS

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.	The school provided free or reduced lunch and after school snack to families that qualified due to low income. Free breakfast was also available.
Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.	Socioeconomically disadvantaged students will have access to free or reduced lunch.-Action/service was effective because students were not hungry during the school day and were able to access their education.
Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.	No significant differences. The program was easy to manage.
Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.	No changes anticipated. Goal is met and actions and services are effective. Revenues allocated are appropriate.

Annual Update

LCAP Year Reviewed: 2016-17

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Goal 4	Socioeconomically disadvantaged students will have access to free child care after school and during school events.

State and/or Local Priorities Addressed by this goal:

STATE ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☒ 5 ☒ 6 ☐ 7 ☐ 8
COE ☐ 9 ☐ 10
LOCAL

ANNUAL MEASURABLE OUTCOMES

EXPECTED	ACTUAL
Priority #3 Parent Involvement With child care being provided, low income students' parents will have access to participate in school events. Priority #5 Student Engagement The child care program will assist low income students in completing homework/ practicing academic skills during quiet work time. The child care program will provide engaging activities to low income students. Priority #6 School Climate Parents of low income students will be more connected and able to support the educational success of their students by attending school events. Low income students with access to supportive after care will have positive outlooks about school following academic success and/or involvement in engaging activities.	Priority #3 Parent Involvement With child care being provided, low income students' parents had access to participate in school events such as Back to School Night and parent organization meetings. Priority #5 Student Engagement The child care program assisted low income students in completing homework/ practicing academic skills during quiet work time. The child care program provided engaging activities to low income students. Priority #6 School Climate Parents of low income students were more connected and able to support the educational success of their students by attending school events. Low income students had access to supportive after care and had positive outlooks about school following academic success and/or involvement in engaging activities.

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action 1

	PLANNED	ACTUAL
Actions/Services	The school will provide free child care after school and during school events for families that qualify for free or reduced lunch due to low income.	The school provided free child care after school and during school events for families that qualified for free or reduced lunch due to low income.
	BUDGETED	ESTIMATED ACTUAL
Expenditures	2000-2999: Classified Personnel Salaries Supplemental $5,000	2000-2999: Classified Personnel Salaries Supplemental 3000-3999: Employee Benefits

ANALYSIS

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.	Free child care was provided before and after school and during school events. This enabled parents to attend school events and students to have access to quality child care while parents were at work.
Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.	Socioeconomically disadvantaged students had access to free child care after school and during school events.-Action/service was effective as measured by attendance at school events.
Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.	Actual spending was much higher than budgeted. The school will be able to continue to provide free child care for occasional school events, such as Back to School Night and parent education events, but the cost of providing free care every day before and after school was not sustainable.
Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.	The school will continue to provide free child care for school events. Instead of providing free before and after school care for students from socioeconomically disadvantaged backgrounds, we will provide scholarships for field trips. Change can be found in the Annual Update, Goal 4.

Stakeholder Engagement

LCAP Year ☒ 2017–18 ☐ 2018–19 ☐ 2019–20

INVOLVEMENT PROCESS FOR LCAP AND ANNUAL UPDATE

How, when, and with whom did the LEA consult as part of the planning process for this LCAP/Annual Review and Analysis?

Focus group recruitment: Recruitment for the LCAP focus group was published in the school announcements dated February 2, February 9, and February 16, 2017. Announcements are received by all parents, staff, and board members as well as interested community members, in both electronic and hardcopy formats. The announcement read: LCAP FOCUS GROUP FORMING
Are you interested in getting involved in school improvement efforts? Would you like a chance to have your ideas heard and have a say in the future of Sherwood? We are forming an LCAP Focus Group to do this work. The LCAP is our Local Control and Accountability Plan, a document that identifies goals for school improvement and describes how these goals will benefit kids. The LCAP is required for all California public schools, and input from all stakeholders is taken into consideration: parents, teachers, students, community members and staff are consulted. If you are interested in being a part of this important work, please let Michelle know in person, in email, or via phone. Thank you.

Additional recruitment was done in person, on campus by the Board President and chair of the LCAP committee. Members of the school community were asked if they would be interested in participating in a focus group in support of the school, and an effort was made to get an equal number of males/females, people who have kids in different grades, and people who are new or have been with Sherwood for years. Follow up phone calls were made to interested individuals to determine their availability and willingness to participate.

The school survey was sent out on March 23, 2017 and was available through April 10, 2017. Reminders to complete the survey were included in the school announcements on March 30 and April 6, 2017.

The LCAP Focus Group met on April 12, 2017, and looked at input gleaned from surveys answered by stakeholders and evaluated progress made on LCAP goals.

Student Interviews: Students were asked: What do you like about your school? What ideas do you have to make it better? Every student was given the opportunity for feedback. The kindergarten class was asked during circle. Students in grades 1 – 5 were interviewed one-on-one by the school Director, with the interviews taking place in the classroom during the three-hour morning work period. Middle school students were asked to respond using technology and a shared electronic folder.

A summary of the focus group's work, the school survey results, and student interviews was presented in an open, public meeting of the Sherwood Board of Directors on April 20, 2017. The purpose of this presentation was to consider the input gathered, and take further suggestions in a public meeting for the creation of the final draft of the LCAP for 2017-2018 to be presented for adoption before July 1.

A draft of the LCAP was presented in an open, public meeting of the Sherwood Board of Directors on May 18, 2017. Input was taken into consideration before the final draft was created and adopted in an open, public meeting of the Sherwood Board of Directors on June 15, 2017.

IMPACT ON LCAP AND ANNUAL UPDATE

How did these consultations impact the LCAP for the upcoming year?

There were no responses to the announcements for the LCAP focus group, and little participation even with the targeted face-to-face recruitment by the Board President. Of the eleven people contacted in person and with a follow-up phone call, one attended the LCAP focus group. The School Director and two focus group participants reviewed the school survey results, and the input from student interviews. This information was used as the basis for suggested revisions to the LCAP.

None of the goals were significantly changed for the 2017-2018 LCAP adoption. Some goals had changes in the actions/services. The only changes proposed in spending were based on actual spending or in cases where a change in the action/service raised or lowered the revenues needed to complete the action/service. Goals that were accomplished or were successful either had no change in funding or a decrease in funding as staff's efficiency increased.

The Board of Directors of Sherwood Montessori voted to adopt the proposed final draft of the 2017-2018 LCAP at the June meeting.

Goals, Actions, & Services

Strategic Planning Details and Accountability

Complete a copy of the following table for each of the LEA's goals. Duplicate the table as needed.

☐ New ☒ Modified ☐ Unchanged

Goal 1

Provide high quality, authentic Montessori instruction with curriculum aligned to Common Core State Standards, a broad range of traditional Montessori materials, highly-qualified teachers, and a facility in good repair.
1.1: Provide highly qualified teachers for all students.
1.2: Provide authentic Montessori instruction with curriculum aligned to Common Core State Standards (CCSS).
1.3: Provide a broad range of Montessori materials.
1.4: Provide a facility in good repair and improve recess equipment.
1.5: Refine Student Based Intervention Team (SBIT) process to give access to students whose achievement may otherwise be hindered by learning differences due to disabilities, marginal past academic experiences, or behavior issues.

State and/or Local Priorities Addressed by this goal:

STATE ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☐ 5 ☐ 6 ☒ 7 ☒ 8
COE ☐ 9 ☐ 10
LOCAL

Identified Need

Need: Students need caring, committed, collaborative, exemplary, responsive credentialed teachers who embrace the Montessori method and align it to CCSS using a broad range of Montessori materials.
Students need academic skills to access curriculum & instruction. Students need to attend school in a facility that is in good repair. Students need access to exercise and play.

EXPECTED ANNUAL MEASURABLE OUTCOMES

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Priority 1: Local Indicator/Teacher credential	100% highly qualified credentialed teachers, including a qualified SBIT Coordinator.	Maintain 100% highly qualified credentialed teachers, including a qualified SBIT Coordinator.	Maintain 100% highly qualified credentialed teachers, including a qualified SBIT Coordinator.	Maintain 100% highly qualified credentialed teachers.
Priority 1: Local Indicator/ Instructional materials	Materials were maintained or replaced/repaired.	Maintain materials in good repair and replace/add to materials as needed.	Maintain materials in good repair and replace/add to materials as needed.	Maintain materials in good repair and replace/add to materials as needed.

Priority 1: Local Indicator/ Facilities in good repair	Bathrooms and classrooms at new site were patched, painted and re-carpeted. Teaching kitchen and library were created at property purchased adjacent to the new site.	Maintain facilities in good repair. Add to recess equipment.	Maintain facilities in good repair. Replace worn PE/ recess equipment.	Maintain facilities in good repair. Replace worn PE/ recess equipment.
Priority 2: Local Indicator/Implementation of State Standards/Local Evaluation Tool	CCSS are implemented and the teacher evaluation system has been aligned to CCSS.	All classrooms will fully implement CCSS and move to stage 5 on the implementation rubric.	Move from stage 5 to stage 6: Evaluate assessment data to make systemic changes and supports.	Maintain stage 6, using assessment data to make systemic changes and supports.
Priority 3: Local Indicator/Parent Involvement/Local Evaluation Tool	Retained qualified SBIT Coordinator to work collaboratively with director, teachers, and parents.	Retain qualified SBIT Coordinator to work collaboratively with director, teachers, and parents.	Retain qualified SBIT Coordinator to work collaboratively with director, teachers, and parents.	Retain qualified SBIT Coordinator to work collaboratively with director, teachers, and parents.
Priority 4: State Indicator/Academic Indicator/Grades 3-8 ELA SBAC results	Retained qualified SBIT Coordinator to work collaboratively with director, teachers, and parents.	Retain qualified SBIT Coordinator to work collaboratively with director, teachers, and parents.	Retain qualified SBIT Coordinator to work collaboratively with director, teachers, and parents.	Retain qualified SBIT Coordinator to work collaboratively with director, teachers, and parents.
Priority 4: State Indicator/Academic Indicator/Grades 3-8 mathematics SBAC results	Retained qualified SBIT Coordinator to work collaboratively with director, teachers, and parents.	Retain qualified SBIT Coordinator to work collaboratively with director, teachers, and parents.	Retain qualified SBIT Coordinator to work collaboratively with director, teachers, and parents.	Retain qualified SBIT Coordinator to work collaboratively with director, teachers, and parents.
Priority 7: Local Metric/A broad course of study	Materials were replaced/repaired. CCSS are implemented and the teacher evaluation system has been aligned to CCSS.	Maintain materials in good repair and replace/add to materials as needed. All classrooms will fully implement CCSS and move to stage 5 on the implementation rubric.	Maintain materials in good repair and replace/add to materials as needed. Move from stage 5 to stage 6: Evaluate assessment data to make systemic changes and supports.	Maintain materials in good repair and replace/add to materials as needed. Maintain stage 6, using assessment data to make systemic changes and supports.
Priority 8: Local Metric/Other student outcomes (Reach Higher Shasta K-3 reading, Reach Higher Shasta K-2 math, iReady, local benchmarks, PSAT 8-9, SBAC interims, STAR reading assessment, DIBELS Plus, etc.)	Bathrooms and classrooms at new site were patched, painted and re-carpeted. Teaching kitchen and library were created at property purchased adjacent to the new site.	Maintain facilities in good repair. Add to recess equipment.	Maintain materials in good repair and replace/add to materials as needed.	Maintain materials in good repair and replace/add to materials as needed.

PLANNED ACTIONS / SERVICES

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

Action 1

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☒ All ☐ Students with Disabilities ☐

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☐ English Learners ☐ Foster Youth ☐ Low Income

Scope of Services: ☐ LEA-wide ☐ Schoolwide **OR** ☐ Limited to Unduplicated Student Group(s)

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

ACTIONS/SERVICES

2017-18	2018-19	2019-20
☐ New ☐ Modified ☐ Unchanged	☐ New ☐ Modified ☐ Unchanged	☐ New ☐ Modified ☐ Unchanged
Continue to monitor teacher credentials and assignments.		

BUDGETED EXPENDITURES

2017-18		2018-19		2019-20	
Amount	$1,250	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	2000-2999: Classified Personnel Salaries	Budget Reference		Budget Reference	
Amount	$250	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	

Budget Reference	3000-3999: Employee Benefits	Budget Reference		Budget Reference	

Action 2

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☒ All ☐ Students with Disabilities ☐

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☐ English Learners ☐ Foster Youth ☐ Low Income

Scope of Services: ☐ LEA-wide ☐ Schoolwide **OR** ☐ Limited to Unduplicated Student Group(s)

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

ACTIONS/SERVICES

2017-18	2018-19	2019-20
☐ New ☐ Modified ☐ Unchanged	☐ New ☐ Modified ☐ Unchanged	☐ New ☐ Modified ☐ Unchanged
Teachers will work in grade-level teams and with school director to assess progress on implementing CCSS.		

BUDGETED EXPENDITURES

2017-18		2018-19		2019-20	
Amount	2250	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	1000-1999: Certificated Personnel Salaries	Budget Reference		Budget Reference	

Amount	450	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	3000-3999: Employee Benefits	Budget Reference		Budget Reference	
Amount	250	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	2000-2999: Classified Personnel Salaries	Budget Reference		Budget Reference	
Amount	50	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	3000-3999: Employee Benefits	Budget Reference		Budget Reference	

Action 3

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☒ All ☐ Students with Disabilities ☐

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☐ English Learners ☐ Foster Youth ☐ Low Income

Scope of Services: ☐ LEA-wide ☐ Schoolwide **OR** ☐ Limited to Unduplicated Student Group(s)

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

ACTIONS/SERVICES

2017-18	2018-19	2019-20
☐ New ☐ Modified ☒ Unchanged	☐ New ☐ Modified ☐ Unchanged	☐ New ☐ Modified ☐ Unchanged
Teachers will review curriculum materials and request replacement or repair for missing or damaged materials.		

BUDGETED EXPENDITURES

2017-18		2018-19		2019-20	
Amount	$3160	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	4000-4999: Books And Supplies	Budget Reference		Budget Reference	
Amount	$700	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	1000-1999: Certificated Personnel Salaries	Budget Reference		Budget Reference	
Amount	$140	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	3000-3999: Employee Benefits	Budget Reference		Budget Reference	

Action 4

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☒ All ☐ Students with Disabilities ☐

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☐ English Learners ☐ Foster Youth ☐ Low Income

Scope of Services: ☐ LEA-wide ☐ Schoolwide **OR** ☐ Limited to Unduplicated Student Group(s)

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

ACTIONS/SERVICES

2017-18	2018-19	2019-20
☐ New ☐ Modified ☒ Unchanged	☐ New ☐ Modified ☐ Unchanged	☐ New ☐ Modified ☐ Unchanged
The director will work with the parents' organization and contractors to ensure that the facility is in good repair.		

BUDGETED EXPENDITURES

2017-18		2018-19		2019-20	
Amount	$700	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	2000-2999: Classified Personnel Salaries	Budget Reference		Budget Reference	
Amount	$140	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	3000-3999: Employee Benefits	Budget Reference		Budget Reference	
Amount	$3,160	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	4000-4999: Books And Supplies	Budget Reference		Budget Reference	

Action 5

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☒ All ☐ Students with Disabilities ☐

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☐ English Learners ☐ Foster Youth ☐ Low Income

Scope of Services: ☐ LEA-wide ☐ Schoolwide **OR** ☐ Limited to Unduplicated Student Group(s)

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

ACTIONS/SERVICES

2017-18	2018-19	2019-20
☐ New ☒ Modified ☐ Unchanged	☐ New ☐ Modified ☐ Unchanged	☐ New ☐ Modified ☐ Unchanged
Recess equipment will be inspected for its condition and completeness so that missing or damaged equipment can be replaced.		

BUDGETED EXPENDITURES

2017-18		2018-19		2019-20	
Amount	$1,400	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	4000-4999: Books And Supplies	Budget Reference		Budget Reference	
Amount	$500	Amount		Amount	

Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	2000-2999: Classified Personnel Salaries	Budget Reference		Budget Reference	
Amount	$100	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	3000-3999: Employee Benefits	Budget Reference		Budget Reference	

Action 6

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☒ All ☐ Students with Disabilities ☐

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☐ English Learners ☐ Foster Youth ☐ Low Income

Scope of Services: ☐ LEA-wide ☐ Schoolwide **OR** ☐ Limited to Unduplicated Student Group(s)

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

ACTIONS/SERVICES

2017-18	2018-19	2019-20
☐ New ☐ Modified ☒ Unchanged	☐ New ☐ Modified ☐ Unchanged	☐ New ☐ Modified ☐ Unchanged
Continue regular meetings with SBIT team: Coordinator, director, parents and intervention instructors to make continued improvement to the SBIT program and review		

student progress. Collect data to determine which students need access to the SBIT process. Track down individual students' growth to show movement towards identified SBIT goals.		

BUDGETED EXPENDITURES

2017-18		2018-19		2019-20	
Amount	$15,000	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	2000-2999: Classified Personnel Salaries	Budget Reference		Budget Reference	
Amount	$3000	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	3000-3999: Employee Benefits	Budget Reference		Budget Reference	

Goals, Actions, & Services

Strategic Planning Details and Accountability

Complete a copy of the following table for each of the LEA's goals. Duplicate the table as needed.

☐ New ☐ Modified ☒ Unchanged

Goal 2

Provide a positive school climate with authentic opportunities for parent involvement.
2.1 Ensure that parents understand the ways the school communicates with students' families.
2.2 Ensure that parents understand the nature of the Montessori method of education.
2.3 Improve parent involvement and volunteerism.
2.4 Increase attendance for all students and all subgroups and decrease chronic absenteeism and suspension rates.

State and/or Local Priorities Addressed by this goal:

STATE ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☒ 5 ☒ 6 ☐ 7 ☐ 8
COE ☐ 9 ☐ 10
LOCAL

Identified Need

Need: Families feeling welcomed, connected and able to support the educational success of their students and the success of the school as a whole.

EXPECTED ANNUAL MEASURABLE OUTCOMES

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Priority 3: Local Indicator/Parent Involvement/Local Evaluation Tool	Approximately 20% of parents met or exceeded 50 volunteer hours per year; approximately 10% of parents met or exceeded 70 volunteer hours per year; approximately 50% of parents volunteer about 20 hours per year; 20% of parents volunteer 10 hours or less per year.	Volunteer tracking system will show an increase in parent volunteering at/for the school.		
Priority 3: Local Indicator/Parent Involvement/Local Evaluation Tool	72.97% of parents who responded to the survey were satisfied or very satisfied with the way the school approaches parent volunteerism and parent	School survey will show that a majority of respondents are satisfied with the way the school approaches parent volunteerism and parent involvement.		

	involvement. 16.22% were neutral, 10.81% were dissatisfied and 0% were very dissatisfied.			
Priority 5: State Indicator/Student Engagement/Chronic absenteeism rates	N/A Indicators not yet released.	Goal for this measure will be made after the state releases indicators in the fall, 2018.		
Priority 6: State Indicator/Student Suspension Indicator	The suspension rate for 2016-2017 was 2.3% as of mid-May, 2017.	Suspension rate will be maintained at 3% or lower for students who are not an imminent danger or threat to other students.		

PLANNED ACTIONS / SERVICES

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

Action 1

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☒ All ☐ Students with Disabilities ☐

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☐ English Learners ☐ Foster Youth ☐ Low Income

Scope of Services: ☐ LEA-wide ☐ Schoolwide **OR** ☐ Limited to Unduplicated Student Group(s)

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

ACTIONS/SERVICES

2017-18	2018-19	2019-20
☐ New ☐ Modified ☒ Unchanged	☐ New ☐ Modified ☐ Unchanged	☐ New ☐ Modified ☐ Unchanged

Office staff will review enrollment to ensure that each family has updated contact information. Teachers will assess parents' understanding of communication procedures at conferences.		

BUDGETED EXPENDITURES

2017-18		2018-19		2019-20	
Amount	$3,700	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	2000-2999: Classified Personnel Salaries	Budget Reference		Budget Reference	
Amount	$300	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	1000-1999: Certificated Personnel Salaries	Budget Reference		Budget Reference	

Action 2

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☒ All ☐ Students with Disabilities ☐

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☐ English Learners ☐ Foster Youth ☐ Low Income

Scope of Services	☐ LEA-wide ☐ Schoolwide **OR** ☐ Limited to Unduplicated Student Group(s)
Location(s)	☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

ACTIONS/SERVICES

2017-18	2018-19	2019-20
☐ New ☐ Modified ☒ Unchanged	☐ New ☐ Modified ☐ Unchanged	☐ New ☐ Modified ☐ Unchanged
The value of parent education opportunities will be communicated to the parent community.		

BUDGETED EXPENDITURES

2017-18		2018-19		2019-20	
Amount	$1,925	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	2000-2999: Classified Personnel Salaries	Budget Reference		Budget Reference	
Amount	$385	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	3000-3999: Employee Benefits	Budget Reference		Budget Reference	

Action 3

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served	☒ All ☐ Students with Disabilities ☐
Location(s)	☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☐ English Learners ☐ Foster Youth ☐ Low Income

Scope of Services: ☐ LEA-wide ☐ Schoolwide **OR** ☐ Limited to Unduplicated Student Group(s)

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

ACTIONS/SERVICES

2017-18	2018-19	2019-20
☐ New ☐ Modified ☒ Unchanged	☐ New ☐ Modified ☐ Unchanged	☐ New ☐ Modified ☐ Unchanged
The school director will meet with the parent group leaders to continue to refine the parent volunteer opportunities communication & tracking system.		

BUDGETED EXPENDITURES

2017-18		2018-19		2019-20	
Amount	$4,200	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	2000-2999: Classified Personnel Salaries	Budget Reference		Budget Reference	
Amount	$840	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	3000-3999: Employee Benefits	Budget Reference		Budget Reference	

Action 4

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☒ All ☐ Students with Disabilities ☐

Location(s) ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served ☐ English Learners ☐ Foster Youth ☐ Low Income

Scope of Services ☐ LEA-wide ☐ Schoolwide **OR** ☐ Limited to Unduplicated Student Group(s)

Location(s) ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

ACTIONS/SERVICES

2017-18	2018-19	2019-20
☐ New ☐ Modified ☒ Unchanged	☐ New ☐ Modified ☐ Unchanged	☐ New ☐ Modified ☐ Unchanged
The office staff, school director, and SBIT Coordinator will collaborate to hold conferences with parents of chronically absent students and implement SBIT process as appropriate for any students with suspensions.		

BUDGETED EXPENDITURES

2017-18		2018-19		2019-20	
Amount	$2,500	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	
Budget Reference	2000-2999: Classified Personnel Salaries	Budget Reference		Budget Reference	
Amount	$500	Amount		Amount	
Source	General Fund/LCFF Supplemental Funds	Source		Source	

Budget Reference	3000-3999: Employee Benefits	Budget Reference		Budget Reference	

Goals, Actions, & Services

Strategic Planning Details and Accountability

Complete a copy of the following table for each of the LEA's goals. Duplicate the table as needed.

☐ New ☐ Modified ☒ Unchanged

Goal 3

Socioeconomically disadvantaged students will have access to free or reduced lunch.

State and/or Local Priorities Addressed by this goal:

STATE ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☒ 5 ☒ 6 ☐ 7 ☐ 8
COE ☐ 9 ☐ 10
LOCAL

Identified Need

Need: Students need nourishment to access success in school.

EXPECTED ANNUAL MEASURABLE OUTCOMES

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Priority 4: State Indicator/Academic Indicator/Grades 3-8 ELA SBAC results	Students with low income are within two performance levels of all students.	Students with low income will be within two performance levels of all students.		
Priority 5: Local Metric/Student Engagement/School attendance rates	Students with low income show attendance rates above 90%.	Students with low income will show attendance rates above 90%.		
Priority 6: Local Indicator/Local tool for school climate	Of the 37 responses, 78.38% indicated they were satisfied or very satisfied with the school climate in general. 13.51% answered "neutral", 8.11% were dissatisfied, and 0% were very dissatisfied.	School survey will show a majority of positive responses to school climate.		

PLANNED ACTIONS / SERVICES

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

Action 1

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☐ All ☐ Students with Disabilities ☐

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☐ English Learners ☐ Foster Youth ☒ Low Income

Scope of Services: ☐ LEA-wide ☐ Schoolwide **OR** ☐ Limited to Unduplicated Student Group(s)

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

ACTIONS/SERVICES

2017-18	2018-19	2019-20
☐ New ☐ Modified ☒ Unchanged	☐ New ☐ Modified ☐ Unchanged	☐ New ☐ Modified ☐ Unchanged
The school will provide free or reduced lunch and after school snack to families that qualify due to low income.		

BUDGETED EXPENDITURES

2017-18		2018-19		2019-20	
Amount	$400	Amount		Amount	
Source	Supplemental	Source		Source	
Budget Reference	2000-2999: Classified Personnel Salaries	Budget Reference		Budget Reference	

Amount	$100	Amount		Amount	
Source	Supplemental	Source		Source	
Budget Reference	3000-3999: Employee Benefits	Budget Reference		Budget Reference	

Goals, Actions, & Services

Strategic Planning Details and Accountability

Complete a copy of the following table for each of the LEA's goals. Duplicate the table as needed.

☐ New ☒ Modified ☐ Unchanged

Goal 4

Socioeconomically disadvantaged students will have access to scholarships to attend field trips.

State and/or Local Priorities Addressed by this goal:

STATE ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☒ 5 ☒ 6 ☐ 7 ☐ 8
COE ☐ 9 ☐ 10
LOCAL

Identified Need

Need:Families feeling welcomed, connected, and able to support the educational success of their students and the success of the school as a whole.

EXPECTED ANNUAL MEASURABLE OUTCOMES

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Priority 3: Local Indicator/Parent Involvement/Local Evaluation Tool	72.97% of parents who responded to the survey were satisfied or very satisfied with the way the school approaches parent volunteerism and parent involvement. 16.22% were neutral, 10.81% were dissatisfied and 0% were very dissatisfied.	School survey will show a majority of parents satisfied with the way the school approaches parent volunteerism.		
Priority 5: Local Metric/Student Engagement/School attendance rates	Students with low income show attendance rates above 90%.	Students with low income will show attendance rates above 90%		
Priority 6: Local Indicator/Local tool for school climate	Of the 37 responses, 78.38% indicated they were satisfied or very satisfied with the school climate in general. 13.51% answered "neutral", 8.11% were	School survey results will show a majority satisfied with the school climate.		

	dissatisfied, and 0% were very dissatisfied.			

PLANNED ACTIONS / SERVICES

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

Action 1

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☐ All ☐ Students with Disabilities ☐

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served: ☐ English Learners ☐ Foster Youth ☒ Low Income

Scope of Services: ☐ LEA-wide ☐ Schoolwide **OR** ☐ Limited to Unduplicated Student Group(s)

Location(s): ☐ All Schools ☐ Specific Schools: ☐ Specific Grade spans:

ACTIONS/SERVICES

2017-18	2018-19	2019-20
☒ New ☐ Modified ☐ Unchanged	☐ New ☐ Modified ☐ Unchanged	☐ New ☐ Modified ☐ Unchanged
The school will provide scholarships to students from socioeconomically disadvantaged backgrounds to attend field trips.		

BUDGETED EXPENDITURES

2017-18		2018-19		2019-20	
Amount	$2,500	Amount		Amount	

Source	Supplemental	Source		Source	
Budget Reference	5800: Professional/Consulting Services And Operating Expenditures	Budget Reference		Budget Reference	

Demonstration of Increased or Improved Services for Unduplicated Pupils

LCAP Year ☒ 2017–18 ☐ 2018–19 ☐ 2019–20

Estimated Supplemental and Concentration Grant Funds:	$49,719	Percentage to Increase or Improve Services:	4.38%

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEA-wide use of funds (see instructions).

For the 2017-18 school year, Sherwood Montessori projects an enrollment of 153 students, 40 of which will be low income, foster youth or English learners, resulting in an unduplicated pupil percentage of 30.07%. Using the calculator provided by FCMAT and this enrollment information we estimate the additional Supplemental and Concentration Grant funding for 2016-17 to be $49,719. Anticipated total spending is $49,719. A description of this spending is as follows:

$18,000 in salaries and benefits to an intervention coordinator. Intervention coordinator efforts will results in a reduction of the achievement gap between all students and students of low income, foster youth, students with disabilities, and English learners.

$8,700 for salaries and benefits of office staff to accomplish the tasks described in goals 1, 2, and 3 and whose efforts will results in a reduction of the achievement gap between all students and students of low income, foster youth, students with disabilities, and English learners. Work on goal 3, which provides free or reduced lunch are specifically to benefit low income students.

$2,500 in field trip fees to cover cost of providing scholarships for low income students.

$840 includes a portion of School Director’s time to conduct site inspections and coordinate with parent volunteers to maintain a facility in good repair which will result in a reduction of the achievement gap between all students and students of low income, foster youth, students with disabilities, and English learners.

$2,310 includes a portion of the School Director's time for planning, promoting, and conducting parent education events.

$2,250 includes portions of the School Director's time that will be used to communicate with parents about the Montessori method of education, the importance of volunteerism to the school, and the importance of good attendance for student achievement.

$3,160 in Montessori and curriculum materials that address Common Core State Standards.

$1,400 in recess equipment.

$3,160 in materials to improve facilities.

$300 in teachers' salaries to explain to parents the ways the school communicates with families, $2,700 in teachers' salaries and benefits for time teachers will spend analyzing data to determine the effectiveness of implementation of CCSS, and $840 in teachers' salaries and benefits to inventory the Montessori materials and identify any needs.

$500 in classified staff salaries and benefits to inventory recess equipment and make purchasing recommendations.

100% of the additional Supplement and Concentration Grant spending will support our goals of increasing overall student achievement in core academic areas and creating a positive, safe learning environment for all students.

Sherwood’s proportionality percentage of 4.38% results in a 2017-18 school year estimated Supplemental and Concentration Grant funding amount of $49,719. Planned use of the funding is described above.

For the 2016-2017 school year, Sherwood's proportionality percentage of 3.19% resulted in a 2016-17 school year estimated Supplemental and Concentration Grant funding amount of $33,841. Planned use of these funds exceeded this amount; details are available in the Annual Update section for Goal 4.

For the 2017-2018 school year, Sherwood's proportionality percentage of 4.38% results in a 2017-18 school year estimated Supplemental and Concentration Grant funding amount of $49,719.

Revised Local Control and Accountability Plan and Annual Update Template Instructions

Addendum

The Local Control and Accountability Plan (LCAP) and Annual Update Template documents and communicates local educational agencies' (LEAs) actions and expenditures to support student outcomes and overall performance. For school districts and county offices of education, the LCAP is a three-year plan which is reviewed and updated in the second and third years of the plan. Charter schools may complete the LCAP to align with the term of the charter school's budget, typically one year, which is submitted to the school's authorizer. The LCAP and Annual Update Template must be completed by all LEAs each year.

For school districts, the LCAP must describe, for the school district and each school within the district, goals and specific actions to achieve those goals for all students and each student group identified by the Local Control Funding Formula (LCFF) (ethnic, socioeconomically disadvantaged, English learners, foster youth, pupils with disabilities, and homeless youth), for each of the state priorities and any locally identified priorities.

For county offices of education, the LCAP must describe, for each county office of education-operated school and program, goals and specific actions to achieve those goals for all students and each LCFF student group funded through the county office of education (students attending juvenile court schools, on probation or parole, or expelled under certain conditions) for each of the state priorities and any locally identified priorities. School districts and county offices of education may additionally coordinate and describe in their LCAPs services funded by a school district that are provided to students attending county-operated schools and programs, including special education programs.

If a county superintendent of schools has jurisdiction over a single school district, the county board of education and the governing board of the school district may adopt and file for review and approval a single LCAP consistent with the requirements in Education Code (EC) sections 52060, 52062, 52066, 52068, and 52070. The LCAP must clearly articulate to which entity's budget (school district or county superintendent of schools) all budgeted and actual expenditures are aligned.

Charter schools must describe goals and specific actions to achieve those goals for all students and each LCFF subgroup of students including students with disabilities and homeless youth, for each of the state priorities that apply for the grade levels served or the nature of the program operated by the charter school, and any locally identified priorities. For charter schools, the inclusion and description of goals for state priorities in the LCAP may be modified to meet the grade levels served and the nature of the programs provided, including modifications to reflect only the statutory requirements explicitly applicable to charter schools in the Education Code. Changes in LCAP goals and actions/services for charter schools that result from the annual update process do not necessarily constitute a material revision to the school's charter petition.

For questions related to specific sections of the template, please see instructions below:

Instructions: Linked Table of Contents

Plan Summary
Annual Update
Stakeholder Engagement
Goals, Actions, and Services
Planned Actions/Services
Demonstration of Increased or Improved Services for Unduplicated Students

For additional questions or technical assistance related to completion of the LCAP template, please contact the local county office of education, or the CDE's Local Agency Systems Support Office at: 916-319-0809 or by email at: lcff@cde.ca.gov.

Plan Summary

The LCAP is intended to reflect an LEA's annual goals, actions, services and expenditures within a fixed three-year planning cycle. LEAs must include a plan summary for the LCAP each year.

When developing the LCAP, mark the appropriate LCAP year, and address the prompts provided in these sections. When developing the LCAP in year 2 or year 3, mark the appropriate LCAP year and replace the previous summary information with information relevant to the current year LCAP.

In this section, briefly address the prompts provided. These prompts are not limits. LEAs may include information regarding local program(s), community demographics, and the overall vision of the LEA. LEAs may also attach documents (e.g., the LCFF Evaluation Rubrics data reports) if desired and/or include charts illustrating goals, planned outcomes, actual outcomes, or related planned and actual expenditures.

An LEA may use an alternative format for the plan summary as long as it includes the information specified in each prompt and the budget summary table.

The reference to LCFF Evaluation Rubrics means the evaluation rubrics adopted by the State Board of Education under *EC* Section 52064.5.

Budget Summary

The LEA must complete the LCAP Budget Summary table as follows:

- **Total LEA General Fund Budget Expenditures for the LCAP Year**: This amount is the LEA's total budgeted General Fund expenditures for the LCAP year. The LCAP year means the fiscal year for which an LCAP is adopted or updated by July 1. The General Fund is the main operating fund of the LEA and accounts for all activities not accounted for in another fund. All activities are reported in the General Fund unless there is a compelling reason to account for an activity in another fund. For further information please refer to the *California School Accounting Manual (http://www.cde.ca.gov/fg/ac/sa/)*. (Note: For some charter schools that follow governmental fund accounting, this amount is the total budgeted expenditures in the Charter Schools Special Revenue Fund. For charter schools that follow the not-for-profit accounting model, this amount is total budgeted expenses, such as those budgeted in the Charter Schools Enterprise Fund.)
- **Total Funds Budgeted for Planned Actions/Services to Meet the Goals in the LCAP for the LCAP Year:** This amount is the total of the budgeted expenditures associated with the actions/services included for the LCAP year from all sources of funds, as reflected in the LCAP. To the extent actions/services and/or expenditures are listed in the LCAP under more than one goal, the expenditures should be counted only once.
- **Description of any use(s) of the General Fund Budget Expenditures specified above for the LCAP year not included in the LCAP:** Briefly describe expenditures included in total General Fund Expenditures that are not included in the total funds budgeted for planned actions/services for

the LCAP year. (Note: The total funds budgeted for planned actions/services may include funds other than general fund expenditures.)

- **Total Projected LCFF Revenues for LCAP Year:** This amount is the total amount of LCFF funding the LEA estimates it will receive pursuant to *EC* sections 42238.02 (for school districts and charter schools) and 2574 (for county offices of education), as implemented by *EC* sections 42238.03 and 2575 for the LCAP year respectively.

Annual Update

The planned goals, expected outcomes, actions/services, and budgeted expenditures must be copied verbatim from the previous year's* approved LCAP. Minor typographical errors may be corrected.

* For example, for LCAP year 2017/18 of the 2017/18 – 2019/20 LCAP, review the goals in the 2016/17 LCAP. Moving forward, review the goals from the most recent LCAP year. For example, LCAP year 2020/21 will review goals from the 2019/20 LCAP year, which is the last year of the 2017/18 – 2019/20 LCAP.

Annual Measurable Outcomes

For each goal in the prior year, identify and review the actual measurable outcomes as compared to the expected annual measurable outcomes identified in the prior year for the goal.

Actions/Services

Identify the planned Actions/Services and the budgeted expenditures to implement these actions toward achieving the described goal. Identify the **actual** actions/services implemented to meet the described goal and the estimated actual annual expenditures to implement the actions/services. As applicable, identify any changes to the students or student groups served, or to the planned location of the actions/services provided.

Analysis

Using actual annual measurable outcome data, including data from the LCFF Evaluation Rubrics, analyze whether the planned actions/services were effective in achieving the goal. Respond to the prompts as instructed.

- Describe the overall implementation of the actions/services to achieve the articulated goal. Include a discussion of relevant challenges and successes experienced with the implementation process.
- Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.
- Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures. Minor variances in expenditures or a dollar-for-dollar accounting is not required.
- Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the data provided in the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

Stakeholder Engagement

Meaningful engagement of parents, students, and other stakeholders, including those representing the student groups identified by LCFF, is critical to the development of the LCAP and the budget process. Education Code identifies the minimum consultation requirements for school districts and county offices of education as consulting with teachers, principals, administrators, other school personnel, local bargaining units of the school district, parents, and pupils in developing the LCAP. Education Code requires charter schools to consult with teachers, principals, administrators, other school personnel, parents, and pupils in developing the LCAP. In addition, Education Code Section 48985 specifies the requirements for the translation of notices, reports, statements, or records sent to a parent or guardian.

The LCAP should be shared with, and LEAs should request input from, school site-level advisory groups, as applicable (e.g., school site councils, English Learner Advisory Councils, student advisory groups, etc.), to facilitate alignment between school-site and district-level goals and actions. An LEA may incorporate or reference actions described in other plans that are being undertaken to meet specific goals.

Instructions: The stakeholder engagement process is an ongoing, annual process. The requirements for this section are the same for each year of a three-year LCAP. When developing the LCAP, mark the appropriate LCAP year, and describe the stakeholder engagement process used to develop the LCAP and Annual Update. When developing the LCAP in year 2 or year 3, mark the appropriate LCAP year and replace the previous stakeholder narrative(s) and describe the stakeholder engagement process used to develop the current year LCAP and Annual Update.

School districts and county offices of education: Describe the process used to consult with the Parent Advisory Committee, the English Learner Parent Advisory Committee, parents, students, school personnel, the LEA's local bargaining units, and the community to inform the development of the LCAP and the annual review and analysis for the indicated LCAP year.

Charter schools: Describe the process used to consult with teachers, principals, administrators, other school personnel, parents, and students to inform the development of the LCAP and the annual review and analysis for the indicated LCAP year.

Describe how the consultation process impacted the development of the LCAP and annual update for the indicated LCAP year, including the goals, actions, services, and expenditures.

Goals, Actions, and Services

LEAs must include a description of the annual goals, for all students and each LCFF identified group of students, to be achieved for each state priority as applicable to type of LEA. An LEA may also include additional local priorities. This section shall also include a description of the specific planned actions an LEA will take to meet the identified goals, and a description of the expenditures required to implement the specific actions.

School districts and county offices of education: The LCAP is a three-year plan, which is reviewed and updated annually, as required.

Charter schools: The number of years addressed in the LCAP may align with the term of the charter schools budget, typically one year, which is submitted to the school's authorizer. If year 2 and/or year 3 is not applicable, charter schools must specify as such.

New, Modified, Unchanged

As part of the LCAP development process, which includes the annual update and stakeholder engagement, indicate if the goal, identified need, related state and/or local priorities, and/or expected annual measurable outcomes for the current LCAP year or future LCAP years are modified or unchanged from the previous year's LCAP; or, specify if the goal is new.

Goal

State the goal. LEAs may number the goals using the "Goal #" box for ease of reference. A goal is a broad statement that describes the desired result to which all actions/services are directed. A goal answers the question: What is the LEA seeking to achieve?

Related State and/or Local Priorities

Identify the state and/or local priorities addressed by the goal by placing a check mark next to the applicable priority or priorities. The LCAP must include goals that address each of the state priorities, as applicable to the type of LEA, and any additional local priorities; however, one goal may address multiple priorities. (Link to State Priorities)

Identified Need

Describe the needs that led to establishing the goal. The identified needs may be based on quantitative or qualitative information, including, but not limited to, results of the annual update process or performance data from the LCFF Evaluation Rubrics, as applicable.

Expected Annual Measurable Outcomes

For each LCAP year, identify the metric(s) or indicator(s) that the LEA will use to track progress toward the expected outcomes. LEAs may identify metrics for specific student groups. Include in the baseline column the most recent data associated with this metric or indicator available at the time of adoption of the LCAP for the first year of the three-year plan. The most recent data associated with a metric or indicator includes data as reported in the annual update of the LCAP year immediately preceding the three-year plan, as applicable. The baseline data shall remain unchanged throughout the three-year LCAP. In the subsequent year columns, identify the progress to be made in each year of the three-year cycle of the LCAP. Consider how expected outcomes in any given year are related to the expected outcomes for subsequent years.

The metrics may be quantitative or qualitative, but at minimum an LEA must use the applicable required metrics for the related state priorities, in each LCAP year as applicable to the type of LEA. For the student engagement priority metrics, as applicable, LEAs must calculate the rates as described in the LCAP Template Appendix, sections (a) through (d).

Planned Actions/Services

For each action/service, the LEA must complete either the section "For Actions/Services not contributing to meeting Increased or Improved Services Requirement" or the section "For Actions/Services Contributing to Meeting the Increased or Improved Services Requirement." The LEA shall not complete both sections for a single action.

For Actions/Services Not Contributing to Meeting the Increased or Improved Services Requirement

Students to be Served

The "Students to be Served" box is to be completed for all actions/services except for those which are included by the LEA as contributing to meeting the requirement to increase or improve services for unduplicated students. Indicate in this box which students will benefit from the actions/services by checking "All", "Students with Disabilities", or "Specific Student Group(s)". If "Specific Student Group(s)" is checked, identify the specific student group(s) as appropriate.

Location(s)

Identify the location where the action/services will be provided. If the services are provided to all schools within the LEA, the LEA must indicate "All Schools". If the services are provided to specific schools within the LEA or specific grade spans only, the LEA must mark "Specific Schools" or "Specific Grade Spans". Identify the individual school or a subset of schools or grade spans (e.g., all high schools or grades K-5), as appropriate.

Charter schools operating more than one site, authorized within the same charter petition, may choose to distinguish between sites by selecting "Specific Schools" and identify the site(s) where the actions/services will be provided. For charter schools operating only one site, "All Schools" and "Specific Schools" may be synonymous and, therefore, either would be appropriate. Charter schools may use either term provided they are used in a consistent manner through the LCAP.

For Actions/Services Contributing to Meeting the Increased or Improved Services Requirement:

Students to be Served

For any action/service contributing to the LEA's overall demonstration that it has increased or improved services for unduplicated students above what is provided to all students (see Demonstration of Increased or Improved Services for Unduplicated Students section, below), the LEA must identify the unduplicated student group(s) being served.

Scope of Service

For each action/service contributing to meeting the increased or improved services requirement, identify scope of service by indicating "LEA-wide", "Schoolwide", or "Limited to Unduplicated Student Group(s)". The LEA must select one of the following three options:

- If the action/service is being funded and provided to upgrade the entire educational program of the LEA, place a check mark next to "LEA-wide."
- If the action/service is being funded and provided to upgrade the entire educational program of a particular school or schools, place a check mark next to "schoolwide".
- If the action/service being funded and provided is limited to the unduplicated students identified in "Students to be Served", place a check mark next to "Limited to Student Groups".

For charter schools and single-school school districts, "LEA-wide" and "Schoolwide" may be synonymous and, therefore, either would be appropriate. For charter schools operating multiple schools (determined by a unique CDS code) under a single charter, use "LEA-wide" to refer to all schools under the charter and use "Schoolwide" to refer to a single school authorized within the same charter petition. Charter schools operating a single school may use "LEA-wide" or "Schoolwide" provided these terms are used in a consistent manner through the LCAP.

Location(s)

Identify the location where the action/services will be provided. If the services are provided to all schools within the LEA, the LEA must indicate "All Schools". If the services are provided to specific schools within the LEA or specific grade spans only, the LEA must mark "Specific Schools" or "Specific Grade Spans". Identify the individual school or a subset of schools or grade spans (e.g., all high schools or grades K-5), as appropriate.

Charter schools operating more than one site, authorized within the same charter petition, may choose to distinguish between sites by selecting "Specific Schools" and identify the site(s) where the actions/services will be provided. For charter schools operating only one site, "All Schools" and "Specific Schools" may be synonymous and, therefore, either would be appropriate. Charter schools may use either term provided they are used in a consistent manner through the LCAP.

Actions/Services

For each LCAP year, identify the actions to be performed and services provided to meet the described goal. Actions and services that are implemented to achieve the identified goal may be grouped together. LEAs may number the action/service using the "Action #" box for ease of reference.

New/Modified/Unchanged:

- Check "New" if the action/service is being added in any of the three years of the LCAP to meet the articulated goal.
- Check "Modified" if the action/service was included to meet an articulated goal and has been changed or modified in any way from the prior year description.
- Check "Unchanged" if the action/service was included to meet an articulated goal and has not been changed or modified in any way from the prior year description.
    - If a planned action/service is anticipated to remain unchanged for the duration of the plan, an LEA may check "Unchanged" and leave the subsequent year columns blank rather than having to copy/paste the action/service into the subsequent year columns. Budgeted expenditures may be treated in the same way as applicable.

Note: The goal from the prior year may or may not be included in the current three-year LCAP. For example, when developing year 1 of the LCAP, the goals articulated in year 3 of the preceding three-year LCAP will be from the prior year.

Charter schools may complete the LCAP to align with the term of the charter school's budget that is submitted to the school's authorizer. Accordingly, a charter school submitting a one-year budget to its authorizer may choose not to complete the year 2 and year 3 portions of the Goals, Actions, and

Services section of the template. If year 2 and/or year 3 is not applicable, charter schools must specify as such.

Budgeted Expenditures

For each action/service, list and describe budgeted expenditures for each school year to implement these actions, including where those expenditures can be found in the LEA's budget. The LEA must reference all fund sources for each proposed expenditure. Expenditures must be classified using the California School Accounting Manual as required by *Education Code* sections 52061, 52067, and 47606.5.

Expenditures that are included more than once in an LCAP must be indicated as a duplicated expenditure and include a reference to the goal and action/service where the expenditure first appears in the LCAP.

If a county superintendent of schools has jurisdiction over a single school district, and chooses to complete a single LCAP, the LCAP must clearly articulate to which entity's budget (school district or county superintendent of schools) all budgeted expenditures are aligned.

Demonstration of Increased or Improved Services for Unduplicated Students

This section must be completed for each LCAP year. When developing the LCAP in year 2 or year 3, copy the Demonstration of Increased or Improved Services for Unduplicated Students table and mark the appropriate LCAP year. Using the copy of the table, complete the table as required for the current year LCAP. Retain all prior year tables for this section for each of the three years within the LCAP.

Estimated Supplemental and Concentration Grant Funds

Identify the amount of funds in the LCAP year calculated on the basis of the number and concentration of low income, foster youth, and English learner students as determined pursuant to 5 *CCR* 15496(a)(5).

Percentage to Increase or Improve Services

Identify the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year as calculated pursuant to 5 *CCR* 15496(a)(7).

Consistent with the requirements of 5 *CCR* 15496, describe how services provided for unduplicated pupils are increased or improved by at least the percentage calculated as compared to services provided for all students in the LCAP year. To improve services means to grow services in quality and to increase services means to grow services in quantity. This description must address how the action(s)/service(s) limited for one or more unduplicated student group(s), and any schoolwide or districtwide action(s)/service(s) supported by the appropriate description, taken together, result in the required proportional increase or improvement in services for unduplicated pupils.

If the overall increased or improved services include any actions/services being funded and provided on a schoolwide or districtwide basis, identify each action/service and include the required descriptions supporting each action/service as follows.

For those services being provided on an LEA-wide basis:

- For school districts with an unduplicated pupil percentage of 55% or more, and for charter schools and county offices of education: Describe how these services are **principally directed to** and **effective in** meeting its goals for unduplicated pupils in the state and any local priorities.
- For school districts with an unduplicated pupil percentage of less than 55%: Describe how these services are **principally directed to** and **effective in** meeting its goals for unduplicated pupils in the state and any local priorities**.** Also describe how the services are **the most effective use of the funds to** meet these goals for its unduplicated pupils. Provide the basis for this determination, including any alternatives considered, supporting research, experience or educational theory.

For school districts only, identify in the description those services being funded and provided on a schoolwide basis, and include the required description supporting the use of the funds on a schoolwide basis:

- For schools with 40% or more enrollment of unduplicated pupils: Describe how these services are **principally directed to** and **effective in** meeting its goals for its unduplicated pupils in the state and any local priorities.

- For school districts expending funds on a schoolwide basis at a school with less than 40% enrollment of unduplicated pupils: Describe how these services are **principally directed to** and how the services are **the most effective use of the funds to** meet its goals for English learners, low income students and foster youth, in the state and any local priorities.

State Priorities

Priority 1: Basic Services addresses the degree to which:

A. Teachers in the LEA are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
B. Pupils in the school district have sufficient access to the standards-aligned instructional materials; and
C. School facilities are maintained in good repair.

Priority 2: Implementation of State Standards addresses:

A. The implementation of state board adopted academic content and performance standards for all students, which are:
    a. English Language Arts – Common Core State Standards for English Language Arts
    b. Mathematics – Common Core State Standards for Mathematics
    c. English Language Development
    d. Career Technical Education
    e. Health Education Content Standards
    f. History-Social Science
    g. Model School Library Standards
    h. Physical Education Model Content Standards
    i. Next Generation Science Standards
    j. Visual and Performing Arts
    k. World Language; and
B. How the programs and services will enable English learners to access the CCSS and the ELD standards for purposes of gaining academic content knowledge and English language proficiency.

Priority 3: Parental Involvement addresses:

A. The efforts the school district makes to seek parent input in making decisions for the school district and each individual school site;
B. How the school district will promote parental participation in programs for unduplicated pupils; and
C. How the school district will promote parental participation in programs for individuals with exceptional needs.

Priority 4: Pupil Achievement as measured by all of the following, as applicable:

A. Statewide assessments;
B. The Academic Performance Index;
C. The percentage of pupils who have successfully completed courses that satisfy UC or CSU entrance requirements, or programs of study that align with state board approved career technical educational standards and framework;
D. The percentage of English learner pupils who make progress toward English proficiency as measured by the CELDT;
E. The English learner reclassification rate;
F. The percentage of pupils who have passed an advanced placement examination with a score of 3 or higher; and
G. The percentage of pupils who participate in, and demonstrate college preparedness pursuant to, the Early Assessment Program, or any subsequent assessment of college preparedness.

Priority 5: Pupil Engagement as measured by all of the following, as applicable:

A. School attendance rates;
B. Chronic absenteeism rates;

C. Middle school dropout rates;
D. High school dropout rates; and
E. High school graduation rates;

Priority 6: School Climate as measured by all of the following, as applicable:

A. Pupil suspension rates;
B. Pupil expulsion rates; and
C. Other local measures, including surveys of pupils, parents, and teachers on the sense of safety and school connectedness.

Priority 7: Course Access addresses the extent to which pupils have access to and are enrolled in:

A. S broad course of study including courses described under Sections 51210 and 51220(a)-(i), as applicable;
B. Programs and services developed and provided to unduplicated pupils; and
C. Programs and services developed and provided to individuals with exceptional needs.

Priority 8: Pupil Outcomes addresses pupil outcomes, if available, for courses described under Sections 51210 and 51220(a)-(i), as applicable.

Priority 9: Coordination of Instruction of Expelled Pupils (COE Only) addresses how the county superintendent of schools will coordinate instruction of expelled pupils

Priority 10. Coordination of Services for Foster Youth (COE Only) addresses how the county superintendent of schools will coordinate services for foster children, including:

A. Working with the county child welfare agency to minimize changes in school placement
B. Providing education-related information to the county child welfare agency to assist in the delivery of services to foster children, including educational status and progress information that is required to be included in court reports;
C. Responding to requests from the juvenile court for information and working with the juvenile court to ensure the delivery and coordination of necessary educational services; and
D. Establishing a mechanism for the efficient expeditious transfer of health and education records and the health and education passport.

Local Priorities address:

A. Local priority goals; and
B. Methods for measuring progress toward local goals.

APPENDIX A: PRIORITIES 5 AND 6 RATE CALCULATION INSTRUCTIONS

For the purposes of completing the LCAP in reference to the state priorities under *Education Code* sections 52060 and 52066, as applicable to type of LEA, the following shall apply:

(a) "Chronic absenteeism rate" shall be calculated as follows:

(1) The number of pupils with a primary, secondary, or short-term enrollment during the academic year (July 1 – June 30) who are chronically absent where "chronic absentee" means a pupil who is absent 10 percent or more of the schooldays in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.

(2) The unduplicated count of pupils with a primary, secondary, or short-term enrollment during the academic year (July 1 – June 30).

(3) Divide (1) by (2).

(b) "Middle School dropout rate" shall be calculated as set forth in *California Code of Regulations*, title 5, Section 1039.1.

(c) "High school dropout rate" shall be calculated as follows:

(1) The number of cohort members who dropout by the end of year 4 in the cohort where "cohort" is defined as the number of first-time grade 9 pupils in year 1 (starting cohort) plus pupils who transfer in, minus pupils who transfer out, emigrate, or die during school years 1, 2, 3, and 4.

(2) The total number of cohort members.

(3) Divide (1) by (2).

(d) "High school graduation rate" shall be calculated as follows:

(1) The number of cohort members who earned a regular high school diploma [or earned an adult education high school diploma or passed the California High School Proficiency Exam] by the end of year 4 in the cohort where "cohort" is defined as the number of first-time grade 9 pupils in year 1 (starting cohort) plus pupils who transfer in, minus pupils who transfer out, emigrate, or die during school years 1, 2, 3, and 4.

(2) The total number of cohort members.

(3) Divide (1) by (2).

(e) "Suspension rate" shall be calculated as follows:

(1) The unduplicated count of pupils involved in one or more incidents for which the pupil was suspended during the academic year (July 1 – June 30).

(2) The unduplicated count of pupils with a primary, secondary, or short-term enrollment during the academic year (July 1 – June 30).

(3) Divide (1) by (2).

(f) “Expulsion rate” shall be calculated as follows:

(1) The unduplicated count of pupils involved in one or more incidents for which the pupil was expelled during the academic year (July 1 – June 30).

(2) The unduplicated count of pupils with a primary, secondary, or short-term enrollment during the academic year (July 1 – June 30).

(3) Divide (1) by (2).

NOTE: Authority cited: Sections 42238.07 and 52064, *Education Code*. Reference: Sections 2574, 2575, 42238.01, 42238.02, 42238.03, 42238.07, 47605, 47605.6, 47606.5, 48926, 52052, 52060, 52061, 52062, 52063, 52064, 52066, 52067, 52068, 52069, 52070, 52070.5, and 64001,; 20 U.S.C. Sections 6312 and 6314.

APPENDIX B: GUIDING QUESTIONS

Guiding Questions: Annual Review and Analysis

1) How have the actions/services addressed the needs of all pupils and did the provisions of those services result in the desired outcomes?
2) How have the actions/services addressed the needs of all subgroups of pupils identified pursuant to *Education Code* Section 52052, including, but not limited to, English learners, low-income pupils, and foster youth; and did the provision of those actions/services result in the desired outcomes?
3) How have the actions/services addressed the identified needs and goals of specific school sites and were these actions/services effective in achieving the desired outcomes?
4) What information (e.g., quantitative and qualitative data/metrics) was examined to review progress toward goals in the annual update?
5) What progress has been achieved toward the goal and expected measurable outcome(s)? How effective were the actions and services in making progress toward the goal? What changes to goals, actions, services, and expenditures are being made in the LCAP as a result of the review of progress and assessment of the effectiveness of the actions and services?
6) What differences are there between budgeted expenditures and estimated actual annual expenditures? What were the reasons for any differences?

Guiding Questions: Stakeholder Engagement

1) How have applicable stakeholders (e.g., parents and pupils, including parents of unduplicated pupils and unduplicated pupils identified in *Education Code* Section 42238.01; community members; local bargaining units; LEA personnel; county child welfare agencies; county office of education foster youth services programs, court-appointed special advocates, and other foster youth stakeholders; community organizations representing English learners; and others as appropriate) been engaged and involved in developing, reviewing, and supporting implementation of the LCAP?
2) How have stakeholders been included in the LEA's process in a timely manner to allow for engagement in the development of the LCAP?
3) What information (e.g., quantitative and qualitative data/metrics) was made available to stakeholders related to the state priorities and used by the LEA to inform the LCAP goal setting process? How was the information made available?
4) What changes, if any, were made in the LCAP prior to adoption as a result of written comments or other feedback received by the LEA through any of the LEA's engagement processes?
5) What specific actions were taken to meet statutory requirements for stakeholder engagement pursuant to *Education Code* sections 52062, 52068, or 47606.5, as applicable, including engagement with representatives of parents and guardians of pupils identified in *Education Code* Section 42238.01?
6) What specific actions were taken to consult with pupils to meet the requirements 5 *CCR* 15495(a)?
7) How has stakeholder involvement been continued and supported? How has the involvement of these stakeholders supported improved outcomes for pupils, including unduplicated pupils, related to the state priorities?

Guiding Questions: Goals, Actions, and Services

1) What are the LEA's goal(s) to address state priorities related to "Conditions of Learning": Basic Services (Priority 1), the Implementation of State Standards (Priority 2), and Course Access (Priority 7)?
2) What are the LEA's goal(s) to address state priorities related to "Pupil Outcomes": Pupil Achievement (Priority 4), Pupil Outcomes (Priority 8), Coordination of Instruction of Expelled Pupils (Priority 9 – COE Only), and Coordination of Services for Foster Youth (Priority 10 – COE Only)?
3) What are the LEA's goal(s) to address state priorities related to parent and pupil "Engagement": Parental Involvement (Priority 3), Pupil Engagement (Priority 5), and School Climate (Priority 6)?
4) What are the LEA's goal(s) to address any locally-identified priorities?
5) How have the unique needs of individual school sites been evaluated to inform the development of meaningful district and/or individual school site goals (e.g., input from site level advisory groups, staff, parents, community, pupils; review of school level plans; in-depth school level data analysis, etc.)?
6) What are the unique goals for unduplicated pupils as defined in *Education Code* sections 42238.01 and bgroups as defined in section 52052 that are different from the LEA's goals for all pupils?
7) What are the specific expected measurable outcomes associated with each of the goals annually and over the term of the LCAP?
8) What information (e.g., quantitative and qualitative data/metrics) was considered/reviewed to develop goals to address each state or local priority?
9) What information was considered/reviewed for individual school sites?
10) What information was considered/reviewed for subgroups identified in *Education Code* Section 52052?
11) What actions/services will be provided to all pupils, to subgroups of pupils identified pursuant to *Education Code* Section 52052, to specific school sites, to English learners, to low-income pupils, and/or to foster youth to achieve goals identified in the LCAP?
12) How do these actions/services link to identified goals and expected measurable outcomes?
13) What expenditures support changes to actions/services as a result of the goal identified? Where can these expenditures be found in the LEA's budget?

Prepared by the California Department of Education, October 2016

LCAP Expenditure Summary

Total Expenditures by Funding Source						
Funding Source	**2016-17 Annual Update Budgeted**	**2016-17 Annual Update Actual**	**2017-18**	**2018-19**	**2019-20**	**2017-18 through 2019-20 Total**
All Funding Sources	37,482.00	90,091.00	66,890.00	0.00	0.00	66,890.00
	0.00	3,000.00	0.00	0.00	0.00	0.00
Concentration	0.00	0.00	0.00	0.00	0.00	0.00
General Fund	0.00	0.00	0.00	0.00	0.00	0.00
General Fund/LCFF Supplemental Funds	31,982.00	86,591.00	62,290.00	0.00	0.00	62,290.00
Supplemental	5,500.00	500.00	4,600.00	0.00	0.00	4,600.00

* Totals based on expenditure amounts in goal and annual update sections.

Total Expenditures by Object Type						
Object Type	**2016-17 Annual Update Budgeted**	**2016-17 Annual Update Actual**	**2017-18**	**2018-19**	**2019-20**	**2017-18 through 2019-20 Total**
All Expenditure Types	37,482.00	90,091.00	66,890.00	0.00	0.00	66,890.00
	0.00	0.00	0.00	0.00	0.00	0.00
1000-1999: Certificated Personnel Salaries	15,082.00	3,900.00	3,390.00	0.00	0.00	3,390.00
2000-2999: Classified Personnel Salaries	17,400.00	22,850.00	47,325.00	0.00	0.00	47,325.00
3000-3999: Employee Benefits	0.00	5,250.00	5,955.00	0.00	0.00	5,955.00
4000-4999: Books And Supplies	3,000.00	8,091.00	7,720.00	0.00	0.00	7,720.00
5000-5999: Services And Other Operating Expenditures	2,000.00	50,000.00	0.00	0.00	0.00	0.00
5800: Professional/Consulting Services And Operating Expenditures	0.00	0.00	2,500.00	0.00	0.00	2,500.00

* Totals based on expenditure amounts in goal and annual update sections.

Total Expenditures by Object Type and Funding Source							
Object Type	**Funding Source**	**2016-17 Annual Update Budgeted**	**2016-17 Annual Update Actual**	**2017-18**	**2018-19**	**2019-20**	**2017-18 through 2019-20 Total**
All Expenditure Types	All Funding Sources	37,482.00	90,091.00	66,890.00	0.00	0.00	66,890.00
	General Fund	0.00	0.00	0.00	0.00	0.00	0.00
	General Fund/LCFF Supplemental Funds	0.00	0.00	0.00	0.00	0.00	0.00
	Supplemental	0.00	0.00	0.00	0.00	0.00	0.00
1000-1999: Certificated Personnel Salaries	General Fund/LCFF Supplemental Funds	15,082.00	3,900.00	3,390.00	0.00	0.00	3,390.00
1000-1999: Certificated Personnel Salaries	Supplemental	0.00	0.00	0.00	0.00	0.00	0.00
2000-2999: Classified Personnel Salaries	Concentration	0.00	0.00	0.00	0.00	0.00	0.00
2000-2999: Classified Personnel Salaries	General Fund	0.00	0.00	0.00	0.00	0.00	0.00
2000-2999: Classified Personnel Salaries	General Fund/LCFF Supplemental Funds	11,900.00	22,350.00	45,325.00	0.00	0.00	45,325.00
2000-2999: Classified Personnel Salaries	Supplemental	5,500.00	500.00	2,000.00	0.00	0.00	2,000.00
3000-3999: Employee Benefits		0.00	3,000.00	0.00	0.00	0.00	0.00
3000-3999: Employee Benefits	General Fund/LCFF Supplemental Funds	0.00	2,250.00	5,855.00	0.00	0.00	5,855.00
3000-3999: Employee Benefits	Supplemental	0.00	0.00	100.00	0.00	0.00	100.00
4000-4999: Books And Supplies	General Fund	0.00	0.00	0.00	0.00	0.00	0.00
4000-4999: Books And Supplies	General Fund/LCFF Supplemental Funds	3,000.00	8,091.00	7,720.00	0.00	0.00	7,720.00
5000-5999: Services And Other Operating Expenditures	General Fund/LCFF Supplemental Funds	2,000.00	50,000.00	0.00	0.00	0.00	0.00
5800: Professional/Consulting Services And Operating Expenditures	Supplemental	0.00	0.00	2,500.00	0.00	0.00	2,500.00

* Totals based on expenditure amounts in goal and annual update sections.

Total Expenditures by Goal				
Goal	**2017-18**	**2018-19**	**2019-20**	**2017-18 through 2019-20 Total**
Goal 1	32,500.00	0.00	0.00	32,500.00
Goal 2	14,350.00	0.00	0.00	14,350.00
Goal 3	500.00	0.00	0.00	500.00
Goal 4	2,500.00	0.00	0.00	2,500.00
Goal 5	0.00	0.00	0.00	0.00
Goal 6	11,840.00	0.00	0.00	11,840.00
Goal 7	0.00	0.00	0.00	0.00
Goal 8	0.00	0.00	0.00	0.00
Goal 9	0.00	0.00	0.00	0.00
Goal 10	1,600.00	0.00	0.00	1,600.00

* Totals based on expenditure amounts in goal and annual update sections.

Agenda Item 5.3

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.3 2017-2018 Original Budget**

Date: May 26, 2017 for the meeting of June 1, 2017

SUMMARY

The Budget Committee met on May 10, 2017 and again on May 12, 2017 and a proposed budget was drafted following the Budget Committee Meeting.

DISCUSSION

Assumptions for creating the proposed budget included:

- Teacher salaries increase by 2% on top of salary schedule 2% step increase to offset STRS costs to employees
- 5% increase in cost of health benefits
- Substitutes remain roughly 2% of teacher salaries
- Classified salaries increase to meet minimum wage requirements
- Decrease in salaries both certificated and classified to cover special education program, offset by funding through El Dorado SELPA
- Facilities costs covered with 2% of revenues under Prop 39

Budget assumes an enrollment set at 153, ADA based on 95% rate=145.25

Copies of the budget will be available at the meeting.

ACTION REQUESTED

Approve 2017-2018 Original Budget

Agenda Item 5.4

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.4: Election of Officers**

Date: May 26, 2017 for the meeting of June 1, 2017

SUMMARY

Each year, the Board of Directors elects the following officers: Chair, Vice-Chair, Treasurer, Secretary. Officers for the 2017-2018 school year need to be elected.

DISCUSSION

During the 2016-2017 school year, Board Officers were as follows:

Robyn DiFalco-Chair
Mark Reiser-Vice-Chair
Nili Yudice-Treasurer
Kristy Cowell-Secretary

Article 5 of the Bylaws of the Board of Directors describes the duties of each office:

SECTION 6. DUTIES OF CHAIR

> The Chair shall be the Chief Executive Officer of the corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the corporation and the activities of the officers. He or she shall perform all duties incident to his or her office and such other duties as may be required by law, by the Articles of Incorporation of this corporation, or by these Bylaws, or which may be prescribed from time to time by the Board of Directors. Unless another person is specifically appointed as Chair of the Board of Directors, he or she shall preside at all meetings of the Board of Directors. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, he or she shall, in the name of the corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors.

SECTION 7. DUTIES OF VICE-CHAIR

> In the absence of the Chair, or in the event of his or her inability or refusal to act, the Vice-

Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions on, the Chair. The Vice-Chair shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these Bylaws, or as may be prescribed by the Board of Directors.

SECTION 8. DUTIES OF SECRETARY

The Secretary shall:

1. Certify and keep at the principal office of the corporation the original, or a copy of these Bylaws as amended or otherwise altered to date;

2. Keep at the principal office of the corporation or at such other place as the board may determine, a book of minutes of all meetings of the Board of Directors, and, if applicable, meetings of committees of Directors, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof;

3. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;

4. Be custodian of the records;

5. Exhibit at all reasonable times to any Director of the corporation, or to his or her agent or attorney, on request therefore, the Bylaws, and the minutes of the proceedings of the Directors of the corporation. In general, perform all duties incident to the office of Secretary, and such other duties as may be required by law, by the Articles of Incorporation of this corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

SECTION 9. DUTIES OF TREASURER

Subject to the provisions of these Bylaws relating to the "Execution of Instruments, Deposits and Funds," the Treasurer shall:

1. Have oversight responsibility for all funds and securities of the corporation, and deposit and/or provide direction to the School Director to deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors;

2. Provide review, perspective and advice to the Board with regard to the integrity of financial statements, the validity of financial projections and the viability of the financial condition of the corporation;

3. Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports including the Annual Budget, First and Second Interim Budget Reports, and Final Unaudited Actuals;

4. Provide access at all reasonable times to the books of account and financial records to any Director of the corporation, or to his or her agent or attorney, on request therefore;

5. Perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

ACTION REQUESTED

Elect board officers.

Agenda Item 5.5

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.5 – Board Committee Assignments**

Date: May 26, 2017 for the meeting of June 1, 2017

SUMMARY
The Board will discuss committee functions and appoint members to committees.

DISCUSSION

Background of Policy on Board Committees

Article 6 of the Bylaws of the Board of Directors has the following regarding committees:

ARTICLE 6 COMMITTEES

SECTION 1. EXECUTIVE COMMITTEE

The Board of Directors may, by a majority vote of Directors, designate an Executive Committee to include a Chair, Vice-Chair, Secretary, and Treasurer and delegate to such Committee any of the powers and authority of the board in the management of the business and affairs of the corporation, except with respect to:

1. The approval of any action which, under law or the provisions of these Bylaws, requires the approval of the members or of a majority of all of the members;
2. The filling of vacancies on the board or on any committee which has the authority of the board;
3. The amendment or repeal of Bylaws or the adoption of new Bylaws;
4. The amendment or repeal or any resolution of the board which by its express

terms is not so amendable or repealable;

5. The appointment of committees of the board or the members thereof;

6. The approval of any transaction to which this corporation is a party and in which one or more of the Directors has a material financial interest, except as expressly provided in Section 5233(d)(3) of the California Nonprofit Public Benefit Corporation Law.

By a majority vote of its members then in office, the board may at any time revoke or modify any or all of the authority so delegated, increase or decrease but not below two (2) the number of its members, and fill vacancies therein from the members of the board. The Committee shall keep regular minutes of its proceedings, cause them to be filed with the corporate records, and report the same to the board from time to time as the board may require.

SECTION 2. OTHER COMMITTEES

The corporation shall have such other committees as may from time to time be designated by resolution of the Board of Directors. Such other committees may consist of persons who are not also members of the board. These additional committees shall act in an advisory capacity and only make recommendations to the board.

SECTION 3. MEETINGS AND ACTION OF COMMITTEES

Meetings and action of committees shall be governed by, noticed, held and taken in accordance with the provisions of these Bylaws concerning meetings of the Board of Directors, with such changes in the context of such Bylaw provisions as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular meetings of committees may be fixed by resolution of the Board of Directors or by the committee. The time for special meetings of committees may also be fixed by the Board of Directors. The Board of Directors may also adopt rules and regulations pertaining to the conduct of meetings of committees to the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws. The committee may take regular minutes of its proceedings, cause them to be filed with the corporate records, and report the same to the board from time to time as the board may require.

There are generally two types of Board committees formed: Standing Committees and Ad Hoc Committees.

“Standing Committees” may be composed of any community members (though not a quorum of Directors) and report to the Board. Meetings must follow rules set out in the Brown Act.

“Ad Hoc” committees are composed solely of Directors, but less than a quorum.

Committees of the Board may change from year to year depending on the needs of the school.

A summary of committees formed in the 2016-2017 school year are attached, including goals accomplished and goals that still need work. There are opportunities to combine committees where goals are similar, for example Campus Improvement and Facilities Planning. There may also be some committees that no longer need to be continued in the 2017-2018 school year, for example the Charter Renewal and Policy Committee and the Community Outreach Committee.

ACTION REQUESTED

Discuss needed committees and assign Directors to each committee for the upcoming year.

Attachment: Board Committees Succession

Sherwood Board Committees
Succession Planning
2016-17 to 2017-18

- ➢ 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.
- ➢ See Guidelines for Committees & Chairs for details on scheduling meetings, reporting, etc.

☆ **All Committees** will be responsible for addressing the board's **Enrollment goals** as well as the **Teacher Retention goals**, in the context of each Committee's responsibilities.

Executive Committee ***(Optional)***	
Members in 16-17:	● Chair, Vice Chair, Secretary, Treasurer ● Robyn DiFalco, Mark Reiser, Kristy Cowell, Nili Yudice
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:	
Charter/ Bylaws:	BYLAWS, ARTICLE 6, COMMITTEES, SECTION 1. EXECUTIVE COMMITTEE
Ongoing work in 1718:	The Executive Committee was not called on to complete any tasks in 2016-17. The Committee was formed to be available if needed. It is recommended that an Executive Committee be formed for the same purpose in 2017-18.

Elections Committee *(Required; Ad hoc)*

Members:	Robyn DiFalco & Chris Fosen plus one SMPO member per bylaws
Purpose:	● Recruit candidates, announce upcoming election, accept applications for potential candidates, present candidates to SMPO, facilitate election and voting process. ● *(Probably doesn't need to meet monthly; maybe only meets in the spring or as needed?)*
Goals:	
Charter/ Bylaws:	● Charter, Section 4.0 Governance Structure of School *(speaks to Elections Committee process)* ● BYLAWS, SECTION 2. SELECTION: The Board of Directors will be selected in the following way: 1. An Elections Committee, appointed by the BOD, will accept applications for potential candidates. The Elections Committee shall be made up of two current members of the BOD 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 April. Interim appointment shall be done in accordance with Article 4 Section 10 of these bylaws; 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.
Ongoing work in 2017-18:	The Elections Committee has the discrete task of organizing and managing a successful Board of Directors Election in the spring of each school year. This will be needed again in the 2017-18 school year.

Finance/Budget Committee ***(Required; Ad hoc)***	
Members:	Nili Yudice (Chair & Treasurer), Jessica Ordaz, Kelli Kurth, Michelle Yezbick, Pat Casey Note: Larry Gimbel joined the Budget Committee in April, 2017 to fill in for Jessica Ordaz.
Purpose:	Meets as needed to set or review the budget
Goals:	● **Teacher Retention Goal:** The Board is committed to giving raises to teachers by the end of this year, with a Compensation Review to be conducted in Dec/Jan after key financial data is available. Our long-term goal is for Sherwood Teacher salaries to be "above average" in comparison with other local CUSD charters, with a phased multi-year approach. ● Suggestion to create a new goal for the remainder of this year, at March 2017 meeting.
Charter/ Bylaws:	Charter: Section 20.0 Financial and Organizational Accountability ● 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
Ongoing work in 2017-18:	Maintain long-term goal. Work with Funds Development Committee to address deficit in fundraising revenues. Audit spending in the MTSS program and look for opportunities to consolidate spending. Utilize SUMS grant to support professional development and program improvement initiatives.

<u>Audit Committee</u> ***(Required; Ad hoc)***	
Members:	Nili Yudice (Chair & Treasurer), Michelle Yezbick, Heather Fisher, Pat Casey
Purpose:	Ensure that required audit reports are submitted on time and in accordance with our Charter.
Goals:	
Charter/ Bylaws:	**Charter makes no direct reference to an "Audit Committee" but states that the BOD will facilitate the audit.* 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. ● 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). ...
Ongoing work in 2017-18:	The Audit Committee has the discrete task of facilitating the completion of a successful financial audit in the fall of each school year. Most work is completed by the School Director, Administrative Assistant, and Business Manager. This will be needed again in the 2017-18 school year.

<u>Safety Committee</u> ***(Required; Ad Hoc)***	
Members:	Monica Woodward (Chair), Kristy Cowell, Tanya Parish, Michelle Yezbick, others? (Marko to offer advisory service to this committee but not member)
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.
Goals:	**The Safety committee will meet ASAP in September and create a list of top priorities and SMART goals to accomplish this school year.** (Topics include fencing, fire alarm, real vs perceived risks, teachers concerns) ● Will decide on goals and priorities at in spring 2017 ● Will communicate to the school community about safety goals & priorities, as well as status of safety projects via School Announcements. ● Michelle will share digital copy of Safety plan with board members
Charter/ Bylaws:	**Charter: Section 6.0 Health & Safety Procedures requires a Safety Committee & Safety Plan** 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. 6.1 Safety Plan, 6.2 Additional Health Policies, 6.3 Safe Building Policies
Ongoing work in 2017-18:	The Safety Committee was presented with numerous concerns from the Sherwood community about the security of the new campus. A secure fence was a top concern, but the committee was ultimately unable to erect a permanent fence due to CUSD's plans to install a wrought iron fence in the spring/summer of 2017. The Safety Committee should continue to monitor the safety of the new campus, hear concerns from the community, and determine if concerns warrant action from the school. The current School Safety Plan has been marked up with a number of suggested revisions and questions; the newly appointed Safety Committee should complete the work of addressing these before the beginning of the 2017-2018 school year.

<u>Funds Development Committee</u> *(Standing)*	
Members:	Robyn DiFalco (Chair), Nili Yudice, Heather Fox, Eric Hartmann +SMPO Rep (Kelli Kurth)
Purpose:	● 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 FDC will also work to strengthen the existing fundraising events operating procedures and assist in the development of a comprehensive fundraising operating plan. ● Important partnership with SMPO
Goals:	**The Fund Development Committee will compile data to assess annual fundraising events, comparing revenue, effectiveness, volunteer needs, community benefits and other key metrics. The Committee will also assess other fundraising strategies, besides event-based fundraisers.** ● The document should be submitted to the board by the end of the school year for review and should inform the direction of fundraising events for next year. ● The Committee will collaborate with SMPO and with the Campus Improvement Committee.
Charter/ Bylaws:	● Bylaws say "We need to develop a donation policy separate from the Bylaws."
Ongoing work for 20172018:	A donation policy should be developed and the document described above should be completed before the end of the 2017-2018 school year. The annual fundraising events calendar was cut in response to parent volunteer feedback, but alternate sources of funds were not identified and as a result the school is not on target to meet its fundraising goals (as of mid-April, 2017). Identifying alternate source of funds will be a top priority for the new Fund Development Committee.

Communications Committee *(Standing)*

Members:	Robyn DiFalco (Chair), Marko Reiser, Heather Fox is interested
Purpose:	will produce a comprehensive school-wide Communications Policy for review and vote by the Board of Directors. The committee will survey parents, teachers, staff, administration, and the local community and will develop specific strategies for aligning school-wide communications with Sherwood's mission statement. The CC will utilize these strategies to facilitate coordinating school communication to the school community and the general community at large. The CC will oversee the coordination and implementation of communication related projects- Website, Facebook, Newsletters etc… *[from 2015-16, to be revised or affirmed]* ● Will work on tasks related to Recruitment & Retention goal (internal & external communication projects) ● Will complete a SWOT analysis to identify Strengths, Weaknesses, Opportunities, and Threats regarding current communication practices.
Goals:	● Draft Communication Plan to be presented at October Board meeting for review. ● CC will help with revisions to complete Communication Plan by January Board meeting ● Complete SWOT Analysis to identify improvements in Communication efforts.
Ongoing work for 20172018:	● A Communication Plan was created, presented, reviewed, and revised. ● It would be valuable to complete a SWOT analysis and identify improvements in communication efforts. ● The current Communication Plan addresses style only obliquely. It would be valuable to create more concrete guidelines for communication style to support not only staff, but parents in leadership positions to use a consistent communication style in different arenas when representing the school.

<u>Curriculum Committee</u> *(standing)*	
Members:	Kristy Cowell (chair), Chris Fosen, Eric Parish +other? ● Subcommittee for Extended Day: Nicole Drummond, +others?
Purpose:	Oversight of the curriculum and alignment with the mission of the school.
Goals:	**→ Committee needs to meet and set goals for 2016-17 to report to the board.** → consider whether this committee has a role in helping to achieve any of the Teacher Retention goals established at the September 2016 board retreat. → consider how/when the Subcommittee for Extended Day will assess the success of the Extended Day Program. (Michelle, Pat, Julia, Nili have been working together to support success of the program) ● Will look at staff development efforts in the context of our Teacher Retention Goals. ● Will assess potential to retain April Pearce as Montessori Mentor and ensure her talents are fully utilized to support Teachers.
Ongoing work for 20172018:	The goals of providing staff development to address Teacher Retention Goals and retaining April Pearce as a Montessori Mentor were accomplished. The committee should adopt new goals for the new year. In addition to continuing to consider teacher retention and the Extended Day program, the enrichment program should be considered as we have received feedback from our community that these are valued but not yet optimal. Courses including art, music, foreign language, and cooking & gardening have not been implemented in a congruent fashion across all grade levels and/or classrooms. The Montessori Curriculum Library Project, presented by Committee member Eric Parish was well-received by the Board. The presentation demonstrated the incredible potential a completed project would create in terms of impact on student achievement. If the SUMS grant is awarded, the resources for the project will be provided through the grant. If the grant is not awarded, the Committee might consider supporting the project by lending volunteer time to lessen its fiscal impact.

<u>Campus Improvement Committee</u> ***(Standing)***	
Members:	Heather Fox (chair), Marko Reiser, Monica Woodward +SMPO Rep, + others?
Purpose:	To be responsive to the needs of the school occupying our current site and to ensure it supports the Montessori education mission.

Goals:	● The Campus Improvement Committee will help facilitate a clear process with outlined responsibilities in which upkeep and aesthetics of the outdoor environment are part of the student curriculum and our school culture by December 2016. *Potentially each classroom being responsible for a planter and an outdoor area. See supporting document with details. ● The Campus Improvement Committee will gather information from faculty and families about priorities related to the beautification of the campus by the end of 2016. Projects will be prioritized and coordinated with SMPO for volunteers and fundraising with specific achievable timelines. ● **Potential projects include:** planters (already in process), painting doors on bathrooms, bathroom signs, bathroom decorations, coat hooks, doors decorated specific to each classroom, fence decorations, recycled art sculptures, indoor and bulletin board aesthetics (decoration/organization/upkeep) ● The Campus Improvement Committee will identify a lead person (or persons) to take on the coordination of outdoor mural projects (art teacher, community artist?). This person will propose a design based on community input that will be approved by the Board and the Director. This person will coordinate with students, teachers, and the parent community to complete a minimum of one large outdoor mural that is aligned with Montessori & Sherwood values by April 2016. ● The Committee will focus on near term projects that can be completed this year and will partner with SMPO and the Fund Development Committee. ● Review of projects will consider the potential for "visual continuity" (when feasible) between the Chapman side of our campus and the property at 1010 Cleveland.

Ongoing work for 20172018:	A clear process with outlined responsibilities in which upkeep and aesthetics of the outdoor environment are part of the student curriculum and our school culture was not completed, but the idea was shared with the Director, and the Director shared with teachers. Created a map of areas each classroom would be responsible for and made 4 on-campus stations outdoors where tools to clean up could be accessed by students, staff and parents. ● The Campus Improvement Committee will gather information from faculty and families about priorities related to the beautification of the campus by the end of 2016. Projects will be prioritized and coordinated with SMPO for volunteers and fundraising with specific achievable timelines.-I would not recommend going forward with this goal, considering our desire not to overburden parents with surveys and the complicated feelings people have about our current location. *Ongoing work of this committee should be done with the consideration that we do not intend to stay here forever or give our community the impression that this is our goal.* Planters were set up and planted. We are hoping to be able to move them to a location where they can be watered over summer with an automatic timer so the plants survive. Other projects that were considered but did not get done included: painting doors on bathrooms, bathroom signs, bathroom decorations, coat hooks, doors decorated specific to each classroom, fence decorations, recycled art sculptures, indoor and bulletin board aesthetics (decoration/organization/upkeep), and murals. All of these projects are possibilities, but there are too many here to ask our parent volunteer community to take on, unless individuals express interest and desire to do so. Asks should be strategic, so as not to stress our community.

<u>Facilities Planning Committee</u> *(Ad hoc)* *formerly <u>New Site Development Committee</u>*		
Members:	Marko Reiser (chair), Chris Fosen, Peter DiFalco, Justin Onstot	
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. *→ Committee should revise statement of purpose.*	
Goals:		**1010 Cleveland Property Goals: Renovation of the building will be completed this fall and the Facilities Planning Committee will need to address several key things in the near future:** ● Rename the facility ● Draft a "Use Plan" or "Operational Plan" for the building and grounds; a guiding document that outlines the vision and purpose for the property, how the space(s) will be used, and now they will not be used. Should also address safety and security at this property. ● Recognition of Jeff Page; Peter and Marko also put in considerable work to make this happen ● Prepare for a grand opening or ribbon cutting-type event once the property is ready. ● Draft a message for School Announcements that informs our community about the building, its status, and what is planned. ● Prop 39 Energy Grant Also: Begin to identify "big ticket" facilities projects that could be funded with Measure K (school bond) funds in future years. *→ Should this be the Facilities Planning Committee or the Campus Improvement Committee's job?*

Ongoing work for 20172018:		This committee did an incredible amount of work acquiring and renovating the property at 1010 Cleveland. The scope of this work did not allow for all the other key things listed above to happen. An announcement was drafted and included in the School Announcements about the opening of 1010 Cleveland. A Vision Statement was created and approved by the Board. Other documents have been created that can be drawn from to create a Use or Operational Plan, but this is day to day operations and should be completed by the Director rather than a committee of the Board. The facility has gone by the names "Little House" and "1010 Cleveland" and "1010". No official renaming has happened beyond this, but people seem to like these monikers. Regarding the Prop 39 Energy Grant, the Director has had two different contractors assess potentials for these funds and hasn't heard from either. Pat Casey, our Business Manager, was in communication with one organization and Michelle worked directly with the other. Recognition efforts and ribbon-cutting could be handled by the new committee. *Measure K funds needs to be the focus of future facilities work. Sherwood has an opportunity to use $1.39 million for our facility, an opportunity that has not come up before and will not likely happen again.*

<u>Policy and Charter Renewal Committee</u>	
Members:	Chris Fosen (chair), Nili Yudice, Russell Shapiro, Michelle Yezbick
Purpose:	To review Policy in general, and to facilitate the Charter Renewal Process.

Goals:	**Charter Renewal Goals: The Policy & Charter Renewal Committee will work diligently to complete the following by the requisite deadlines:** ● By Oct 1, 2016, contact John Bohannan to get on CUSD Agenda, January preferred ● Have documents ready to approve at Sherwood's November Board meeting? ● Organize parent community to show up and support **Prop 39 Request Goals: The Policy & Charter Renewal Committee will work diligently to complete the following by the requisite deadlines:** ● Have final draft of Prop 39 Docs ready to submit to attorney by Oct 13 ● Approve Prop 39 Request documents at October 20 Board Meeting ● Submit Prop 39 Docs to CUSD on Oct 21. AB 2246 Requires that we adopt, at a regularly scheduled meeting, a suicide prevention policy for pupils in grades 7-12.[1]
Charter/ Bylaws:	• *Charter speaks to having Practices and Policies to promote diversity including implementing a recruitment strategy, developing promotional materials, etc. [Charter: Section 7.0 Diversity]*

Ongoing work for 20172018:	The Charter was renewed and the Prop 39 process was completed. AB2246 goal was also accomplished. This Committee may be one to disband in the 2017-2018 school year. There are current policies that need updating and others that don't exist but should, but these could be handled within other already existing committees, for example a Fundraising Policy could be created by our Funds Development Committee. The Safety Committee could review our Internet Safety Policy, our Injury and Illness Prevention Plan, and our Campus Search and Seizure Policy. Another approach could be having the existing policies divided among Board members to review and suggest changes. The Board of Directors for 2017-2018 should decide how to proceed with the work.

<u>Community Connections Working Group</u> *(not officially a committee)*	
Members:	Jill Bailey, Nicole Drummond, Marlo Knox, Robyn DiFalco, Michelle Yezbick
Purpose:	To intentionally cultivate positive working relationships with Chapman Elementary School and the Chapman Neighborhood, responding promptly to concerns, identifying opportunities for partnership, and serving as ambassadors from Sherwood.
Goals:	● Participate in Chapman Night Out events (monthly) and Chapman neighborhood cleanup (spring). ● Channel communications with Chapman school administration through Michelle and/or Julia. ● Others TBA
Ongoing work for 20172018:	The above goals are suitable to continue. The Committee may consider reaching out for more membership to lessen the impact of the time volunteering at the monthly events and meetings.

Standing versus Ad hoc committee

Committees are also distinguished by their type of existence – permanent or temporary – irrespective of the level of authority. Standing committees are permanent and exist year-round. They are often provided for or described in the bylaws. Examples of common standing committees are the executive, nominating, compensation, and grants committees. One important standing committee that may required by state law, depending in part on the corporation's gross receipts, is an audit committee.

Ad hoc committees, also known as temporary committees, exist only for a limited period of time. They are created by board resolution in response to a need that has arisen and will dissolve upon completion of their specific tasks. The most common uses of ad hoc committees are for evaluating site relocation, coordinating a special event, undergoing CEO transitions and searches, pursuing a possible merger, strategic planning endeavors, or investigating an unusual problem. An ad hoc committee can be as specific as the nonprofit corporation needs to address a particular issue and therefore, provides a useful alternative especially when cutting down on current committees that are not needed allyear.