



## REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Date/Time: **Thursday, October 17, 2024 – 6:00 p.m.**

Location: **1071 E. 16<sup>th</sup> Street Room 5**

### AGENDA

#### **A. CALL TO ORDER (6:00 p.m.)**

##### **A.1 Land Acknowledgement**

*Sherwood Montessori acknowledges that we are on the unceded ancestral homeland of the Mechoopda people. Dr. Maria Montessori said: "We shall walk together on this path of life, for all things are part of the universe and are connected with each other to form one whole unity." As Montessori educators, we recognize that the Mechoopda people are the experts on the way to walk on the path of life here, with respect, gratitude and responsibility for the land, flora, fauna, waters, and air of this place. We extend our respects to the Mechoopda ancestors, elders, and all their relations in affirming their sovereign rights.*

##### **A.2 Roll Call** Tina Hanson-Lewis, Samantha Lawson, Emma Cluff

#### **B. CONSENT AGENDA (6:05 p.m.)**

**B.1 Minutes Approval** Consider approval of minutes from Regular Meeting, September 19, 2024.

**B.2 Approval of Prop 39 Facilities Request** Consider approval of Prop 39 Request for Facilities.

**B.3 Resolution 101724** Commendation for Emma Cluff's service on the Board of Directors

#### **C. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA (6:10)**

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

#### **D. NOTICED PUBLIC HEARINGS**

**None**

#### **E. REGULAR BUSINESS (6:20)**

##### **E.1 Items Removed from Consent (If any)**

##### **E.2 Reports and Communications**

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.

*This time will be for Board members to ask questions regarding the provided written materials.*

**E.2.1 School Director Report**

**E.2.2 Treasurer Report**

**E.3 Action Items (6:30)**

**E.4.1 Discussion of Governance**

The Board will have a discussion on governance.

**ACTION REQUESTED:** Discuss board governance.

**E.4.2 Election of Officers**

The Board will elect officers.

**ACTION REQUESTED:** Elect officers.

**E.4.3 Committees**

The Board will be asked to appoint Directors to the required committees.

**ACTION REQUESTED:** Appoint committee members.

**E.4.4 Retreat Planning**

The Board will plan a retreat for onboarding new members and strategic planning for the school.

**ACTION REQUESTED:** Plan a board retreat.

**F. FUTURE AGENDA ITEMS (7:05)**

The Board will be asked to adopt the First Interim Budget.

**G. ADJOURNMENT (7:30)**

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## **Regular Meeting Minutes 9.19.2024**

### **A. CALL TO ORDER (6:15)**

#### **A.1 Land Acknowledgement**

- Read by Michelle (6:15)

**A.2 Roll Call** Tina Hansen-Lewis, Emma Cluff (on zoom because covid),  
Samantha Lawson

### **B. CONSENT AGENDA (6:16)**

**B.1 Minutes Approval:** Motioned by Sam, seconded by Emma,  
unanimously approved

**B.2 Unaudited Actuals :** Tina motioned, Sam seconded,  
Unanimously accepted

**B.3 Policy for Education of Students Experiencing  
Homelessness :** Emma motioned, Tina seconded, Unanimously  
accepted

### **C. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA (6:21)**

No public comment

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### **D. NOTICED PUBLIC HEARINGS None**

### **E. REGULAR BUSINESS (6:22)**

#### **E.1 Items Removed from Consent (If any)**

#### **E.2 Reports and Communications (6:22)**

*This time will be for Board members to ask questions  
regarding the provided written materials.*

##### **E.2.1 Instructional Staff Report (6:23)**

- Teresa Shippen gave an oral Instructional Staff Report, speaking about building community within her classroom and the families

of her students

- Board members briefly discussed the staff reports

#### **E.2.2 School Director Report (6:32)**

- Briefly discussed by the board and the Director

#### **E.2.3 Treasurer Report (6:55)**

- Briefly discussed by the board

### **E.3 Action/Discussion Items (6:56)**

#### **E.3.1 Board Process with Complaints**

- Board discussed the procedure for complaints and proposed minor modifications for clarity. Director will write up suggested edits and present at the next board meeting

### **E.4 Board Governance (7:13)**

#### **E.4.1 Discussion of Governance**

- Board briefly discussed Governance

#### **E.4.2 Election of Officers**

- Board postpones election of officers to the following meeting

#### **E.4.3 Committees**

- Board postpones election of board members to committees to the following meeting

### **F. FUTURE AGENDA ITEMS**

- The Board will be asked to approve a Prop 39 Facilities Request for the 2025-2026 school year.
- The Board will hold the election of officers and the assignment of committees
- The Board will be asked to approve a school calendar for the 2025-2026 school year.

### **G. ADJOURNMENT (7:31)**



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

Via email and hand delivery

October 18, 2024

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

RE: Request for Proposition 39 Facilities for the 2025-26 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.

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 2025-2026 school year is 107.65. 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 2023-24.
- "Current year" means the fiscal year in which a facilities request is made. For this request, the current year is 2024-25.
- "Request year" means the fiscal year for which facilities are being requested. For this request, the request year is 2025-26.

**Table 1: Total ADA**

Grade Level	Actual Total Prior Year (P-2)	Projected Total Current Year	Projected Total Request Year
TK	9.79	10.12	13.80
K	12.49	15.65	17.49
1	11.31	14.72	15.65
2	11.84	11.96	14.72
3	11.55	9.20	11.96
4	18.70	9.20	9.20
5	8.60	15.65	9.20
6	9.98	6.44	15.65
7	5.18	8.28	6.44
8	4.92	4.60	8.28
<b>total</b>	<b>104.37</b>	<b>105.8345</b>	<b>122.39</b>

**Table 2: Total In-District ADA**

Grade Level	Actual Total Prior Year (P-2)	Projected Total Current Year	Projected Total Request Year
TK	9.79	10.12	13.80
K	12.49	11.96	17.49
1	10.38	14.72	11.96
2	11.84	10.12	14.72
3	9.64	7.36	10.12
4	18.70	6.44	7.36
5	8.60	14.72	6.44
6	9.10	4.60	14.72
7	5.18	6.44	4.60
8	4.92	4.60	6.44
<b>total</b>	<b>100.64</b>	<b>91.1097</b>	<b>107.65</b>

**Table 3: Total Classroom ADA**

Grade Level	Actual Total Prior Year (P-2)	Projected Total Current Year	Projected Total Request Year
TK	9.79	10.12	13.80
K	12.49	15.65	17.49
1	11.31	14.72	15.65
2	11.84	11.96	14.72
3	11.55	9.20	11.96
4	18.70	9.20	9.20
5	8.60	15.65	9.20
6	9.98	6.44	15.65
7	5.18	8.28	6.44
8	4.92	4.60	8.28
<b>total</b>	<b>104.37</b>	<b>105.8345</b>	<b>122.39</b>



**Table 4: Total In-District Classroom ADA**

Grade Level	Actual Total Prior Year (P-2)	Projected Total Current Year	Projected Total Request Year
TK	9.79	10.12	13.80
K	12.49	11.96	17.49
1	10.38	14.72	11.96
2	11.84	10.12	14.72
3	9.64	7.36	10.12
4	18.70	6.44	7.36
5	8.60	14.72	6.44
6	9.10	4.60	14.72
7	5.18	6.44	4.60
8	4.92	4.60	6.44
<b>total</b>	<b>100.64</b>	<b>91.1097</b>	<b>107.65</b>

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).)

School Name	TK	K	1	2	3	4	5	6	7	8	Total
Chapman	0.9203	0.9203	2.7609	2.7609	1.8406	0.9203	1.8406	0	0	0	11.9639
Citrus	2.7609	1.8406	1.8406	0	0.9203	0.9203	0.9203	0	0	0	9.203
Emma	0.9203	0	0.9203	2.7609	0	0.9203	4.6015	0	0	0	10.1233
Little Chico Creek	0.9203	3.6812	2.7609	1.8406	1.8406	0	1.8406	0	0	0	12.8842
Marigold	0	0.9203	1.8406	0	0	0.9203	1.8406	0	0	0	5.5218
McManus	1.8406	0.9203	1.8406	0	0	0	1.8406	0	0	0	6.4421
Neal Dow	0	2.7609	0.9203	1.8406	0.9203	0	0.9203	0	0	0	7.3624
Parkview	0.9203	0.9203	0.9203	0	1.8406	0.9203	0.9203	0	0	0	6.4421
Shasta	0.9203	0	0	0.9203	0	1.8406	0	0	0	0	3.6812
Sierra View	0.9203	0	0.9203	0	0	0	0	0	0	0	1.8406



<b>Bidwell Jr.</b>	0	0	0	0	0	0	0	0	2.7609	3.6812	<b>6.4421</b>
<b>Chico Jr.</b>	0	0	0	0	0	0	0	2.761	1.8406	0.9203	<b>5.5218</b>
<b>Marsh</b>	0	0	0	0	0	0	0	1.841	1.8406	0	<b>3.6812</b>
<b>Total</b>	<b>10.1233</b>	<b>11.964</b>	<b>14.725</b>	<b>10.123</b>	<b>7.3624</b>	<b>6.4421</b>	<b>14.725</b>	<b>4.602</b>	<b>6.4421</b>	<b>4.6015</b>	<b>91.1097</b>

**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:

<b>School Year</b>	<b>Enrollment</b>	<b>ADA Claimed at P-2</b>	<b>Retention Rate from prior year</b>	<b>Growth Percentage Change</b>	<b># of Wait Listed Children</b>
<b>2010-11</b>	89	87.52	N/A	N/A	140
<b>20011-12</b>	120	114.54	70%	26%	101
<b>2012-13</b>	140	134.26	94%	14%	106
<b>2013-14</b>	168	145.7	87%	17%	98
<b>2014-15</b>	146	137.63	90%	-13%	113
<b>2015-16</b>	154	145.12	90%	5%	58
<b>2016-17</b>	138	136.038	65%	-10%	115
<b>2017-18</b>	163	151.59	75%	15%	28
<b>2018-19</b>	157	150.03	79%	-3.75%	39
<b>2019-20</b>	161	154.55	79%*	2.52%	3
<b>2020-21</b>	123	115.2	72%	-23.6%	0
<b>2021-22</b>	110	101.46	80%	-10.56%	0
<b>2022-23</b>	101	92.32	79%	-10.91%	0
<b>2023-24</b>	113	104.37	83%	11.88%	0

2024-2025	115	N/A	70%	2%	0
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\*15 students moved out of the state due to the Camp Fire, including these students makes the # 72%

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 92.03%

### **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 (2023-24) 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 the 2025-2026 school year will be Tuesday, August 19<sup>th</sup>.

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. 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, 2024. The Charter School must respond to the District's written objections, if any, on or before January 2, 2025, 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, 2025, 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, 2025, 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, 2025. 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.

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. 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.

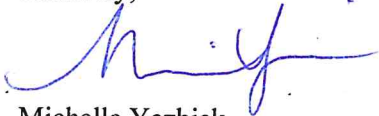
The Charter School Board of Directors has delegated to me the responsibility to negotiate the allocation of a facility under Proposition 39. All communications regarding this matter should be sent to my attention at the address below. My contact information is as follows:



Michelle Yezbick  
1010 Cleveland, Chico, CA 95928  
Phone: (530) 345-6600  
Cell: (530) 966-8513  
Fax: (530) 345-6620  
[michelle@sherwoodmontessori.org](mailto: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. I acknowledge that the cooperative and professional approach that Chico Unified School District has taken in working with area charter schools takes time and resources and I applaud the District for being a model for other districts in California.

Sincerely,



Michelle Yezbick

School Director, Sherwood Montessori

cc: Sherwood Montessori Board Members:

Tina Hanson-Lewis  
Samantha Lawson  
Emma Cluff

Tina Keene, 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

# Sherwood Montessori DRAFT

## 2025-2026 School Calendar

July 2025						
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		

August 2025						
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						

September 2025						
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 2025						
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 2025						
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 2025						
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 2026						
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 2026						
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 2026						
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 2026						
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 2026						
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 2026						
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				



School Closed



Early Release Day/Parent Teacher Conferences



Employee Planning (no school for students)



Report Cards



First and Last Day of School

Aug 13-15	Planning/Development Days
Aug 19	First Day of School for students
Sep 1	Labor Day-Closed
Oct 13-17	Parent/Teacher conferences Dismissal 1:35 p.m.
Nov 11	Veterans Day-Closed
Nov 24-28	Thanksgiving Break
Dec 18	Report Cards
Dec 19-Jan 2	Winter Break

Jan 19	Dr. Martin Luther King Jr Day-Closed
Feb 13	Lincoln's Birthday-Closed
Feb 16	Presidents' Day-Closed
Mar 16-20	Spring Break
Apr 13-17	Parent/Teacher conferences Dismissal 1:35 p.m.
Apr 3-6	Spring Travel Days
May 25	Memorial Day-Closed
Jun 5	Last Day of School/ Report Cards



# Sherwood Montessori Monthly Attendance Report

**MONTH1 - Beginning: 08/21/2023, MONTH8 - Ending: 03/29/2024**

**Sherwood Montessori - Only All Students**

**Days Taught: 132**

Section Id	Teacher	Enrolled Last Day Prev Mon	Last Day Drops	First Day Adds	Begin Count			Last Day Count	1st Day Next Month	Max. Enroll.	Days Not Enroll	Days of Absence	Actual Attend	% of Actual Attend	I. S. Credit	I. S. No Credit	I.S. Pend	Total For School	% of Total Attend	ADA Total / Days Taught
						Add	Drop													
Grade0K-A - Shippen		0		0	5	3	0	8	8	8	139	46	864	94.22	7	0	0	871	94.98	6.598
Grade0K-B - Mankoski		0		0	8	1	3	6	6	9	325	85	778	90.15	0	0	0	778	90.15	5.893
<b>Grade 00K</b>		0		0	13	4	3	14	14	17	464	131	1,642	92.24	7	0	0	1,649	92.64	12.492
Grade0TK-A - Shippen		0		0	6	1	2	5	5	7	211	49	664	93.12	0	0	0	664	93.12	5.030
Grade0TK-B - Mankoski		0		0	3	6	1	8	8	9	457	103	628	85.90	0	0	0	628	85.90	4.757
<b>Grade 00TK</b>		0		0	9	7	3	13	13	16	668	152	1,292	89.47	0	0	0	1,292	89.47	9.787
Grade1B - Adams		0		0	7	2	0	9	9	9	130	76	982	92.81	0	0	0	982	92.81	7.439
Grade1C - Knox		0		0	6	0	3	3	3	6	220	57	510	89.16	1	4	0	511	89.33	3.871
<b>Grade 01</b>		0		0	13	2	3	12	12	15	350	133	1,492	91.53	1	4	0	1,493	91.59	11.310
Grade2B - Adams		0		0	6	0	2	4	4	6	92	51	645	92.14	0	4	0	645	92.14	4.886
Grade2C - Knox		0		0	7	1	1	7	7	8	82	56	911	93.53	7	0	0	918	94.25	6.954
<b>Grade 02</b>		0		0	13	1	3	11	11	14	174	107	1,556	92.95	7	4	0	1,563	93.36	11.840
Grade3B - Adams		0		0	7	1	3	5	5	8	303	48	701	93.09	2	2	0	703	93.35	5.325
Grade3C - Knox		0		0	8	1	2	7	7	9	306	56	821	93.08	1	4	0	822	93.19	6.227
<b>Grade 03</b>		0		0	15	2	5	12	12	17	609	104	1,522	93.08	3	6	0	1,525	93.27	11.553
<b>Sub Total GRADES 0K-3</b>		0		0	63	16	17	62	62	79	2,265	627	7,504	91.92	18	14	0	7,522	92.14	56.984

# Sherwood Montessori Monthly Attendance Report

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Grade4-A - Lusardi		0		0	12	1	5	8	8	13	446	116	1,154	90.86	0	0	0	1,154	90.86	8.742
Grade4-B - Pearce		0		0	11	0	1	10	10	11	32	105	1,307	92.04	8	0	0	1,315	92.60	9.962
<b>Grade 04</b>		0		0	23	1	6	18	18	24	478	221	2,461	91.48	8	0	0	2,469	91.78	18.704
Grade5-A - Lusardi		0		0	4	1	0	5	5	5	118	39	499	92.06	4	0	0	503	92.80	3.810
Grade5-B - Pearce		0		0	5	0	0	5	5	5	0	28	627	95.00	5	0	0	632	95.75	4.787
<b>Grade 05</b>		0		0	9	1	0	10	10	10	118	67	1,126	93.67	9	0	0	1,135	94.42	8.598
Grade6-A - Lusardi		0		0	4	3	0	7	7	7	167	55	702	92.73	0	0	0	702	92.73	5.318
Grade6-B - Pearce		0		0	5	0	0	5	5	5	0	45	609	92.27	6	0	0	615	93.18	4.659
<b>Grade 06</b>		0		0	9	3	0	12	12	12	167	100	1,311	92.51	6	0	0	1,317	92.94	9.977
<b>Sub Total GRADES 4-6</b>		0		0	41	5	6	40	40	46	763	388	4,898	92.25	23	0	0	4,921	92.69	37.280
Grade7-A - Gertz		0		0	5	1	0	6	6	6	18	90	684	88.37	0	0	0	684	88.37	5.181
<b>Grade 07</b>		0		0	5	1	0	6	6	6	18	90	684	88.37	0	0	0	684	88.37	5.181
Grade8-A - Gertz		0		0	4	3	1	6	6	7	201	73	650	89.90	0	0	0	650	89.90	4.924
<b>Grade 08</b>		0		0	4	3	1	6	6	7	201	73	650	89.90	0	0	0	650	89.90	4.924
<b>Sub Total GRADES 7-8</b>		0		0	9	4	1	12	12	13	219	163	1,334	89.11	0	0	0	1,334	89.11	10.106
IS-0K-A - Shippen		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
<b>Grade 00K</b>		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000

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						Add	Drop													
IS-01-A - Powers		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
IS-01-B - Knox		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
IS-01-C - Adams		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
<b>Grade 01</b>		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
IS-02-A - Powers		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
IS-02-B - Knox		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
IS-02-C - Adams		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
<b>Grade 02</b>		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
IS-03-A - Knox		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
IS-03-B - Adams		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
<b>Grade 03</b>		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
<b>Sub Total</b>	<b>IS-0K-3</b>	0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
IS-04-A - Lusardi		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
IS-04-B - Pearce		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
<b>Grade 04</b>		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
IS-05-A - Lusardi		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
IS-05-B - Pearce		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
<b>Grade 05</b>		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000

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						Add	Drop													
IS-06-A - Lusardi		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
IS-06-B - Pearce		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
<b>Grade 06</b>		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
<b>Sub Total</b>	<b>IS-4-6</b>	0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
IS-07-A - Gertz		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
<b>Grade 07</b>		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
IS-08-A - Gertz		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
<b>Grade 08</b>		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
<b>Sub Total</b>	<b>IS-7-8</b>	0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
IS-TK-A - Shippen		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
<b>Grade 00TK</b>		0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
<b>Sub Total</b>	<b>IS-TK</b>	0		0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.000
<b>School Totals:</b>		0		0	113	25	24	114	114	138	3,247	1,178	13,736	91.76	41	14	0	13,777	92.03	104.371

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*To the best of my knowledge and belief this State School Register report has been kept as required by law and in accordance with the instruction of the Superintendent of Public Instruction.*



**RESOLUTION 101724**  
**RESOLUTION OF COMMENDATION**

**WHEREAS, Emma Cluff** was first appointed to serve on the Board of Directors of Sherwood Montessori in December, 2023, and continued her service for the 2023-2024 school year and into the 2024-2025 school year, during which she actively participated in meetings; and

**WHEREAS, Emma** served as the Board Secretary during her tenure as a member of Sherwood Montessori's Board of Directors; and

**WHEREAS, Emma** has demonstrated a great appreciation for the Mission of Sherwood Montessori and executed her Board duties as a Board Member with diligence, objectivity and concern for the well-being of all students; and

**WHEREAS, Emma** brought to Sherwood Montessori her perspective as a social work professional and community member; and

**WHEREAS, Emma** consistently demonstrated service and dedication; and

**WHEREAS, Emma** has exhibited a sound knowledge of Sherwood's functions and concern for the successful future of the school and worked conscientiously to ensure that the actions taken by the Board were in the best interest of the students and families they serve; and

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Directors of Sherwood Montessori recognizes and expresses its sincere appreciation for the services Emma Cluff to the community of Sherwood Montessori.

**FURTHER,** that this Resolution be included within the minutes of the Board of Directors of Sherwood Montessori and that a copy of said Resolution be presented to Emma Cluff as a testimonial of the sentiments of the Board of Directors and Community of Sherwood Montessori.

**PASSED AND ADOPTED** by the Board of Directors of Sherwood Montessori on the 17<sup>th</sup> day of October, 2024.

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Michelle Yezbick, Director  
Sherwood Montessori

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Tina Lewis, Vice Chair of the Board  
Sherwood Montessori



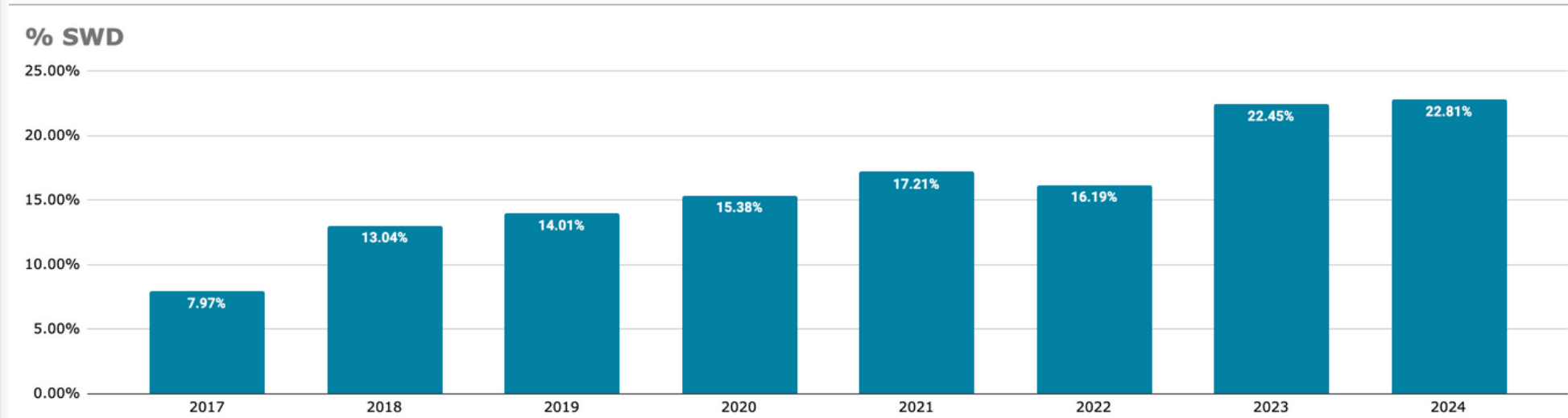
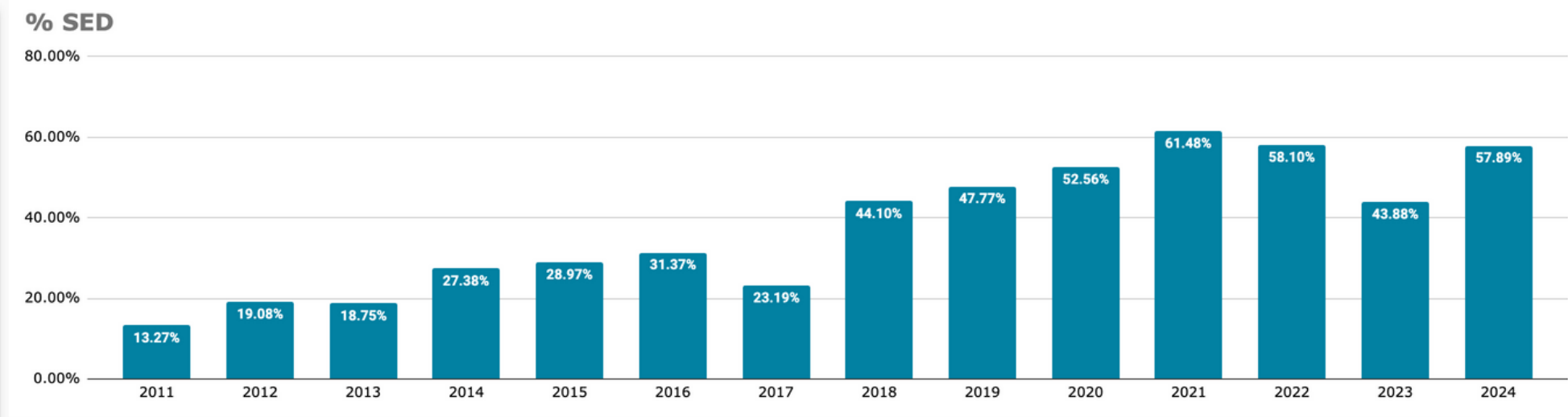
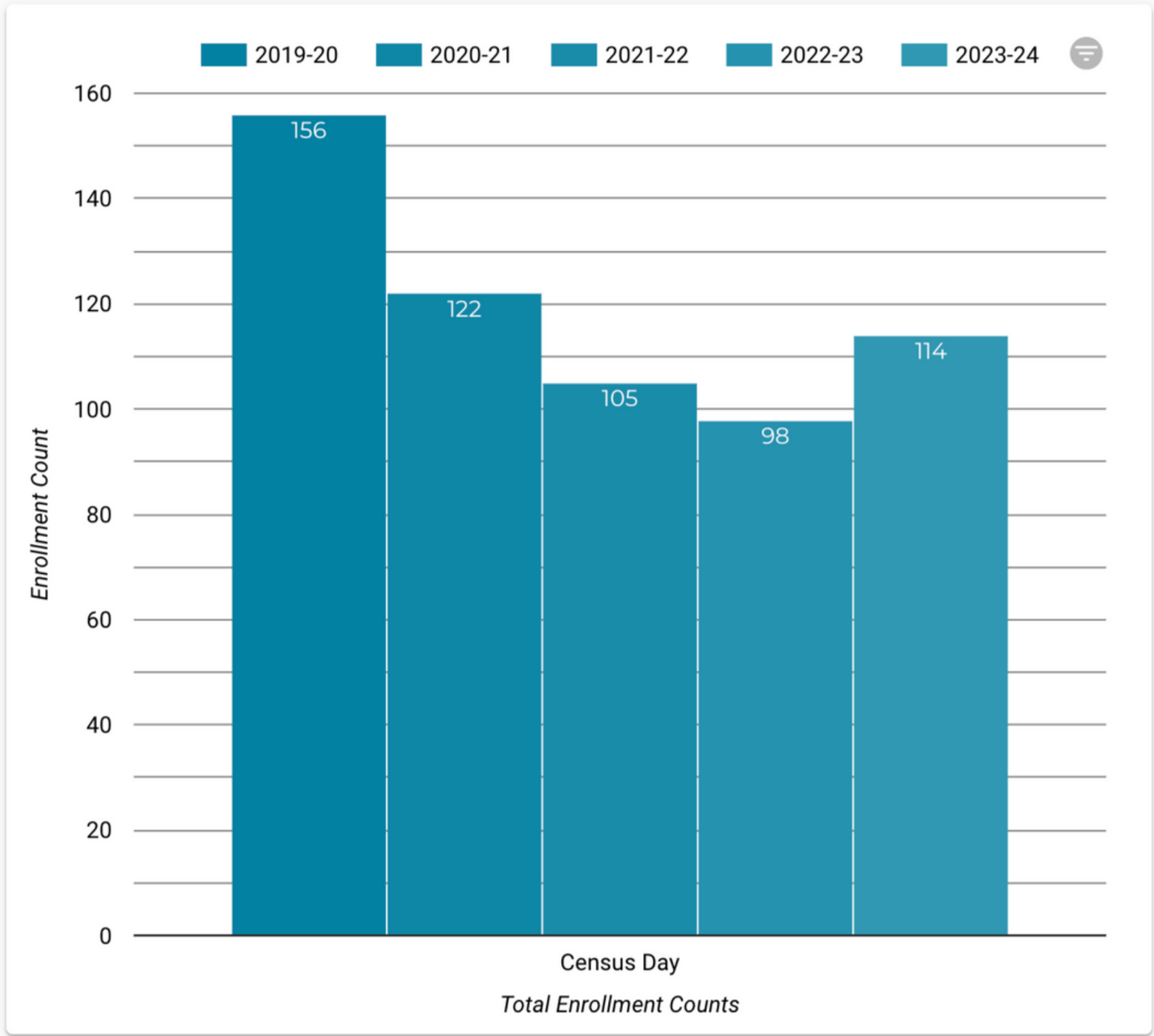
# State Test Insights

*Making data meaningful with a true partner in education*

*September 24, 2024*



# Enrollment Overview



There has been a steady increase of both SED and SWD student groups over the years.

# Contiguous Enrollment

Contiguous enrollment refers to a period of uninterrupted, continuous enrollment of a student. Viewing the performance of students who have been contiguously enrolled gives us **a more accurate picture of the effectiveness of the school system on a student over time.**

*What is the average percentage students enrolled in their first year over the last 5 years?*

**30%**

# Student Counts by Enrollment Length

Years Enrolled	Academic Year														Total
	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	
1	98	71	34	57	38	46	43	68	46	53	25	24	36	41	666
2		60	63	27	42	28	30	33	45	32	40	16	12	28	449
3			47	46	19	31	15	22	25	29	20	29	9	10	301
4				38	24	15	20	13	18	17	15	13	21	5	199
5					22	19	9	12	8	11	11	10	11	15	128
6						14	12	5	9	6	5	6	6	8	71
7							9	6	2	6	2	3	2	5	35
8								2	3	1	3	1		2	12
9									1	1	1	3	1		7
Grand Total	98	131	144	168	145	153	138	161	157	156	122	105	98	114	666
% New Student	100.00%	54.20%	23.61%	33.93%	26.21%	30.07%	31.16%	42.24%	29.30%	33.97%	20.49%	22.86%	36.73%	35.96%	

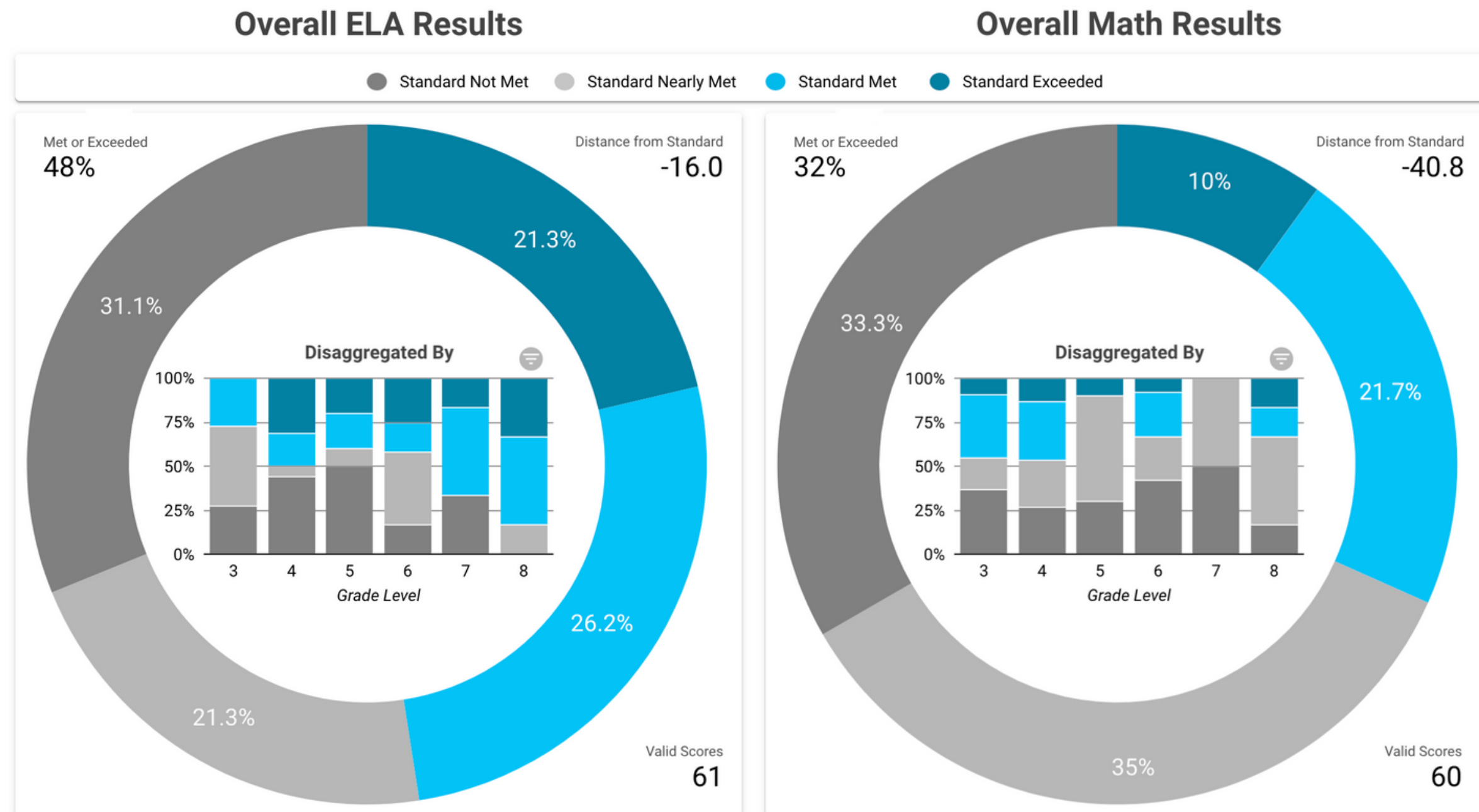
An average of 30% of the student body are newly enrolled students.

# Enrollment Insights Summary

- Enrollment was on the decline since 2017-18 with a sharp drop in 2020-21. 2023-24 did see an increase in enrollment.
- Even as enrollment decreases, the percentage of SED and SWD students is steadily increasing
- Newly enrolled students represent, on average, 30% of the student body.

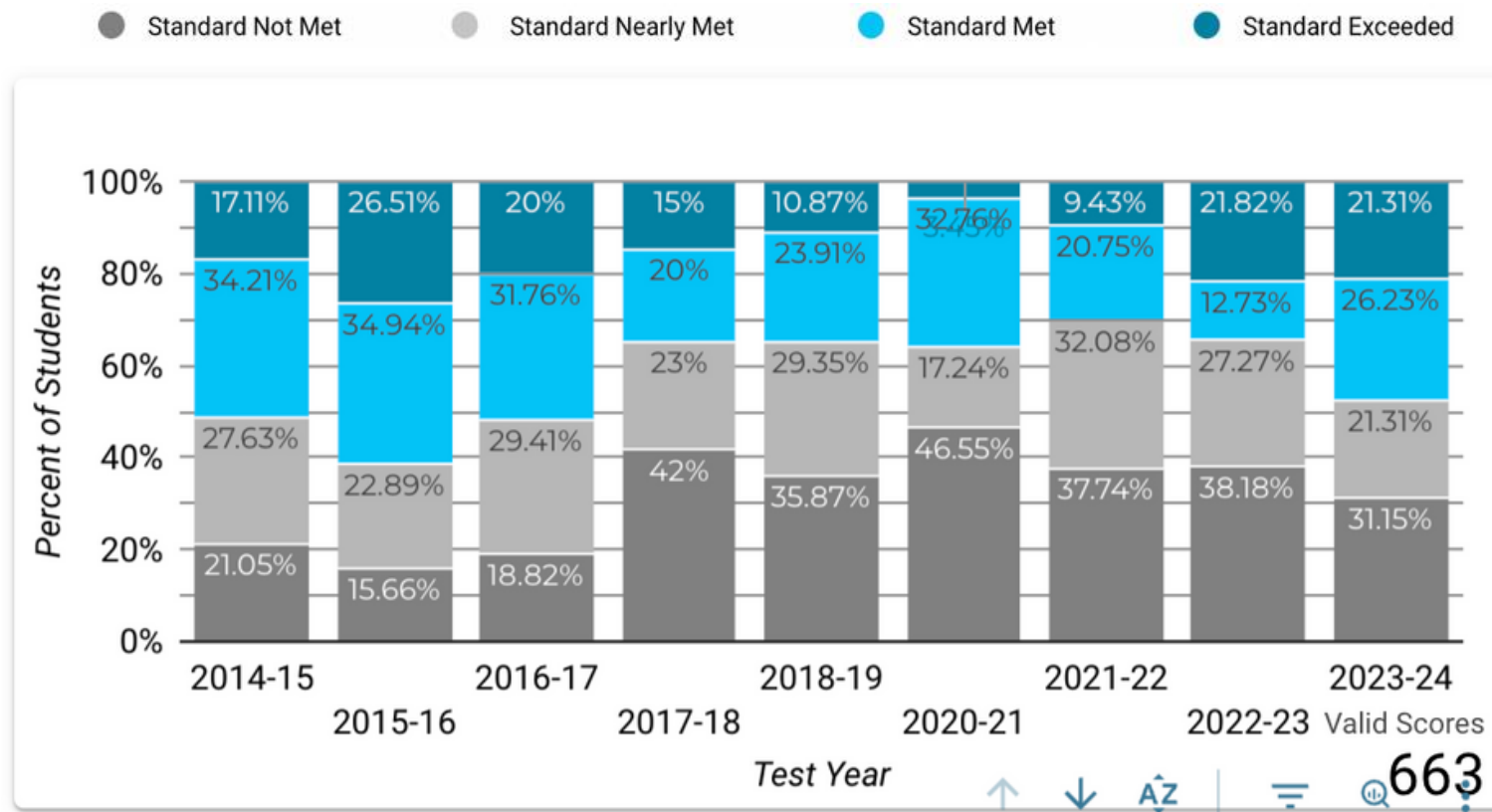
# SY24 Preliminary CAASPP Results

**ELA**  
**+21.4 pt** change  
in DFS from  
SY23  
  
**+13%** change in  
Met/Exceeded  
from SY23

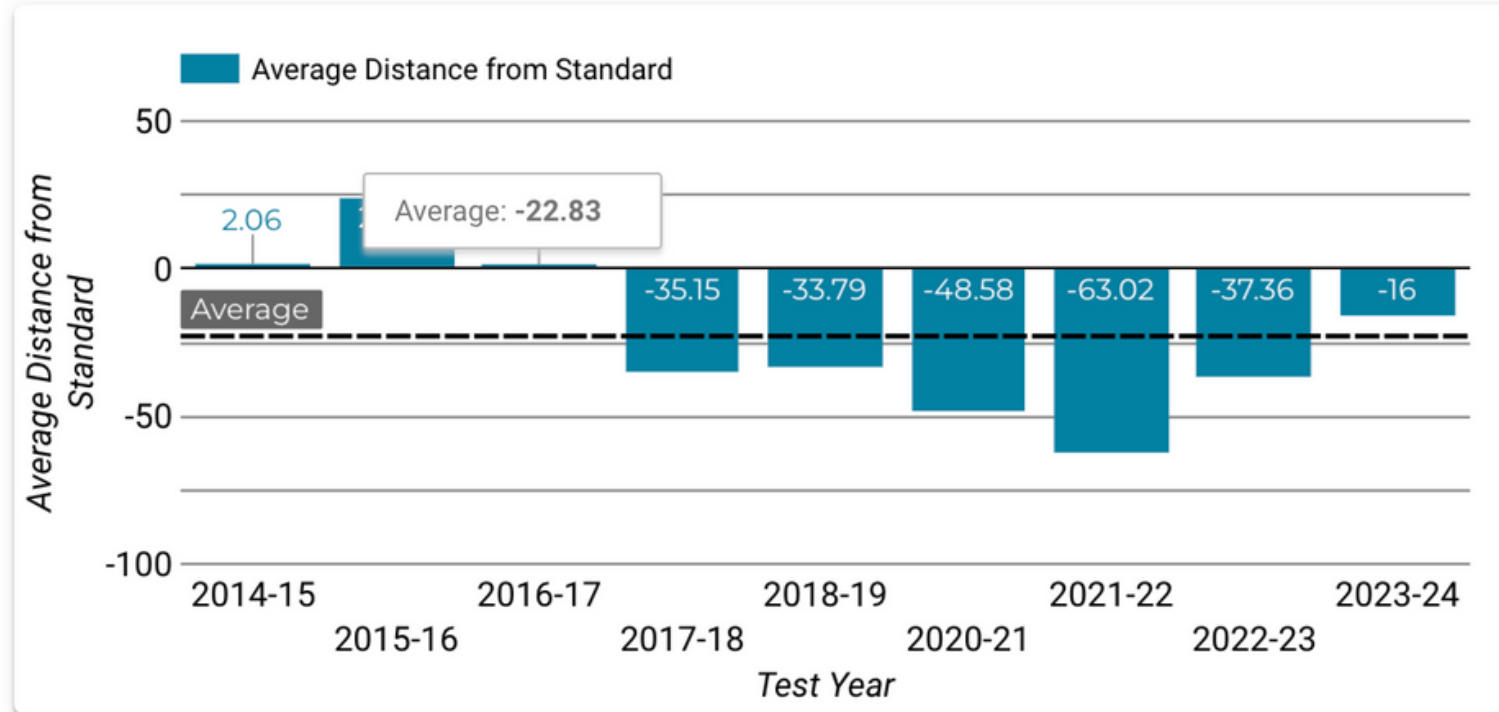


**Math**  
**+11 pt** change in  
DFS from SY23  
  
**0%** change in  
Met/Exceeded  
from SY23

# ELA CAASPP Over Time

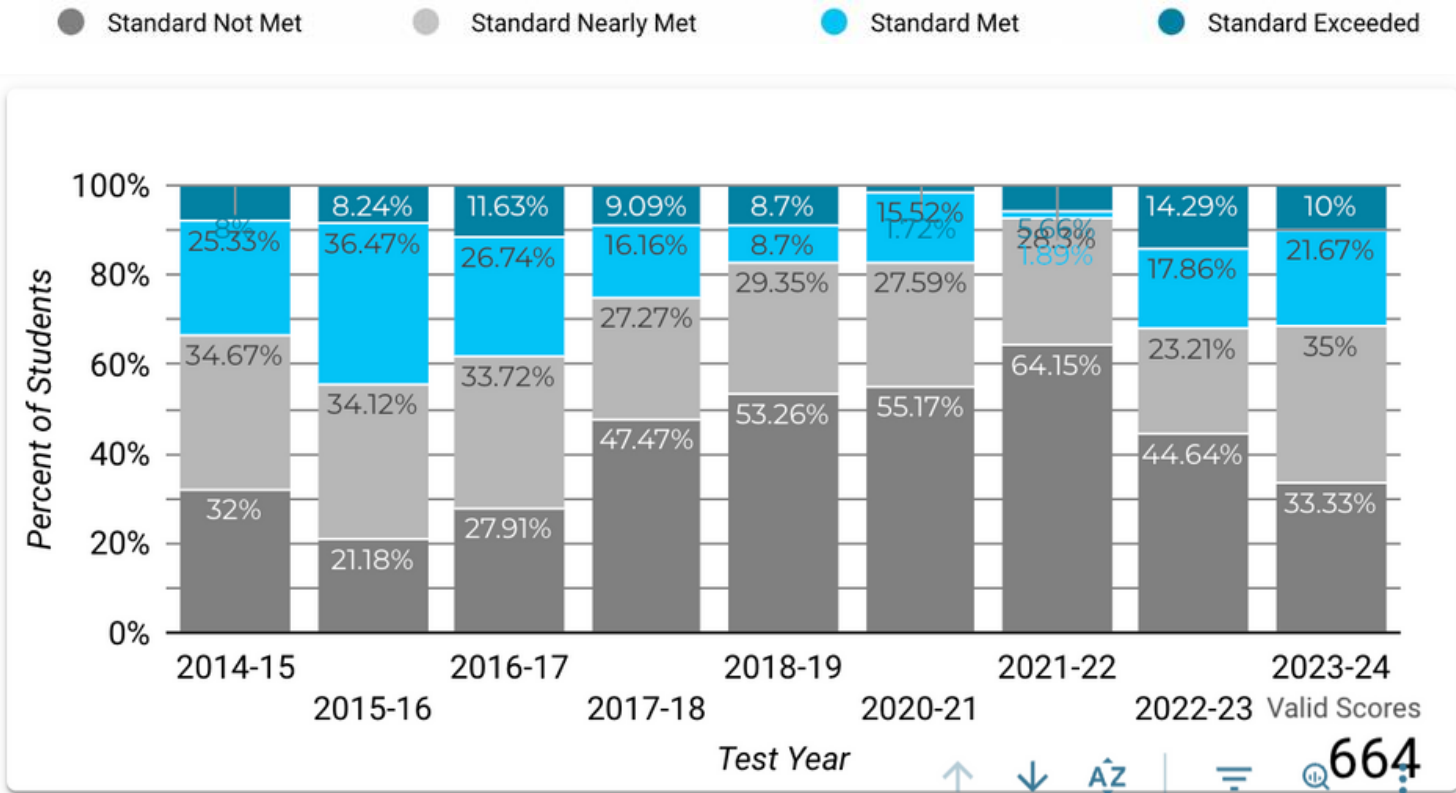


Avg DFS was on the decline between 2016-2022, but for the last two years, has been making significant improvement. 2024 ELA DFS is above the 9-year average (minus 2020)

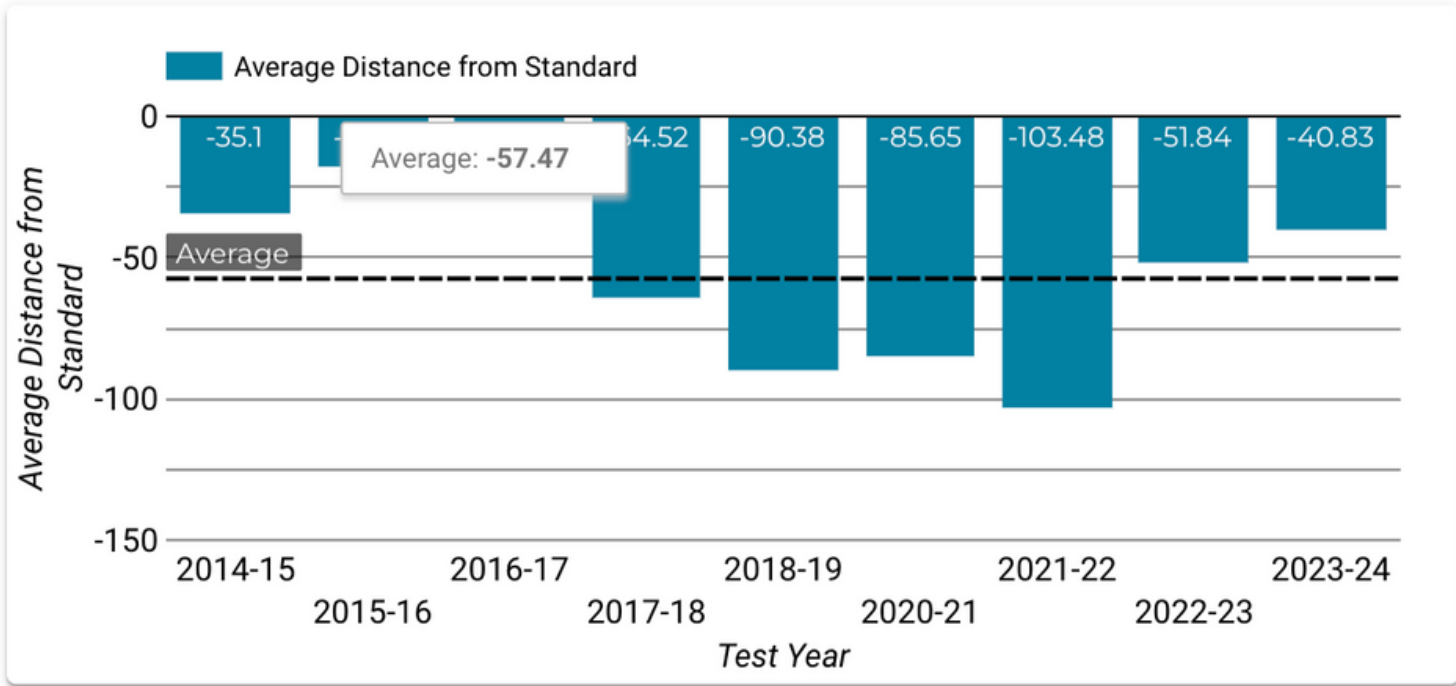




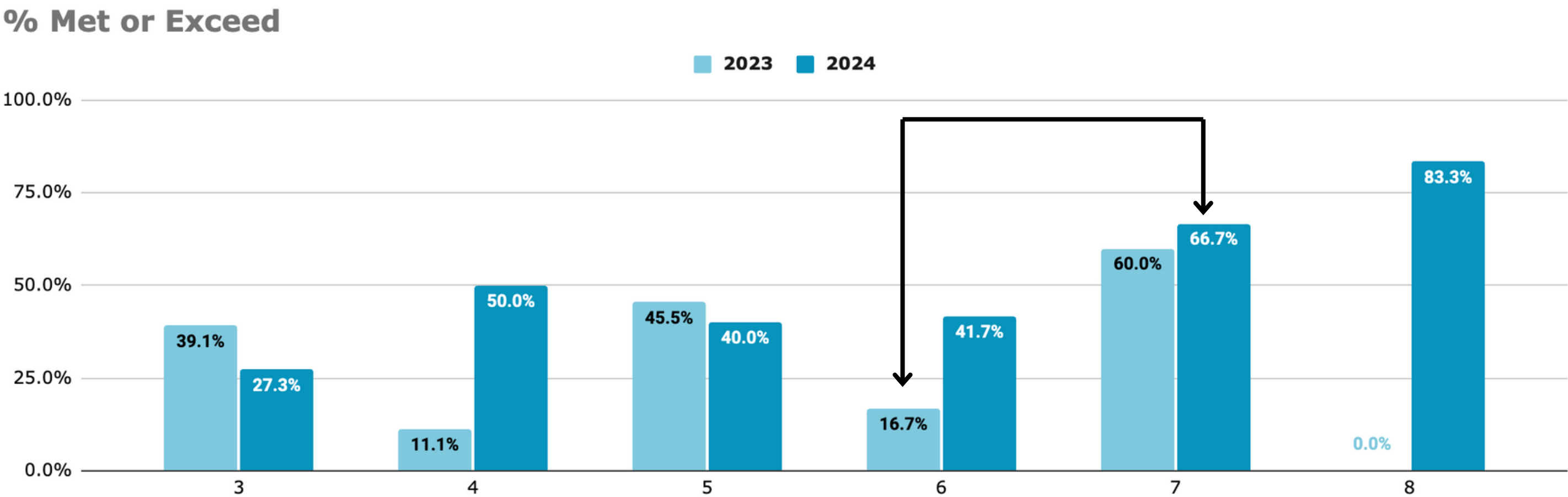
# Math CAASPP Over Time



Avg DFS was on the decline through 2022. The last two years have shown significant year-over-year growth.



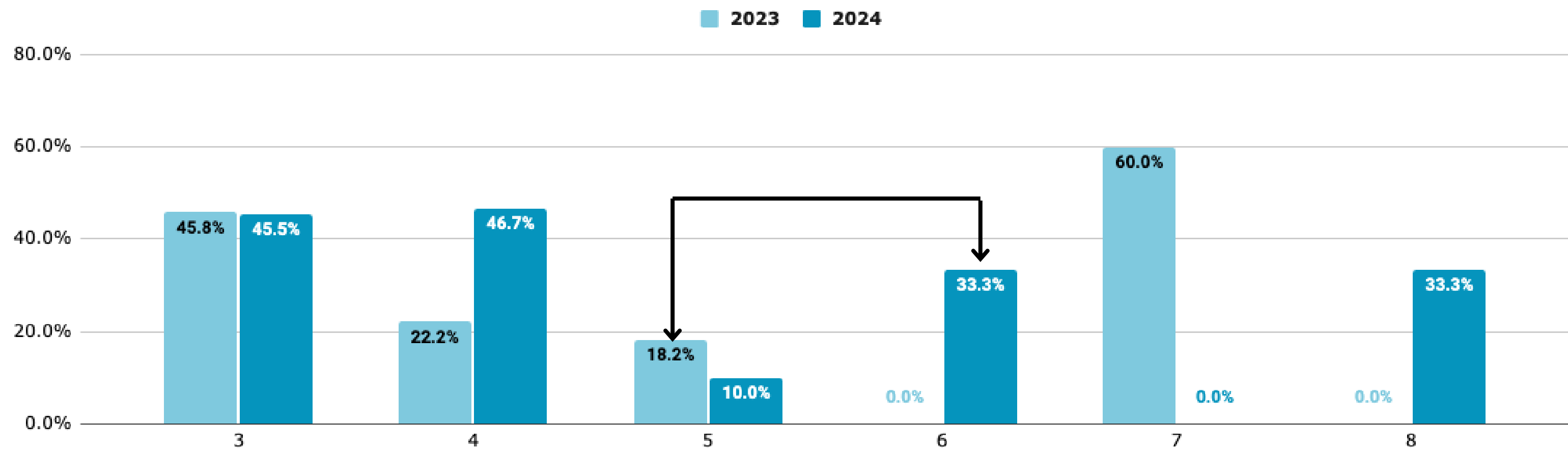
# ELA CAASPP by Grade Level



In 2023, there were 6 Grade 6 scores in ELA. In 2024, there were 6 Grade 7 scores in ELA. Two of those were from newly enrolled students.

# Math CAASPP by Grade Level

% Met or Exceed



The Gr 5 to Gr 6 cohort showed the greatest year over year increase in percentage of students meeting and exceeding standard.

# SY24 Preliminary CAASPP Student Group Results

ELA					Math			
Socio-Econ. Disadvantag...	Met or Exceeded		DFS	Scores	Met or Exceeded		DFS	Scores
Yes	+10%	37%	-37.9	35	+1%	24%	-63.3	34
No	+20%	65%	22.3	20	0%	45%	-2.7	20

Students w/ Disabilities ▾	Met or Exceeded		DFS	Scores	Met or Exceeded		DFS	Scores
Yes	+8%	16%	-61.4	19	+2%	17%	-79.8	18
No	+21%	64%	8.0	36	+2%	39%	-21.3	36

**x** = change from SY23

students groups with <10  
students are not shown

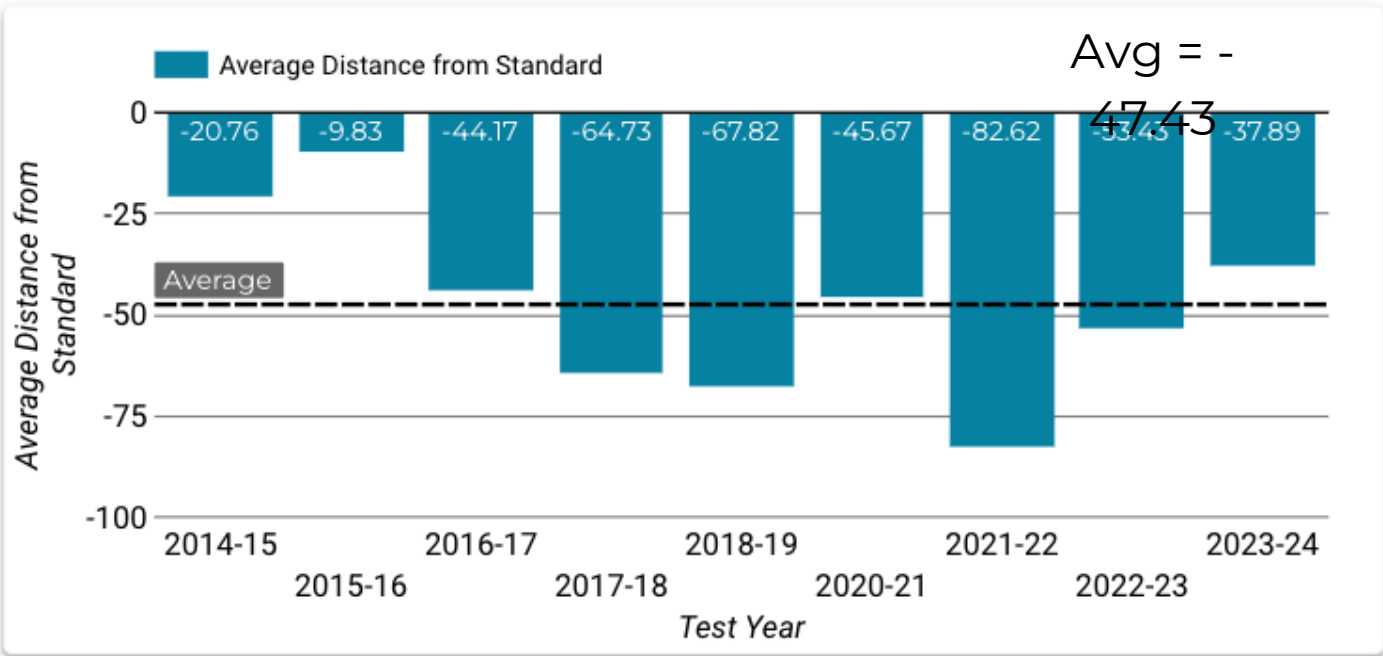
# Student Groups Over Time

46.33 point Performance Gap

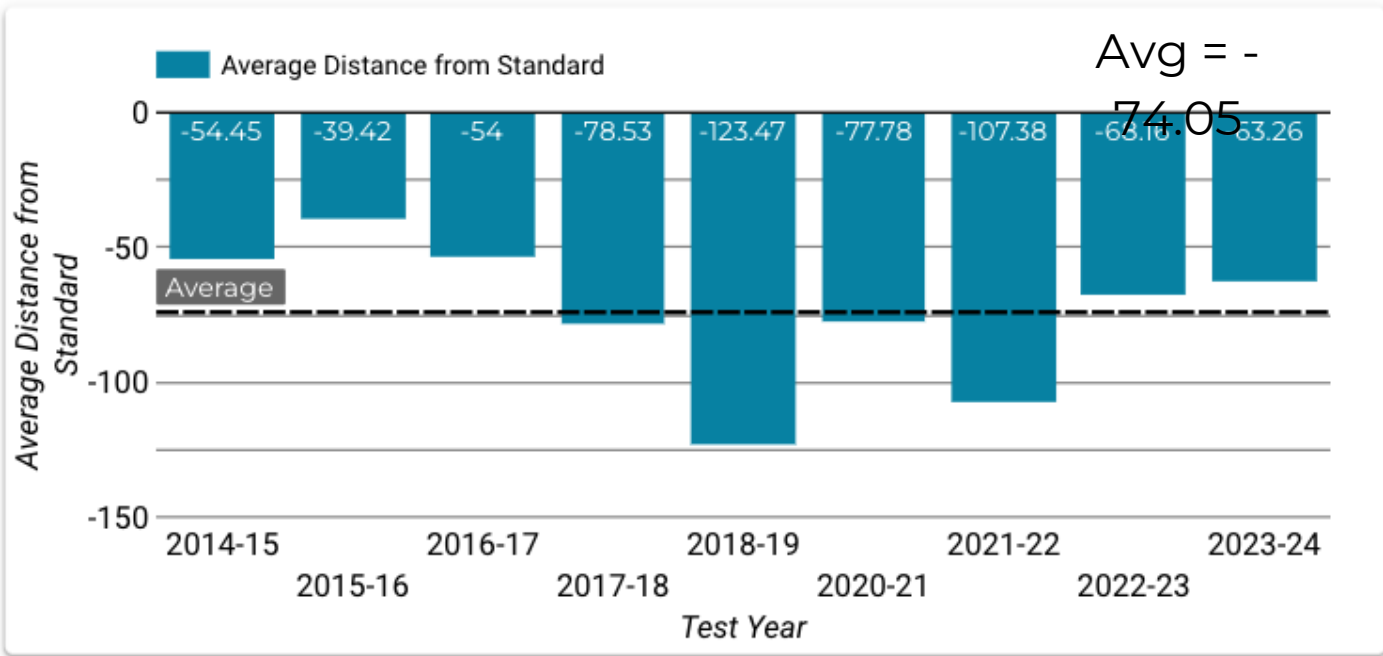
30.42 Performance Gap

SED

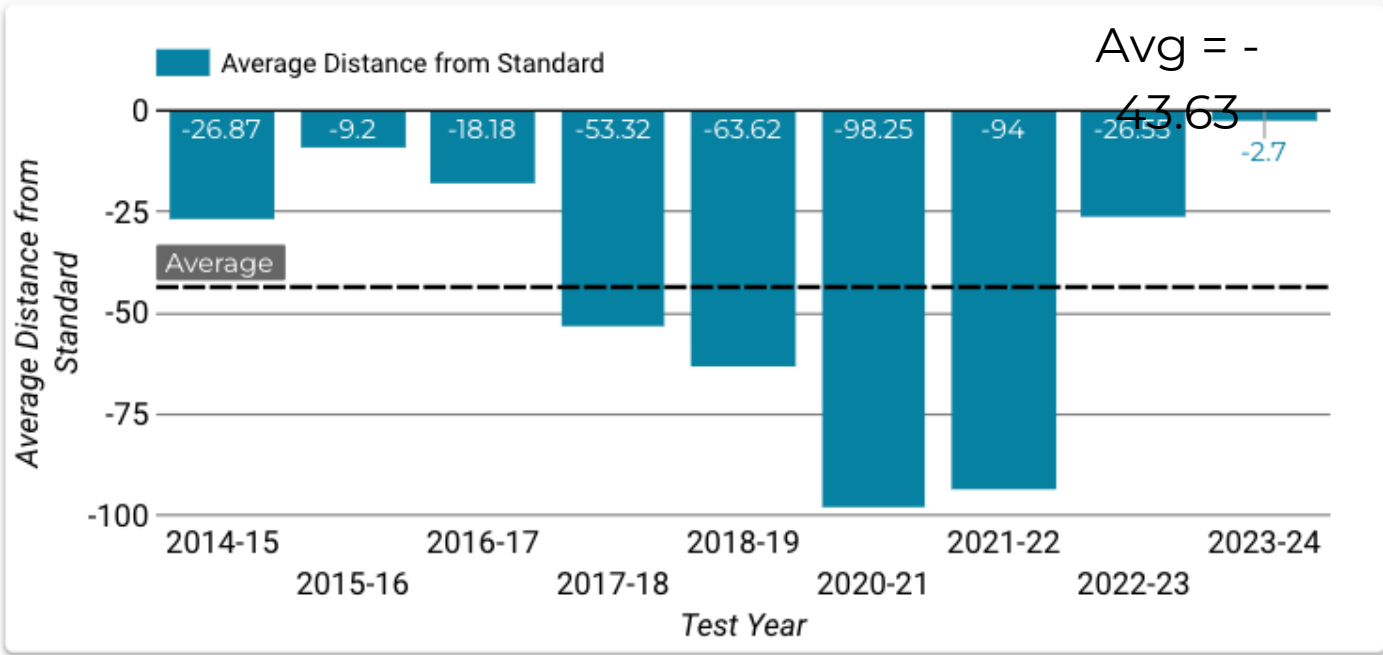
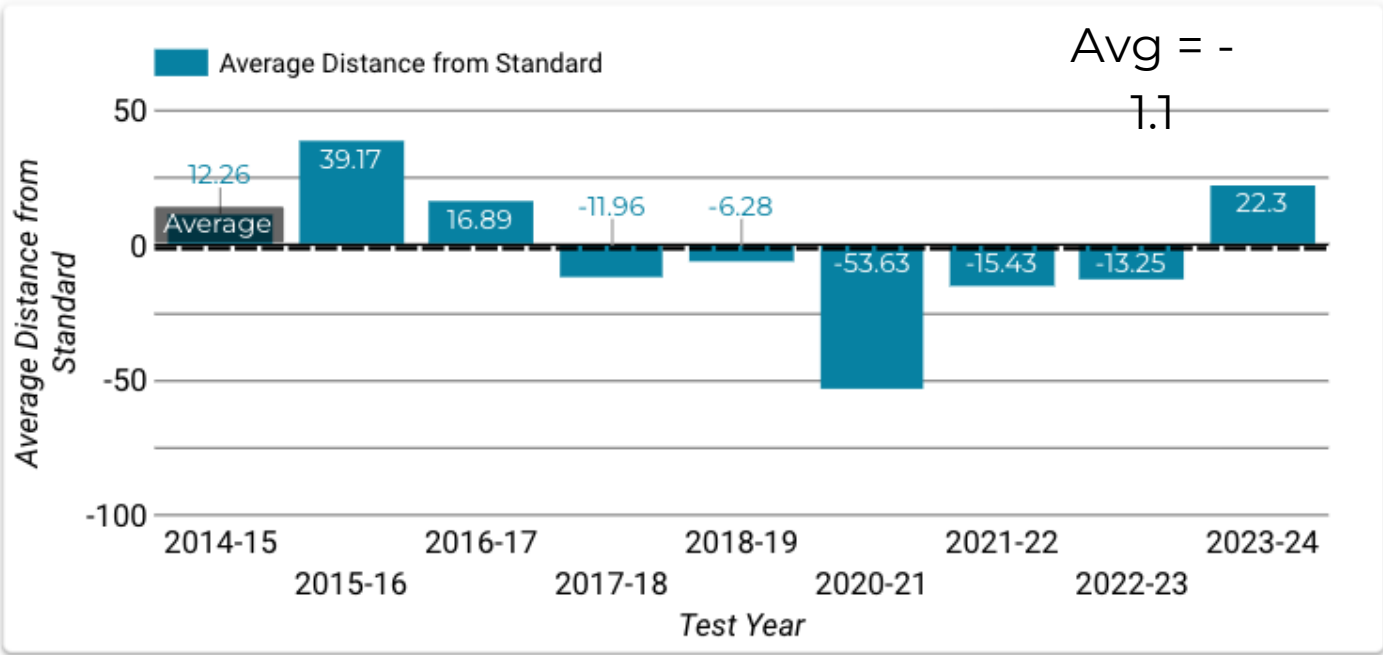
Overall ELA Results



Overall Math Results



non-SED



# Student Groups Over Time

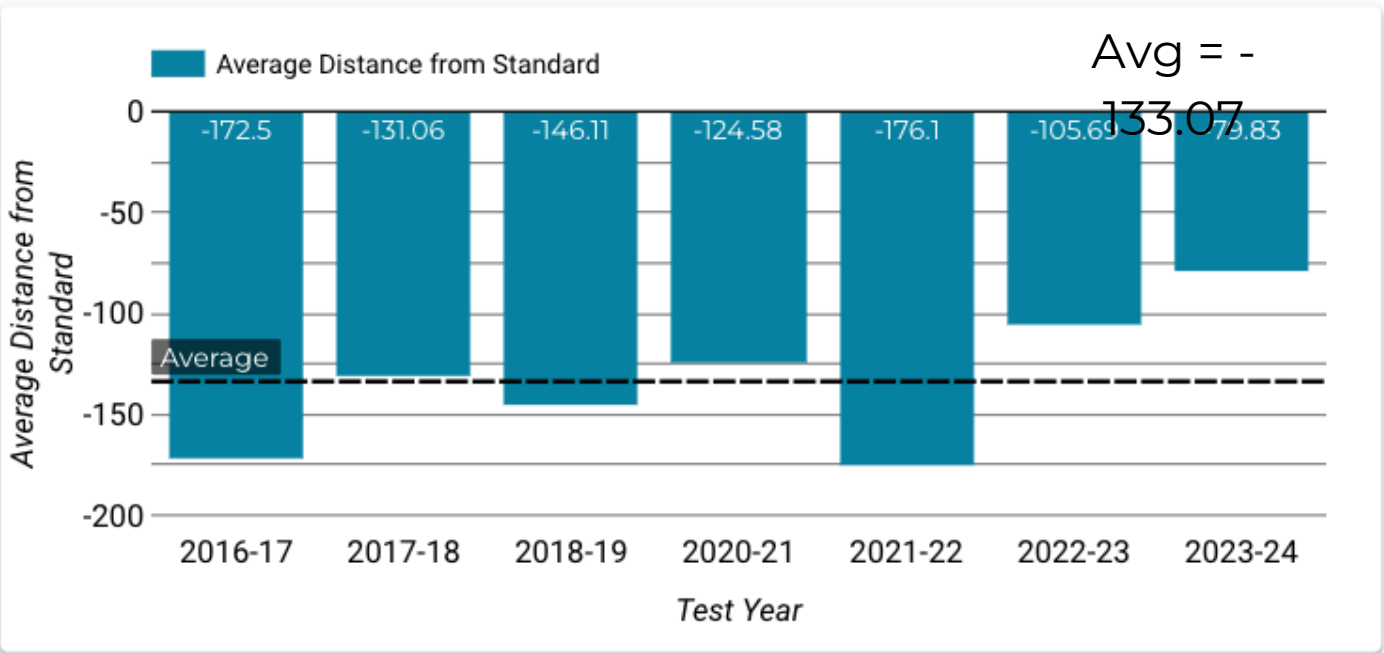
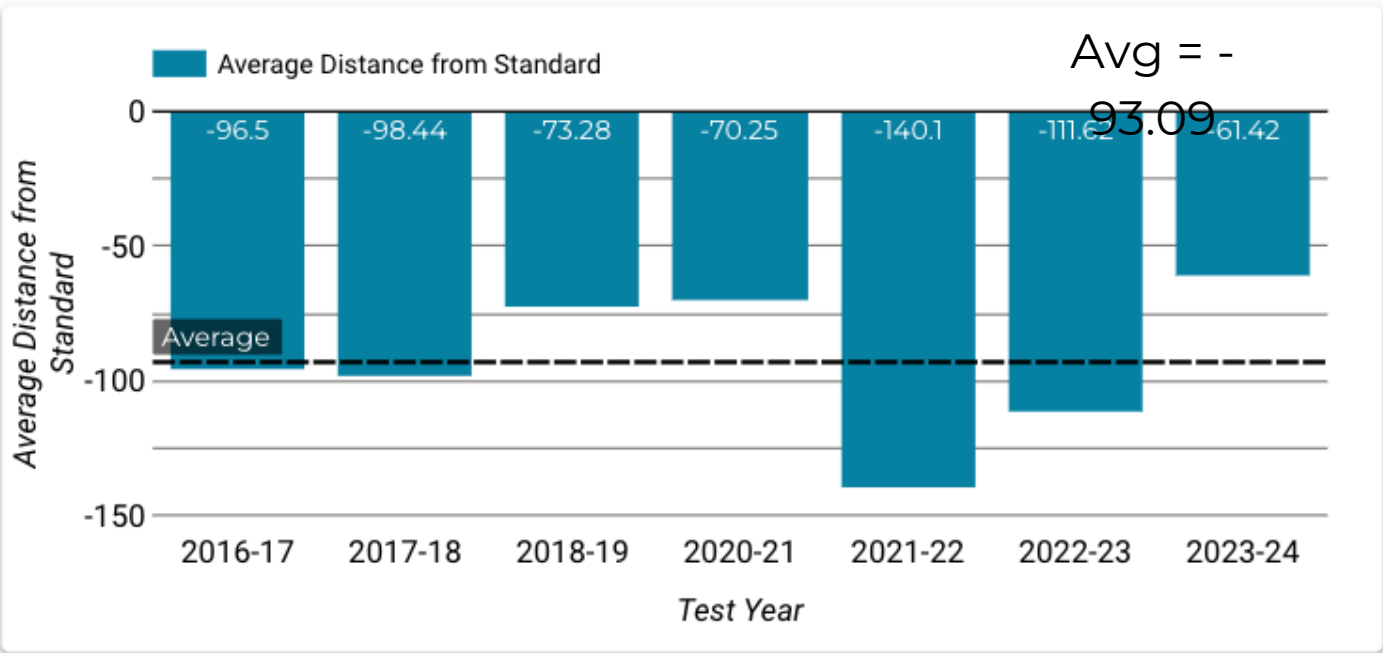
82.02 point Performance Gap

87.08 Performance Gap

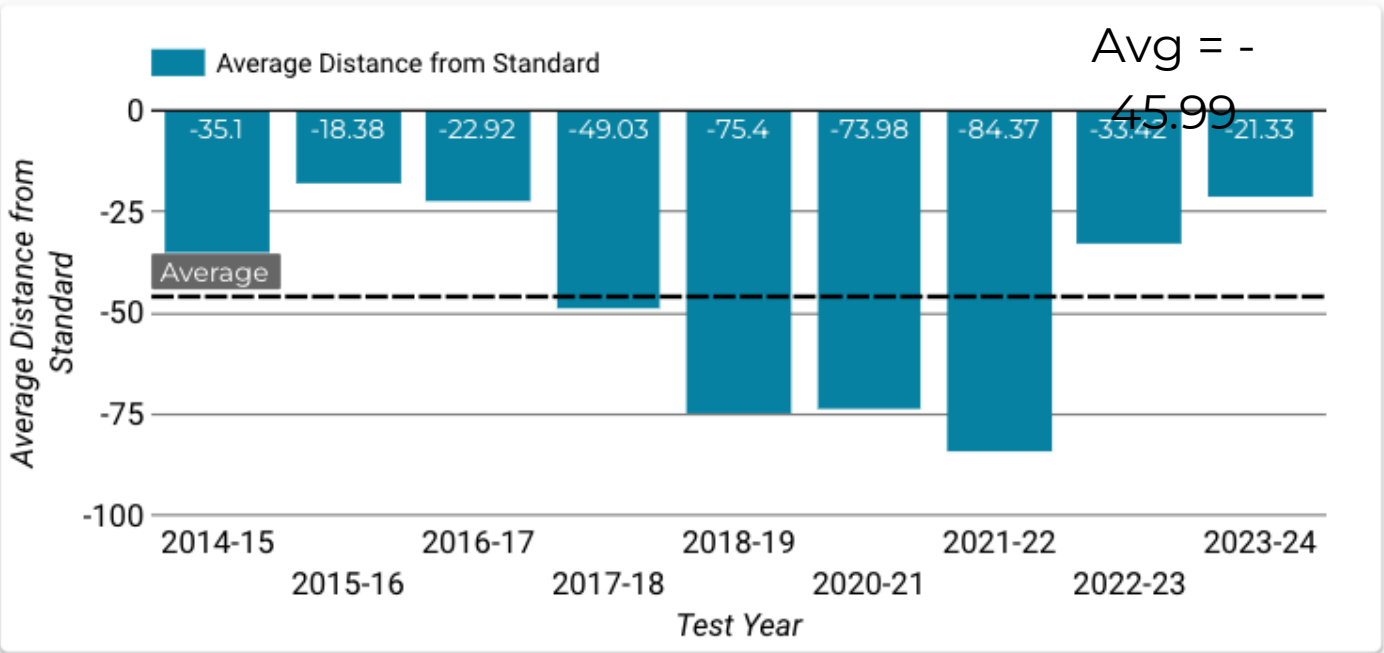
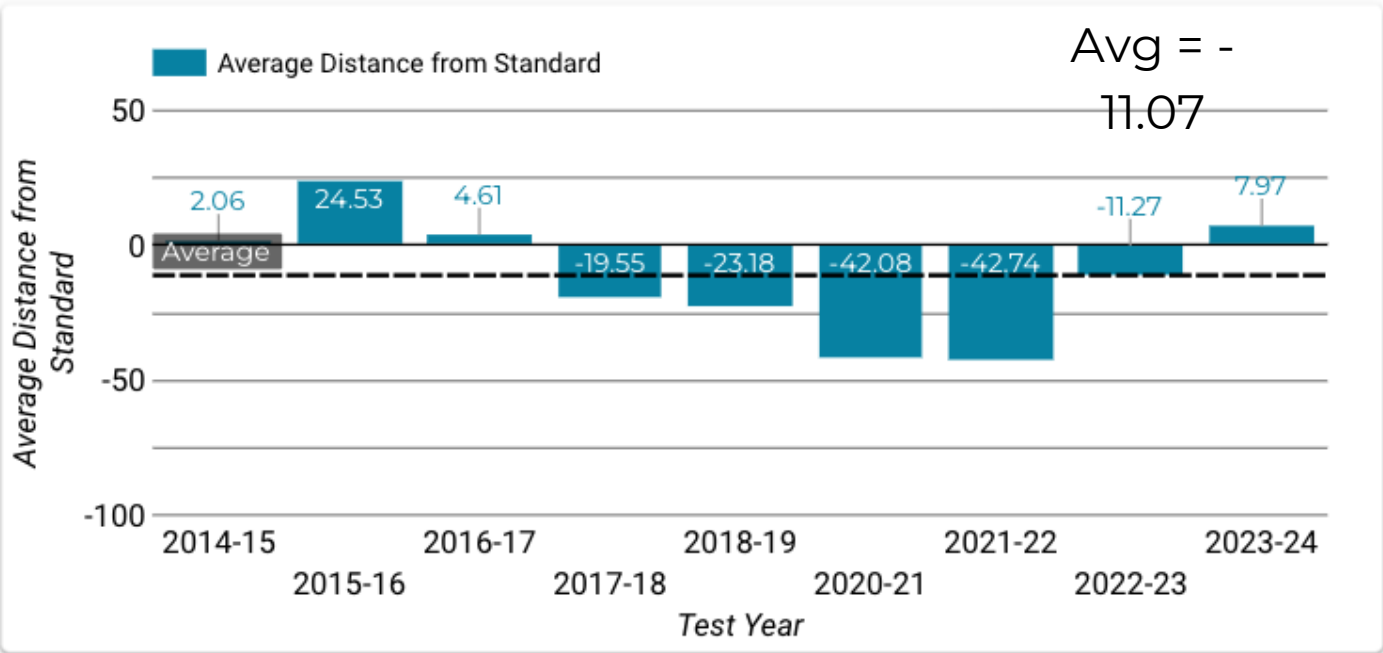
Overall ELA Results

Overall Math Results

SWD



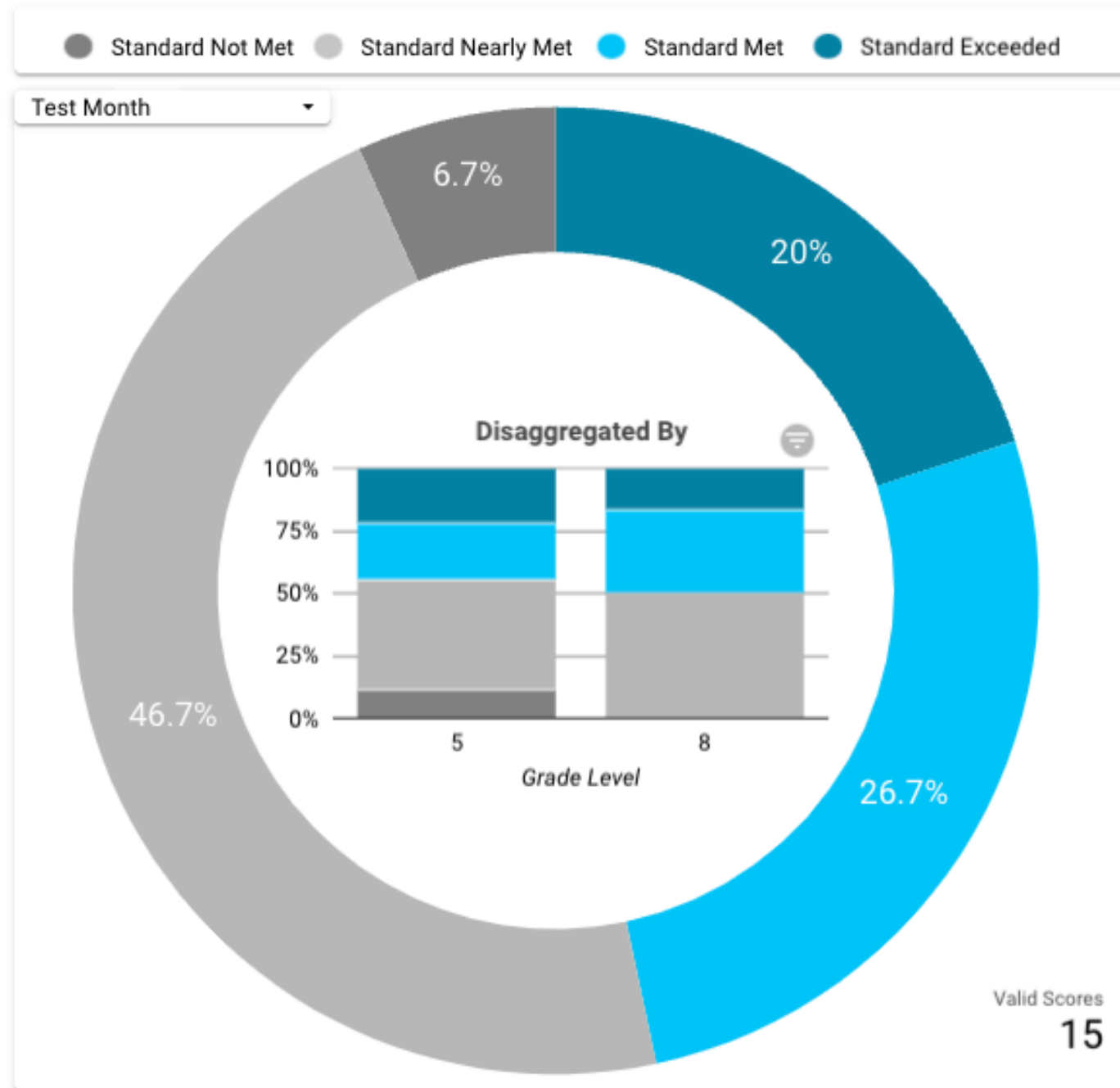
non-SWD





# SY24 CAST Results

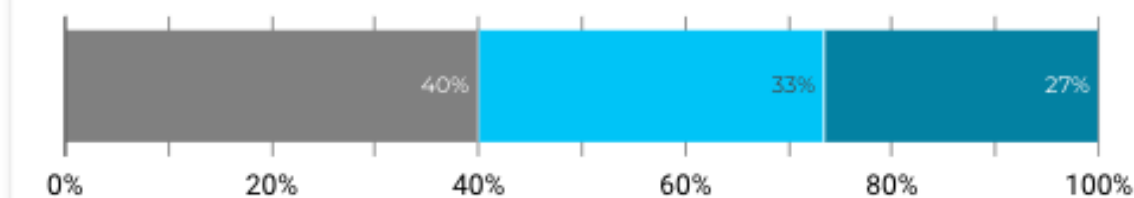
## Overall Results



● Below Standard ● Near Standard ● Above Standard

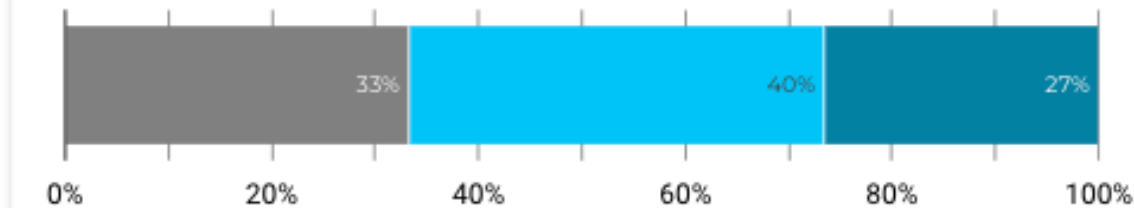
### Life Sciences

Focusing on structures and processes in living things, ecosystems, heredity and biological evolution.



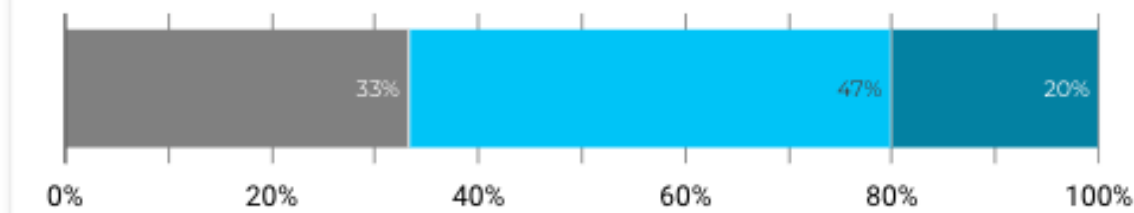
### Physical Sciences

Focusing on matter and its interactions, motion and stability, energy, and waves and their applications.



### Earth and Space Sciences

Focusing on Earth's place in the universe, Earth's systems, and Earth and human activity.



The largest group of students, **46.7%**, are **close** to meeting the standard.

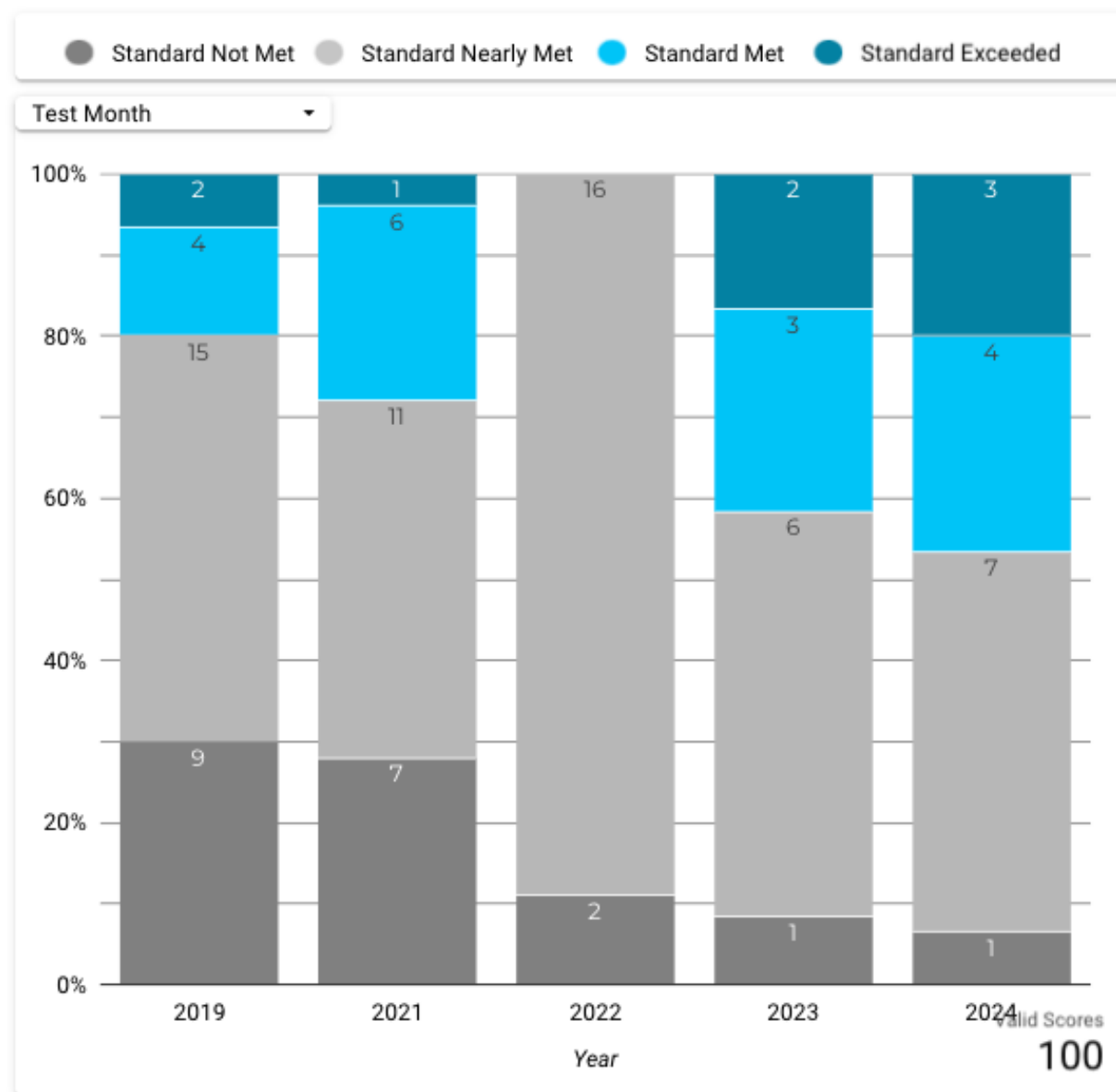
**6.7%** of students are **not meeting the standard**, which is a positive sign that most students have at least some understanding of the material, with a few needing more foundational instruction.

**20%** of students are **exceeding the standard**, indicating a strong group of high performers.

**Earth and Space Sciences** appears to be the most challenging domain.

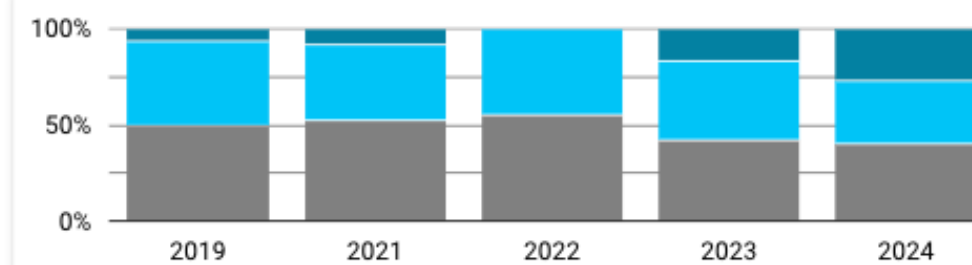
# CAST Results Over Time

## Overall Results

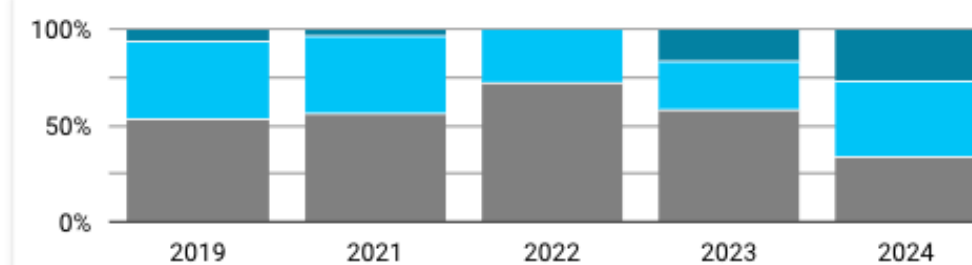


Legend: Below Standard (Dark Gray), Near Standard (Light Blue), Above Standard (Dark Blue)

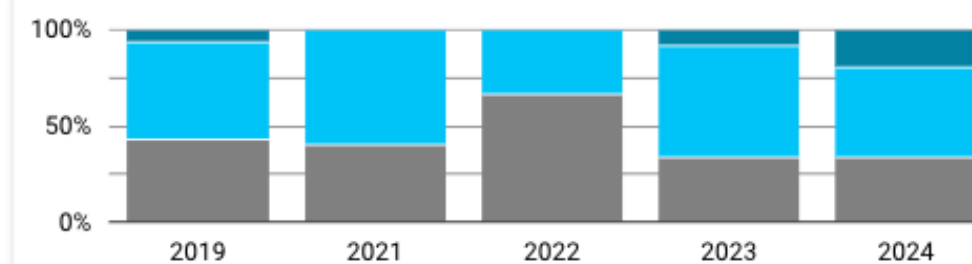
## Life Sciences



## Physical Sciences



## Earth and Space Sciences



## Life Sciences:

There is a **steady increase** in the percentage of students performing at or above the standard in Life Sciences, especially in 2023 and 2024.

## Physical Sciences:

**Significant gains** in 2024, with a higher percentage of students in the “Above Standard” category compared to previous years.

## Earth and Space Sciences:

Shown **growth**, with a higher percentage of students in the “Above Standard” and “Near Standard” categories in 2024.



**To:** Board of Directors  
**From:** Pat Casey, Business Manager  
**Subject:** **Agenda Item, Treasurer's Report**  
**Date:** October 17, 2024, Board Meeting

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#### Bank statement reconciliation

- The Business Manager has verified that the beginning and ending cash balances on Sherwood's bank statements for the month of September 2024 reconciled with and matched those of the school's internal reports. The bank Ending Balance cash totaled \$ 549,816.48 as of September 30, 2024 for the checking account.
- The expenses in September were for the normal operating cost and school starting.

#### Profit & Loss

The September 2024 Profit & Loss report shows a Net Income of \$ -131,608, with added amounts of \$66,519 for September LCF funds deposited in October 2024 along with \$48,670 for EPA, \$7,483 for ELOP, and \$1,537 for Prop 28 Art/Music . The actual Net for September 2024 is \$ -7,399.

#### Cash Flow

The school will end the year with a positive cash balance based on P2 ADA of 115.

Sherwood Montessori  
Profit & Loss YTD Comparison  
September 2024

	Sep 24
Ordinary Income/Expense	
Income	
8000-Revenues	49,682
Total Income	49,682
Gross Profit	49,682
Expense	
1000 Certificated Salaries	60,308
2000 Classified Salaries	53,349
3000-Employee Benefits	24,015
4000-Books and Supplies	7,728
5000 Services/Other Op. Exp.	35,889
Total Expense	181,290
Net Ordinary Income	-131,608
Net Income	-131,608

10:01 AM

10/14/24

Accrual Basis

**Sherwood Montessori**  
**Board of Directors - Vendor Payments Report**  
**September 2022**

Type	Date	Num	Name	Memo	Account	Amount
Check	09/01/2022	DBT	CharterSAFE	P&L PREMIUM 8 - 22/23 SEP...	5400-Liability Insurance	3,000.00
Check	09/01/2022	DBT	CharterSAFE	WC PREMIUM 8 - 22/23 SEPT...	3601-Workers Comp	748.00
Check	09/01/2022	EFT	Comcast 4454	SERVICE - 2022 AUG-SEPT	Internet Service Provider	228.95
Check	09/01/2022	DBT	Law Offices of Young, Minne...	WEBINAR 9/14	Attorney	40.00
Check	09/01/2022	DBT	Amazon.com	PAPER ROLL BLADE CUTTER	Instructional Supplies	62.15
Check	09/01/2022	ACH	Macquarie Equipment Capital...	Kyocera Copier Lease JUNE S...	Copier Lease	220.94
Check	09/02/2022	DBT	Amazon.com	LINED SPIRAL NOTEBOOK	Instructional Supplies	27.17
Check	09/02/2022	DBT	Indeed	Ad for job position	Advertising	111.94
Check	09/02/2022	9531	Creative Apple	REF 34066-67	Instructional Supplies	53.12
Check	09/04/2022	DBT	Amazon.com	THE EAGLE OF THE NINTH B...	4200-Books/reference Materials	64.26
Check	09/04/2022	DBT	Amazon.com	SPONGES	Extended Day	9.64
Check	09/05/2022	DBT	Amazon.com	WATER ACTIVITY SUPPLIES	Extended Day	40.74
Check	09/06/2022	DBT	Costco	Snacks	Food (Instructional)	365.08
Check	09/06/2022	9522	Elizabeth Rodriquez	LIVESCAN	LiveScan and TB Test Services	64.00
Check	09/06/2022	EFT	Laura Swanson	CLOCK-LOCK BOX	Counseling	54.03
Check	09/06/2022	DBT	Amazon.com	THE EAGLE OF THE NINTH	4200-Books/reference Materials	64.26
Check	09/06/2022	DBT	Amazon.com	NR	Instructional Supplies	15.85
Check	09/07/2022	DBT	Amazon.com	POST-IT FLAGS	Office Supplies	10.71
Check	09/07/2022	DBT	BARNES & NOBLE BOOKS...	THE EAGLE	4200-Books/reference Materials	70.72
Check	09/07/2022	DBT	eBay	DIVERSE FAMILIES	Instructional Supplies	17.66
Check	09/07/2022	DBT	Amazon.com	BLACK CARDSTOCK	Instructional Supplies	17.42
Check	09/08/2022	9524	Maia Illa, LCSW	Supervision-Swanson	Contracted Service	240.00
Check	09/08/2022	9525	Hernandez Cleaning Service	AUGUST SERVICE 2022	Housekeeping Services	4,500.00
Check	09/08/2022	DBT	Amazon.com	SUPPLIES	Instructional Supplies	104.28
Check	09/08/2022	DBT	Amazon.com	DIVERSE FAMILIES	Instructional Supplies	29.49
Check	09/08/2022	DBT	Amazon.com	DIVERSE FAMILIES	Instructional Supplies	19.63
Check	09/08/2022	DBT	Amazon.com	DIVERSE FAMILIES	Instructional Supplies	19.63
Check	09/09/2022	DBT	Amazon.com	BLACK CARDSTOCK	Instructional Supplies	17.42
Check	09/09/2022	DBT	Amazon.com	BLACK LANYARDS	Office Supplies	17.15
Check	09/09/2022	ACH	CharterSAFE	WC AUDIT 21/22	9520 - PY Payroll & Liabilities	4,831.68
Check	09/11/2022	DBT	Amazon.com	FILE FOLDERS	Office Supplies	26.44
Check	09/11/2022	DBT	Pearson Education Inc.	WISC-V RESPONSE BOOKL...	Instructional Supplies	144.79
Check	09/12/2022	DBT	NATIONAL CENTER FOR M...	ORDER 33258	Advertising	130.00
Check	09/12/2022	DBT	Montessori Outlet	SUPPLIES	Instructional Supplies	56.27
Check	09/13/2022	9526	Parsec Education	WORKSHOP- MICHELLE	Contracted Service	2,875.00
Check	09/13/2022	9527	NORA HORVATH RUDOV	LIVESCAN	LiveScan and TB Test Services	64.00
Check	09/13/2022	9528	SARIAH PILANT	LIVESCAN	LiveScan and TB Test Services	64.00
Check	09/13/2022	DBT	Grocery Outlet	HABA	Office Supplies	18.05
Check	09/13/2022	DBT	Amazon.com	SURGE OUTLET	Office Supplies	18.20
Check	09/13/2022	DBT	Amazon.com	SANDPAPER LETTERS	Instructional Supplies	32.16
Check	09/14/2022	9529	Renaissance	Star reading - math - literacy	Contracted Service	3,118.00
Check	09/14/2022	EFT	COSTCO VISA CARD	2022 15TH PURCHASES AU...	SHERWOOD COSTCO VISA	9.75
Check	09/15/2022	9530	Advanced Document	INV80952	Copier Lease	630.30
Check	09/15/2022	9510	Chico Country Day	NATALIE WREN - NURSE -Inv...	Contracted Service	1,291.91
Check	09/15/2022	EFT	PG & E	SERVICE AUGUST	Electricity	1,264.56
Check	09/15/2022	DBT	Amazon.com	BAT-BALL SET	Instructional Supplies	26.80
Check	09/15/2022	EFT	Waste Management	SERVICE 2022 AUGUST	Trash/Recycling	133.76
Check	09/15/2022	DBT	Facebook Ads	AD - RM	Advertising	25.00
Check	09/16/2022	DBT	HP LEASE 7603	Lease Payment - Customer ID ...	HP DIRECT LEASE	316.21
Check	09/16/2022	9532	Kellie Sutterfield	Monthly pesticide service (Gre...	Pest Control	85.00
Check	09/16/2022	9533	Andrew Bays	Landscape hours - CONTRAC...	Contracted Service	1,992.00
Check	09/16/2022	9534	Comcast Ethernet	Service-2742 2022 SEPT	Ethernet - Fiberoptic	1,216.37
Check	09/16/2022	9535	EMMA CLUFF	LIVESCAN	LiveScan and TB Test Services	58.05
Check	09/16/2022	EFT	Heather Fisher	lamination sheets	Office Supplies	71.44
Check	09/16/2022	9536	Creative Composition	EST 24729 POSTCARDS TO ...	Contracted Service	439.69
Check	09/17/2022	DBT	Wufoo	SERVICE 2022 SEPT	Online List Management	19.00
Check	09/18/2022	DBT	SUPER DUPER	SPEECH/LANGUAGE SELPA	Instructional Supplies	530.17
Check	09/20/2022	7371	DUSTIN MURGIA	BREAKS - 13 HOURS X \$16.0...	Contracted Service	208.00
Check	09/21/2022	EFT	Comcast Business 9110	SERVICE 2022 SEP-OCT	Internet Service Provider	181.55
Check	09/22/2022	DBT	Costco	Snacks	Food (Instructional)	533.33
Check	09/22/2022	DBT	Amazon.com	SUPPLIES	Extended Day	68.48
Check	09/23/2022	DBT	Amazon.com	MONTHLY FEE	Contracted Service	16.08
Check	09/24/2022	DBT	Amazon.com	LARGE UTILITY HOOKS	Maintenance Supplies	11.79
Check	09/26/2022	DBT	NCS Pearson INC.	BASC-3 Q-GLOBAL SCORING	4100-Textbooks/Core Curricula	55.00
Check	09/26/2022	DBT	Amazon.com	SUPPLIES	Extended Day	21.44
Check	09/27/2022	DBT	Amazon.com	YARN SKEINS	Instructional Supplies	86.56
Check	09/27/2022	DBT	Amazon.com	DIVERSE FAMILIES	4100-Textbooks/Core Curricula	37.54
Check	09/27/2022	DBT	USPS	MAILING	Postage	23.83
Check	09/27/2022	DBT	Office Depot	PAPER-INDEX CARDS-STAP...	Office Supplies	128.56
Check	09/27/2022	DBT	Facebook Ads	AD - RM	Advertising	30.00
Check	09/28/2022	DBT	Amazon.com	SPACE STICKERS	Instructional Supplies	10.71
Check	09/28/2022	DBT	Amazon.com	ANIME STICKERS	Instructional Supplies	11.79
Check	09/28/2022	DBT	University Box Office	MARLO 123M	Field Trips and Assemblies	152.00
Check	09/28/2022	DBT	US ChefStore	BROOM	Instructional Supplies	23.55

Type	Date	Núm	Name	Memo	Account	Amount
Check	09/28/2022	DBT	US ChefStore	SUPPLIES	Office Supplies	50.21
Check	09/29/2022	7385	Steven Duke	TECH SUPPORT	Contracted Service	345.00
Check	09/29/2022	DBT	National School Forms	EARLY DISMISSAL - TARDY ...	Office Supplies	83.37
Check	09/29/2022	DBT	Learning A-Z	ELL EDITION	Software Licensing	70.00
Check	09/29/2022	DBT	Amazon.com	MAC SPORTS WAGON	Instructional Supplies	92.18
Check	09/30/2022	EFT	Verizon Wireless	SERVICE 2022 AUG-SEPT	Telephone, Cellular	93.52
Check	09/30/2022	EFT	California Water Service Com...	SERVICE 2022 AUG-SEPT	Water	51.41
Check	09/30/2022	EFT	Heather Fisher	USPS	Office Supplies	8.95
Check	09/30/2022	EFT	Heather Fisher	BOUNCE HOUSE RENT	Office Supplies	120.00
Check	09/30/2022	EFT	Heather Fisher	BIRD IN HAND	Office Supplies	26.78
Check	09/30/2022	EFT	Heather Fisher	PBIS lunch- Panera	Food - Meetings	70.70
Check	09/30/2022	9540	Andrew Bays	Landscape hours - CONTRAC...	Contracted Service	819.75
Check	09/30/2022	9539	Andrew Bays	LANDSCAPE MATERIALS	Maintenance Supplies	746.02
Check	09/30/2022	9541	HCI Audiometrics	CALIBRATION	Instructional Supplies	105.01
Check	09/30/2022	9542	Creative Composition	EST 24729 POSTCARDS TO ...	Contracted Service	229.53
Check	09/30/2022	9544	Rebecca Rouse	LIVESCAN	LiveScan and TB Test Services	64.00
Check	09/30/2022	9545	Adam Mankoski	SCIENCE MATERIALS	Instructional Supplies	45.17
Check	09/30/2022	9546	Marlo . Knox	Supplies	Instructional Supplies	178.48
Check	09/30/2022	9547	Barbara Mandelbaum	Federal funding allocation - IN...	Grant Services	325.00
Check	09/30/2022	9549	Hernandez Cleaning Service	SERVICE 2022 SEPT	Housekeeping Services	5,750.00
Check	09/30/2022	DBT	Amazon.com	GRAPH PAPER	Instructional Supplies	14.97
Bill	09/30/2022	INV202...	Pat Casey	SERVICE 2022 SEPTEMBER	Business Manager Services	4,400.00
Bill	09/30/2022	INV23-...	CUSD	FUA 2022 SEPTEMBER	CUSD FUA Charges	2,382.66
Check	09/30/2022			Service Charge	Bank Fees	27.00
Check	09/30/2022	9514	National Life Group	EMPLOYER SHARE- SEPTE...	3903-Other Employee Benefits	500.00
TOTAL						47,922.76



## **MEMORANDUM**

**To:** Board of Directors

**From:** Michelle Yezbick, School Director

**Subject:** Election of Officers

**Date:** October 17, 2024

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### **SUMMARY**

The following officers are required to fulfill our charter: Chair, Vice Chair, Treasurer and Secretary.

### **DISCUSSION**

Article 5 of the Bylaws of the Board of Directors describes the action to take when there are vacancies and the duties of the offices:

#### **SECTION 5. VACANCIES**

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board of Directors. In the event of a vacancy in any office other than that of Chair, such vacancy may be filled temporarily by appointment by the Chair until such time as the Board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the board may or may not be filled as the board shall determine. An Interim Chair may be appointed by the outgoing Chair in the case where the position of Vice-Chair is vacant, and/or the current Vice-Chair unable to accept the longer term duties of the Chair and /or there are less than four current Directors to fulfill the requirements of a voting quorum. The Interim Chair shall serve in this capacity until the next annual election of the Board of Directors, typically held in May.

#### **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.



## MEMORANDUM

**To:** Board of Directors

**From:** Michelle Yezbick, School Director

**Subject:** **Board Governance: Committees**

**Date:** October 17, 2024

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The Board is asked to appoint members to the required committees and suggested committees for the 2024-2025 school year. The Board may choose to create standing committees and/or ad hoc committees in addition to the following required committees.

A charter renewal committee should be formed to ensure Board involvement in the upcoming charter renewal.

### Required Sherwood Board Committees

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

<b><u>Executive Committee</u></b>	
<b>Members:</b>	Chair, Vice Chair, Secretary, Treasurer
<b>Meeting frequency:</b>	As needed (as of today, has never met in any years)
<b>Purpose:</b>	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
<b>Goals:</b>	Vote on matters assigned by Board.
<b>Charter/</b>	BYLAWS, ARTICLE 6, COMMITTEES, SECTION 1. EXECUTIVE COMMITTEE

<b>Bylaws:</b>	
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<b><u>Elections Committee</u></b> (Required, Ad Hoc)	
<b>Members:</b>	Two Board members, SMPO member
<b>Meeting Frequency:</b>	Meets typically two to three times annually, around Board elections time in the spring.
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>● Recruit candidates, announce upcoming election, accept applications for potential candidates, present candidates to SMPO, facilitate election and voting process.</li> <li>● Committee is active in spring as elections approach. First actions would be encouraging recruitment efforts, especially of outgoing members, beginning in March and intensifying in April. The Elections Committee should be prepared to present candidates and their materials at the May meeting of the SMPO. The bylaws do not require approval of the candidates by the whole of the Board.</li> </ul>
<b>Goals:</b>	Conduct a fair and successful election for a governing board, following bylaws outlined in the current Charter (relevant excerpts below): <a href="#">Sherwood Charter 2017-2022</a>
<b>Charter/ Bylaws:</b>	<ul style="list-style-type: none"> <li>● Charter, Section 4.0 Governance Structure of School (<i>speaks to Elections Committee process</i>)</li> <li>● BYLAWS, SECTION 2. SELECTION: The Board of Directors will be selected in the following way: <ol style="list-style-type: none"> <li>1. An Elections Committee, appointed by the Board of Directors, will accept applications for potential candidates. The Elections Committee shall be made up of two current members of the Board of Directors with terms that extend beyond the current year and one member of the Sherwood Montessori Parent Organization (SMPO);</li> <li>2. The Elections Committee shall review applications and present a slate of candidates for consideration to the SMPO at the annual meeting in May. Voting will be carried out by the SMPO in consultation with the Elections Committee. Interim appointment shall be done in accordance with Article 4 Section 10 of these by-laws;</li> <li>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;</li> <li>4. In the event of a tie, the deciding votes will be made by the Elections Committee.</li> </ol> </li> </ul>

	<p>5. New Directors will be announced before the end of the school year and will assume duties at the June meeting.</p>
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<b><u>Finance Committee</u></b> (Required, Ad Hoc) <i>includes Audit Committee and Budget Committee</i>	
<b>Members:</b>	<p>Committee has included in the past: School Director, Teacher Representative, Administrative Assistant(audit), Business Manager as Consultant, Board member</p> <p><i>Note: The Budget Committee requires only one Board member, but all members must be approved by a majority of the Board.</i></p>
<b>Meeting Frequency:</b>	<p>Treasurer and Business Manager meet monthly to go over financial reports for the Board; Audit Committee meets once per year to set up audit; Budget Committee meets twice, 3 times yearly, for a total of 6 meetings to create each of the following: the 1<sup>st</sup> Interim Report, 2<sup>nd</sup> Interim Report, and Original Budget.</p>
<b>Purpose:</b>	<p>Meets as needed to set or review the budget and complete the annual budget and to complete the annual financial audit.</p>
<b>Goals:</b>	<p>The goal of the Budget Committee is to develop the Annual Budget and see that it is reported in compliance with the Charter. The procedure is outlined in sections 20.1, 20.2 &amp; 20.3</p>

<b>Charter/ Bylaws:</b>	<p>Charter: Section 20.0 Financial and Organizational Accountability</p> <ul style="list-style-type: none"> <li>● 20.1 Procedure for the Development of the Annual Budget</li> <li>● 20.2 Reporting of Annual Budget and Interim Reports</li> <li>● 20.3 Legal Compliance of Budget</li> </ul> <p><i>*Charter makes no direct reference to an "Audit Committee" but states that the BOD will facilitate the audit.</i></p> <p>Charter: Section 9.0 Financial and Programmatic Audit: The Sherwood Montessori BOD will facilitate an annual, independent audit of the financial affairs of the school and present this audit to the CUSD, the Butte County Office of Education, the State Controller, and the California Dept of Education. As a 501(c)3 nonprofit public benefit corporation, Sherwood Montessori will agree to comply with all state laws pertaining to financial reporting to the overseeing district and the state of California.</p> <ul style="list-style-type: none"> <li>● 9.1 Fiscal Year &amp; Reporting Deadlines</li> <li>● 9.2 Contracting and Overseeing the Independent Audit</li> <li>● 9.3 Qualifications of the Auditor</li> <li>● 9.4 Scope of the Financial Audit</li> <li>● 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)</li> </ul>
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<b><u>Safety Committee</u></b>	
<b>Members:</b>	Committee has included in the past: School Director, Staff Representative, Board Representative
<b>Purpose:</b>	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.
<b>Goals:</b>	<ol style="list-style-type: none"> <li>1. Survey teachers to identify potential safety issues that need to be addressed. (completed, ongoing with monthly inspections)</li> <li>2. Review the school's safety policy and edit it for consistency and clarity. Develop a disaster policy and review communication protocols with parents in case of emergency.</li> <li>3. Continue to address safety issues in a timely manner as they arise.</li> </ol>

<b>Charter/ Bylaws:</b>	<p><b>Charter: Section 6.0 Health &amp; Safety Procedures requires a Safety Committee &amp; Safety Plan</b></p> <p>The BOD will establish a Safety Committee to monitor and insure adherence to local fire regulations, conduct safety inspections, establish protocol for visitors, and align policies with the CUSD disaster plan. The SC will report their activities to the Board of Directors and work with the Board and the school’s insurance carriers to continually improve the Safety Plan.</p> <p>6.1 Safety Plan, 6.2 Additional Health Policies, 6.3 Safe Building Policies</p>
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## MEMORANDUM

**To:** Board of Directors  
**From:** Michelle Yezbick, School Director  
**Subject:** Board Retreat  
**Date:** October 17, 2024

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### SUMMARY

A retreat for Sherwood Montessori's Board of Directors will be planned.

### DISCUSSION

Traditionally the Sherwood Montessori Board of Directors' retreat includes onboarding new members, review of the Brown Act, and strategic planning for the school.

The Board has an opportunity to receive Brown Act training via Zoom with John Lemmo, a charter attorney from Young Minney & Corr. This has been organized by Wendy Fairon at Chico Country Day.

Dates:

**Wednesday, Oct 30th 5:30-7**

**Tuesday, November 12th 5:30-7**

By offering two dates, board members have the option to choose the date that works best for them. There's no need for them to all attend on the same date. I have Google Calendar invites for both dates I can forward with the Zoom links on the invites. Chico Country Day will send an invoice for our participation after the event.

### ACTION REQUESTED

Determine time, date and content of a board retreat.