



## REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Date: September 19, 2024

Location: Room 5, 1071 E. 16<sup>th</sup> Street, Chico, CA 95928

### AGENDA

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

##### **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 Hansen-Lewis, Emma Cluff, Samantha Lawson

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

**B.1 Minutes Approval** Consider approval of minutes from Regular Meeting, August 22, 2024.

**B.2 Unaudited Actuals** Approve the Business Manager's Unaudited Actuals Report.

**B.3 Policy for Education of Students Experiencing Homelessness** Consider approving revisions to the policy.

#### **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 agendized for a future meeting.

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.

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

#### **E. REGULAR BUSINESS (6:15)**

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

## **E.2 Reports and Communications (6:20)**

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

### **E.2.1 Instructional Staff Report**

### **E.2.2 School Director Report**

### **E.2.3 Treasurer Report**

## **E.3 Action/Discussion Items (6:45)**

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

The board will review complaint process and policies.

**ACTION REQUESTED:** Discuss board involvement with complaints.

## **E.4 Board Governance (7:10)**

### **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.

## **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 be asked to approve a school calendar for the 2025-2026 school year.

## **G. ADJOURNMENT (7:45)**

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## **Regular Meeting Notes 8/22/2024**

### **A. CALL TO ORDER (6:11)**

**A.1 Land Acknowledgement (6:11, Michelle)**

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

### **B. CONSENT AGENDA (6:13, motioned by Emma, seconded by Sam, unanimously approved)**

**B.1 Minutes Approval**

**B.2 Employee Handbook Approval**

**B.3 MOU with Chico Country Day School**

**B.4 Premium Only Plan Resolution**

### **C. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA (6:14)**

None

### **E. REGULAR BUSINESS (6:14)**

**E.1 Items Removed from Consent (If any)** none

**E.2 Reports and Communications (6:20)**

**E.2.1 School Director Report (6:20)**

- Briefly discussed by Michelle and the BoD

**E.2.2 Treasurer Report (6:25)**

- Briefly discussed by the board

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

**E.3.1 Election of Officers (6:30)**

- Board discussed postponing formal elections until remaining board seats have been filled.
- For the time being, Tina, currently the Vice Chair, will serve as the Interim Chair, Sam will serve as the Treasurer, and Emma will serve as the Secretary until board seats are filled.
- Motioned by Sam, seconded by Emma, unanimously approved

**E.3.2 Uniform Complaint Procedures Policy (6:33)**

- Emma moves to adopt, Sam seconds, unanimously accepted

**E.3.3 Security Gates Proposal (6:39)**

- Tina motions, Emma seconds, unanimously adopted

#### **E.3.4 Board Recruitment (6:46)**

- Discussed by the Board
- Emma will step down once at least one new member has been sworn in
- Board discussed methods of reaching out to potential new members

#### **E.3.5 Board Projects (6:58)**

- Discussed by the Board - get notes from the Board Retreat from Russell

#### **E.3.6 Policy for the Education for Children Who are Homeless (7:05)**

- Reviewed and discussed by the Board of Directors. The board recommends that the policy be updated to replace “homeless students” with “students experiencing homelessness” throughout the document.

#### **G. FUTURE AGENDA ITEMS (7:13)**

- Election of new officers
- Board Projects

#### **H. ADJOURNMENT (7:14)**

**Sherwood Montessori**  
**Unaudited Actuals**  
**Charter School Alternative Form**  
**04 61424 0121475**  
**CHARTER SCHOOL UNAUDITED ACTUALS**  
**FINANCIAL REPORT -- ALTERNATIVE FORM**

**July 1, 2023 to June 30, 2024**

**Charter School Name:** Sherwood Montessori

**CDS #:** 04-61424-0121475

**Charter Approving Entity:** Chico Unified

**County:** Butte

**Charter #:** 1166

**This charter school uses the following basis of accounting:**

**(Please enter an "X" in the applicable box below; check only one box)**

- X**      **Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)**
- Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)**

Description	Object Code	Unrestricted	Restricted	Total
<b>A. REVENUES</b>				
1. LCFF Sources				
State Aid - Current Year	8011	740,926.00		740,926.00
Education Protection Account State Aid - Current Year	8012	159,219.00		159,219.00
State Aid - Prior Years	8019	(254.00)		(254.00)
Transfers to Charter Schools in Lieu of Property Taxes	8096	342,029.00		342,029.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		1,241,920.00	0.00	1,241,920.00
2. Federal Revenues (see NOTE in Section L)				
Every Student Succeeds Act	8290		25,844.00	25,844.00
Special Education - Federal	8181, 8182		15,754.00	15,754.00
Child Nutrition - Federal	8220			0.00
Donated Food Commodities	8221			0.00
Other Federal Revenues	8110, 8260-8299		4,987.00	4,987.00
Total, Federal Revenues		0.00	46,585.00	46,585.00
3. Other State Revenues				
Special Education - State	StateRevSE		77,219.00	77,219.00
All Other State Revenues	StateRevAO	21,067.00	157,216.00	178,283.00
Total, Other State Revenues		21,067.00	234,435.00	255,502.00
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	87,633.00		87,633.00
Total, Local Revenues		87,633.00	0.00	87,633.00
5. TOTAL REVENUES		1,350,620.00	281,020.00	1,631,640.00

**B. EXPENDITURES (see NOTE in Section L)****1. Certificated Salaries**

Certificated Teachers' Salaries	1100	404,128.00	80,479.00	484,607.00
Certificated Pupil Support Salaries	1200	58,533.00	7,750.00	66,283.00
Certificated Supervisors' and Administrators' Salaries	1300			0.00
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		462,661.00	88,229.00	550,890.00

**2. Noncertificated Salaries**

Noncertificated Instructional Salaries	2100	127,779.00	47,887.00	175,666.00
Noncertificated Support Salaries	2200	3,971.00	104,743.00	108,714.00
Noncertificated Supervisors' and Administrators' Salaries	2300	116,004.00		116,004.00
Clerical, Technical and Office Salaries	2400	83,002.00		83,002.00
Other Noncertificated Salaries	2900			0.00
Total, Noncertificated Salaries		330,756.00	152,630.00	483,386.00

Description	Object Code	Unrestricted	Restricted	Total
<b>3. Employee Benefits</b>				
STRS	3101-3102	59,698.00	31,860.00	91,558.00
PERS	3201-3202	51,086.00	3,042.00	54,128.00
OASDI / Medicare / Alternative	3301-3302	38,390.00	12,176.00	50,566.00
Health and Welfare Benefits	3401-3402	78,782.00	13,574.00	92,356.00
Unemployment Insurance	3501-3502	3,009.00	1,466.00	4,475.00
Workers' Compensation Insurance	3601-3602	14,013.00	3,100.00	17,113.00
OPEB, Allocated	3701-3702			0.00
OPEB, Active Employees	3751-3752			0.00
Other Employee Benefits	3901-3902	7,312.00	3,206.00	10,518.00
Total, Employee Benefits		252,290.00	68,424.00	320,714.00

**4. Books and Supplies**

Approved Textbooks and Core Curricula Materials	4100	59.00		59.00
Books and Other Reference Materials	4200			0.00
Materials and Supplies	4300	16,528.00	22,209.00	38,737.00
Noncapitalized Equipment	4400	9,400.00		9,400.00
Food	4700			0.00
Total, Books and Supplies		25,987.00	22,209.00	48,196.00

**5. Services and Other Operating Expenditures**

Subagreements for Services	5100			0.00
Travel and Conferences	5200	826.00	650.00	1,476.00
Dues and Memberships	5300	4,456.00		4,456.00
Insurance	5400	37,549.00		37,549.00
Operations and Housekeeping Services	5500	87,256.00		87,256.00
Rentals, Leases, Repairs, and Noncap. Improvements	5600	12,386.00		12,386.00
Transfers of Direct Costs	5700-5799			0.00
Professional/Consulting Services and Operating Expend.	5800	182,805.00	40,955.00	223,760.00
Communications	5900	38,692.00		38,692.00
Total, Services and Other Operating Expenditures		363,970.00	41,605.00	405,575.00

**6. Capital Outlay**

(Objects 6100-6170, 6200-6500 modified accrual basis only)

Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major				
Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Lease Assets	6600			0.00
Subscription Assets	6700			0.00
Depreciation Expense (accrual basis only)	6900			0.00
Amortization Expense - Lease Assets	6910			0.00
Amortization Expense - Subscription Assets	6920			0.00
Total, Capital Outlay		0.00	0.00	0.00

**7. Other Outgo**

Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			0.00
Transfers of Indirect Costs	7300-7399			0.00
Debt Service:				
Interest	7438			0.00
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		0.00	0.00	0.00
Total, Other Outgo		0.00	0.00	0.00

**8. TOTAL EXPENDITURES**

		1,435,664.00	373,097.00	1,808,761.00
Description	Object Code	Unrestricted	Restricted	Total



<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANC</b>		(85,044.00)	(92,077.00)	(177,121.00)
<b>D. OTHER FINANCING SOURCES / USES</b>				
1. Oth	8930-8979			0.00
2. Les	7630-7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts				
(must net to zero)	8980-8999	(96,306.00)	96,306.00	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		(96,306.00)	96,306.00	0.00
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)</b>		(181,350.00)	4,229.00	(177,121.00)
<b>F. FUND BALANCE / NET POSITION</b>				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	861,663.00	197,354.00	1,059,017.00
b. Adjustments/Restatements	9793, 9795	169,496.00	(197,354.00)	(27,858.00)
c. Adjusted Beginning Fund Balance /Net Position		1,031,159.00	0.00	1,031,159.00
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		849,809.00	4,229.00	854,038.00
<b>Components of Ending Fund Balance (Modified Accrual Basis only)</b>				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
<b>3. Components of Ending Net Position (Accrual Basis only)</b>				
a. Net Investment in Capital Assets	9796			0.00
b. Restricted Net Position	9797		4,229.00	4,229.00
c. Unrestricted Net Position	9790A	849,809.00	0.00	849,809.00
<b>Description</b>	<b>Object Code</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>

**G. ASSETS****1. Cas**

In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	680,483.00	(51,198.00)	629,285.00
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00
Collections Awaiting Deposit	9140			0.00

**2. Investments**

9150			0.00
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**3. Accounts Receivable**

9200			0.00
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**4. Due from Grantor Governments**

9290	270,397.00	55,427.00	325,824.00
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**5. Stores**

9320			0.00
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**6. Prepaid Expenditures (Expenses)**

9330			0.00
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**7. Other Current Assets**

9340	63,268.00		63,268.00
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**8. Lease Receivable**

9380			0.00
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**9. Capital Assets (accrual basis only)**

9400-9489			0.00
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**10. TOTAL ASSETS**

1,014,148.00	4,229.00	1,018,377.00
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**H. DEFERRED OUTFLOWS OF RESOURCES****1. Deferred Outflows of Resources**

9490			0.00
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**2. TOTAL DEFERRED OUTFLOWS**

0.00	0.00	0.00
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**I. LIABILITIES****1. Accounts Payable**

9500	47,445.00		47,445.00
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**2. Due to Grantor Governments**

9590	116,894.00		116,894.00
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**3. Current Loans**

9640			0.00
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**4. Unearned Revenue**

9650			0.00
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**5. Long-Term Liabilities (accrual basis only)**

9660-9669			0.00
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**6. TOTAL LIABILITIES**

164,339.00	0.00	164,339.00
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**J. DEFERRED INFLOWS OF RESOURCES****1. Deferred Inflows of Resources**

9690			0.00
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**2. TOTAL DEFERRED INFLOWS**

0.00	0.00	0.00
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**K. FUND BALANCE /NET POSITION**

Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2)

(must agree with Line F2)

849,809.00	4,229.00	854,038.00
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## **MEMORANDUM**

**To:** Board of Directors

**From:** Michelle Yezbick, School Director

**Subject:** **Update Policy for the Education of Children Who are Homeless**

**Date:** September 19, 2024

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### **SUMMARY**

LEAs that receive federal funding are required to have a policy for the Education of Children Who are Homeless, and it must be updated at least every three years.

### **DISCUSSION**

One of the requirements of receiving federal funding is to have a policy addressing the education of children who are homeless (unhoused). This policy should be updated at least every three years. It is not required to make changes, but the policy should be reviewed and revisions considered.

This version of the policy uses people first language.

### **ACTION REQUESTED**

Update policy.

Attachment: Policy for the Education of Children Who are Homeless



## **Education for Students Experiencing Homelessness**

The Board of Directors of Sherwood Montessori desires to ensure that students experiencing homelessness have access to the same free and appropriate public education provided to other students. Sherwood shall provide students who are unhoused with access to education and other services necessary for them to meet the same challenging academic standards as other students.

The Director or designee shall identify and remove any barriers to the identification and enrollment of students experiencing homelessness and to the retention of students experiencing homelessness due to absences or outstanding fees or fines.

When there are at least 15 students experiencing homelessness enrolled, Sherwood's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes for them.

The School Director or designee shall designate an appropriate staff person to serve as a liaison for children and youths experiencing homelessness. The Homeless Education Liaison shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting students experiencing homelessness to succeed in school.

In order to identify district students who are unhoused, the School Director or designee may give a housing questionnaire to all parents/guardians during school registration, make referral forms readily available, include the district liaison's contact information on the district and school web sites, provide materials in a language easily understood by families and students, provide school staff with professional development on the definition and signs of homelessness, and contact appropriate local agencies to coordinate referrals for children and youth who are unhoused and unaccompanied youth.

Information about a student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act and shall not be deemed to be directory information as defined in 20 USC 1232g.

The Director or designee shall ensure that placement decisions for students experiencing homelessness are based on the student's best interest as defined in law and administrative regulation.

Each student who is unhoused shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

Students experiencing homelessness shall not be segregated into a separate program based on their status as homeless and shall not be stigmatized in any way. However, the Director or



designee may separate students experiencing homelessness on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of these students.

The Director or designee shall coordinate with other agencies and entities to ensure that children and youth experiencing homelessness are promptly identified, ensure that the students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Director or designee shall collaborate with local social services agencies, other agencies or entities providing services to children and youth experiencing homelessness, and, if applicable, transitional housing facilities. In addition, the Director or designee shall coordinate transportation as provided to other Sherwood students, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Director or designee shall coordinate, within the district and with other involved local educational agencies, services for students experiencing homelessness and services for students with disabilities.

The Homeless Education Liaisons and other appropriate staff shall participate in required professional development and other technical assistance activities to assist them in identifying and meeting the needs of students experiencing homelessness and to provide training on the definitions of terms related to homelessness.



## MEMORANDUM

**To:** Board of Directors

**From:** Michelle Yezbick, School Director

**Subject:** Instructional Staff Report

**Date:** September 19, 2024

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*Instructional Staff Report prompt for this month was: We would love to hear your thoughts on our school community. Please share what you feel are the current strengths and/or challenges.*

### **Transitional Kindergarten/Kindergarten -Teresa Shippen**

Teresa will attend the meeting and give her report in person.

### **Transitional Kindergarten/Kindergarten -Adam Mankoski**

This year in TK/Kindergarten, there is a group of families who have thoroughly embraced the idea of community. I've received generous donations for shared snack and school projects; Parents have helped make our garden and outdoor spaces beautiful with both donations and sweat equity; and several families have stepped up as leaders in the SMPO. These families are our greatest strength.

### **1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> -Marlo Knox**

This report is written in order to share my thoughts on our school community. Specifically what I might feel are our current strengths and/or challenges. I appreciate the detail in the use of the word current. This is my eleventh year teaching at Sherwood. I could spend time talking about the past but the Board's interest is in the present. I will challenge myself to focus on this current school year, as new and fresh as it is.

Artificial Intelligence defines a school community as a group of people who work together to support a school's students and promote effective learning. Another definition from an online learning platform says a school community is a group of people with mutual interest in creating an environment that encourages learning. In these definitions lies the strengths and weaknesses of the Sherwood school community. Our strength is that there is a mutual interest in creating a special learning environment, something that you would not find simply attending your local school. We chose to be at Sherwood. The weakness is that we do not work together. The time it takes, the preparation required to work together is daunting.

The reality of life is that when we say yes to anything, we are saying no to other things. It's okay to say yes. For example, it is okay to say yes, Sherwood is going to focus on creating a strong school community by working together. That means we say no to something. It's okay to say no. For example, we say no to weekly staff meetings every Thursday. Instead one Thursday a month

what used to be a staff meeting becomes the SMPO meeting with the goal of working with our entire Sherwood community.

Thank you for seeking my opinion. My intention was to be helpful, honest, and creative.

**1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Lily Follrath**

Lily is going to pass on writing a board report this month as she is still getting to know our community and putting her energies into her new classroom.

**4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup>-Anne Adams**

Hi, Sherwood Board Members, and thank you for your question about our school community—which I assume we're defining as all students, all staff, and all families. Some strengths that I see across the board are individuality, ingenuity, and a widespread culture of joy and care. This year in particular feels like it has started with a renewed respect for Montessori practices and priorities.

One challenge that persists is attendance, and it's a biggie because we know that the best way to build positive habits and complete projects is by showing up every day. As a staff member who takes attendance each morning, I'm very conscious of this situation, and actively seeking to improve it.

Another area with room to grow is handcraft, which may seem frivolous, but "the work of the hand" is actually a vital component of a Montessori education. Right now, several Sherwood staff are working on ways to further integrate these skills into our classroom work, and possibly into recess and/or aftercare choices as well. We know humans' overall satisfaction is closely correlated to how many tangible things they can create and repair, so let's help the students of the Sherwood community have many skills at their fingertips!

**4<sup>th</sup> /5<sup>th</sup>/6<sup>th</sup> -Chris Wenger**

Chris is going to pass on writing a board report this month as he is still getting to know our community and putting his energies into his new classroom.

**7<sup>th</sup>/8<sup>th</sup>-Stacy Gertz**

The most positive things about Sherwood Montessori (to me) is the student- centered support system and the teacher support system.

I witness and partake in supporting our students on every level: academically, social/emotionally, and with mental health aspects. We are provided with excellent training opportunities to continue to support and grow as a community. Data has shown that our Middle School Team had growth academically last year. This is mainly because of the collaboration and support from our Learning Center team, behavioral teams, our administration and our teachers. We seem to share a genuine concern at all times for our students' best interests. Our new staff members appear to attain that same care.

As a teacher, I don't rest on my laurels. I am always seeking ways and curriculum to improve the inspiration of learning. I feel 100% supported. I feel seen and heard with my ideas. This ignites

my “why” (which is to empower young people, and change the trajectory of our current generation to become more self-sufficient) even more!

Some concerns I have about our school is our budget. I hear concerns coming from the helm that we could face challenges in the future. I know I am where I belong, and I have faith that we will endure because we are an authentic team of student-centered educators that strongly belong in this community!

Looking forward to an amazing year!!

#### **P.E.-Kevin**

I truly appreciate the supportive environment at Sherwood Montessori, where the focus on individualized learning allows students to thrive academically and personally. The strong sense of community among staff, students, and parents is a major asset, fostering collaboration and positive relationships. One challenge I’ve observed is ensuring we maintain sufficient resources to support both academic growth and emotional well-being, especially as our student body grows. That said, I’m confident that with continued teamwork, we can address these needs effectively.

#### **Learning Center-Leslie**

Sherwood Montessori has many strengths. To name a few, our school gives children a lot of choice, and nurtures what children are curious and passionate about. Students feel empowered and have a sense of independence from being self-directed learners. Enrichment is another great item at our school. It allows all children to receive education on topics that enrich their lives. This is often the favorite part of a Sherwood student’s week. The Endangered Species Faire allows for education about endangered species and provides a creative outlet for many students.

Sherwood Montessori is also very focused on meeting the needs of all students. Lessons are based on their current levels, and there are many student-centered teams that help with student behavior. Teachers feel supported by Michelle and get to meet with her several times a month to go over any questions or concerns they might have. I have really enjoyed being part of the Nor Cal ELC as well as the COST and Positive Discipline team.

We have a lot of people at this school that are dedicated to supporting the whole child. One challenge at Sherwood Montessori is getting teachers on the same page about things. Our staff meetings are sometimes divided with opinions due to differing, strong opinions. Michelle does a great job facilitating these meetings. To solve this, I don’t think it’s anything Michelle can do differently but perhaps some of the teachers realizing that we are all on the same team to support the students and we can tactfully talk about our differing opinions in a calm way instead of having these conversations be tense.





## MEMORANDUM

**To:** Board of Directors

**From:** Michelle Yezbick, School Director

**Subject:** School Director Report

**Date:** September 19, 2024

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### Administrative

- Current enrollment will be reported at the meeting.
- Back to School Night had great attendance from our new families and from families of younger students, more sparsely attended by our families of older students or families who have been with us longer.
- We were able to hire a 1:1, Hailey Powers, and we found a new Teacher's Aide/Extended Day After Care Aide, Devon Bly.
- The SMPO put together a Welcome Back Ice Cream Social and held their first meeting. The meeting was recorded and will be linked to the School Announcements for community members who were not able to attend in person. The SMPO is returning to a more formal structure with parents stepping up to take leadership roles.
- I participated with interviews for the Architect Selection for Phase V Facilities Master Plan Projects, which will include the work for Chapman and Sherwood.
- Our Behavioral Health Counselor, Gisel Montoya, earned her Wellness Coach Certification, a program through the California Department of Health Care Access and Information. The program was designed to address the growing mental wellness needs of California's youth.
- I have been attending meetings at the Butte County Office of Education to be a part of a consortium of schools benefiting from a grant that will support us to utilize the Statewide Multi-Payer Fee Schedule. Once up and operational, estimated to be in January, 2025, schools participating will be able to bill for services rendered at school. Services that would be eligible include counseling, speech and language services, school psychologist assessments, behavior interventions from qualified practitioners, behavioral health screening and skills training for qualified staff members.
- We have preliminary summative assessment data through our Parsec dashboard that shows our students, on average, exceeded a year's growth and made more gains towards standards in math and ELA as measured by CAASPP, the state's standardized test.

### Legislative

- I met with CUSD representative, Heather Sufuentes, about our upcoming charter renewal to be sure I understood the legal components of the charter document and the renewal process.

- Information about Measure C was shared at Back to School Night. Measure C is a proposed bond that will be on the ballot in November and will include funds for charter schools, including Sherwood, if passed by voters. No endorsement or direction for voters was given, only information.

### **Safety**

- Our Measure K proposal for security gates was approved by the Charter Schools Facilities Committee and the Chico Unified Board of Education.



**To:** Board of Directors  
**From:** Pat Casey, Business Manager  
**Subject:** **Agenda Item, Treasurer's Report**  
**Date:** September 19, 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 August 2024 reconciled with and matched those of the school's internal reports. The bank Ending Balance cash totaled \$ 613,440.51 as of August 31, 2024 for the checking account.
- The expenses in August were for the normal operating cost and school starting.

#### Profit & Loss

The August 2024 Profit & Loss report shows a Net Income of \$ -151,922, with added amounts of \$ 36,955 August LCF funds deposited in September 2024 along with \$4,157 for ELOP and \$ 854 for Prop 28 Art/Music. The actual Net Cash for August 2024 is \$ -109,956.

#### 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**  
July through August 2024

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	<u>Jul - Aug 24</u>
Ordinary Income/Expense	
Income	
8000-Revenues	<u>76,022</u>
Total Income	<u>76,022</u>
Gross Profit	76,022
Expense	
1000 Certificated Salaries	58,490
2000 Classified Salaries	45,273
3000-Employee Benefits	40,954
4000-Books and Supplies	6,415
5000 Services/Other Op. Exp.	<u>76,811</u>
Total Expense	<u>227,944</u>
Net Ordinary Income	<u>-151,922</u>
Net Income	<u><u>-151,922</u></u>

11:07 AM

09/18/24

Accrual Basis

**Sherwood Montessori**  
**Board of Directors - Vendor Payments Report**  
**August 2024**

Type	Date	Num	Name	Memo	Account	Amount
Check	08/01/2024	ACH	Macquarie Equipment Capital...	Kyocera Copier Lease 2024 A...	Copier Lease	223.00
Check	08/02/2024	9876	Barney James Kerr	HOURS 16 X \$18.00=288 +6X ...	Contracted Service	486.00
Check	08/02/2024	EFT	Comcast 4454	SERVICE - 2024 AUGUST	Internet Service Provider	472.09
Check	08/05/2024	DBT	Amazon.com	PEN REFILLS	Office Supplies	28.83
Check	08/05/2024	9877	PARK AVE PEST CONTROL	SERVICE 2024 JULY	Pest Control	85.00
Check	08/05/2024	DBT	Home Depot	TRASH BAGS - CLEANUP	Facilities	27.03
Check	08/06/2024	DBT	Amazon.com	HARD COVER JOURNALS	Instructional Supplies	56.25
Check	08/08/2024	9879	City of Chico - sewer	JULY SERVICE 2024 BILLING	Sewer	28.87
Check	08/08/2024	EFT	Michelle Yezbick	FOLLRATH AIRBN-B 1 NIGHT...	5200-Travel and Conferences	189.18
Check	08/08/2024	EFT	California Water Service Com...	SERVICE 2024 JULY	Water	32.44
Check	08/08/2024	DBT	Lowe's	MARIGOLDS	Facilities	56.85
Check	08/12/2024	DBT	Amazon.com	LIGHTS,CALENDAR,POP STI...	Instructional Supplies	55.16
Check	08/12/2024	DBT	Amazon.com	BEANBAGS,BALL,HOOPS	Instructional Supplies	350.14
Check	08/12/2024	DBT	Amazon.com	EQUIPMENT CART,HOOPE H...	Instructional Supplies	250.82
Check	08/13/2024	7645	Forrest Ensworth	CLEANUP-HAUL	Contracted Service	300.00
Check	08/13/2024	DBT	Amazon.com	DODGE BALLS,BOOK BAG	Instructional Supplies	216.49
Check	08/13/2024	DBT	USPS	BAKER CITY OR	Postage	159.20
Check	08/13/2024	DBT	Office Depot	BATTERIES	Office Supplies	8.29
Check	08/13/2024	DBT	Office Depot	STAMPS	Postage	146.68
Check	08/13/2024	DBT	Home Depot	PLANTS	Facilities	10.78
Check	08/13/2024	DBT	Office Depot	PENCILS-ENVELOPES	Office Supplies	81.66
Check	08/13/2024	DBT	LA COCINA	ALL STAFF MEETING	Food - Meetings	335.81
Check	08/14/2024	DBT	Amazon.com	SCHOOL SUPPLY PAPER	Instructional Supplies	33.24
Check	08/14/2024	DBT	Amazon.com	STOOLS,ART,HOOKS,STOR...	Instructional Supplies	501.55
Check	08/14/2024	ACH	COSTCO VISA CARD	THRU 15TH PURCHASES 20...	SHERWOOD COSTCO VISA	2,520.65
Check	08/14/2024	DBT	CharterSAFE	BILLED PREMIUM - LIABILIT...	5400-Liability Insurance	2,653.00
Check	08/14/2024	DBT	CharterSAFE	BILLED PREMIUM - LIABILIT...	3601-Workers Comp	1,352.00
Check	08/14/2024	DBT	eBay	NEEDLE FELTING TOOL	Instructional Supplies	21.54
Check	08/14/2024	DBT	THE PLANT BARN	PLANTS	Facilities	53.71
Check	08/14/2024	DBT	Teachers Pay Teachers	SOCIAL EMOTIONAL LESSO...	Instructional Supplies	75.00
Check	08/14/2024	DBT	UPGRADED LIVING MAGAZ...	AD IN UPGRADED LIVING M...	Advertising	200.00
Check	08/15/2024	DBT	Amazon.com	LIGHTS	Instructional Supplies	51.90
Check	08/17/2024	DBT	Amazon.com	SENTENCE STRIPS	Instructional Supplies	15.14
Check	08/19/2024	DBT	Amazon.com	DRY ERASE LABELS MAGNE...	Instructional Supplies	36.79
Check	08/19/2024	dbt	Costco	SNACKS	Food (Instructional)	720.82
Check	08/19/2024	DBT	Amazon.com	COUNSELING BOOKS, TOYS	Office Supplies	209.45
Check	08/19/2024	DBT	Amazon.com	RUG	Office Supplies	83.34
Check	08/19/2024	DBT	Amazon.com	BATHROOM PASS-SINK STR...	Office Supplies	27.76
Check	08/19/2024	DBT	FoodMaxx	KINDERGARTEN MEET & GR...	Office Supplies	48.07
Check	08/19/2024	DBT	Wufoo	SERVICE - 2024 AUGUST	Online List Management	19.00
Check	08/20/2024	DBT	Amazon.com	TURTLE FOOD	Instructional Supplies	16.01
Check	08/20/2024	DBT	Target	SCHOOL SUPPLIES	Instructional Supplies	158.33
Check	08/20/2024	DBT	eBay	PENCIL SHARPENER-BLADES	Instructional Supplies	32.46
Check	08/21/2024	9880	Comcast Ethernet	SERVICE - 2024 JULY	Ethernet - Fiberoptic	896.02
Check	08/21/2024	9881	Hernandez Cleaning Service	SERVICE 2024 JULY	Housekeeping Services	1,800.00
Check	08/21/2024	9882	PARK AVE PEST CONTROL	SERVICE 2024 AUGUST	Pest Control	85.00
Check	08/21/2024	9883	ParentSquare	2024-25 Subscription	Contracted Service	3,025.00
Check	08/21/2024	9884	North State Parent Magazine	DIRECTORY	Advertising	275.00
Check	08/21/2024	9885	Hernandez Cleaning Service	SERVICE 2024 JULY - PAINTI...	Housekeeping Services	2,000.00
Check	08/21/2024	9885	Hernandez Cleaning Service	JULY	Maintenance Supplies	582.31
Check	08/21/2024	EFT	PG & E	SERVICE 2024 JULY	Electricity	1,187.68
Check	08/21/2024	EFT	Comcast Business 9110	SERVICE - 2024 AUGUST	Telephone, Landline	188.65
Check	08/21/2024	EFT	Waste Management	SERVICE - 2024 JULY	Trash/Recycling	6.65
Check	08/21/2024	DBT	Walmart	SAUCER CHAIR	Instructional Supplies	39.43
Check	08/22/2024	DBT	Amazon.com	CORK BOARD	Instructional Supplies	58.25
Check	08/22/2024	9887	Chico Country Day	NURSE CONTRACT 24-25 IN...	Contracted Service	1,647.77
Check	08/22/2024	9888	Stacy .Gertz	SUPPLIES	Instructional Supplies	152.53
Check	08/22/2024	9889	Voltage Specialist	Annual fire alarm monitoring S...	Contracted Service	400.00
Check	08/22/2024	EFT	Heather Fisher	SUPPLIES	Food (Instructional)	33.73
Check	08/23/2024	DBT	Amazon.com	MONTHLY FEE	Instructional Supplies	16.23
Check	08/23/2024	DBT	Teachers Pay Teachers	CLASSROOM OBSERVATIO...	Instructional Supplies	6.00
Check	08/24/2024	DBT	USPS	MAILINGS	Postage	53.72
Check	08/26/2024	DBT	Amazon.com	STEP STOOL FOR KIDS	Instructional Supplies	37.78
Check	08/26/2024	DBT	Amazon.com	DRY ERASE	Office Supplies	30.19
Check	08/26/2024	DBT	Amazon.com	INDEX CARDS	Office Supplies	9.19
Check	08/26/2024	DBT	Amazon.com	CRAFT STICKS	Instructional Supplies	8.65
Check	08/26/2024	DBT	Amazon.com	TAPE,POST-ITS,BATTERIES	Office Supplies	77.50
Check	08/26/2024	9890	BCOE	TK PROFESSIONAL DEVELO...	Contracted Service	45.00
Check	08/27/2024	7646	Yasmeen Sardi	LIVESCAN	LiveScan and TB Test Services	59.00
Check	08/27/2024	7647	Madison Mason	LIVESCAN	LiveScan and TB Test Services	68.00
Check	08/27/2024	7648	Chris Wenger	LIVESCAN	LiveScan and TB Test Services	68.00
Check	08/27/2024	7649	Tammy Reiker	RETURN SUMMER FEES	Billed Services	300.00
Check	08/27/2024	DBT	Amazon.com	DRY ERASE	Office Supplies	12.78
Check	08/27/2024	DBT	Amazon.com	RESOLUTION MAT	Instructional Supplies	47.63

Type	Date	Num	Name	Memo	Account	Amount
Check	08/27/2024	DBT	Amazon.com	BOOKS	Instructional Supplies	82.16
Check	08/27/2024	DBT	ZOOM	ZOOM MEETINGS 2024/25	ONLINE MEETING PROVIDER	157.40
Check	08/28/2024	DBT	Amazon.com	PENCILS,ERASERS,PRISMA...	Instructional Supplies	120.23
Check	08/28/2024	DBT	Amazon.com	PENCIL SHARPENER	Instructional Supplies	14.06
Check	08/28/2024	DBT	Amazon.com	GRIDPAPER NOTEBOOKS	Instructional Supplies	36.78
Check	08/28/2024	DBT	SP ARMOR CLASS	NR	Instructional Supplies	8.40
Check	08/28/2024	DBT	Grocery Outlet	GREETING CARDS	Office Supplies	71.11
Check	08/28/2024	DBT	SP ARMOR CLASS	NR	Instructional Supplies	13.30
Check	08/29/2024	DBT	Amazon.com	COUNSELING BOOKS	Instructional Supplies	19.47
Check	08/29/2024	DBT	Amazon.com	PE SOCCER CONES	Instructional Supplies	20.56
Check	08/29/2024	9892	Royal Aire Inc.	AC MAINTENANCE TUNE-UP...	Contracted Service	605.00
Check	08/29/2024	DBT	PRO AGGREGATE	RECESS PE	LCAP	131.51
Check	08/30/2024	DBT	Amazon.com	SOAP,FILE FOLDERS	Office Supplies	34.46
Check	08/30/2024	DBT	Amazon.com	BATTERIES	Office Supplies	18.07
Check	08/30/2024	DBT	Amazon.com	LABEL TAPES	Office Supplies	24.05
Check	08/30/2024	DBT	PBIS Apps	PBIS APPS - SWIS annual lice...	Software Licensing	400.00
Check	08/30/2024	DBT	Amazon.com	SENTENCE STRIPS	Instructional Supplies	5.83
Check	08/30/2024	DBT	Amazon.com	FIRST AID KIT	Office Supplies	22.28
Bill	08/31/2024	2024/2...	Pat Casey	CONTRACT SERVICE 2024-2...	Business Manager Services	5,000.00
TOTAL						32,432.69



## **MEMORANDUM**

**To:** Board of Directors

**From:** Michelle Yezbick, School Director

**Subject:** Board Process with Complaints

**Date:** September 19, 2024

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### **SUMMARY**

The Board will be reviewing its process with complaints.

### **DISCUSSION**

Last school year, the Board approved changes to the Parent Complaint Policy and revisions to the Family Handbook, and adopted a Uniform Complaint Policy. The attached materials include other documents where complaint procedures are described.

### **ACTION REQUESTED**

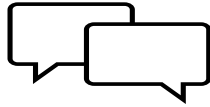
Discuss board involvement with complaints.

Attachments: Resolving Conflicts at Sherwood Montessori, Relevant excerpts from the Family Handbook, Uniform Complaint Policy and Procedures, Parent Complaint Policy, Excerpts from the Charter



## Resolving Conflicts at Sherwood Montessori

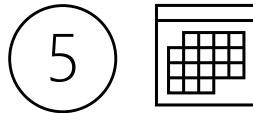
**Step 1:** Within 24-48 hours, address the problem with the person with whom you are in conflict. This can be in a meeting, or a request for a meeting (via email, by phone or written note)



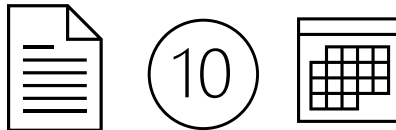
**Step 2:** If, after meeting with the individual, the conflict is unresolved, you may request formal paperwork to file a complaint from the office.



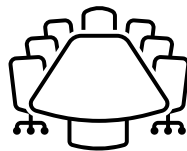
**Step 3:** The Director will meet with the complainant within 5 working days.



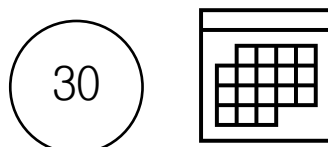
**Step 4:** The Director will respond in writing after the meeting within 10 working days.



**Step 5:** If the complainant is unsatisfied with the response, they can submit their complaint to the Board Chair.



**Step 6:** The Board will respond to the complainant within 30 days.





## Excerpts from the Family Handbook

### Grievances

Differences and disagreements are a part of life and Sherwood Montessori recognizes the need for healthy communication and a positive and proactive way to handle grievances that is aligned with our Mission Statement.

If parent(s) have a complaint, we ask that parent(s) report their concerns directly to the school personnel concerned, and discuss these concerns in a private meeting, preferably within 24 to 48 hours. The School Director shall be made aware of these concerns by the parents and/or individual if they are unresolved. If, in discussion with the School Director, the parent wishes to file a formal written grievance, proper paperwork will be provided. The Director will meet with those filing within five working days to review the complaint. The Director will work with the parent or guardian, student, teacher, aides, or other employees whose participation is relevant in order to resolve the concern. The Director will provide a written response within 10 working days of the meeting. If the parent or guardian is not satisfied with the outcome or decision by the Director regarding the complaint, they have the right to file a written appeal with the Director within five days of receiving the response. The Board of Directors will serve as an appeals body if a complaint is not resolved. The Board will respond within 30 days of receiving the appeal. If a parent has a complaint with the Director of the school, a letter would be sent to the Board of Directors for the administrative remedy to be followed.

The Board prohibits retaliation against complainants. The Board of Directors will not investigate anonymous complaints unless it so desires. The steps above outline the process for filing a complaint and parents are expected to exhaust all the steps in this administrative remedy before pursuing other action.

### Uniform Complaint Procedures Policy (UCP)

Every county office of education, school district, and charter school governing board are required to have established local complaint policies that describe procedures to be followed to resolve complaints. Federal and state laws and regulations specify which programs and activities lie within the UCP scope. These are described in the Uniform Complaint Policy and Procedures, available in the office and on the school website. These complaint procedures are to give a structure to addressing issues of non-compliance for required programs and for issues of harassment, intimidation or bullying. Whether you use a formal or informal procedure to have concerns addressed, please do communicate with us about matters that could negatively impact our community and/or our kids. We want to solve problems; we need to know about them to do so. If something is making you uncomfortable, please don't sit in that discomfort alone or hesitate to bring the concern to your child's teacher or the School Director.



## **UNIFORM COMPLAINT POLICY AND PROCEDURES**

### **Scope**

Sherwood Montessori (the “Charter School”) policy is to comply with applicable federal and state laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity; and
- (2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: Adult Education Programs, After School Education and Safety Programs, Agricultural Vocational Education Programs, American Indian Education Centers and Early Child Education Program Assessments, Consolidated Categorical Aid Programs, Career Technical and Technical Education and Career Technical and Technical Training Programs, Child Care and Development Programs, Child Nutrition Programs, Foster and Homeless Youth Services, Migrant Education Programs, No Child Left Behind Act (2001) Programs (Titles I-VII), including improving academic achievement, compensatory education, limited English proficiency, and migrant education, Regional Occupational Centers and Programs, Special Education Programs, State Preschool, and Tobacco-Use Prevention Education.
- (3) A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
  - a. “Educational activity” means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
  - b. “Pupil fee” means a fee, deposit or other charge imposed on pupils, or a pupil’s parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which require educational activities to be

provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:

- i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
  - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
  - iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
- c. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.
- d. If the Charter School finds merit in a pupil fees complaint the Charter School shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the Charter School to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
- e. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.

(4) Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.

(5) Complaints of noncompliance with the requirements of Education Code Section 222 regarding the rights of lactating pupils on a school campus. If the Charter School finds merit in a complaint, or if the Director finds merit in an appeal, the Charter School shall provide a remedy to the affected pupil.

The Charter School acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects [to the greatest extent reasonably possible] the confidentiality of the parties and the integrity of the process. The Charter School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, the Charter School will attempt to do so as appropriate. The Charter School may find it necessary to disclose information regarding the

complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Director or designee on a case-by-case basis.

The Charter School prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

#### Compliance Officers

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure the Charter School's compliance with law:

Michelle Yezbick  
Director  
1010 Cleveland Ave.  
Chico, CA 95929  
530-345-6600

The Director or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Director or designee.

Should a complaint be filed against the Director, the compliance officer for that case shall be the Chair of the Charter School Board of Directors.

#### Notifications

The Director or designee shall annually provide written notification of the Charter School's uniform complaint procedures to employees, students, parents and/or guardians, advisory committees, private school officials and other interested parties (e.g., Adult Education).

The annual notice shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the Education Code if fifteen (15) percent or more of the pupils enrolled in the Charter School speak a single primary language other than English.

The Director or designee shall make available copies of the Charter School's uniform complaint procedures free of charge.

The annual notice shall include the following:

- (a) A statement that the Charter School is primarily responsible for compliance with federal and state laws and regulations.
- (b) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- (c) A statement identifying the responsible staff member, position, or unit designated to receive complaints.
- (d) A statement that the complainant has a right to appeal the Charter School's decision to the CDE by filing a written appeal within 15 days of receiving the Charter School's decision.
- (e) A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code § 262.3.
- (f) A statement that copies of the local educational agency complaint procedures shall be available free of charge.

### Procedures

The following procedures shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

#### ● Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the Charter School.

A complaint alleging unlawful discrimination, harassment, intimidation or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.

Pupil fee complaints shall be filed not later than one (1) year from the date the alleged violation occurred.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the Charter School staff shall assist him/her in the filing of the complaint.

- Step 2: Mediation

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

- Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The Charter School's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a

finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

- Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the Charter School's investigation and decision, as described in Step #5 below, within sixty (60) days of the Charter School's receipt of the complaint.

- Step 5: Final Written Decision

The Charter School's decision shall be in writing and sent to the complainant. The Charter School's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal the Charter School's decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.
7. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of the Charter School's expectations. The report shall not give any further information as to the nature of the disciplinary action.

## Appeals to the California Department of Education

If dissatisfied with the Charter School's decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving the Charter School's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the Charter School's decision.

Upon notification by the CDE that the complainant has appealed the Charter School's decision, the Director or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by the Charter School, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the Charter School's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which the Charter School has not taken action within sixty (60) days of the date the complaint was filed with the Charter School.

## Civil Law Remedies

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.





## UNIFORM COMPLAINT PROCEDURE FORM

Last Name: \_\_\_\_\_ First Name/MI: \_\_\_\_\_

Student Name (if applicable): \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address/Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

School/Office of Alleged Violation: \_\_\_\_\_

**For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Adult Education               | <input type="checkbox"/> After School Education and Safety | <input type="checkbox"/> Agricultural Vocational Education |
| <input type="checkbox"/> American Indian Education     | <input type="checkbox"/> Consolidated Categorical Aid      | <input type="checkbox"/> Career/Technical Education        |
| <input type="checkbox"/> Child Development Programs    | <input type="checkbox"/> Child Nutrition                   | <input type="checkbox"/> Foster/Homeless Youth             |
| <input type="checkbox"/> Migrant Education             | <input type="checkbox"/> No Child Left Behind Programs     | <input type="checkbox"/> Regional Occupational Programs    |
| <input type="checkbox"/> Special Education             | <input type="checkbox"/> State Preschool                   | <input type="checkbox"/> Tobacco-Use Prevention Education  |
| <input type="checkbox"/> Pupil Fees                    |  | <input type="checkbox"/> Lactating Pupils                  |
| <input type="checkbox"/> Local Control Funding Formula |  |  |

**For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable.**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Age                             | <input type="checkbox"/> Race or Ethnicity                          | <input type="checkbox"/> Sex (Actual or Perceived)  |
| <input type="checkbox"/> Ancestry                        | <input type="checkbox"/> Gender/Gender Expression / Gender Identity | <input type="checkbox"/> Sexual Orientation (Actual or Perceived)   |
| <input type="checkbox"/> Color                           | <input type="checkbox"/> Genetic Information                        | Based on association with a person or group with one or more of these actual or perceived characteristics |
| <input type="checkbox"/> Disability (Mental or physical) | <input type="checkbox"/> National Origin                            |   |
| <input type="checkbox"/> Ethnic Group Identification     | <input type="checkbox"/> Religion                                   |   |

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

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Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

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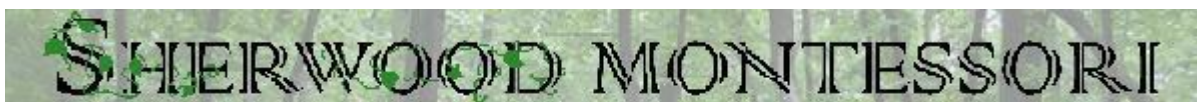
2. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents. ☐ Yes ☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail complaint and any relevant documents to:

Michelle Yezbick  
Director  
1010 Cleveland Ave.  
Chico, CA 95928  
530-345-6600



## **Parent Complaint Policy**

Differences and disagreements are a part of life and Sherwood Montessori recognizes the need for healthy communication and a positive and proactive way to handle grievances that is aligned with our Mission Statement.

If parent(s) have a complaint, we ask that parent(s) report their concerns directly to the school personnel concerned, and discuss these concerns in a private meeting, preferably within 24 to 48 hours. The School Director shall be made aware of these concerns by the parents and/or individual if they are unresolved. If, in discussion with the School Director, the parent wishes to file a formal grievance, proper paperwork will be provided. The paperwork will become part of the permanent records of the school and will outline the issue and includes an appropriate timeline. The Director will meet with those filing within five working days to review the complaint. The Director will work with the parent or guardian, student, teacher, aides, or other employees whose participation is relevant in order to resolve the concern. The Director will provide a written response within 10 working days of the meeting. If the parent or guardian is not satisfied with the outcome or decision by the Director regarding the complaint, they have the right to file a written appeal with the Director within five days of receiving the response. The Board of Directors will serve as an appeals body if a complaint is not resolved. The Board will respond within 30 days of receiving the appeal. If a parent has a complaint with the Director of the school, a letter would be sent to the Board of Directors for the administrative remedy to be followed.

The Board prohibits retaliation against complainants. The Board of Directors will not investigate anonymous complaints unless it so desires. The steps above outline the process for filing a complaint and parents are expected to exhaust all the steps in this administrative remedy before pursuing other action.

## **PARENT'S PLEDGE**

In an effort to protect your child and ensure their development in a positive way, the parents must respect the following pledge. This pledge seeks to remind us of the appropriate channels and ways to communicate with children, staff and parents in accordance with our complaint policy.

- We will strive to demonstrate our support for Sherwood Montessori in the way that we communicate with our children, the staff of the school and other parents. We will not be

discourteous to, threaten or use inappropriate language or actions towards any child, teacher, administrator, parents, guardian or any person acting on behalf of the school—either on or near school property, or when attending school-related functions.

- We will not approach any child, other than our own to obtain confirmation, clarification or “their view” on school-related issues, disputes or disagreements between children at school. Such matters or concerns must be brought to the Teacher or School Director’s attention.
- We will take any question or suggestions to the Teacher or School Director directly. We understand that gossiping and complaining among parents is destructive and counter productive, and not in the best interest of our child’s experience and education at our school.

### **PARENTS’ RIGHTS**

1. Parents or guardians have the right to observe their child’s classroom. Visits during school hours will first be arranged with the teacher, at least three days in advance, and after the first six to eight weeks of school. The Lead Teacher will strive to accommodate the schedule of the parent. The parent will also respect that there is a flow to the daily routine that is unique to each classroom and there are times that are not appropriate as it would be disruptive to the students’ learning. In the classroom, the observing parents should not interact with the children as this can be disruptive to the learning.
2. Parents or guardians have the right to file a complaint.
3. Parents or guardians have the right to review approved policies at the school site.
4. The law prohibits discrimination or retaliation against any child or parent or guardian should the parent or guardian choose to exercise his or her right to observe a classroom or file a grievance.
5. The law requires that parents or guardians be informed of their rights (see numbers 1,2, & 3 above).
6. The School Director, in the interest of safety for the children and staff, may deny access to a parent, guardian or adult if:
  - a. The adult is behaving in a way that poses a risk to children in the facility;
  - b. The adult is a non-custodial parent and the custodial parent has requested the facility in writing not to permit access to the non-custodial parent.

### **MISSION STATEMENT**

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 will be 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 goalsetting 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



## **MEMORANDUM**

**To:** Board of Directors

**From:** Michelle Yezbick, School Director

**Subject:** Election of Officers

**Date:** September 19, 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:** September 19, 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>	<b>Charter: Section 6.0 Health &amp; Safety Procedures requires a Safety Committee &amp; Safety Plan</b> 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
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