



REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: Sherwood Montessori Room Middle School Math Classroom
746 Moss Avenue, Chico, California
Date/Time: Wednesday, August 8, 2012 – 5:00 p.m.

AGENDA

1. CALL TO ORDER

1.1 Roll Call Jill Bailey, Robyn Faraone, David Kuperman, Stephen Lucas, Corin Meester, Russell Shapiro, and Erwin Williams

CLOSED SESSION The Board will meet in closed session to perform the annual review of the School Director. Any actions will be reported in Open Session.

2. CONSENT AGENDA

2.1 Approval of Minutes: February 6, March 1, March 8, April 4, April 23, May 2, June 6.

3. REPORTS AND COMMUNICATION

3.1 Report on Actions taken during Closed Session

3.2 Director's Report

3.3 Chair's-Treasurer's Report

4. REGULAR BUSINESS

4.1 Request to Change Calendar

Upon review of the 2011-2012 school year, the school director requests several minor changes to the academic calendar. **ACTION REQUESTED:** Approval by the Board.

4.2 Discussion of Drama Program

Lisa Schmidt and Kristina Besnard will initiate a discussion on the future of an external drama program at Sherwood. **ACTION REQUESTED:** Discussion only.

4.3 Changes to Copier Lease

The school currently leases a copier from Advanced Documents that is more powerful than we need and far too costly. Inland Business Systems can lease us a copier that will cost significantly less. **ACTION REQUESTED:** Contract approval by the Board.

4.4 Changes to Bylaws

Changes are requested to best suit the mission of the school. **ACTION REQUESTED:** Approval by the Board.

4.5 Election of New Officers

Each year, the Board of Directors vote for new officers: Chair, Vice-Chair, Treasurer, and Secretary. **ACTION REQUESTED:** Approval by the Board.

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



5. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

6. FUTURE AGENDA ITEMS

7. ADJOURNMENT (Est. 7:30 p.m.)

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.

Director's Report

For the Board of Directors of Sherwood Montessori

August Meeting 8/08/2012

Community/Events

- In June, the upper grades performed *Snow White* under Lisa Schmidt's direction with two performances at the Women's Club.
- The 6th graders enjoyed an all-day field trip to Sacramento.
- The Variety Show and Graduation were both well-attended, enjoyable events.
- Summer Camp has been well-attended and has given Chico parents a unique opportunity to have a program that does not require commitment to a pre-set schedule. Many kids and families from other schools attended the camp, giving community members a chance to have a Sherwood experience that might otherwise not.

Financial/Business

- The California Legislature has voted to move our advanced apportionment to January. They have also voted to cut our funding by about \$400 per student in preparation for the Governor's tax initiative failing.
- We are currently \$81,000 in debt and waiting for our August apportionment to get out of debt.
- A focus for this year will be to identify a solution to our facilities needs that will accommodate the slow, steady growth that was identified as a goal by the Growth Committee and is important to the financial stability of the school.

Staffing/Personnel

- The Hiring Committee chose Megan Sathrum for the half time middle school position. Megan has experience working in Montessori classrooms and holds a Multiple Subjects Teaching Credential with a supplementary endorsement for teaching math.
- Laurie Teague has been hired to fill the half time School-Based Intervention Team (SBIT) Coordinator. Laurie has a Multiple Subjects Teaching Credential with supplementary endorsements to teach English and physical education and an Educational Specialist Credential with and Autism Authorization Certificate. Laurie has been teaching at CORE Butte Charter School in Chico for the past five years.

Curriculum/Instruction

- We should receive results from our STAR testing on or around August 22. The embargo to the public will be lifted on August 31, after which we can mail results home.



August 8, 2012
Chair-Treasurer's Report

From the Chair

Welcome back to the new school year! This year promises to be an exciting one because, for me, it seems like we have used the first two years wisely to establish a strong foundation. I am pleased with the new developments in Middle School and the new talent on the Board. My vision for this year is to firm up solid plans for a location that best fits our mission and growth model, the establishment of a strong Erdkinder program to set us apart from other Middle School options in Chico and to be a model for other schools, to continue to work with Michelle to strengthen our academic program and special education services.

There is not much news to report from the summer from the Chair. There is some pending legislation that could impact charter schools, but we will wait to see what happens in Sacramento. We formalized our MOU with Chico Unified for the next five years. It was nice to have a quiet summer as Chair...

From the Treasurer

Summer was not so quiet for the Treasurer. In fact, it was downright disharmonious, atonal, and unmelodic. When last we met, the Board had approved a Budget for the 2012-2013 school year that we felt met our programmatic goals. Based on the budget, we would end with a deficit of approximately \$3,500. We also anticipated over \$100,000 in cash reserves as well as our \$50,000 line of credit. However, there was significant miscommunication between our Business Management service and Michelle, and cash flow went into the negative in June. This was handled by the Board approving an emergency loan of \$25,000. We also re-negotiated our line of credit up to \$75,000. We were able to make June payroll. However, the anticipated \$86,000 in July funding ended up being about \$4,000. This was due to shenanigans at the state level. It took several weeks for the state to admit their mistake—shorting us \$50,000—and we survived by extending our outstanding loans.

Where does this leave us? Again, our budget is sound as approved. There have been some shifts and the Budget committee will work on redrafting the budget to incorporate changes. We took a major hit by the state shifting funds from July into June (and then not changing our cash flow analysis) so our cash reserves are lowered by approximately \$50,000. The most recent budget analysis (provided) shows us making it through until May 2013 and paying off our short term borrowing. We will be able to borrow for June and pay the loan off by August. Summary: It will be tight, but we can make it, and our reserves are very low but within legal requirements.

That was the report to be provided as of Wednesday of last week. Thursday the state pulled the most vicious fiscal act yet. All schools must submit an approved budget by May for the upcoming fiscal year. The state told us to use current funding levels to create our budget but prepare for major cuts if the Governor's tax initiative doesn't pass. That is the model in the budget provided in this report. Although state law dictates a payment schedule, each year, the legislature "approves" deferring funds farther and farther into the year and even into the next fiscal year. Last Thursday's release specified a new schedule where the state will assume failure of the tax initiative. Therefore, they will not pay us our full amount; the shortfall is over \$400 per student. If the voters approve the initiative, we will get some of the money in February. But



wait—on top of this hit, they are deferring *even more* money into the next fiscal year. The equations are complex and I do not have an accurate schedule prepared. My preliminary calculations are dreadful to despairing. Remember, our budget is sound, but our cash flow will not be. Even if the tax initiative passes, we may have to borrow up to \$300,000 to make up for deferrals. According to BCOE, the state is not allowing new requests for deferral exemptions (those were due with our budget submission in May!). I wish I knew more right now, but no one I have spoken with seems to know exactly what is going on. Welcome to school finances. Please take Michelle's Annie B's letter to heart. The state is killing education through starvation, plain and simple. The Board will have to follow this very closely to ensure we can survive the school year and it may involve high interest loans.

Russell Shapiro
Board Chair and interim Treasurer

SHERWOOD MONTESSORI

PROPOSAL FOR AGENDA ITEM AT BOARD OF DIRECTORS' MEETING

PROPOSED AGENDA ITEM: Change to Adopted School Calendar: Conference Dates

PREPARER / PRESENTER: Michelle Yezbick

CONSIDERED FOR: ☐ Consent ☐ Information Only ☒ Discussion / Action

Approved for Board Meeting on 8/8/2012

Background Information:

Teachers gave Michelle feedback that the current practice of having a no student day to complete conferences was not optimal. They feel exhausted after completing the day, and still don't have enough time to meet with all the parents. Instead of having a no student day in the fall and one in the spring to complete conferences, we could have a week of early release days where students are dismissed at 2:00 p.m. and teachers can spread their conferences out over the week.

Implications to Educational Program:

Teachers who are well-rested and whose needs are acknowledged and met do better work to educate our kids.

Fiscal Implications:

The school would not lose ADA for those two days. This would save the school approximately \$8500.

Additional Information:

SHERWOOD MONTESSORI

PROPOSAL FOR AGENDA ITEM AT BOARD OF DIRECTORS' MEETING

PROPOSED AGENDA ITEM: Ideas for keeping drama program at Sherwood: Budget and Rationale

PREPARER / PRESENTER: Lisa Schmidt and Kristina Besnard [bracket edits by R. Shapiro]

CONSIDERED FOR: ☐ Consent ☒ Information Only ☐ Discussion / Action

Approved for Board Meeting on _8_ / _8_ / _12_

Background Information: Lisa will not be running the drama program for the 2012-13 school year due to lack of funding and [the expiration of the PCSGP grant]. Lisa will present ideas for modifying her program and raising money using other fundraisers for 4th-8th grade and a possible after-school drama club for 1st-3rd grade that is paid by parents.

Implications to Educational Program: Kristina will talk about the benefits of having creative arts in school and academic/social/behavioral effects.

Fiscal Implications: None provided (note that community or sponsor fundraisers rather than parent donations)

Additional Information:

SHERWOOD MONTESSORI

PROPOSAL FOR AGENDA ITEM AT BOARD OF DIRECTORS' MEETING

PROPOSED AGENDA ITEM: Change to Current Copier Lease Provider

PREPARER / PRESENTER: Michelle Yezbick and Dylam Heym, Inland Business Systems Representative

CONSIDERED FOR: ☐ Consent ☐ Information Only ☒ Discussion / Action

Approved for Board Meeting on 8/8/2012

Background Information:

The school currently leases a copier from Advanced Documents that is more powerful than we need and far too costly. Inland Business Systems can lease us a copier that will cost significantly less.

Implications to Educational Program:

None.

Fiscal Implications:

Our copier is currently costing over \$340/month; we could switch to a copier that would cost \$150/month.

Additional Information:

Our current agreement with Advanced Document is not a binding one, per Mr. Heym at Inland.

PROPOSAL FOR AGENDA ITEM AT BOARD OF DIRECTORS' MEETING

**BYLAWS
OF
Sherwood Montessori
A CALIFORNIA PUBLIC BENEFIT CORPORATION**

**ARTICLE 1
OFFICES**

SECTION 1. PRINCIPAL OFFICE

The principal office of the corporation for the transaction of its business is located in Butte County, California.

SECTION 2. CHANGE OF ADDRESS

The county of the corporation's principal office can be changed only by amendment of these Bylaws and not otherwise. The Board of Directors may, however, change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed an amendment of these Bylaws:

_____ Dated: _____

_____ Dated: _____

_____ Dated: _____

SECTION 3. OTHER OFFICES

The corporation may also have offices at such other places, within or without the State of California, where it is qualified to do business, as its business may require and as the Board of Directors may, from time to time, designate.

**ARTICLE 2
PURPOSES**

SECTION 1. PURPOSE AND OBJECTIVES

The purpose of the Sherwood Montessori is to provide Montessori education within the context of mutual respect and joy.

The primary objectives and purposes of this corporation shall be:

1. To serve our community by providing a rich and supportive educational environment for children based upon the philosophy of Maria Montessori, ~~which~~ that allows each child to reach his/her own potential academically, personally, and socially;
2. To provide high quality before and after school programs for our students;

3. To promote an active partnership between parents and teachers in the education of children;
4. To serve the educational community by providing learning opportunities in Montessori methods for teachers, parents and other adults.

ARTICLE 3 BOARD OF DIRECTORS

SECTION 1. NUMBER OF DIRECTORS

As a community school, the governance of the corporation will reflect both the interests of the parents of the students attending Sherwood Montessori and the greater community. The corporation shall have seven Board Members and collectively they shall be known as the Board of Directors. The number may be changed by amendment of this Bylaw, or by repeal of this Bylaw and adoption of a new Bylaw, as provided in these Bylaws.

SECTION 2. SELECTION

The Board of Directors will be selected in the following way:

1. An Elections Committee, appointed by the Board of Directors, will accept applications for potential candidates. The Elections Committee shall be made up of two current members of the Board of Directors with terms that extend beyond the current year and one member of the Sherwood Montessori Parent Organization (SMPO);
2. The Elections Committee shall review applications and present a slate of candidates for consideration to the SMPO at the ~~annual~~ meeting in ~~April~~ ~~May~~^[RSS1]. ~~Voting will be carried out by the SMPO in consultation with the Elections Committee.~~ Interim appointment shall be done in accordance with Article 4 Section 10 of these by-laws;
3. The top vote getter in the event of one seat being open or vote getters in the event of more than one seat being open shall win;
4. In the event of a tie, the deciding votes will be made by the Elections Committee.
5. ~~New Directors will be announced before the end of the school year and will assume duties at the July~~ ~~meeting~~^[RSS2].

SECTION 3. POWERS

This corporation is subject to the provisions of the California Nonprofit Public Benefit Corporation law and any limitations in the Articles of Incorporation and Bylaws relating to action required or permitted to be taken or approved by the Board of Directors of this corporation. The activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.

SECTION 4. DUTIES

It shall be the duty of the Board of Directors to:

1. Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation of this corporation, or by these Bylaws;
2. Register their addresses with the Secretary of the corporation and notices of meetings mailed to them at such addresses shall be valid notices thereof;

3. Appoint and remove officers of the corporation;
4. Employ, discharge and provide guidance to the Director of the school who shall be authorized to manage day to day operations of the corporation on behalf of the Board of Directors.

SECTION 5. TERMS OF OFFICE

Each member of the Board of Directors shall hold office for a term of three years, for a maximum of two terms (six years). Renewal of the three-year terms shall be done at the annual SMPO meeting for election of the Board of Directors as specified in these Bylaws, and until his or her successor is elected and qualifies[RSS3]. The initial term of office of the Board of Directors shall be three years with staggered terms of approximately one third of the Board of Directors to one, two, and three year terms. Upon expiration of those designated terms the term of each newly elected Board of Directors shall continue for three years.

SECTION 6. COMPENSATION

Directors shall serve without compensation. In addition, they shall be allowed reasonable reimbursement of expenses incurred in the performance of their regular duties as specified in Section 4 of this Article. Directors may not be compensated for rendering services to the corporation in any capacity unless such other compensation is reasonable and is allowable under the provisions of Section 6 of this Article[RSS4].

SECTION 7. RESTRICTION REGARDING INTERESTED DIRECTORS

Notwithstanding any other provision of these Bylaws, Not more than thirty three percent (33%) of the persons serving on the board may be interested persons. No board member shall be an interested person of the Director of the School or Lead Teacher. For purposes of this Section, "interested persons," means either:

1. Any person currently being compensated by the corporation for services rendered it within the previous twelve (12) months, whether as a full- or part-time officer or other employee, staff member, independent contractor, or otherwise or;
2. Any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of any such person.

Furthermore, no No board member shall be an interested person of the Director of the School or Lead Teacher[RSS5].

ARTICLE 4 MEETINGS

SECTION 1. MEETINGS

Meetings shall be held at the principal office of the corporation or as otherwise provided by the Board of Directors.

Any meeting, regular or special, may be held by conference telephone, electronic video screen communication, or other communications equipment. Participation in a meeting through use of conference telephone constitutes presence in person at that meeting so long as all Directors participating in the meeting are able to hear one another. Participation in a meeting through use of electronic video screen communication or other communications equipment (other than conference telephone) constitutes presence in person at that meeting if all of the following apply:

1. Each Director participating in the meeting can communicate with all of the other Directors concurrently;
2. Each Director is provided the means of participating in all matters before the board, including, without limitation, the capacity to propose, or to interpose an objection to, a specific action to be taken by the corporation;
3. The corporation adopts and implements some means of verifying: 1) that all persons participating in the meeting are Directors of the corporation or are otherwise entitled to participate in the meeting, and 2) that all actions of, or votes by, the board are taken and cast only by Directors and not by persons who are not Directors.

SECTION 2. REGULAR AND ANNUAL MEETINGS

Regular meetings of Board of Directors shall be held at least monthly on a day and time which is agreed upon by the Directors and/or may be changed by agreement of all the Directors. The Board of Directors shall conduct an annual meeting each ~~April~~ ~~June~~ ~~July~~ ^[RSS6]. ~~In addition to other items as necessary, the annual meeting will include the review of the School Director and final approval of the annual budget.~~

SECTION 3. SPECIAL MEETINGS

Special meetings of the Board of Directors may be called by the Chair of the board, or by the Director of the school. Such meetings shall be held at the place, within or without the State of California, designated by the person or persons calling the meeting, and in the absence of such designation, at the principal office of the corporation. The Board of Directors will not call a special meeting to discuss the salary, salary schedule, or compensation paid in the form of fringe benefits for the Director or the head of any of its departments.

SECTION 4. NOTICE OF MEETINGS

The Board of Directors shall meet in a public space at least monthly. The dates for the regular meetings shall be announced by the Secretary and posted no later than ~~June~~ ~~July~~ ~~31st~~ ^[RSS7] of each year. All meetings shall be open to the public. Written notice of general meetings shall be mailed or e-mailed to all members in advance. Written notice of Committee Meetings shall be mailed or e-mailed to committee members in advance.

SECTION 5. WAIVER OF NOTICE AND CONSENT TO HOLDING MEETINGS

The transactions of any meeting of the board, however called and noticed, or wherever held, are as valid as though the meeting had been duly held after proper call and notice, provided a quorum, as hereinafter defined, is present and provided that either before or after the meeting each Director not present signs a waiver of notice, a consent to holding the meeting, or an approval of the minutes thereof. All such waivers, consents, or approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

SECTION 6. QUORUM FOR MEETINGS

A quorum shall consist of a majority of Directors. Except as otherwise provided in these Bylaws, or in the Articles of Incorporation of this corporation, or by law, no business shall be considered by the board at any meeting at which a quorum, as hereinafter defined, is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn. However, a majority of the Directors present at such meeting may adjourn from time to time until the time fixed for the next regular meeting of the board.

When a meeting is adjourned for lack of a quorum, it shall not be necessary to give any notice of the time and place of the adjourned meeting, or of the business to be transacted at such meeting, other than by announcement at the meeting at which the adjournment is taken, except as provided in Section 10 of this Article.

The Directors present at a duly called and held meeting at which a quorum is initially present may continue to do business, notwithstanding the loss of a quorum at the meeting due to a withdrawal of Directors from the meeting, provided that any action thereafter taken must be approved by at least a majority of the required quorum for such meeting or such greater percentage as may be required by law, or the Articles of Incorporation or Bylaws of this corporation[RSS8].

SECTION 7. MAJORITY ACTION AS BOARD ACTION

Every act done or decision made by a majority of the Directors present at a meeting duly held at which a quorum is present[RSS9], is the act of the Board of Directors. This is always the case unless the Articles of Incorporation or Bylaws of this corporation, or provisions of the California Nonprofit Public Benefit Corporation Law, particularly those provisions relating to appointment of committees (Section 5212), approval of contracts or transactions in which a Director has a material financial interest (Section 5233) and indemnification of Directors (Section 5238e), require a greater percentage or different voting rules for approval of a matter by the board.

SECTION 8. CONDUCT OF MEETINGS

Meetings of the Board of Directors shall be presided over by: the Chair of the Board, or, if no such person has been so designated or, in his or her absence, by the Vice-Chair of the Board or, in the absence of each of these persons, by a Chair chosen by a majority of the Directors present at the meeting. The Secretary of the Board shall act as secretary of all meetings of the board, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the Meeting.

Meetings shall be governed by Robert's Rules of Order as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with these Bylaws, with the Articles of Incorporation of this corporation, or with provisions of law.

Meeting Procedures

All Sherwood Board of Directors meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and to other persons upon request.

The Chair of the Board shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

The Chair of the Board shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group shall be grounds for the chair to terminate the privilege of addressing the Board. The Board may remove disruptive individuals and order the room cleared if necessary; in this case, members of the media not participating in the disturbance shall be allowed to remain, and individual(s) not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

Quorum

A majority of the number of filled positions on the Board constitutes a quorum. (Education Code 5095, 35165) Unless otherwise provided by law, affirmative votes by a majority of all the membership of the Board are required to approve any action under consideration, regardless of the number of members present. (Education Code 35164)

Abstentions

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or provide other information as a condition of attending the meeting.

The Board need not allow the public to comment on any item that is scheduled for future Board discussion. The Board need not allow the public to speak on any item that has already been considered at a public meeting by a committee composed exclusively of Board members where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard it, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts or omissions. (Government Code 54954.3) In addition, the Board may not prohibit public criticism of school employees. However, when a member of the public initiates specific complaints or charges against an employee, the Chair of the Board shall inform the complainant that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee. (Government Code 54957)

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. Items on the Agenda

The Board shall give members of the public an opportunity to address the Board either before or during the Board's consideration of each item of business to be discussed at regular or special meetings. (Education Code 35145.5, Government Code 54954.3)

In case of numerous requests to address the same item, the Board may select representatives to speak on each side of the item. Each person who addresses the Board must be first recognized by the presiding officer and then give his/her name. Comments must be directed to the Board as a whole and not to individual members or district employees. Individual speakers will be allowed five (5) minutes to address the Board. Speakers will not be allowed to yield their time to other speakers.

2. Items from the Floor

At a time so designated on the agenda, members of the public may bring before the Board, at a regular meeting, matters that are not listed on the agenda. Items from the

floor will be heard for up to one (1) hour.

The Board shall not take action or enter into discussion or dialog on any matter that is not on the meeting agenda, except as allowed by law, however Board members may briefly respond to statements made or questions posed by the public on items not appearing on the agenda. A Board member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities regarding a topic posed by the public. (Government Code 54954.2)

The Board may refer such a matter to the Superintendent or designee or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board. (Education Code 35145.5, Government Code 54954.2) Speakers will identify themselves and will direct their comments to the Chair. Each speaker will be given five (5) minutes to present on a topic on a first-come, first-serve basis. In order to allow adequate time for multiple issues that could come before the Board, each general topic for public comment will be allowed three speakers. Once two speakers have shared similar viewpoints on a topic, the Chair will ask for a presentation by a differing viewpoint. If no other viewpoint is represented then a third speaker may present. After all general topics have been presented, the public comment will continue for the remainder of the hour allowing those wishing to address a previously raised issue an opportunity to speak. Speakers will not be allowed to yield their time to other speakers. The Chair of the Board may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the Chair may indicate the time and place when it should be presented.

Recording by the Public

The Chair of the Board or designee shall designate locations from which members of the public may broadcast, photograph or tape record open meetings without causing a distraction.

If the Board finds that noise, illumination or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

Legal Reference:

EDUCATION CODE

5095 Powers of remaining board members and new appointees

32210 Willful disturbance of public school or meeting a misdemeanor

35010 Prescription and enforcement of rules

35145.5 Agenda; public participation; regulations

35163 Official actions, minutes and journal

35164 Vote requirements

35165 Effect of vacancies upon majority and unanimous votes by seven member board

GOVERNMENT CODE

54953.5 Audio or video tape recording of proceedings

54953.6 Broadcasting of proceedings

54954.2 Agenda; posting; action on other matters

54954.3 Opportunity for public to address legislative body; regulations

54957 Closed sessions

54957.9 Disorderly conduct of general public during meeting; clearing of room

COURT DECISIONS

Baca v. Moreno Valley Unified School District, (C.D. Cal. 1996) 936 F.Supp. 719

ATTORNEY GENERAL OPINIONS

76 Ops.Cal.Atty.Gen. 281 (1993)

66 Ops.Cal.Atty.Gen. 336, 337 (1983)

63 Ops.Cal.Atty.Gen. 215 (1980)

61 Ops.Cal.Atty.Gen. 243, 253 (1978)

59 Ops.Cal.Atty.Gen. 532 (1976)

(Based on the Chico Unified School District Board of Education Bylaw: #9323)

SECTION 9. ACTION BY UNANIMOUS WRITTEN CONSENT WITHOUT MEETING

Any action required or permitted to be taken by the Board of Directors under any provision of law may be taken without a meeting, if all members of the board shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the board. Such action by written consent shall have the same force and effect as the unanimous vote of the Directors. Any certificate or other document filed under any provision of law which relates to action so taken shall state that the action was taken by unanimous written consent of the Board of Directors without a meeting and that the Bylaws of this corporation authorize the Directors to so act and such statement shall be *prima facie* evidence of such [authority](#)^[RSS10].

SECTION 10. VACANCIES

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

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

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

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

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

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

SECTION 11. NON-LIABILITY OF DIRECTORS

The Directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

SECTION 12. INDEMNIFICATION BY CORPORATION OF DIRECTORS, OFFICERS, EMPLOYEES AND OTHER AGENTS

To the extent that a person who is, or was, a Director, employee or other agent of this corporation, has been successful on the merits in defense of any civil, criminal,

administrative or investigative proceeding brought to procure a judgment against such person by reason of the fact that he or she is, or was, an agent of the corporation, or has been successful in defense of any claim, issue or matter, therein, such person shall be indemnified against expenses actually and reasonably incurred by the person in connection with such proceeding.

If such person either settles any such claim or sustains a judgment against him or her, then indemnification against expenses, judgments, fines, settlements and other amounts reasonably incurred in connection with such proceedings shall be provided by this corporation, but only to the extent allowed by, and in accordance with the requirements of, Section 5238 of the California Nonprofit Public Benefit Corporation Law.

SECTION 13. INSURANCE FOR CORPORATE AGENTS

The Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a Director, employee or other agent of the corporation), against any liability other than for violating provisions of law relating to self-dealing (Section 5233 of the California Nonprofit Public Benefit Corporation Law) asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such Liability under the provisions of Section 5238 of the California Nonprofit Public Benefit Corporation Law.

ARTICLE 5 OFFICERS AND DIRECTOR

SECTION 1. NUMBER OF OFFICERS

The officers of the corporation shall be a Chair of the Board, a Vice-Chair, a Secretary, and a Chief Financial Officer who shall be designated the Treasurer. This constitutes the Executive Committee. No member of the Board of Directors shall hold any combination of these offices.

SECTION 2. QUALIFICATION, ELECTION, AND TERM OF OFFICE

Any person may serve as officer of this corporation. Officers shall be elected ~~in accordance with Article 3 Section 2 of these By-Laws~~ by a majority vote of the Board of Directors at the July meeting, and each officer shall hold office until he or she resigns or is removed or is otherwise disqualified to serve, or until his or her successor shall be elected and qualified, whichever occurs first.

SECTION 3. SUBORDINATE OFFICERS

The Board of Directors may appoint such other officers or agents as it may deem desirable, and such officers shall serve such terms, have such authority, and perform such duties as may be prescribed from time to time by the Board of Directors.

SECTION 4. REMOVAL AND RESIGNATION

Any officer may be removed, either with or without cause, by the Board of Directors, at any time. Any officer may resign at any time by giving written notice to the Board of Directors or to the Chair or Secretary of the corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The above provisions of this Section shall be superseded by any conflicting

terms of a contract which has been approved or ratified by the Board of Directors relating to the employment of any officer of the corporation.

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 meeting~~ of the Board of Directors, ~~typically held in April in July~~.

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 ~~executive~~ 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.

ARTICLE 6 COMMITTEES

SECTION 1. EXECUTIVE COMMITTEE

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

1. The approval of any action which, under law or the provisions of these Bylaws, requires the approval of the members or of a majority of all of the members;
2. The filling of vacancies on the board or on any committee which has the authority of the board;
3. The amendment or repeal of Bylaws or the adoption of new Bylaws;
4. The amendment or repeal or any resolution of the board which by its express terms is not so amendable or repealable;
5. The appointment of committees of the board or the members thereof;
6. The approval of any transaction to which this corporation is a party and in which one or more of the Directors has a material financial interest, except as expressly provided in Section 5233(d)(3) of the California Nonprofit Public Benefit Corporation Law.

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

SECTION 2. OTHER COMMITTEES

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

SECTION 3. MEETINGS AND ACTION OF COMMITTEES

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

ARTICLE 7 EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS

SECTION 1. EXECUTION OF INSTRUMENTS

The Board of Directors, except as otherwise provided in these Bylaws may, by resolution, authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

SECTION 2. CHECKS AND NOTES

Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by ~~the either the Treasurer and countersigned by the Chair of the corporation or a designated proxy from the Board of Directors. The Executive Director will have authority to sign checks to amounts specified within his or her contract but not to exceed \$3,000 unless approved by resolution of the Board of Directors~~ [RSS11].

SECTION 3. DEPOSITS

All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

SECTION 4. GIFTS

The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest, or devise for the charitable or public purposes of this corporation. ~~(We need to develop a donation policy separate from the By-Laws[RSS12])~~

ARTICLE 8 CORPORATE RECORDS, REPORTS AND SEAL

SECTION 1. MAINTENANCE OF CORPORATE RECORDS

The corporation shall keep at its principal office in the State of California:

1. Minutes of all meetings of Directors and committees of the board indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;
2. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses;
3. A copy of the corporation's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection at all reasonable times during office hours.

SECTION 2. CORPORATE SEAL

The Board of Directors may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the corporation. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

SECTION 3. DIRECTORS' INSPECTION RIGHTS

Every Director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the corporation except for personnel records which may be reviewed at a scheduled closed meeting of the Board of Directors.

SECTION 4. RIGHT TO COPY AND MAKE EXTRACTS

Any inspection under the provisions of this Article may be made in person or by agent or attorney and the right to inspection includes the right to copy and make extracts.

SECTION 5. ANNUAL REPORT

The board shall cause an annual report to be furnished not later than one hundred and twenty (120) days after the close of the corporation's fiscal year to all Directors of the corporation. The report shall contain the following information in appropriate detail:

1. The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year;

2. The principal changes in assets and liabilities, including trust funds, during the fiscal year;
3. The revenue or receipts of the corporation both unrestricted and restricted to particular purposes, for the fiscal year;
4. The expenses or disbursements of the corporation, for both general and restricted purposes, during the fiscal year;
5. Any information required by Section 6 of this Article.

The annual report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of an authorized officer of the corporation that such statements were prepared without audit from the books and records of the corporation[RSS13].

SECTION 6. ANNUAL STATEMENT OF SPECIFIC TRANSACTIONS TO BOARD MEMBERS

This corporation shall make available to all Directors a statement within one hundred and twenty (120) days after the close of its fiscal year which briefly describes the amount and circumstances of any indemnification or transaction of the following kind:

1. Any transaction in which the corporation, or its parent or its subsidiary, was a party, and in which either of the following had a direct or indirect material financial interest:
 - Any Director or officer of the corporation, or its parent or subsidiary (a mere common Directorship shall not be considered a material financial interest); or
 - Any holder of more than ten percent (10%) of the voting power of the corporation, its parent or its subsidiary.

The above statement need only be provided with respect to a transaction during the previous fiscal year involving more than FIFTY THOUSAND DOLLARS (\$50,000) or which was one of a number of transactions with the same persons involving, in the aggregate, more than FIFTY THOUSAND DOLLARS (\$50,000).

Similarly, the statement need only be provided with respect to indemnifications or advances aggregating more than TEN THOUSAND DOLLARS (\$10,000) paid during the previous fiscal year to any Director or officer, except that no such statement need be made if such indemnification was approved by the Board members pursuant to Section 5238(e)(2) of the California Nonprofit Public Benefit Corporation Law.

Any statement required by this Section shall briefly describe the names of the interested persons involved in such transactions, stating each person's relationship to the corporation, the nature of such person's interest in the transaction and, where practical, the amount of such interest, provided that in the case of a transaction with a partnership of which such person is a partner, only the interest of the partnership need be stated.

ARTICLE 9 FISCAL YEAR

SECTION 1. FISCAL YEAR OF THE CORPORATION

The fiscal year of the corporation shall begin on the first day of July and end on the 30th day of June in each year.

ARTICLE 10

AMENDMENT OF BYLAWS

SECTION 1. AMENDMENT

Subject to any provision of law applicable to the amendment of Bylaws of public benefit nonprofit corporations, these Bylaws, or any of them, may be altered, amended, or repealed and new Bylaws adopted by approval of a two-thirds majority of the voting members or the Board of Directors then in office.

ARTICLE 11 AMENDMENT OF ARTICLES

SECTION 1. AMENDMENT OF ARTICLES

Any amendment of the Articles of Incorporation may be adopted by approval of a two-thirds majority of the voting members or the Board of the Directors then in office.

SECTION 2. CERTAIN AMENDMENTS

Notwithstanding the above sections of this Article, this corporation shall not amend its Articles of Incorporation to alter any statement which appears in the original Articles of Incorporation of the names and addresses of the first Directors of this corporation, nor the name and address of its initial agent, except to correct an error in such statement or to delete such statement after the corporation has filed a "Statement by a Domestic Non-Profit Corporation" pursuant to Section 6210 of the California Nonprofit Corporation Law.

ARTICLE 12 PROHIBITION AGAINST SHARING CORPORATE PROFITS AND ASSETS

SECTION 1. PROHIBITION AGAINST SHARING CORPORATE PROFITS AND ASSETS

No Director, officer, employee, or other person connected with this corporation, or any private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the corporation, provided, however, that this provision shall not prevent payment to any such person of reasonable compensation for services performed for the corporation in effecting any of its public or charitable purposes, provided that such compensation is otherwise permitted by these Bylaws and is fixed by resolution of the Board of Directors; and no such person or persons shall be entitled to share in the distribution of, and shall not receive, any of the corporate assets on dissolution of the corporation.

WRITTEN CONSENT OF DIRECTORS ADOPTING BYLAWS

We, the undersigned, are all of the persons named as the current Directors in the Articles of Incorporation of Sherwood Montessori, a California nonprofit corporation, and, pursuant to the authority granted to the Directors by these Bylaws to take action by unanimous written, consent without a meeting, consent to, and hereby do, adopt the foregoing Bylaws, ~~consisting of 12 pages,~~ as the ~~current~~ Bylaws of this corporation ~~as of August 8, 2012.~~

Jill Bailey, Director

~~Harvey Rappaport~~ Erwin Williams, Director



SPECIAL MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room Middle School Math Classroom
746 Moss Avenue, Chico, California**
Date/Time: **Wednesday, August 18, 2012 – 1:00 p.m.**

AGENDA DRAFT

- 1. CALL TO ORDER**
 - 1.1 Roll Call** Jill Bailey, Robyn Faraone, David Kuperman, Stephen Lucas, Corin Meester, Russell Shapiro, and Erwin Williams
- 2. REPORTS AND COMMUNICATION**
 - 2.1 July Treasurer's Report**
- 3. CONSENT AGENDA**
 - 3.1 Approval of changes to signatory on Line of Credit Transfers**
 - 3.2 Approval of changes to signatory on Bank Account**
 - 3.3 Approval of contract for lunch services**
- 4. REGULAR BUSINESS**

None
- 5. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

Any person may address the Board during the "Public Comment" item by stating their name for the record and reason for comment. The Board may not act on any matter unless duly agendized for a future meeting.
- 6. FUTURE AGENDA ITEMS**
- 6. ADJOURNMENT (Est. 1:30 p.m.)**

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.

SHERWOOD MONTESSORI

PROPOSAL FOR AGENDA ITEM AT BOARD OF DIRECTORS' MEETING

PROPOSED AGENDA ITEM: Approval of Line of Credit Authorization Changes

PREPARER / PRESENTER: Russell Shapiro

CONSIDERED FOR: ☐ Consent ☐ Information Only ☒ Discussion / Action

Approved for Board Meeting on ____ / ____ / ____

Background Information:

The proposed resolution will add Russell Shapiro (Treasurer) as authorizer on the Line of Credit. The other authorizer is Michelle Yezbick.

Implications to Educational Program:

None.

Fiscal Implications:

None.

Additional Information:



RESOLUTION 081812a CHANGE OF SIGNATORIES OF LINE-OF-CREDIT **DRAFT**

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

WHEREAS, the charter school will need cash-on-hand to **offset delays in apportionments from the State of California and the Public Charter School Grants Program**;

WHEREAS, the **Sherwood Montessori Board of Directors** has reviewed the supporting documents which include an operations budget for the charter school that provides for both reasonable operational expenses and repayment of the line of credit; and,

WHEREAS the **Sherwood Montessori 501c3 Non-Profit Public Benefit Corporation** agrees to meet all terms and conditions for the receipt of a line of credit pursuant to *Education Code* sections 41365 through 41367 and prompt repayment of any funds received

WHEREAS the **Sherwood Montessori 501c3** on behalf of the **Sherwood Montessori charter school** has renewed a Line of Credit from the **Northern California National Bank (NCLB)** in the amount of **\$75,000**.

NOW, THEREFORE BE IT RESOLVED that the **Board of Directors of Sherwood Montessori** has voted to allow the school director, Michelle Yezbick, to be a co-signatory on the Line of Credit with the Board Treasurer, **Russell Shapiro**. The outgoing Board Treasurer, **Rae Morrison**, is hereby removed as a signatory.

PASSED AND ADOPTED by the **Sherwood Montessori Board of Directors** at a meeting held on **18 August, 2012**.

Name and Title of the Authorized Representative

Signature

Date

SHERWOOD MONTESSORI

PROPOSAL FOR AGENDA ITEM AT BOARD OF DIRECTORS' MEETING

PROPOSED AGENDA ITEM: Approval of Bank Account Signature Changes

PREPARER / PRESENTER: Russell Shapiro

CONSIDERED FOR: ☐ Consent ☐ Information Only ☒ Discussion / Action

Approved for Board Meeting on ____ / ____ / ____

Background Information:

The proposed resolution will add Russell Shapiro (Treasurer) as signatories to the bank account for approving checks.

Implications to Educational Program:

None.

Fiscal Implications:

None.

Additional Information:



RESOLUTION 081812b
IDENTIFICATION OF NEW SIGNATORY ON BANK ACCOUNT-DRAFT

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

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

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

WHEREAS, Russell Shapiro is current Board Treasurer, and,

WHEREAS, the **Sherwood Montessori Board of Directors** wishes to revise the authorized signators on the **Northern California National Bank (NCNB)** account by adding Russell Shapiro and removing outgoing Board Treasurer Rae Morrison:

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

NOW, THEREFORE BE IT RESOLVED that Rae Morrison no longer has signatory authority nor any other access to the NCNB account. Russell Shapiro shall have signatory authority on the NCNB account. The second signatory on the School back account shall remain Jill Bailey. The power to request transfers and / disbursements on the Line of Credit will reside with the school Director, Michelle Yezbick or the Board Treasurer, Rae Morrison.

PASSED AND ADOPTED by the **Sherwood Montessori Board of Directors** at a public meeting held on **18 August, 2012**.

Name and Title of the Authorized Representative

Signature

Date

SHERWOOD MONTESSORI

PROPOSAL FOR AGENDA ITEM AT BOARD OF DIRECTORS' MEETING

PROPOSED AGENDA ITEM: Approval of CUSD Food Services as Lunch Provider

PREPARER / PRESENTER: Russell Shapiro

CONSIDERED FOR: ☐ Consent ☐ Information Only ☒ Discussion / Action

Approved for Board Meeting on ___ / ___ / ___

Background Information:

Sherwood Montessori does not, by law, have to provide school lunches. However, the school has a population of children that qualify for the Free and Reduced Lunch Program (Federal/State). It is the school's belief that children perform better in school when they have eaten a balanced meal.
The Healthy Lunch program (outsourced) from last school year will not continue this year. Heather Fisher, Jill Bailey, and Michelle Yezbick received four bids for a new lunch provider. Chico Unified School District is recommended as the best option.

Implications to Educational Program:

None.

Fiscal Implications:

The lunch program is net-zero program. However, as CUSD will staff the logistics there will be savings to the school in personnel hours otherwise directed toward managing and serving the healthy lunch program. All other options involved a cost to the school.

Additional Information:

It is likely that the state will soon require charter schools to serve lunch options. It is not feasible for Sherwood to produce their own lunches without access to a commercial kitchen and trained staff. In the area, Forest Ranch and Chico Country Day charter schools also use CUSD.



REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 5: Middle School Math/Science
746 Moss Avenue, Chico, California**
Date/Time: **Tuesday, September 18, 2012 – 5:30 p.m.**

AGENDA

1. CALL TO ORDER

1.1 Roll Call Jill Bailey, Robyn Faraone, David Kuperman, Stephen Lucas, Corin Meester, Russell Shapiro, and Erwin Williams

2. CONSENT AGENDA

2.1 Approval of Minutes of June 6, August 8 and August 18, 2012

2.2 Change of Signatories of ACH Transfers

The Board will consider approving Jennifer Lara for access to direct deposit services through the Northern California National Bank for the purposes of processing payroll. **ACTION REQUESTED:** Approve Resolution 091812a granting Jennifer Lara access to complete ACH transfers

2.3 Approval of Unaudited Actuals for 2011-2012

The Board will consider approving the Unaudited Actuals for 2011-2012 prepared by Lisa Anderson of BCOE. **ACTION REQUESTED:** Approve Unaudited Actuals for 2011-2012

3. REPORTS AND COMMUNICATION *(Informational items that require no Board actions)*

3.1 Instructional Staff Report

3.2 Sherwood Montessori Parents Organization Report

3.3 School Director Report

3.4 Treasurer Report

4. NOTICED PUBLIC HEARINGS

4.1 None

5. REGULAR BUSINESS

5.1 Items Removed From Consent (If any)

5.2 Board Committee Assignments

The Board will discuss committee functions and the Chair will appoint Board members to established committees. **ACTION REQUESTED:** Discuss Board committees and assign Board members.

5.3 Discussion and Consideration of Facilities Options.

The School Director will present to the Board an overview of our current facilities, identified facilities needs and seek direction for consideration of new facilities acquisition. **ACTION REQUESTED:** Discuss facilities concerns and direct the issue to the School Management Committee.

5.4 Release of Standardized Testing Results.

School Director will present results of STAR test to the Board and discuss trends in data. **ACTION REQUESTED:** Receive report.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

7. FUTURE AGENDA ITEMS

7.1 The Board will be asked to approve the contracts for school accountant and financial consultant.

7.2 Discussion of Fundraising Issues and Opportunities

8. CLOSED SESSION

8.1 Public Employee Performance Evaluation.

With respect to every item of business to be discussed in a closed session pursuant to Government Code Section 54957. Title: School Director

9. ADJOURNMENT (Est. 8:30 p.m.)

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.



MINUTES FOR BOARD OF DIRECTORS MEETING of

JUNE 6, 2012

DRAFT

1. CALL TO ORDER: at 5:37 PM at 746 Moss Avenue.

Board Present: Stephen Lucas; Russell Shapiro; Jill Bailey; Harvey Rapport; Erwin Williams;

Absent: David Green

Others Present: David Kuperman; Corin Meester, Robin Faraone, Michelle Yezbick-School Director, Marci Pope-SMPO, Paula Stern-Staff

2. REPORTS AND COMMUNICATION

2.1 Staff Report Board – Staff Rep. Stern provided a written report discussing classroom activities and highlights.

2.2 SMPO Report – SMPO President Pope provided a report emphasizing the need for good communication between SMPO and Board to enhance effectiveness.

2.3 Director's Report – School Director Yezbick provided a report on school activities

2.4 Chairs Report – Chair Shapiro provided an update on various School activities and provided a PowerPoint presentation about the school.

3. REGULAR BUSINESS

3.1 Loan Request from BCOE

Chair Shapiro discussed the need to secure a \$25,000 loan from BCOE for cash flow purposes.

Kevin Bultema from BCOE provided additional information and the certainty of receiving the loan.

Director Williams requested a copy of the email from Scott Jones, CUSD in support of proposal be attached to the minutes for the record.

Director Williams motioned approval; 2nd *Director Bailey*.

AYES: 5 (Rappaport, Shapiro, Lucas, Williams, Bailey)

NOES: 0

ABSENT: 2 (Green, Morrison)

3.2 Memorandum of Understanding with Chico Unified School District

Chair Shapiro introduced the item and the need to approved the MOU with CUSD describing it as our the School's contract with CUSD

Director Williams motioned approval; 2nd *Director Rappaport*

AYES: 5 (Rappaport, Shapiro, Lucas, Williams, Bailey)

NOES: 0

ABSENT: 2 (Green, Morrison)

3.3 2012-2013 Budget

Chair Shapiro introduced the budget and discussed the various line items.

Director Rappaport motioned approval; 2nd *Director Bailey*.

AYES: 5 (Rappaport, Shapiro, Lucas, Williams, Bailey)

NOES: 0

ABSENT: 2 (Green, Morrison)

3.4 Introduction of the New Board of Directors

Chair Shapiro introduced the new Board members which will be seated beginning with the July meeting.

3.5 Election of New Officers

This item was continued to the July meeting by the Chair.

4. PUBLIC COMMENT ON ITEMS NOT ON AGENDA

David Bultema thanked the Board for utilizing BCOE services.

5. FUTURE AGENDA ITEMS

Director Williams requested the Board review scheduling for Director contract review; calendar of Board events; Committee assignments.

6. ADJOURNMENT: 7:28 p.m.

Approved: _____, 20 _____

Russell Shapiro, Chair



MINUTES FOR BOARD OF DIRECTORS MEETING of

AUGUST 8, 2012

DRAFT

1. CALL TO ORDER: at 5:08 PM at 746 Moss Avenue.

Board Present: Stephen Lucas; Russell Shapiro; Jill Bailey; Robin Faraone; Erwin Williams;
David Kuperman; Corin Meester

Absent:

Others Present:

CLOSED SESSION The Board conducted the annual review of School Director.

2. CONSENT AGENDA

2.1 Approval of Minutes: February 6, March 1, March 8, April 4, April 23, May 2, June 6.

Director Meester motioned approval; 2nd *Director Williams*

AYES: 7 (Meester, Kuperman, Faraone, Shapiro, Lucas, Williams, Bailey)

NOES: 0

ABSENT: 0

3. REPORTS AND COMMUNICATION

3.1 Report on Actions taken during Closed Session

Chair Shapiro stated the item would be continued to September 18, 2012 with the intent to renew School Director's contract.

3.2 Director's Report – *School Director Yezbick* provided a report discussing school activities to include summer camp.

3.3 Chair's-Treasurer's Report – *Chair Shapiro* provided a budget update and funding issues related to State funding actions and the great uncertainty that exists with funding schedules.

4. REGULAR BUSINESS

4.1 Request to Change Calendar

School Director Yezbick requested several minor changes to the academic calendar.

Director Williams motioned approval; 2nd *Director Bailey*

AYES: 7 (Meester, Kuperman, Faraone, Shapiro, Lucas, Williams, Bailey)

NOES: 0

ABSENT: 0

4.2 Discussion of Drama Program – The Chair continued this item to next available meeting.

4.3 Changes to Copier Lease

School Director Yezbick provided an overview of the need to replace copier and seek new vendor.

David Whitten with Inland Business Systems provided a proposal for copier services.

Director Williams motioned approval to authorize the School Director execute an agreement for copier services not to exceed \$320/month for a maximum of 60 months; 2nd *Director Bailey*

AYES: 7 (Meester, Kuperman, Faraone, Shapiro, Lucas, Williams, Bailey)

NOES: 0

ABSENT: 0

4.4 Changes to Bylaws – Item continued by Chair to next available meeting.

4.5 Election of New Officers

The Board elected the following new officers: Chair-Lucas; Vice Chair-Bailey, Treasurer-Shapiro; Secretary-Faraone

5. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA** – None

6. **FUTURE AGENDA ITEMS** – None

7. **ADJOURNMENT:** 7:58 p.m.

Approved: _____, 20 _____

Russell Shapiro, Chair



MINUTES FOR BOARD OF DIRECTORS SPECIAL MEETING of

AUGUST 18, 2012

DRAFT

1. CALL TO ORDER: at 1:18 p.m. at 746 Moss Avenue.

Board Present: Russell Shapiro-Chair; Stephen Lucas; Robin Faraone, David Kuperman

Absent: Erwin Williams, Corin Meester, Jill Bailey

Others Present:

2. REPORTS AND COMMUNICATION

2.1 July Treasurer's Report

Chair Shapiro provided the Treasurer's report and reviewed new format.

3. CONSENT AGENDA

3.1 Approval of changes to signatory on Line of Credit Transfers

3.2 Approval of changes to signatory on Bank Account

3.3 Approval of contract for lunch services

Director Lucas motioned to approve consent agenda; *2nd Director Kuperman*

AYES: Lucas, Kuperman, Faraone, Shapiro

NOES: None

ABSENT: Williams, Bailey, Meester

4. REGULAR BUSINESS - None

5. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA - None

6. FUTURE AGENDA ITEMS - None

7. ADJOURNMENT: 1:51 p.m.

Approved: _____, 20____

Russell Shapiro, Chair



MEMORANDUM

To: Board of Directors
From: Michelle Yezbick, School Director
Subject: Agenda Item 2.2 - Change of signatories of ACH transfers
Date: September 14, 2012 for the meeting of September 18, 2012

SUMMARY

Consideration of request to approve Jennifer Lara and Russell Shapiro as signatories of Automatic Clearing House (ACH) Electronic Funds Transfers (ETFs) from Northern California National Bank (NCNB) for the purposes of making direct deposits of payroll for employees who have requested this service.

DISCUSSION

Jennifer Lara was able to make an ACH ETF last month for payroll with School Director Michelle Yezbick's verbal approval. Although Jennifer will no longer be doing our payroll services, NCNB requests Board approval for the transaction that did occur on August 31, 2012. Adding Russell as a signatory will allow him to complete payroll for the end of September while we search for a new School Accountant. When the new School Accountant is hired, the Board will be asked to pass a new resolution to approve the new hire to be a signatory. There are no fiscal implications or implications to the Educational Program.

ACTION REQUESTED

Approve Resolution 091812a giving Jennifer Lara and Russell Shapiro access to complete ACH transfers.

Attachments: 1. Resolution No. 091812a CHANGE OF SIGNATORIES OF ACH
TRANSACTIONS



**RESOLUTION 091812a CHANGE OF SIGNATORIES OF ACH
TRANSACTIONS DRAFT**

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

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

WHEREAS the **Sherwood Montessori** charges the Business Manager to process payroll for the school

NOW, THEREFORE BE IT RESOLVED that the **Sherwood Montessori 501c3** hereby resolves that Jennifer Lara and Russell Shapiro will replace Stephanie Wisterman and Amanda Pelley as signatories on ACH transactions for the School bank account at **Northern California National Bank (NCNB)**.

PASSED AND ADOPTED by the **Sherwood Montessori Board of Directors** at a public meeting held on **18 September, 2012**.

Name and Title of the Authorized Representative

Signature

Date

SHERWOOD MONTESSORI
MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director
Russell Shapiro, Treasurer

Subject: **Agenda Item 2.3 – Approval of Unaudited Actuals for 2011-2012**

Date: September 14, 2012 for the meeting of September 18, 2012

Summary

The Board is required to approve the Unaudited Actuals for 2011-2012 prepared by Lisa Anderson, Butte County Office of Education, Director of Fiscal Services.

Discussion

The following discussion concerning the Unaudited Actuals (*Attachment 1*) was provided to Sherwood Montessori Charter School from Lisa Anderson for consideration.

Fiscal Year End 2011-12

Year End Highlights

Sherwood Montessori Charter School closed fiscal year 2011-12 with a positive increase in both unrestricted and restricted fund balances, for a total ending fund balance of \$203, 459.70. This is very close to the Estimated Actuals ending fund balance of \$190,001 adopted with the 12-13 Original Budget back in June 2012.

The largest source of unrestricted revenue is the General Purpose Entitlement of \$384,023, net of a prior year adjustment. In-lieu taxes from Chico Unified total \$197,772 and are the second largest source of unrestricted revenue. Other Unrestricted revenues consist of the Charter School Categorical Block Grant, Unrestricted Lottery and fundraising/donation. Restricted revenues consist of the final year of the Public Charter School Block Grant Program and the Education Jobs Funds. Other restricted revenues are the National School Lunch Program, Restricted Lottery and locally restricted lunch payments. Unrestricted salaries and benefits total \$409,289.98 and other unrestricted expenditures total \$262,548.64.

All of the one-time federal dollars have been spent in 2011-12. Future restricted revenue sources will be the Restricted Lottery program only, as the charter school has an agreement with Chico Unified for the lunch program. Both the revenue and expense will be handled by the district.

The charter school is able to meet the minimum reserve requirement, per the MOU with Chico Unified, of at least \$25,000 or 3% of revenues, which for 11-12 is \$26,854.93.

ACTION REQUESTED: Approve Unaudited Actuals for 2011-2012

Attachment 1

2011/12 FY Unaudited Actuals – 7 sheets

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2011 to June 30, 2012

CHARTER SCHOOL CERTIFICATION

Charter School Name: Sherwood Montessori
CDS #: unaudited_actuals_11_12_04614240121475(1)
Charter Approving Entity: Chico Unified School District
County: Butte
Charter #: 1166

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

For Approving Entity:

For Charter School:

Peter VanBuskirk
Name

Dr. Russell Shapiro
Name

Director of Fiscal Services
Title

Treasurer
Title

530-891-3000 X131
Telephone

530-345-6600
Telephone

pvanbusk@chicousd.org
E-mail address

board@sherwoodmontessori.org
E-mail address

To the entity that approved the charter school:

(☒) 2011-12 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 42100(b).

Signed: _____
Charter School Official
(Original signature required)

Date: _____

Printed
Name: _____

Title: _____

To the County Superintendent of Schools:

(☒) 2011-12 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 42100(a).

Signed: _____
Authorized Representative of
Charter Approving Entity
(Original signature required)

Date: _____

Printed
Name: _____

Title: _____

To the Superintendent of Public Instruction:

(☒) 2011-12 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to *Education Code* Section 42100(a).

Signed: _____
County Superintendent/Designee
(Original signature required)

Date: _____

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2011 to June 30, 2012

Charter School Name: Sherwood Montessori

CDS #: unaudited_actuals_11_12_04614240121475(1)

Charter Approving Entity: Chico Unified School District

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)

☒ **Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Assets objects are 6900, 7438, 9400-9499, 9660-9669, 9796, and 9797)

☐ **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. Revenue Limit Sources				
State Aid - Current Year	8011	385,628.00		385,628.00
Charter Schools General Purpose Entitlement - State Aid	8015			0.00
State Aid - Prior Years	8019	(1,605.00)		(1,605.00)
Tax Relief Subventions (for revenue limit funded schools)	8020-8039			0.00
County and District Taxes (for revenue limit funded schools)	8040-8079			0.00
Miscellaneous Funds (for revenue limit funded schools)	8080-8089			0.00
Revenue Limit Transfers (for revenue limit funded schools)				
PERS Reduction Transfer	8092			0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	197,772.00		197,772.00
Other Revenue Limit Transfers	8091, 8097			0.00
Total, Revenue Limit Sources		581,795.00	0.00	581,795.00
2. Federal Revenues (see NOTE in Section J)				
No Child Left Behind (incl. ARRA)	8290			0.00
Special Education - Federal	8181, 8182			0.00
Child Nutrition - Federal	8220			0.00
Other Federal Revenues (incl. ARRA)	8110, 8260-8299		151,390.00	151,390.00
Total, Federal Revenues		0.00	151,390.00	151,390.00
3. Other State Revenues				
Special Education - State	StateRevSE			0.00
All Other State Revenues	StateRevAO	94,656.52	16,172.15	110,828.67
Total, Other State Revenues		94,656.52	16,172.15	110,828.67
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	45,900.16	5,250.56	51,150.72
Total, Local Revenues		45,900.16	5,250.56	51,150.72
5. TOTAL REVENUES		722,351.68	172,812.71	895,164.39
B. EXPENDITURES (see NOTE in Section J)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	165,394.73	45,202.42	210,597.15
Certificated Pupil Support Salaries	1200	8,961.08	16,598.08	25,559.16
Certificated Supervisors' and Administrators' Salaries	1300			0.00
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		174,355.81	61,800.50	236,156.31
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	106,533.42	6,182.33	112,715.75
Noncertificated Support Salaries	2200			0.00

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2011 to June 30, 2012

Charter School Name: Sherwood Montessori

CDS #: unaudited_actuals_11_12_04614240121475(1)

Description	Object Code	Unrestricted	Restricted	Total
Noncertificated Supervisors' and Administrators' Salaries	2300	46,530.40	19,969.60	66,500.00
Clerical and Office Salaries	2400	27,445.25	1,015.00	28,460.25
Other Noncertificated Salaries	2900			0.00
Total, Noncertificated Salaries		180,509.07	27,166.93	207,676.00
3. Employee Benefits				
STRS	3101-3102	13,830.78	4,965.98	18,796.76
PERS	3201-3202	12,148.22	2,150.27	14,298.49
OASDI / Medicare / Alternative	3301-3302	14,678.44	4,965.64	19,644.08
Health and Welfare Benefits	3401-3402	9,405.92	2,017.14	11,423.06
Unemployment Insurance	3501-3502	4,361.74	2,027.88	6,389.62
Workers' Compensation Insurance	3601-3602			0.00
OPEB, Allocated	3701-3702			0.00
OPEB, Active Employees	3751-3752			0.00
PERS Reduction (for revenue limit funded schools)	3801-3802			0.00
Other Employee Benefits	3901-3902			0.00
Total, Employee Benefits		54,425.10	16,126.91	70,552.01
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	(87.60)	4,019.24	3,931.64
Books and Other Reference Materials	4200	6,353.43	3,999.01	10,352.44
Materials and Supplies	4300	19,891.22	5,305.02	25,196.24
Noncapitalized Equipment	4400	3,159.88	3,972.69	7,132.57
Food	4700	4,070.53	15,374.62	19,445.15
Total, Books and Supplies		33,387.46	32,670.58	66,058.04
5. Services and Other Operating Expenditures				
Subagreements for Services	5100			0.00
Travel and Conferences	5200	1,979.96	11,997.37	13,977.33
Dues and Memberships	5300	997.00		997.00
Insurance	5400	19,227.79		19,227.79
Operations and Housekeeping Services	5500	20,624.06	2,114.96	22,739.02
Rentals, Leases, Repairs, and Noncap. Improvements	5600	69,439.14	4,840.43	74,279.57
Professional/Consulting Services and Operating Expend.	5800	46,330.37	14,768.09	61,098.46
Communications	5900	4,714.62	100.44	4,815.06
Total, Services and Other Operating Expenditures		163,312.94	33,821.29	197,134.23
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 for 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
Depreciation Expense (for accrual basis only)	6900			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	65,310.49		65,310.49
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			0.00

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2011 to June 30, 2012

Charter School Name: Sherwood Montessori

CDS #: unaudited_actuals_11_12_04614240121475(1)

Description	Object Code	Unrestricted	Restricted	Total
Debt Service:				
Interest	7438	537.75		537.75
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		537.75	0.00	537.75
Total, Other Outgo		65,848.24	0.00	65,848.24
8. TOTAL EXPENDITURES		671,838.62	171,586.21	843,424.83
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		50,513.06	1,226.50	51,739.56
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979			0.00
2. Less: Other Uses	7630-7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999			0.00
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE (C+D4)		50,513.06	1,226.50	51,739.56
F. FUND BALANCE, RESERVES				
1. Beginning Fund Balance				
a. As of July 1	9791	88,631.81	0.00	88,631.81
b. Adjustments/Restatements to Beginning Balance	9793, 9795	63,088.33		63,088.33
c. Adjusted Beginning Balance		151,720.14	0.00	151,720.14
2. Ending Fund Balance, June 30 (E+F1c)		202,233.20	1,226.50	203,459.70
Components of Ending Fund Balance (Modified Accrual Basis) (Optional)				
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				0.00
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
f. Components of Ending Net Assets (Accrual Basis)				
1. Capital Assets, Net of Related Debt	9796			0.00
2. Restricted Net Assets	9797		1,226.50	1,226.50
3. Unrestricted Net Assets	9790A	202,233.20	0.00	202,233.20
G. ASSETS				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	75,729.88	(68,132.15)	7,597.73
In Revolving Fund	9130	0.44		0.44
With Fiscal Agent/Trustee	9135			0.00

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2011 to June 30, 2012**

Charter School Name: Sherwood Montessori

CDS #: unaudited_actuals_11_12_04614240121475(1)

Description	Object Code	Unrestricted	Restricted	Total
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	3,125.09		3,125.09
4. Due from Grantor Governments	9290	289,105.10	69,358.65	358,463.75
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	14,018.64		14,018.64
7. Other Current Assets	9340	4,042.50		4,042.50
8. Capital Assets (for accrual basis only)	9400-9499	57,766.58		57,766.58
9. TOTAL ASSETS		443,788.23	1,226.50	445,014.73
H. LIABILITIES				
1. Accounts Payable	9500	25,612.37		25,612.37
2. Due to Grantor Governments	9590	121,841.22		121,841.22
3. Current Loans	9640	75,000.00		75,000.00
4. Deferred Revenue	9650			0.00
5. Long-Term Liabilities (for accrual basis only)	9660-9669	19,101.44		19,101.44
6. TOTAL LIABILITIES		241,555.03	0.00	241,555.03
I. FUND BALANCE				
Ending Fund Balance, June 30 (G9-H6) (must agree with Line F2)		202,233.20	1,226.50	203,459.70

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2011 to June 30, 2012**

Charter School Name: Sherwood Montessori

CDS #: unaudited_actuals_11_12_04614240121475(1)

J. FEDERAL NO CHILD LEFT BEHIND (NCLB) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL NO CHILD LEFT BEHIND (NCLB) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. None	\$ 0.00	0.00	0.00
b.			0.00
c.			0.00
d.			0.00
e.			0.00
f.			0.00
g.			0.00
h.			0.00
i.			0.00
j.			0.00
TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE	0.00	0.00	0.00

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries	1000-1999 0.00
b. Noncertificated Salaries	2000-2999 0.00
c. Employee Benefits (except 3801-3802)	except 3801- 0.00
d. Books and Supplies	4000-4999 0.00
e. Services and Other Operating Expenditures	5000-5999 0.00
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2011 to June 30, 2012

Charter School Name: Sherwood Montessori

CDS #: unaudited_actuals_11_12_04614240121475(1)

3. State and Local Expenditures to be Used for Annual NCLB Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2010-11 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis will result in reduction to allocations for covered programs in 2013-14.

a. Total Expenditures (B8)	843,424.83
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	151,390.00
c. Subtotal of State & Local Expenditures [a minus b]	692,034.83
d. Less Community Services [J2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less J1 Total]	537.75
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e]	\$ 691,497.08

MEMORANDUM

To: Board of Directors

From: Lead Teacher, Teresa Shippen

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

Date: September 14, 2012 for the meeting of September 18, 2012

Kindergarten (Teresa Shippen):

The Kindergarten room is off to a good start! We have spent the first few weeks getting to know one another, and learning how to work together in our new classroom. We have had introductory lessons in all the areas of our curriculum. We are in the process of assessing the skills of our students so we can form smaller learning groups to work within. The students show great interest in all that there is to see and do in a Montessori classroom. They also have begun Spanish with Danielle, and cooking with Richie. They are enthusiastic about these added areas of our curriculum. This class loves to sing and has enjoyed a variety of songs both new and old. It helps with our transitions from one activity to another. We look forward to Autumn, and all the changes we will see in these next few weeks.

1/2/3 Classroom (Carin Anderson):

Carin and Eilenes's class is off to a wonderful start. Having a second year at the same grade levels is quite a relief! There is still so much for me to learn, but this year the curriculum feels even more rich and varied, and the sense of community in the classroom even more grounded. We are exploring Functional Geography and History with more depth (I was trained in both this past summer), and these are exciting areas for both me and the students. This year I am also focusing on writing, and with help from Kristina and Michelle I am launching into new writing territory with the class, which so far has been enriching. As far as community building, the class has developed their class guidelines and are using our "gem jar" to show how many acts of kindness, caring, honesty, community mindedness, and helpfulness they witness in our

classroom. We have also started Second Step. Lastly, I would like to share about a project I am looking forward to - a sister school relationship with a Montessori school Isa and I visited in Nicaragua this summer. As soon as I can get the slide show together (anyone good at slide show computer programs?) we will begin an exchange with the Nicaraguan students.

1/2/3 Classroom (Eric Parish):

The first few weeks have been going very well. We have been covering the basic procedures of the day and the children have been discovering how they may flow within the learning community. The children have been reviewing how to set up a work being mindful of space, how to carry a chair, how to have snack, etc. They have also been reviewing works and Montessori materials that they were working on last year. We have begun presenting lessons to groups of children and many are beginning to work with a flow during the work period.

We had a really good turn out for Back to School Night. The parents were presented with an example of their child's day and what it is like for them beginning with my greeting at the door to dismissal. We have a great group of children and parents and I am looking forward to the development and learning process of our learning community this year.

4/5 Classroom (Kristina Besnard):

Students have been working hard during the morning work period. The first few weeks are always a little hectic, as we teach new students how to work on task, get assignments checked, and introduce new materials. I am especially proud of how helpful my returning fifth graders are at helping show where things are and modeling on task behavior. With six students new to the school and ten new to our classroom, it will take another couple weeks before everyone is ready to work independently. In the meantime, we've put off starting math groups until October. Instead, we've been assessing and getting students working with the Montessori materials.

This week, they have loved working with partners, measuring items in a bag to the nearest sixteenth of an inch. It reinforces fraction equivalence and gets students collaborating and talking about difference of opinion when they get two different answers. They also have four other math options to work on each day in addition to the materials. We are starting with things they can do mostly independently, so we can assess small groups at a time.

In geography, we've been working on the major landmarks and bodies of water in North America with fourth graders and the fifty states with fifth graders. As a class, we have been reviewing absolute location with latitude/ longitude and general geography terms that the students will need throughout the year. They take notes and illustrate vocabulary with pictures in their geography notebooks to use throughout the year.

In science, we just concluded our introduction to the scientific method and states of matter. Students took notes while participating in an experiment to see how much baking soda would be needed to inflate a balloon on a bottle when mixed with vinegar. Many asked for materials to conduct further research at home, changing the variable of the base to see what would happen with yeast or chalk. We also had the first great lesson and the veteran students helped with experiments as I read about the creation of the universe.

In writing, we have introduced the six traits and students are starting persuasive writing in Danielle's groups.

In art, we read a biography of Van Gogh and the beginning of Impressionism. Students have had several art sessions finishing a landscape piece inspired by Van Gogh.

We have started weekly class meetings to discuss issues that come up in and out of the classroom and, occasionally, role play scenarios to help build problem solving techniques. We added an appreciation jar this year and every other Friday, I read anonymous compliments to students that have been put in the jar. It's a great way to reinforce how many great behaviors go unnoticed during the day.

Sofie Burton is our new afternoon aide and she is wonderful. She has great suggestions for class meetings and has taken over the p.e role. Her focus is on skills based lessons with a small, non-competitive game once a week. Students have been frustrated at the lack of competitive games this year, but we are hoping to get more ideas on interactive games from Marci Pope.

6/7/8 Classrooms (John Howlett, Kelli Kurth, Megan Sathrum):

From John Howlett:

It has been a busy first few weeks of school, and our Middle School students are doing great. The sixth graders are adjusting well to a much larger peer group, and are learning quickly how to use textbooks, atlases, and other resource books which are new to them. Likewise, the seventh and eighth graders are shaking off the summer cobwebs, and are continuing to work hard in all of their academic areas and are serving as good mentors to their younger classmates. One difference this year in our math program is the formation of multiple math groups based on the needs of each student.

These groups are a great way of making the most progress with each and every student, and Kelli, Megan, and Steve are doing a great job of delivering these daily mini-lessons to nine different groups. In John's class, students are working hard on both individual Montessori language lessons and groups lessons designed to improve vocabulary and writing skills. Also, Edward has taken the lead in all students' map work for geography this year, and so far students have completed work in both local and state maps. Elective classes will also begin two afternoons each week, and this first quarter's offerings include: art, woodworking and restoration, physical education and games, study hall, medieval games and history and ceramics. Finally, the Sherwood Middle School's reign at the Farmers' Market Salsa Competition continues, and for the third year our young chefs took First Place in both the red and fruit salsa categories. Thank you to all of the Board and Michelle for your efforts to make Sherwood Montessori a great place for students, staff and families.

From Kelli Kurth:

Middle School Math and Science Room

In the math and science room we are looking forward to an exciting and productive year!

Math:

The students have been divided into 8 math groups (according to abilities) and each group receives a lesson 4 times a week. Although a big adjustment for some of our 6th graders, the groups are now becoming support systems for our students to learn and practice math together. Along with 4 math lessons a week, the students are also receiving math vocabulary and word problem practice 2 times a week in the afternoon. We have set up daily times for assisting students who have questions and Fridays are dedicated to extra help and make up lessons. We have already heard a lot of positive feedback from students regarding their math groups and support system we have in place.

Science:

We are incorporating a three part learning system for science. The first part is the use of textbooks to gain background information and introduce new vocabulary. The second part is

hands on activities to boost knowledge and understanding of the textbook information. These activities include things such as experiments, drawings, critical thinking, current event articles, lab reports, research papers, etc. The activities are designed to improve student interest and enjoyment of science. The third part includes many outdoor and

science related field trips. Together, with the students we have planned many trips for the school year. We are excited about the improvements we have made to the science program this year!

Cooking and Gardening Program:

This school year, in the Sherwood Garden-Kitchen-Journalism-Market Program, we've won two first place blue ribbons at the downtown farmers' market salsa competition, prep begun and recipe worked out as a collaboration between 1-2-3's and middle schoolers (Iris worked up the recipe which will be published in our upcoming, first 2012-2013 S.N.A.C.K. Newsletter, which has an editorial group and tons of material ready to go to press in place). We've had two farmers' markets at school (our third is Friday 9/14) with an abundance of parent-donated and school-grown products resulting in "profits" of \$100-ish (and add the \$50 we won at the salsa competition). Almost all of the school's kids have had a hand in some form of cooking (including K's fruitaganza and our middle school chefs have helped make the farmers' market a success) and the garden's seasonal transition has begun in earnest with the pulling of most tomatoes and procurement (GRUB donation) of enough seeds to plant fall and winter crops. A third mass planting (the first two were 2,000 seeds in a day) is planned for early October and 4-5 has walked to Bidwell Park as part of our Let's Move! efforts. A team of parent volunteers has begun stepping up to help in the afternoons. These (and other) volunteers add significant value to this program.



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

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

Date: September 14, 2012 for the meeting of September 18, 2012

ADMINISTRATIVE ITEMS:

New hires this year include:

Lynn Archer	Teacher's Aide/Kindergarten
Robin Williams	Teacher's Aide/Kindergarten & Kindergarten Child Care
Charlotte Stens	Child Care
Tanya King	Teacher's Aide/1 st /2 nd /3 rd
Sofie Burton	Teacher's Aide/ 4 th /5 th
Edward Philippi	Teacher's Aide/6 th /7 th /8 th
Megan Sathrum	Teacher 0.5 FTE/6 th /7 th /8 th
Laurie Barranti-Teague	SBIT Coordinator 0.5 FTE

- Megan Sathrum will be resigning as of October 1st. A search for her replacement has begun.
- Our School Accountant, Jennifer Lara, has resigned. A search for her replacement has begun.
- We began the year with a vacancy in the Instructional Aide position previously held by Lucia Pinotti. This position is funded for two hours per day by Chico Unified School District. Director of Student Services, Dave Scott, was to have posted a job announcement for this position.

- We will also be hiring a four hour per week Math Aide for the 6th/7th/8th class.

FISCAL ITEMS:

- Work on the annual audit has begun with Matson & Isom's Dawn Buchanan. We have been able to provide her with all the materials she has asked for so far.
- Several Board members forwarded me information about the Facilities Grant, however we will not qualify for this as we do not have at least 70% of our students qualifying for free or reduced lunch. Alternatively, we would qualify for these funds if we were located in an area where the neighborhood school served 70% free or reduced lunch. Several weeks ago, I contacted Noel Davis at the CDE to see if there was any chance we could get any funds from this program and I was told there was not. I do appreciate Directors keeping their eyes open and forwarding me potential grant opportunities.
- Annie B's is in full swing with the biggest push from me ever. People seem to be giving but it's too early to tell much.
- Our Blue Shield health insurance costs will be increasing 6.2% this year starting on October 1st. Our Premeire Access Dental insurance costs will also be increasing by 7.51%. Overall, the increased cost to the school for one year is \$1832.40.
- We will be applying for the Mandates Block Grant, but this will only generate about \$1915 in revenues. I have been watching carefully for any other new funding programs.

GENERAL ITEMS:

- The teachers have identified Math Instruction, Writing Instruction, and Peacekeeping as areas they would like to have professional development in this year. A year-long schedule of meetings has been created with a rotation of collaboration, business meetings, and professional development meetings. After two business meetings to start the year, the first professional development meeting was held last week with the topic of *Culturally Responsive Writing Curriculum* being the focus.
- Back to School Night was a smashing success. There was excellent turnout and the teachers did a great job informing the parents about our program.

STATE AND FEDERAL LEGISLATION ITEMS:

- On July 27, 2012 the State Legislature voted to cut funding to schools in anticipation of the Governor's tax initiative failing in November. They also decided not to send the Advanced Apportionment until January. Nothing as interesting or horrifying has happened since then.



MEMORANDUM

To: Board of Directors

From: Russell Shapiro, Treasurer

Subject: **Agenda Item 3.4 – August Treasurer’s Report**

Date: September 14, 2012 for the meeting of September 18, 2012

Cash Flow Report

As of this report, there is still much to sort out with the new school year. Since the last report, the state significantly changed their funding schedule (see attachment). There is still some unknowns, but we do have a schedule through February and it is short of our projections by approximately \$137K. We are still assessing whether or not our Line of Credit will be sufficient or if we will need additional loans. There is not an immediate need for cash flow rescue though we continue to be frugal in our expenses.

Comparing the August actual, we were close to our overall target. The reason the lines do not add up is that the 9290 expected revenue on the budget has now been cleared as 8000 series receipts. The Board should know that as of this report, Chico Unified has not been paying the In Lieu taxes and we are owed approximately 68K from last year and 12K from this year. You will also know we had to draw an additional 6,500 from the line of credit. (The Line of Credit has since been paid off in total).

Under disbursements, the staff has been very supportive and anticipated start-up expenses were curtailed in light of poor cash flow (4000 series). The significant difference is that we were not able to pay off the LOC on this pay cycle, but it has been subsequently paid off. The BCOE short term loan was paid off.

Again, it should be noted that given the changes at the state level, it is critical that a new budget is developed and Sherwood will hire Lisa Speegle for her services.

Notes and Questions:

Last month, I reported a significant number of uncleared charges going back to April, 2011. They have almost all been accounted for. Lisa Anderson (BCOE) has been working to complete our unaudited actuals which are due to CUSD. They were not completed when this report was compiled.

Reconciliation Errors:

1. There are three DBT charges for University Box Office on 8/1 and 8/2 for \$400, \$424, and \$448 (total \$1,272). The original QB check also had a charge for \$564. I broke out the latter as a separate DBT charge.

2. Unknown DBT charge for \$87.25 at Costco on 8/1.
3. Unknown DBT charge for \$0.57 at FedEx on 8/21.
4. Unknown DBT charge for \$70.32 at Big Accessories on 8/30. How does this relate to BAGedge?
5. Fourteen Amazon charges unrecorded for a total of \$506.30.
6. Paychecks: One paycheck is recorded for \$1,126.67. However, her Direct Deposit was for only \$907.74.
7. Paychecks: Another paycheck is recorded for \$1,527.73. However, her Direct Deposit was for only \$1,263.19.

All these errors were temporarily approved so that a reconciliation report could be generated.

Date	Charge	Cumulative	Payee
28-Aug	9.77	9.77	Amazon
28-Aug	29.98	39.75	Amazon
28-Aug	39.47	79.22	Amazon
28-Aug	48.98	128.20	Amazon
28-Aug	65.36	193.56	Amazon
29-Aug	6.09	199.65	Amazon
29-Aug	11.79	211.44	Amazon
29-Aug	44.98	256.42	Amazon
29-Aug	65.35	321.77	Amazon
30-Aug	8.68	330.45	Amazon
30-Aug	9.83	340.28	Amazon
30-Aug	24.86	365.14	Amazon
30-Aug	54.46	419.60	Amazon
31-Aug	33.98	453.58	Amazon
1-Aug	87.25	540.83	Costco
21-Aug	0.57	541.40	FedEx
30-Aug	70.32	611.72	Big Accessories
31-Aug	-483.5	128.25	NCNB (Excess on paychecks)

- Also, from March 26 there are residual "Liability charges" for Enrollment Fees. Can they be removed since they are already reconciled?
- There are several old checks that should be tracked down (2143 Chico Women's Club, 2137 Office Depot, and 2195 Verizon).
- There are a series of Payroll Liability checks (Health Insurance and EDD) from June 28. What are we to do with them?

The most significant change is that our bookkeeper has left the position so Michelle will be hiring a replacement. I have been working with Michelle to develop a clearer plan for expectations that will lead to better retention. For now, I have stepped in as bookkeeper in addition to my Treasurer duties.

SHERWOOD MONTESSORI

Actual Cash Flow

2012-13

	AUG 2012	AUG 2012	
	Budget	Actual	Difference
BEGINNING CASH	(25,344)	22,666	48,010
(started at zero, based on the assumption that Sherwood will be able to cover negative cash in prior year)			
RECEIPTS			
8015-General Purpose Entitlement	0	127,427	127,427
8096-In Lieu Taxes	12,657	0	(12,657)
8290-Education Jobs Fund	0	0	0
8290-Public Charter School Grant Program	0	0	0
8520-Child Nutrition (State)	0	0	0
8560-State Lottery	0	0	0
8590-Cat. Block Grant (Includes EIA)	0	18,143	18,143
8660-Interest Income	8	0	(8)
8673-Afterschool Program	587	2,774	2,187
8677-Other Local (CUSD reimb for Sp Ed Aide)	0	0	0
8699-Fundraising/Donation	0	143	143
9XXX-Draw from LOC	0	6,500	6,500
9XXX-Other Short Term Borrowing	0	0	0
9290-Due From Other Governments/Other A-R	158,779	0	(158,779)
TOTAL RECEIPTS	172,031	154,987	(17,044)
DISBURSEMENTS			
1000:3999-Salaries and Benefits	42,121	41,603	(518)
4000:4999-Books and Supplies	9,000	2,549	(6,451)
5000:5999-Svc. & Other Op. Exp.	14,500	15,902	1,402
6000:6999-Capital Outlay	0		0
7000:7499-Other Outgo	500	328	(172)
9XXX-Pay down/off LOC	56,500		(56,500)
9XXX-Pay down/off Other Short Term Borrowing	25,000	25,000	0
9590-Due to Other Governments	0		0
TOTAL DISBURSEMENTS	147,621	85,382	(62,240)
NET MONTHLY CHANGE	24,410	69,605	45,196
NET ENDING CASH	(935)	92,271	93,206
BANK ENDING CASH	0	92,271	
VARIANCE	(935)	0	

8:35 PM
09/12/12

Sherwood Montessori
Reconciliation Summary
9120-NCNB Checking, Period Ending 08/31/2012

	Aug 31, 12
Beginning Balance	22,665.92
Cleared Transactions	
Checks and Payments - 85 items	-49,196.24
Deposits and Credits - 9 items	118,801.40
Total Cleared Transactions	69,605.16
Cleared Balance	92,271.08
Uncleared Transactions	
Checks and Payments - 52 items	-39,739.69
Deposits and Credits - 2 items	0.92
Total Uncleared Transactions	-39,738.77
Register Balance as of 08/31/2012	52,532.31
New Transactions	
Checks and Payments - 21 items	-68,189.79
Deposits and Credits - 3 items	983.44
Total New Transactions	-67,206.35
Ending Balance	-14,674.04

Reader's Guide to the "Fiscal Year (Ha!)"

Prologue

All major funding is based on our average daily attendance (ADA). Attendance is recorded daily and the average is reported three times a year to the state. The first report, P-1, is submitted by January 15. The second, P-2, is submitted by May 1. A final Annual report is compiled after the school year.

There are three major funding lines. The bulk comes from the General Purpose Entitlement (GPE). The amount varies by grade and the value is set approximately each May for the next year by the Governor. A portion of the GPE is paid by local property tax as "In Lieu Taxes" by Chico Unified School District (CUSD). Charter schools receive an additional Block Grant instead of multiple line-item funding. The bulk of GPE and Block Grant are paid by the State of California via the Butte County Office of Education.

Reading the Chart

Key Events

The first thing you notice is that while a fiscal year runs from July 1 through June 30, our "fiscal year" starts in May and runs through September. Let the games begin! The first row shows large blue dots of key events. First, we must submit our budget for the next fiscal year in May, right on the heels of the Governor's report. Initial funding is based on the prior year's (PY) annual ADA report and this value is

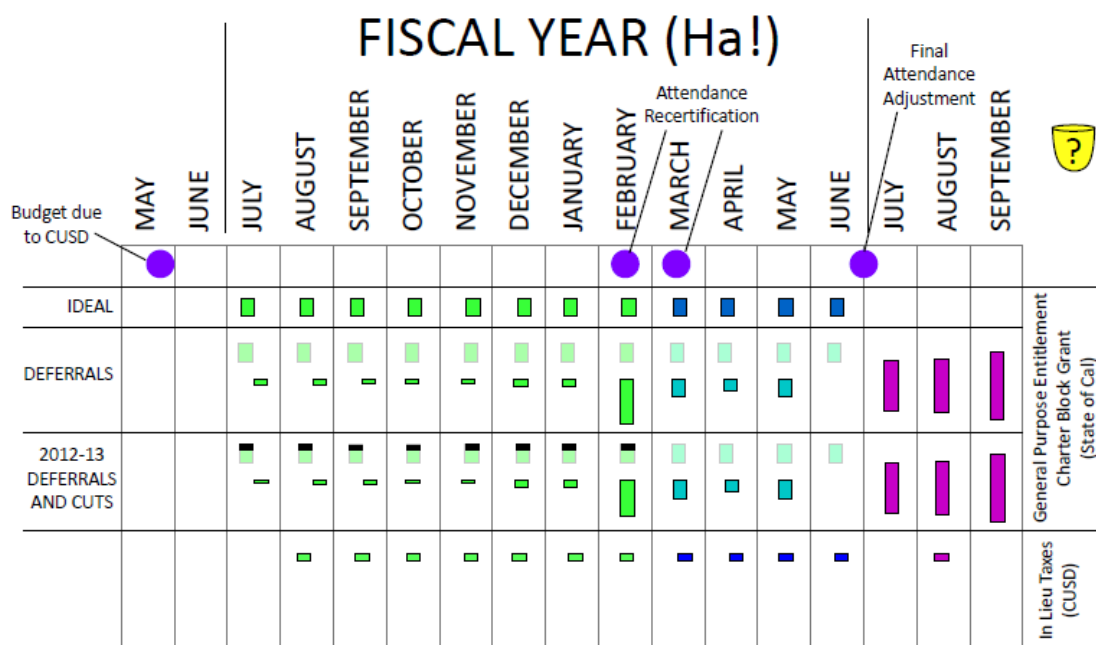
used through January. In February, the state certifies our P-1 report and adjusts our funding. CUSD does their adjustment in March. Our final payment is based on the recertification of the Annual ADA.

Ideal: The first data line shows an ideal world, where the amount we are allocated (GPE and Block) is broken down into twelve equal payments. The color change in March reflects the adjustment from PY Annual basis to current year P-1 basis.

Deferrals: The second set shows what really happens (but stay tuned...). The State has instituted a deferral system. For instance, the July portion really is broken down so that part is in July, part in August, and part in September. (The reality is slightly more complex, but the end result is deferral toward the end of the fiscal year and into the next year.) While the box heights are not to scale, they do reflect that the beginning payments are much less than the end of the year. Thus, the ideal boxes become merely a shadow, a ghost, of their former glory.

2012-13 Deferrals: The third set shows the current year. In addition to the already established deferrals, the state only gave us 75% of last year's PY Annual basis. They also instituted more deferrals. These changes came after we approved our budget. Therefore, our approved budget is significantly out of whack.

In Lieu Taxes: The final set of boxes show the CUSD portion. In Lieu is not subject to deferrals and there is a set percentage we get each month. The total is adjusted after P-1 and the August check shows a final accounting. This year, there was an error and CUSD never adjusted for the P-1. We still haven't received the August check.



Follow the Money!

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.2 Board Committee Assignments**

Date: September 14, 2012 for the meeting of September 18, 2012

SUMMARY

On October 5, 2011, the Board of Directors approved the formation of four committees to facilitate the work of the Board. Each year the Chair of the Board will request boardmembers to serve on one or more committees.

DISCUSSION

Four committees were designated to be standing committees of the Board:

- Management Committee
- School Development Committee
- Educational Practices Committee
- Finance Committee.

As explained in *Board of Directors Standing Committees Practices and Procedures* (Attachment 1), each Committee is to have three Directors as members, one being the chair and one being the secretary. Workload for each Committee will vary depending on issues facing the school in the current year (e.g. the Management Committee would be quite active in a Charter renewal year.) Details about the nature of the issues each Committee will address are described in the *Board of Directors Standing Committees Practices and Procedures*.

CONCLUSION

With four Committees having three Directors each, each Director will need to be involved with at least one Committee.

ACTION REQUESTED: Discuss Board committees and assign Board members.

Attachments: 1. *Board of Directors Standing Committees Practices and Procedures*



Board of Directors Standing Committees Practices and Procedures

COMMITTEES

Management Committee

- Human Resources (School Director, certificated and non-certificated staff positions)
- School Administration and Practices (Safety Plan, Technology Plan, Health and Wellness)
- Policy Development
- Charter Review and Renewal
- School Governance (Board bylaws, elections)

School Development Committee

- Facilities Review, Planning and Augmentation
- Growth Models
- Enrollment Efforts
- Community Partnerships
- Public Outreach (recruitment, advertising)
- Special Programs

Educational Practices Committee

- Curriculum Development
- Incorporation of Montessori Methods and Best Practices
- Testing and Performance Measures

Finance Committee

- Audit Preparation
- Budget Development and Implementation
- Fundraising

PRACTICES AND PROCEDURES

Purpose

- Committees are considered an extension of the Board, established by the Board, and charged with considering matters referred to them by the Board.
- Committees are advisory in nature and are intended to serve as an informal forum that allows for more focused review of issues affecting the school.

- Committees are expected to provide the Board with a summary analysis of the issue referred to them and provide recommendations to the Board as to the preferred course of action.
- Committees are expected to seek the widest possible range of input from staff, students, parents and the general community so as to increase the value of its recommendations.

Structure

- Committees are to have three Board members each.
- Each Committee will select a member to act as chair of the Committee and a secretary to be charged with keeping records.
- Committees shall post agendas for each meeting and maintain minutes of each meeting.
- The School Director shall serve as primary staff to the Committee although all school staff and teachers may be requested to provide assistance as appropriate.
- Only the Board can determine and direct an issue to a Committee to ensure that resources are used the most efficiently and all activities are integrated into a larger work plan.
- Committees will report out to the Board as to their activities, if any, at each Board meeting if appropriate.



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.3 - Discussion and Consideration of Facilities Options.**

Date: September 14, 2012 for the meeting of September 18, 2012

SUMMARY

The School Director and the School Development Committee members are requested to discuss and define the options for finding a school facility for the 2013-2014 school year. Members of the Board of Directors are asked to consider the pros and cons of each of the possible avenues for securing facilities and decide which they would like the School Development Committee to pursue.

DISCUSSION

When the school opened in August of 2010, we had just under 100 students and the facility at 746 Moss Avenue was an adequate fit, although lacking a large group instructional area where the whole community could congregate. The rent was more expensive than many other commercial rental properties in Chico, but the facility had already been used as a school eliminating the need to make modifications or remodels to bring the site up to code for a school. A current ***School Building Use Map*** (*Attachement 1*) is provided for review by the Board. For the 2010-2011 school year, all rooms except Room 3 (6/7/8 room), were rented by Sherwood. Room 5, currently used as the 6/7/8 Math and Science room was being used by child care and was a space Chico Unified special educators could use to provide services.

During the 2010-2011 school year, realizing that space would soon be an issue, the School Director and Lead Teacher John Howlett met with a local realtor and a real estate developer to explore options for future facilities. The Director attended workshops at the California Charter Schools Association annual conference and a Coalition for Adequate School Housing workshop to learn more about financing options for purchasing facilities and how some charter schools were housed in remodeled, previously vacant commercial facilities. At the beginning of the 2011-2012 school year, the Board advised the School Director that it would be forming an *Ad Hoc* Growth Committee and would assume the task of evaluating new facilities options for the school.

In 2011-2012, Sherwood expanded its enrollment to 114 but did not add any rooms to the lease. Room 5 was no longer available as an extra space as it was being used as another middle school room. Child care was in the library/literacy/Spanish instruction room. At times, it was difficult to find space for the Chico Unified special educators, although our MOU with CUSD stated that such space would be provided. As a result, the School Director often worked outside at the lunch tables to accommodate space issues when the Director's office and the copy room were being used for instruction. The lack of a large group meeting area continued to pose challenges to community building and when such space was needed, for example for performances, it was rented at additional cost from the Women's Club, although this space is also too small to accommodate our entire school community. The outdoor space was also getting crowded, leading to conflicts among students that required the staff's assistance in reaching compromise for use of space.

At the January 25, 2012 Board of Directors meeting, an enrollment model for 137 students in 2012-2013 was approved for the purposes of conducting the lottery on February 1, 2012. David McCready from the Butte County Office of Education Finance Department, our Business Manager at the time, advised the Board about enrollment numbers and budget matters. David indicated that an enrollment number close to 200 would offer the school revenue gains necessary to enhance facilities and administrative functions while still maintaining a small school feel.

The Board Ad Hoc Growth Committee met with a group of interested parents on February 3, 2012 to discuss a vision for the school's growth. Themes generated from the focus group were shared in an email, the text of that email can be read in the document ***Focus Group Findings*** (*Attachment 2*).

When the Budget Committee met to plan the 2012-2013 school year budget, it set enrollment numbers for the purpose of planning revenues with input from the Ad Hoc Growth Committee and Business Manager David McCready in mind. The document ***Enrollment Projections*** (*Attachment 3*) illustrates the numbers that were used to plan for the budget for 2012-2013 and how those numbers might matriculate through in the coming years as we strive for the low 200s number that will optimize our program implementation.

At the April 23, 2012 meeting, Directors Steve Lucas and Erwin Williams asked the Board to approve a lease for our current location for the next two years. After discussion, the Board concluded that no other facility had been found that was adequate and not signing the lease with Redeemer Lutheran put the school at risk of having no facility for the current 2012-2013 school year. The Board approved renewing the lease for our current location for two more years with two (2) additional two (2) year options that would secure the current facility through 2018.

As of the 2012-2013 school year, the Board has assigned the task of finding facilities for the school back to the School Director. The School Director has recruited a "Facilities Committee" including teaching staff members (Howlett and Anderson), a Board member (Lucas) and parents (Danny and Jeff Cresswell). A document titled ***Facilities Options for 2013***

(Attachment 4) details pros and cons of potential avenues the Committee could explore, but requests that the Board give direction as to which of those avenues to pursue.

CONCLUSION

Adequate facilities are essential for the implementation of a successful program. Sherwood needs both short and long range plans for facilities. For the time being, the proposed “Facilities Committee” will focus its work on short range plans and will require some initial Board direction. The long range strategic plan for future facilities will also need to come from the Board of Directors to guide the School Directors tactical moves in securing the appropriate facilities for the implementation of the Mission of Sherwood Montessori.

ACTION REQUESTED

Discuss facilities concerns and direct the issue to the School Development Committee or a more informal ad hoc Facilities Committee.

- Attachments:
1. *School Building Use Map*
 2. *Focus Group Findings*
 3. *Enrollment Projections*
 4. *Facilities Options for 2013*

Attachment 1 – School Building Use Map

EXISTING
CHURCH
PARKING
LOT
(RIGHT OF
PASSAGE
INCL.)

PARKING LOT/PLAYGROUND

EXISTING
CHURCH
BUILDING

PLAY YARD "A"

PROPERTY LINE

DIAGONAL STREET PARKING

ary/
Spanish/

6th/7th/8th
45/2(40/2)

Church storage

6th/7th/8th
45/2
(40/2)>34/

4th/5th

Kindergarten

bathrooms

3,822 sq ft

Director's office

Copy room

Resource/
Computer

1st/2nd/3rd
27>30

PHASE I
AREA

PLAY YARD "B"

1st/2nd/3rd
27>31

SBIT

bathroom

kitchen

Office

SIDEWALK

Focus Group Findings

A focus group of the Growth Committee met in February 2012 to discuss our school's vision. We had a thoughtful discussion about the future of our school. The group agreed on some key aspects of the program that we value:

- A strong sense of community amongst staff and students
- An overall feeling of calmness and organization in classrooms
- Supervision during lunch recess
- Gardening, cooking and drama programs

If we can continue to offer all of these aspects of our program, then the group agreed that the number of students we enroll is less significant. We felt that slow, steady growth would be essential. New staff and families would need to feel supported. The "school culture" would need to stay consistent.

We discussed several goals for the school. The development of physical education/sports and fine arts (drawing, painting, and sculpting) programs are needed. Combining the 4th, 5th and 6th grades into one class would be ideal for the Montessori methodology. The group felt these goals should be considered when looking at the future of the school.

Our next steps will be to look at budgets that support different class configurations and analyze potential locations for the school while taking into consideration the information from this group.

Thank you to all who have participated in this process. We look forward to more input in the near future!

Attachment 3 – Enrollment Projections

	2011-2012		2012-2013		2013-2014		2014-2015		2015-2016
K	18	18	23	23	23	23	23	23	23
1	20	45	18	55	23	61	23	64	23
2	16		20		18		23		23
3	9		17		20		18		23
4	11	24	12	25	17	42	20	49	18
5	13		13		12		17		20
6	16	35	16	45	13		12		17
7	11		18		16	34	13	29	12
8	8		11		18		16		13
Total	122		148		160		165		172

2016-2017		2017-2018		2018-2019		2019-2020		2020-2021	
23	23	23	23	23	23	23	23	23	23
23	69	23	69	23	69	23	69	23	69
23		23		23		23		23	
23		23		23		23		23	
23	61	23	64	23	69	23	69	23	69
18		23		23		23		23	
20		18		23		23		23	
17	29	20	37	18	38	23	41	23	46
12		17		20		18		23	
182		193		199		202		207	

2015-2016

23
69
55
25

Facilities Options for 2013-2014

Note: It is impossible to know the exact budgetary impact on all scenarios until funding levels for 2013-2014 are set by CDE and the Legislature, who still have not set final funding levels for our current fiscal year. November election results will impact these funding levels significantly. Once these figures are known, projections will still be only estimates and may prove to be considerably far from actual costs as it is difficult to anticipate circumstances that may arrive. Consider the situation Inspire High School faces, an organization with substantially more resources, currently facing a roadblock to obtaining their permanent facility due to unforeseen circumstances.

1. Whole school stays at 746 Moss Ave.

Pros	Cons
Do not need to break the lease (potentially up to \$88+K saved)	Some members of current teaching staff may quit (cost associated would potentially include training for new staff)
Site is well-liked by many families	Middle school program continued to be underserved by space designed for preschool/elementary program
Avoid the work and cost of moving	Families may perceive school as being unresponsive to teachers' needs, class size concerns
Postpone or avoid the cost and process of buying a property	Some families may leave the school if they feel class sizes are too large

2. Whole school moves to another leased facility.

Pros	Cons
Assuming the ideal facility is found, teachers, students and families are pleased	Potentially up to \$88+K lost to current landlords for breaking lease (school will close)
Middle school program is served by a space designed to accommodate needs	Cost and work of moving
Retain current teaching staff and families	Limited choices in Chico may result in lost time and no facility found

3. Middle school moves to another leased facility.

Assuming the ideal facility is found, teachers, students and families are pleased	Costs for operating facilities will increase significantly and are difficult to project
Middle school program is served by a space designed to accommodate needs	Cost and work of moving
Retain current teaching staff and families	Limited choices in Chico may result in lost time and no facility found
A facility found close to 746 Moss Ave. will give the Middle school program beneficial autonomy and allow it to stay connected to the school as a whole	If facility found is not close to 746 Moss Ave., families will be inconvenienced in drop off/pick up (could modify times of school day to avoid this). Also, a far distance between sites will erode the connection the middle school has to the whole school

4. Whole school moves to a property that will be owned by the school.

Pros	Cons
Assuming the ideal facility is found, teachers, students and families are pleased	Potentially up to \$88+K lost to current landlords for breaking lease (school will close)
Middle school program is served by a space designed to accommodate needs	Cost and work of moving
Retain current teaching staff and families	Limited choices in Chico may result in lost time and no facility found
In the long run, will be financially beneficial for the school in terms of money saved on rent and generating income from short-term leasing of space	Timeline for a purchase may be too long to be in a place for 2013-2014



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.4 Release of Standardized Testing Results**

Date: September 14, 2012 for the meeting of September 18, 2012

SUMMARY

Released standardized testing results indicate that instruction at Sherwood during the 2011-2012 school year translated to improved performance on the test in both English language arts and math.

DISCUSSION

Test scores at the conclusion of our inaugural year indicated that while our English language arts program was resulting in positive results on the standardized tests, our math program was not yielding similar results. Only 28.8% of our students tested at the proficient or advanced levels in math compared to 68% of our students testing at proficient or advanced levels in English language arts. When our Charter was renewed by Chico Unified School District, it included a resolution compelling us to maintain our level of achievement in English language arts and to improve our math scores to the level of comparable Chico Unified School District schools. The District named Shasta Elementary (with 71.4% of students at proficient or advanced in math) and Sierra View Elementary (with 76.4% of students at proficient or advanced in math), their two highest scoring schools, as our comparable schools.

The Single Plan for Student Achievement focused on improving math scores and was implemented in the 2011-2012 school year. Students took the Standardized Testing and Reporting (STAR) tests in May, 2012 and results arrived at the school in August, 2012.

Our students' STAR math scores increased dramatically to 54.6% of students at proficient or advanced. Our English language arts (ELA) STAR test results indicated that 65.4% of students were at proficient or advanced. Although this ELA result may seem to indicate that scores declined, overall mean scores went up.

It is also important to note that every student in the fourth and seventh grades who took the Writing Applications portion of the ELA test (100% of students in these grades took

this subtest, which is a constructed response format test) scored either proficient or advanced.

Additionally, every student in 7th grade last year scored proficient or advanced on the ELA portion of the test overall.

Our 2011 Academic Performance Index (API) was 807, meeting the state goal for schools to score in the 800 range or above. This API is higher than the state and the District's averages. Our official API for 2012 will not be released until October, but results from the CDE API estimation calculator, which are usually accurate within 1-2%, indicated we would have an API around 827.

CONCLUSION

Results from the STAR test data indicate that overall, the education program at Sherwood is increasing in effectiveness to score well on the test. More analyses are needed to examine how subgroups are doing on the STAR test.

ACTION REQUESTED

Receive report

Attachments: 1. API Report from 2011 2. STAR test results letter to parents for 2012

2010 -11 Accountability Progress Reporting (APR)



School Report - API Growth and Targets Met 2011 Growth Academic Performance Index (API) Report

California Department of Education
Analysis, Measurement & Accountability Reporting Division
11/29/2011

School: Sherwood Montessori
LEA: Chico Unified
County: Butte
CDS Code: 04-61424-0121475
School Type: Small Elementary

2011 Growth API Links:

School Chart
School Demographic Characteristics
School Content Area Weights
LEA List of Schools
County List of Schools

(An LEA is a school district or county office of education.)

Direct Funded Charter School: Yes

2010-11 APR		2010-11 State API			2011 Federal AYP and PI		
Summary	Glossary	Base	Guide	Growth	AYP	PI	Guide

Met Growth Targets

[Schoolwide:](#)

[All Student Groups:](#)

[All Targets:](#) N/A

Groups

	Number of Students	Numerically			2010-11	Met Student Groups
Schoolwide	53		807	B	B	B
Black or African American	0	No				
American Indian or Alaska Native	0	No				
Asian	1	No				
Filipino	0	No				
Hispanic or Latino	2	No				
Native Hawaiian or Pacific Islander	0	No				
White	50	No	809			
Two or More Races	0	No				
Socioeconomically Disadvantaged	10	No				
English Learners	1	No				
Students with Disabilities	4	No				

[Similar Schools Report](#)

Similar Schools

Median API

[2011 Growth](#) [2010 Base](#)

Click on the median value heading to link to the list of 2010 Base API similar schools. This list contains schools which were selected specifically for the reported school for the 2010 Base API Report.

In order to meet federal requirements of the Elementary and Secondary Education Act (ESEA), a 2011 Growth API is posted even if a school or LEA had no 2010 Base API or if a school had significant population changes from 2010 to 2011. However, the presentation of growth targets and actual growth would not be appropriate and, therefore, are omitted.

"N/A" means a number is not applicable or not available due to missing data.

""** means this API is calculated for a small school, defined as having between 11 and 99 valid Standardized Testing and Reporting (STAR) Program test scores included in the API. The API is asterisked if the school was small in either 2010 or 2011. APIs based on small numbers of students are less reliable and, therefore, should be carefully interpreted.

"A" means the school or subgroups scored at or above the statewide performance target of 800 in 2010.

"B" means the school did not have a valid 2010 Base API and will not have any growth or target information.

"C" means the school had significant demographic changes and will not have any growth or target information.

"D" means this is either an LEA, or a special education school. Target information is not applicable to LEAs or special education schools.

Targets Met - In the "Met Growth Target" columns, the growth targets reflect state accountability requirements and do not match the federal Adequate Yearly Progress (AYP) requirements. The AYP requirement for the API is a 2011 Growth API of 710 or a one-point increase from the 2010 Base API to 2011 Growth API for a school or LEA.

Missing All Subgroup Data – All subgroup data are missing if the LEA informed the CDE of a potential data error in at least one race or ethnicity category.

Missing Special Population Subgroup Data – Socioeconomically Disadvantaged, English Learners, and Students with Disabilities groups with missing API data and a "No" under the "Met Subgroup Growth Target" column indicates that there was a decrease in the number of students in the group by at least 20 percent from the 2010 Base API to the 2011 Growth API, or the LEA reported a potential data error with one or more these student groups. For that reason API information for that student group is not reported. LEAs that make changes to their data through the testing contractor will have updated API reports released in February 2012.

2010 - 11 Growth Academic Performance Index (API) Chart



School Chart 2011 Growth Academic Performance Index (API) Report

California Department of Education
Analysis, Measurement & Accountability Reporting Division
11/29/2011

School: Sherwood Montessori
LEA: Chico Unified
County: Butte
CDS Code: 04-61424-0121475
School Type: Small Elementary

2011 Growth API Links:

- [School Report - Growth](#)
- [School Demographic Characteristics](#)
- [School Content Area Weights](#)
- [LEA List of Schools](#)
- [County List of Schools](#)

(An LEA is a school district or county office of education.)

Direct Funded Charter School: Yes

2010-11 APR		2010-11 State API			2011 Federal AYP and PI		
Summary	Glossary	Base	Guide	Growth	AYP	PI	Guide
		2010 Base API	2011 Growth API	Growth in the API from 2010 to 2011			
		B	807*	B			

Met 2010 - 11 Growth API Targets:

Schoolwide
All Subgroups
Both Schoolwide and Subgroups N/A

Schools that do not have a valid 2010 Base API will not have any growth or target information.



— Statewide Performance Target for Schools = API of 800 or Above

School: Sherwood Montessori
LEA: Chico Unified

2010 - 11 Growth Academic Performance Index (API) Chart



School Demographic Characteristics 2011 Growth Academic Performance Index (API) Report

California Department of Education
Analysis, Measurement & Accountability Reporting Division
11/29/2011

School: Sherwood Montessori
LEA: Chico Unified
County: Butte
CDS Code: 04-61424-0121475
School Type: Small Elementary

2011 Growth API Links:

School Report - Growth
School Chart
School Content Area Weights
LEA List of Schools
County List of Schools

(An LEA is a school district or county office of education.)

Direct Funded Charter School: No

2010-11 APR		2010-11 State API			2011 Federal AYP and PI		
Summary	Glossary	Base	Guide	Growth	AYP	PI	Guide

School Demographic Characteristics

These data are from the October 2010 California Longitudinal Pupil Achievement Data System (CALPADS) data collection and the 2011 Standardized Testing and Reporting (STAR) Program student answer document.

Ethnic/Racial* (STAR)	Percent	Enrollments** (STAR)	Percent
Black or African American	3	Grade 2	17
American Indian or Alaska Native	0	Grades 3-5	46
Asian	2	Grade 6	15
Filipino	0	Grades 7-8	22
Hispanic or Latino	5	Grades 9-11	0
Native Hawaiian or Pacific Islander	0	<i>**This is a percentage of all enrollments in grades 2-11.</i>	
White	91		
Two or More Races	0		
<i>*These percentages may not sum to 100 due to responses of other, multiple, declined to state, or non-response.</i>			
Participants in Free or Reduced-Price Lunch (STAR)	15	Parent Education Level (STAR)	
		Percentage with a response***	66
		Of those with a response:	
		Not a high school graduate	2
		High school graduate	5
		Some college	7
		College graduate	19
		Graduate school	67
Participants in Gifted and Talented Education Program (STAR)	0	<i>***This is the percentage of student answer documents with stated parent education level information.</i>	
Participants in Migrant Education Program (STAR)	0		
English Learners (STAR)	3	Average Parent Education Level (STAR)	Average 4.44
Reclassified Fluent-English-Proficient (RFEP) Students (STAR)	2	<i>The average of all responses where "1" represents "Not a high school graduate" and "5" represents "Graduate school."</i>	
Students with Disabilities (STAR)	8	Average Class Size (CALPADS)	
		(These data will not be available until October.)	
Mobility		Grades	Average
		K-3	

[School, CALPADS Date](#) (STAR)

[LEA, CALPADS Date](#) (STAR)

These are the percentages of students who were counted as part of the school's or LEA's enrollment on the October 2010 CALPADS data collection and who have been continuously enrolled since that date.

Fully-Credentialed Teachers**** (CALPADS)

Teachers with Emergency Credentials ****(CALPADS)

**** These data were not collected during the 2010 CALPADS collection and are unavailable for reporting in the 2010-11 APR cycle.

83 4-6
83 Core academic courses
in departmentalized programs

[Enrollment in Grades 2-11 on First Day of Testing](#) (STAR)

Number
65

[Students Exempted from STAR Testing Per Parent Written Request](#) (STAR)

4

[Number of Students Tested](#) (STAR)

61

Yes/No

[Multi-track, Year-round School](#) (CALPADS)

2010 -11 Accountability Progress Reporting (APR)



School Content Area Weights 2011 Growth Academic Performance Index (API) Report

California Department of Education
Analysis, Measurement & Accountability Reporting Division
11/29/2011

School: Sherwood Montessori
LEA: Chico Unified
County: Butte
CDS Code: 04-61424-0121475
School Type: Small Elementary

2011 Growth API Links:

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School Demographic Characteristics
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County List of Schools

(An LEA is a school district or county office of education.)

Direct Funded Charter School: Yes

2010-11 APR		2010-11 State API			2011 Federal AYP and PI		
Summary	Glossary	Base	Guide	Growth	AYP	PI	Guide

Content Areas	Grades 2-8			Grades 9-11			School Content Area Weights (C+F)/ (Total C + Total F)
	Test Weights A	Valid Scores B	Weight x Scores C	Test Weights D	Valid Scores E	Weight x Scores F	
CST in English-Language Arts (ELA)	0.48	53	25.440	0.30	0	0.000	56.2 %
CST in Mathematics	0.32	52	16.640	0.20	0	0.000	36.7 %
CST in Science - End of Course	-	-	-	0.22	0	0.000	0.0 %
CST in Science - Grades 5, 8, and 10	0.20	12	2.400	0.10	0	0.000	5.3 %
CST in History-Social Science (HSS)	0.20	4	0.800	0.23	0	0.000	1.8 %
CAHSEE ELA	-	-	-	0.30	0	0.000	0.0 %
CAHSEE Mathematics	-	-	-	0.30	0	0.000	0.0 %
Assignment of 200 CST in Mathematics	0.10	0	0.000	0.10	0	0.000	0.0 %
Assignment of 200 CST in Science	-	-	-	0.05	0	0.000	0.0 %
Total			45.28			0.00	100.00%

CST = California Standards Test (California Alternate Performance Assessment [CAPA] results also are included for CST in ELA and CST in Mathematics and (California Modified Assessment [CMA] and CST in science grades 5, 8, and 10.)

CAHSEE = California High School Exit Examination

CST in Science - End of Course includes grades 9-11 only

CST in Life Science includes grade 10 only

CST in HSS includes grades 8 and 9-11 only

CAHSEE ELA and CAHSEE Mathematics include grades 10 - 12 only

Note on Assignment of 200: This methodology is used to account for students who do not take CSTs in Mathematics (grades 8-11) and in Science (grades 9-11). In these cases, the student record is assigned the lowest value of 200 points (Far Below Basic) in the school, local educational agency (LEA), or subgroup API calculation.



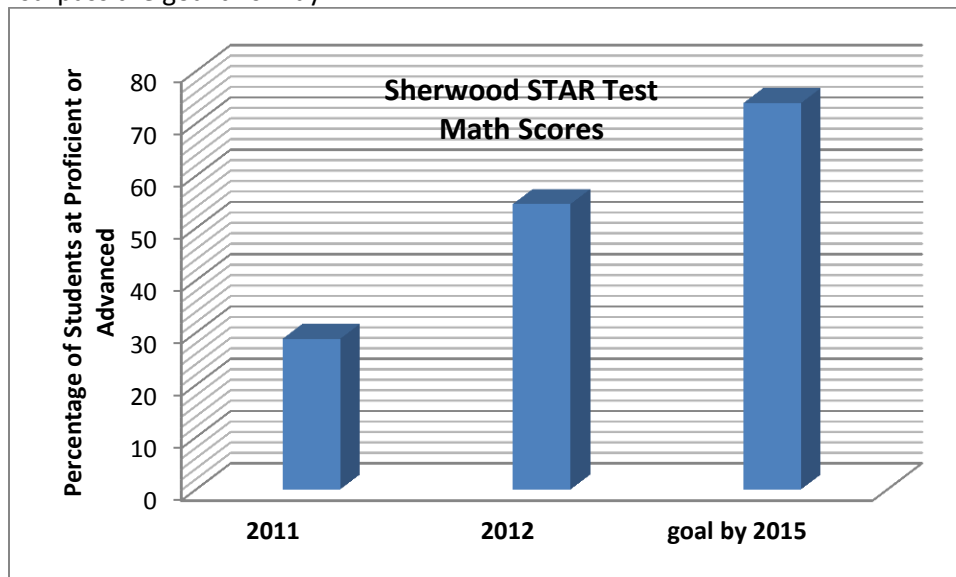
September 6, 2012

Dear Parent,

Enclosed are your child's STAR test results from the standardized tests s/he took last May. The STAR test is designed to measure progress towards mastering grade level state standards beginning in second grade. While the tests do not measure all that your child knows or all that we hope to accomplish with your child, they do give us some valuable data and feedback in terms of how we are doing with reaching state standards for academics.

Overall, our students made significant improvements, especially in math. This is not by accident, as our teachers have been working hard to fulfill the Single Plan for Student Achievement which emphasizes increasing students' understanding of math. Comparing scaled scores of students in 2011 to 2012, Sherwood kids gained 946 points in English Language Arts and 1557 points in Math.

As many of you may be aware, our Charter was renewed last year for the next five years. As an addendum to our Memorandum of Understanding with Chico Unified School District (CUSD), our Charter authorizer, we were mandated to improve our test scores. As the chart below indicates, we are well on our way to meeting the goal that was set for us by CUSD. In fact, if our improvement remains at this rate, we will surpass the goal this May.



Our Academic Performance Index (API) number will be release in October. Last year, our API was 807, which is a bit higher than the state or district average. The state's goal is that all schools reach at least 800. This year, using the API calculator on the California Department of Education's website, our estimated API is 827. The final number in October may be off by one or two points, but this is a good estimate.

If your individual student did not show improvement, please know that her or his needs are not being ignored in the shadow of this achievement. Being a small school means that we have the luxury of looking at each child as an individual. Each teacher has been provided with an analysis of growth for every individual student. Teachers at Sherwood plan for their whole classes, and also for each child.

Be sure to review your child's results and please feel comfortable to approach her or his teacher with your questions.

Thank you,

Michelle Yezbick
Director



REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 5: Middle School Math/Science
746 Moss Avenue, Chico, California**
Date/Time: **Tuesday, October 16, 2012 – 5:30 p.m.**

AGENDA

- 1. CALL TO ORDER**
 - 1.1 Roll Call** Jill Bailey, Robyn Faraone, David Kuperman, Stephen Lucas, Corin Meester, Russell Shapiro, and Erwin Williams
- 2. CONSENT AGENDA**
 - 2.1 Approval of Minutes from September 18, 2012**
 - 2.2 Approval of Employment Contract for the School Director**

The Board conducted a closed session performance evaluation for the School Director on September 18, 2012 and will consider the approval of a one year employment contract extension with compensation established at \$70,000 annually.

ACTION REQUESTED: Approve Employment Contract for School Director.
 - 2.3 Identification of New Signatories on Bank Account**

The Board will formalize approving Russell Shapiro and Jill Bailey as signatories on the Northern California National Bank checking account.

ACTION REQUESTED: Approve Resolution 101612a naming Russell Shapiro and Jill Bailey as signatories on the school bank account.
 - 2.4 Amendment to the Payroll Policy**

The Board will consider striking language regarding use of a Payroll Service and add the procedure of printing hard copies of all ACH payroll transactions.

ACTION REQUESTED: Amend existing Payroll Policy to reflect current practices.
 - 2.5 Adoption of Fair Hiring Policy**

The Board will consider adopting a Fair Hiring Policy that formalizes the School's commitment to legal and honorable hiring practices.

ACTION REQUESTED: Adopt the Fair Hiring Policy.
- 3. REPORTS AND COMMUNICATION**
 - 3.1 Instructional Staff Report**
 - 3.2 Sherwood Montessori Parents Organization Report**
 - 3.3 School Director Report**
 - 3.4 Treasurer Report**

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.

4. NOTICED PUBLIC HEARINGS

4.1 None

5. REGULAR BUSINESS

5.1 Items Removed From Consent (If any)

5.2 Approval of Contracts for School Accountant and Financial Consultant

The Board will be asked to approve the contracts for Laura Mason for School Accountant and Lisa Speegle for Financial Consultant.

ACTION REQUESTED: Approve contracts for Laura Mason for School Accountant and Lisa Speegle for Financial Consultant.

5.3 Discussion and Consideration of Prop 39 Request.

The School Director will present to the Board the Prop 39 Request that has been vetted by Middleton Young and Minney lawyer Sarah Kollman.

ACTION REQUESTED: Discuss Prop 39 Request and advise School Director on next steps.

5.4 Release of Single Plan of Student Achievement.

School Director will present Single Plan for Student Achievement, an annual plan based on data gleaned from standardized test results.

ACTION REQUESTED: Receive report.

5.5 Release of Performance Audit.

School Director will present the annual Performance Audit that was due to the School's Charter Authorizer, Chico Unified School District, on October 15, 2012

ACTION REQUESTED: Receive report.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

7. FUTURE AGENDA ITEMS

7.1 Discussion of Fundraising Issues and Opportunities

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

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



MEMORANDUM

To: Board of Directors
From: Robyn Faraone, Secretary, Board of Directors
Subject: **Agenda Item 2.1 – Approval of Minutes from September 18, 2012**
Date: October 12, 2012 for the meeting of October 16, 2012

MINUTES FOR BOARD OF DIRECTORS of September 18, 2012 *DRAFT*

1. **CALL TO ORDER:** at 5:40 PM at 746 Moss Avenue.
Board Present: Stephen Lucas-Chair; Russell Shapiro-Treasurer; Jill Bailey-Vice Chair; Robyn Faraone-Secretary; Erwin Williams; David Kuperman; Corin Meester

Absent:
Others Present: Michelle Yezbick, School Director; John Howlett, Teacher; Teresa Shippen, Teacher
2. **CONSENT AGENDA**
Director Meester motioned approval of the consent agenda; 2nd Director Kuperman with changes to 2.2 as noted below.
AYES: 7 (Lucas, Shapiro, Bailey, Faraone, Williams, Kuperman, Meester)
NOES: 0
ABSENT: 0
 - 2.1 **Approval of Minutes of June 6, August 8 and August 18, 2012**
 - 2.2 **Change of Signatories of ACH Transfers**
The Board approved Resolution 091812a with the following edits recommended by Director Williams. Russell Shapiro will replace Stephanie Wisterman and Amanda Pelley as signatories on ACH transaction for the School bank account at Northern California National Bank and Jennifer Lara was authorized as a signatory for the purposes of processing payroll on August 31, 2012, but is now removed.
 - 2.3 **Approval of Unaudited Actuals for 2011-2012**
The Board approved the Unaudited Actuals for 2011-2012 prepared by Lisa Anderson of BCOE.
3. **REPORTS AND COMMUNICATION**
 - 3.1 **Instructional Staff Report-** *Lead Teacher Shippen* provided a written report on classroom activity since school began.

3.2 Sherwood Montessori Parents Organization Report- none

3.3 School Director Report- *School Director Yezbick* provided a written report and comments including working to fill staffing vacancies in the next two weeks.

3.4 Treasurer Report- *Treasurer Shapiro* is working on the budget to present next month.

4. NOTICED PUBLIC HEARINGS- none

5. REGULAR BUSINESS

5.1 Items Removed From Consent- None

5.2 Board Committee Assignments- Directors volunteered for the following committee assignments. Management committee: Directors Lucas, Williams, Kuperman. School Development Committee: Meester, Faraone, Bailey. Educational Practices Committee: Shapiro, Kuperman, Bailey. Finance Committee: Shapiro, Faraone.

5.3 Discussion and Consideration of Facilities Options.

School Director Yezbick presented an overview of our current facilities. Based on enrollment projections, there will be 160 students next year and staff believes we need more space. All options need to be fully explored by the Ad Hoc Facilities Committee. *Directors Lucas, Meester and Williams* volunteered for the committee, and staff and parents will be invited to participate.

5.4 Release of Standardized Testing Results.

School Director Yezbick presented the results of STAR test. Directors are pleased with the improvements. Chair Lucas recommended that we send an update to CUSD on our school's progress toward goal of increased math scores.

6. PUBLIC COMMENT ON ITEMS NOT ON AGENDA- None

7. FUTURE AGENDA ITEMS

7.1 The Board will be asked to approve the contracts for school accountant and financial consultant.

7.2 2012-2013 Budget Presentation. Finance Committee will discuss fundraising issues and opportunities.

7.3 The Board will be asked to approve letter to CUSD regarding STAR scores.

8. CLOSED SESSION

8.1 Public Employee Performance Evaluation.

Pursuant to Government Code Section 54957, the Board went into closed session for evaluation of School Director. BOD reported out of closed session approving a one year contract for *School Director Yezbick*.

9. ADJOURNMENT: 8:08 PM

Approved: _____, 20____

Robyn Faraone, Secretary of the Board



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 2.3 – Change of Signatories on Bank Account**

Date: October 12, 2012 for the meeting of October 16, 2012

SUMMARY

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

DISCUSSION

Our bank account at Northern California National Bank requires that we have a Board adopted resolution to name signatories for the account. Our current resolution, Resolution 042011a, has the names of former Board members and should be replaced with Resolution 101612a which names our current signatories.

ACTION REQUESTED

Adopt Resolution 101612a.

Attachment: Resolution 101612a



RESOLUTION 101612a
IDENTIFICATION OF NEW SIGNATORY ON BANK ACCOUNT
DRAFT

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

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

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

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

NOW, THEREFORE BE IT RESOLVED that the **Sherwood Montessori 501c3** hereby requests that the incoming Treasurer, Russell Shapiro replace Rae Morrison as a signatory on the School bank account at **Northern California National Bank (NCNB)**. Rae Morrison will no longer have access to funds at NCNB nor will she be a signer on any draws on the Line of Credit established at NCNB. The power to request transfers and / disbursements on the Line of Credit will reside with the Board Chairperson, Steve Lucas and the Treasurer, Russell Shapiro. Furthermore, it is resolved that outgoing Director Georgina Maltby shall also no longer have access to funds at NCNB nor will she be a signer on any checks written on behalf of Sherwood Montessori. The second signatory on the School bank account shall be Jill Bailey.

PASSED AND ADOPTED by the **Sherwood Montessori Board of Directors** at a public meeting held on **16 October 2012**

Name and Title of the Authorized Representative

Signature

Date

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 2.4 – Amendment to the Payroll Policy**

Date: October 12, 2012 for the meeting of October 16, 2012

SUMMARY

Consideration of request to amend Payroll Policy to reflect current practices.

DISCUSSION

Our current Payroll Policy contains language that no longer reflects our practices. Language needs to change in terms of how teachers' salaries are paid out as we are now compelled to comply with new rules from the IRS. We also are no longer using a payroll service. We also need to have paper copies of ACH (direct deposit) payroll printed, signed, and filed for audit purposes and the proposed amended policy stipulates this.

ACTION REQUESTED

Approve changes to Payroll Policy.

Attachments: Payroll Policy-Draft, Payroll Policy-Original



PAYROLL POLICY-DRAFT

Sherwood Montessori will employ individuals in both salaried and hourly positions. The following policy provides guidance to insure accurate payroll allocations and reporting, an equitable pay schedule, and minimize bookkeeping workload.

Salaried Employees

Certificated teachers and the school Director will be paid an annual salary via twelve equal monthly paychecks. Monthly pay periods will run from the 21th to the following 20th of the next month. Paychecks will be delivered by the last working day of the month. The school Director will also be hired on a July 1-June 30 contract and the annual salary will be averaged between the twelve monthly paychecks, commencing with the July 30th paycheck.

Hourly Employees

Classified staff will be paid once a month with the pay periods running 21st to the following 20th. Paychecks will be delivered by the last working day of the month.

Payroll

The Business Manager is responsible for creating the monthly payroll and filing all state and federal monthly taxes as well as PERS and STRS contributions. Quarterly filings are also the responsibility of the Business Manager. Appropriate documentation will be printed and signed by the Business Manager and the Board Treasurer and kept on file for audit purposes.



PAYROLL POLICY-ORIGINAL

Sherwood Montessori will employ individuals in both salaried and hourly positions. The following policy provides guidance to insure accurate payroll allocations and reporting, an equitable pay schedule, and minimize bookkeeping workload.

Salaried Employees

Certificated teachers and the school Director will be paid an annual salary via twelve equal monthly paychecks. Teachers will be employed in an exempt status for ten months with 1/6th of the annual salary held over for summer payback. Monthly pay periods will run from the 21th to the following 20th of the next month. Paychecks will be delivered by the last working day of the month. The school Director will also be hired on a July 1-June 30 contract and the annual salary will be averaged between the twelve monthly paychecks, commencing with the July 30th paycheck.

Hourly Employees

Classified staff will be paid once a month with the pay periods running 21st to the following 20th. Paychecks will be delivered by the last working day of the month.

Payroll Services

Initially, Sherwood Montessori will contract with a Payroll Service that is experienced in working with public Charter Schools. This will allow for a higher confidence in adherence to all state and federal employment laws.

MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 2.5 – Fair Hiring Policy**

Date: October 12, 2012 for the meeting of October 16, 2012

SUMMARY

Consideration of request to adopt Fair Hiring Policy

DISCUSSION

Although we currently are using fair and legally compliant hiring practices, we do not have an adopted Fair Hiring Policy. The proposed policy establishes these practices as status quo for Sherwood Montessori. The draft submitted draws heavily from the Fair Hiring Policy adopted by the Chico Unified School District.

ACTION REQUESTED

Adopt Fair Hiring Policy.

Attachment: Fair Hiring Policy-DRAFT



Fair Hiring Policy-DRAFT

The Board of Directors desires to provide a positive work environment where employees and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. The Board prohibits any school employee from harassing or discriminating against any other school employee or job applicant on the basis of the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, medical condition, genetic information, or veteran status.

Prohibited discrimination consists of any adverse employment action, including termination or denial of promotion, job assignment, or training, based on any of the prohibited categories of discrimination listed above. Harassment consists of any unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that it is so severe and pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with his/her work performance or creates an intimidating, hostile, or offensive work environment.

The Board also prohibits retaliation against any school employee or job applicant who complains, testifies or in any way participates in the school's complaint procedures instituted pursuant to this policy. Any district employee who engages in prohibited discrimination, harassment, or retaliation, or who aids, abets, incites, compels or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

The Board designates the School Director as Coordinator for Nondiscrimination.

Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of school policy should, as appropriate, immediately contact the School Director who shall advise the employee or applicant about the school's procedures for filing, investigating, and resolving any such complaint.

Any supervisory employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the School Director as soon as practical after the incident.

The School Director or designee shall provide training to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination.

The School Director or designee shall publicize, within the school and in the community, the district's nondiscrimination policy and the availability of complaint procedures. Such publication shall be made available to each job applicant. The school's policy and administrative regulation shall be posted in a designated, accessible area on the school grounds.



MEMORANDUM

To: Board of Directors

From: Lead Teacher, Teresa Shippen

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

Date: October 9, 2012 for the meeting of October 16, 2012

Kindergarten (Teresa Shippen):

With September already behind us, the Kindergarten has settled into a nice hum. We have had many visitors to our room lately, and the students have continued to work productively, uninterrupted by the observations of parents and prospective parents who want to see a Montessori Kindergarten in action. They have been impressed with many things including the diversity of materials and work, the productiveness of the children, and the ability of the students to clean-up a task and replace it on the shelves in an orderly fashion. This always impresses me as well! It is a privilege to have such a wealth of materials available for our lessons, as well as time to spend individually with each student. They are fascinated by each new lesson and material presented. The hardest part for some is waiting their turn! Their enthusiasm is wonderful!!

The Kindergarten spent a good portion of last week studying the life-cycle of an Apple tree. They are learning the parts of a flower, and the importance of bees. We sampled apples, and discussed what we liked best about each type. Some students prefer juicy apples, some sweet, and some both sweet and tart. They talked about the crispness, or lack of crispness, and each choose their favorite type. It was wonderful to hear a student say "Teacher Teresa, I have my favorite type of apple today! It's a Golden Delicious!". We are now moving on to the study of pumpkins. We'll learn about their life-cycle and culminate these lessons with a visit to T.J. Farms pumpkin patch. The students (and parents!) are really looking forward to this first field trip. We will make this trip on October 16th.

Lastly, I really want to say what a pleasure it has been to work with the wonderful families we have at this school! All I have to do is ask, and there are parents to accomplish everything from assembling handwriting books, teaching yoga, fixing puzzles and cleaning the school in various ways, to driving on the field trip. I love their enthusiasm and am thankful to all for the help!

1/2/3 Classroom (Carin Anderson):

Life is busy in Carin and Eilene's classroom these days. The students are more often settling into deeper focus, and we continue to work toward a balance of constructive social interaction and independent work. Language and math groups are up and running, and guided reading groups continue. In writing we have been exploring "ideas" - the first of the six-trait series, and it has been great to see the students' creativity and humor come out in their writing, as well as more stories from their lives. We are also working on good handwriting (thank goodness.) Geography continues to be exciting - we are beginning our study of North America and its biomes, and will be exploring volcanoes and the layers of the earth. Functional Geography and History experiments continue as well. The fall equinox was a wonderful opportunity to explore the movements of the earth and the resulting seasons. Our class meetings have been going well, and I am constantly impressed with the students' insight and compassion. I love to witness children working together to build their community! We watched Isa's presentation on the Nicaraguan Montessori School she and I visited, and we will be writing to the children there soon.

I have to say that I have found it much harder this year to attend to each child with the higher number of students in the classroom. In any classroom, but especially in Montessori where the curriculum is so individualized, I really feel the children suffer when the numbers go up. I hope that we can bring the classroom size down next year.

1/2/3 Classroom (Eric Parish):

Things are moving along well in Eric's lower elementary class. The students are beginning to show responsibility with their daily routines and procedures. We have been highlighting the importance of working with self direction and independence. Some students have displayed this ability while others need direct guidance. Tanya King, my assistant, has been working directly with students that need the attention. She is doing a fantastic job and we are beginning to observe positive growth with some of the children. Tanya has also been giving art lessons with the children each week. They have explored various artistic techniques as well as the artistic styles of Monet, and Picasso. The art looks fantastic. I have continued our focus on introducing Montessori math and language materials to the children. I am now beginning to observe if they are able to select a material to work with, set it up in an appropriate location, do the work, and then put the work away when they have finished. We are continuing our studies and experiments into the Laws of the Universe. The students have really been enjoying these explorations that follow along with the First Great Lesson. When we finish these science explorations we will then explore the creation of Earth.

4/5 Classroom (Kristina Besnard):

The fourth/fifth grade students continue to make progress at working independently/on task during the morning work period. Today, during our class meeting, several students chose to compliment the class on the significant shift in noise and on task behavior compared to the first few weeks of school. They are starting to help remind each other and see that it takes everyone's part to focus and wait to socialize until snack/lunch break. Tracy and I have noticed a significant change in the noise level and the amount of completed work being turned in each day.

While we haven't started official math groups, I have been meeting with 3-6 students in two different groups each day to introduce math vocab., new Montessori materials, and give mini-lessons based on our first trimester math assessment. Several groups are working on place

value/rounding numbers to the nearest hundred million, either on paper or using the bank game and several groups are working with prime factorization/divisibility rules to find the greatest common factor. My ultimate goal for math groups is to meet with 4 groups each day. 3 groups are students who are at or below grade level and will meet Monday-Thursday. 2 groups are above grade level and need enrichment activities that focus on using critical thinking skills and coming up with multiple ways to solve math problems. The enrichment groups will be given less direct instruction and urged to come up and share their own ways to solve math problems. This week the enrichment group used a Venn diagram to show how they found the GCF of two numbers. One group used string and 3x5 cards and the other used a chart to show how they solved the problem. I plan to meet with each enrichment group twice a week to introduce new lessons and give them time to share their ideas.

Tracy has been busy giving key experiences in language to students and helping new students learn how the language program works.

In social studies, the fifth grade students took their fifty states quiz and all but one student passed. They celebrated by working together to complete a fifty states puzzle floor puzzle (they're still not finished, but I told them on the next rainy day we would bring it out again). We will be working on state reports in the next few weeks to research a state and find interesting information, like what date was the state officially adopted, state flower, important geographical features, exports, etc. We have also started using our fifth grade textbooks as a supplemental material. Fourth year students have started learning about different Native Californian tribes and how/why they settled after the Ice Age. We have been focusing on Northern Coastal tribes, how the natural resources used are different from the tribes in the South, and how those differences in resources affect the culture.

In science, we made play dough with Richie and are making models of the layers of the earth. We will focus on the Timeline of Life in October and the Clock of Eras. We have read *Born with a Bang* and started *From Lava to Life*. Students will explore the different eras in geologic time and how life changed, from the first prokaryotic cell all the way to early man.

In Writer's Workshop, we have focused on the trait "Ideas." Where do author's get their ideas of what to write about and how do they stretch a moment into a whole story? We have brainstormed to come up with a list of "seeds" or ideas that they will keep for when they can't figure out what to write about. We talked about narrowing down an idea that is too general into one that is focused and interesting enough to write about. We have done an author's study on Alan Say and Chris Van Allsburg to see how their style of writing is different and brainstormed where they might have come up with the ideas for their popular stories. Students have picked one seed or idea to take through the whole writing process. They have created story paths, an organizational tool for getting the outline/ideas out on paper before writing. For the next two months, we will focus on narratives and research reports.

We have taken several field trips. Our first was to the Mendonca almond orchard to see one of Chico's biggest exports. Students got to interview the owners, shuck almonds, and learn about the process of taking almonds off the tree to be shipped to places like China and India. After our tour, we went to have lunch at the Sacramento River. Once student taught the class how to skip rocks. I had never been able to skip a rock until that day. It was a great bonding experience for the class and great memories were made. We also went to support our Sherwood actors in *Fiddler on the Roof* at Laxon Auditorium. Next week, we are going to the Gateway Science Museum to learn about California during the Gold Rush and see an exhibition on the history of flight. We are also partnering up with Chapman Elementary and Kids and Creeks to help with plant restoration in lower Bidwell Park.

It's been a busy few weeks and I am meeting with Lindsey Serrao several days this month to plan out curriculum for when I am out on maternity leave. I've been feeling great and am so relieved to have found a wonderful long term sub who seems very compassionate and committed to education. The students have met her several times now and seem excited to have her in our classroom. I'm working only four days a week now and Tracy has taken over on Fridays. We will start reading with our kindergarten buddies soon and the students keep asking about when they'll be selected to help out. Tracy says Fridays have been going well and students are using their completion day to finish up assignments.

I'll be taking time off starting the middle of November, if all goes well. I told Lindsey to be ready in early November just in case, but am confident I will want to work until the week before November break.

6/7/8 Classrooms (John Howlett, Kelli Kurth, Hildi Myers):

Since we last talked, our Middle School students have been busily working on their academic subjects, as well as their elective courses which began at the end of September. The students have their first History Unit exams coming up this week, and so we are doing a lot of reviewing for these tests. Also, the students are really enjoying new Literature stories from authors such as Gary Soto, Amy Tan, David Sedaris amongst others. Our literature discussions have been quite insightful and good, and the students are learning a lot about what makes a great short story. Likewise, the "Unquenchable" reading group had a great time listening to Robert Glennon's talk about the importance of water, and they seemed right at home on the CSU Chico campus. Finally, we are all so happy to have Hildi on board with our Middle School team, and the students have taken to her very well indeed. We hope to see you all at the Fall Festival, and try, if you dare, the Middle School Haunted House in the Math and Science Room!

Math and Science Room

In the math and science room we have incorporated a new computer program called ALEKS math. It is an online program that provides students with an individualized learning plan. It allows us to monitor students individually and provide them with math instruction specific to their needs. 20 of our 39 students are utilizing this program and we are very happy with the progress these students have made thus far. The other students are still in math groups receiving math lesson 4 times a week at their appropriate math levels. 8 of the 20 students are receiving math lessons as well as using ALEKS to fill in previous learning gaps. Overall we feel we are able to reach individual student at a deeper level while creating more organization and focus in the classroom for all the students.

In science we have continued to learn through the use of textbooks and hands on activities. One of the favorite activities of the middle school has been finding songs that have to do with what we are studying. For example, we listened to a song on Newton's 3 laws that was a cover to Chris Brown's International Love. The students found it enjoyable to listen to the science topic through song. In fact, they can still be heard singing the song about cells from two weeks ago that was introduced to them by Edward (John's aide). As well as songs we have completed a number of activities to boost the interest and engagement in our science curriculum. The students are responding well to these activities and are asking eagerly in the mornings what the activity is for the afternoon. Lastly, we are planning our science field trips for the year.

The students are excited to be included in this process and they have shared some wonderful ideas with me. We're all looking forward to our first outdoor excursion that will be in the next couple weeks

Literacy and Spanish Instruction (Danielle Mennucci):

We are off to a great start in both Spanish and Literacy classes! In Spanish K-3, we are refreshing our memories on vocabulary. The 4th-8th grades are working with nouns, adjectives, and articles and are beginning to review verb conjugations. We are working from a textbook and studying for quizzes as a way to pick up the pace this year.

In writing class, the 1-3 are writing sentences and composing booklets and sharing their published work with one another. We are now writing a poem with simile, metaphor, personification, and onomatopoeia and plenty of imagery. The 4th-8th have also composed poetry using the different components of poems. We have also engaged in persuasive essay and each student composed 4-5 paragraphs inviting a special guest from history to visit for dinner. The goal is to use detail and content and persuasion so that the other classmates are convinced that an exciting and important person has been invited to dinner. We are also responding to the literature being read whenever possible. The students are asked to compare characters, and write journal entries that reference plot development.

Literature choices are diverse: The 8th graders have read Robert Glennon's "Unquenchable", a very detailed analysis of the water crisis in the US. We have discussed the book carefully and have written essays explaining the problems and possible solutions. The students were invited to visit the author at CSUC and they presented themselves with prepared questions. The communication between author and student was incredible!! Other choices in literature class has been "The Adventures of Tom Sawyer" and "Wrinkle in Time". This month, the literacy program will introduce the Read-athon fundraiser to the students and parents. The fundraiser is set on the calendar to begin on November 8th.

Cooking and Gardening Program (Richie Hirshen):

This Sunday 10/14 we will be a featured garden on GRUB's Bike Tour to Local School and Community Gardens. I'll be lecturing (to a like-minded demographic) about our program's progress and all school families have been invited through Michelle's weekly newsletter. The garden is evolving for several reasons. First, we have a new every-Friday volunteer "Garden (Assistant) Director" named Whitney, sent to us by my friend Luisa Garza, head groundskeeper at CSU Chico. Whitney immediately helped with some tasks that needed attention and began planting seeds in the greenhouse so we won't be doing our mass planting this season. Instead we'll be transitioning to the new season one bed at a time...tomatoes and cucumbers gone, the greenhouse full of enough trays for a smaller-yet-mass planting of the whole garden. All grades have been involved in this process and Whitney's help on Fridays is invaluable. Last week the kindergarteners and I planted up the carrot bed and then at the Friday market Whitney gathered kids and planted a bedful of chard.

The every Friday markets have continued to be a social and culinary wonderment, a lovely gathering for parents, kids and teachers and a source of profits that will benefit the program going forward. We've published our first middle school newsletter chock full of pertinent info including a report on salsa with recipes and sustainability/horticulture info.

Cooking classes have been lots of fun and healthy/utilizing products from the garden (yesterday the 5th graders made a pasta salad with these garden ingredients: cucumber, asparagus, basil, chives, rosemary and parsley...the salad also had beans for protein and celery for crunch).

I've lectured several times to all grades 1-5 (in whole groups) about respect, empathy, other people's feelings, etc. These lectures have yielded results and as time goes on we are able to concentrate more on the tasks at hand. I hope to see you in the garden this Sunday! I'm planning my lecture and a Q & A session for 11:00-noon. When at the Farmers' Market (oh...please feel free to donate any produce as we glean too, or baked goods to our 'cause'), please introduce yourselves to Whitney and thank her for her altruism/dedication/hard work. People like her are a big reason places like ours are special.



MEMORANDUM

To: Board of Directors

From: SMPO President, Marci Pope

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

Date: October 12, 2012 for the meeting of October 16, 2012

The start of the school year has been exciting in the way that so many parents have stepped up to take on a role in the parent organization. We have a great deal of support for our events and it is fun to see how things have grown the past three years. Here is a sample as to what we have seen so far this year.

- Meetings: Our first SMPO meeting was attended by 20+ parents which has not been typical. It was wonderful. We have invited a guest speaker to each meeting so far (Richie – August, Danielle – September, Robin is putting together our guest speaker for the October meeting). The September meeting was not as large in attendance, but a great deal was accomplished.
- Rummage Sale: We raised about \$1000. We're very excited about the turnout for help and purchasers.
- First ever Restaurant Take Over: Our pizza night raised about \$250. It was fun to see all the families enjoying their time socializing together. We have another one planned for October.
- Gifts to Teachers: We gave the teachers Visa gift cards the total the amount of \$625 to purchase items for their classrooms. We did have to ask for receipts for tax purposes. We are still waiting to see receipts to find what teachers purchased with their cards. It was suggested to us by North Valley Community Foundation to just do reimbursement in the future instead of gift cards.
- Fall Festival: Currently we are planning for the October 26th event. This is not a fundraiser, just a community building event.
- Feast of Gratitude: This is more of a community building event, but there is a charge. Typically it covers the event, with a little left over.
- Additional fundraising ideas
 - One wonderful parent has made some cold calls to community businesses asking for donations. We offered add space in the yearbook for the donations. I have not followed up lately to see how that turned out but we did have some takers.
 - A Bulb Sale fundraiser is going out soon.
 - There is a parent that knew about the Montessori Services catalog and we have sent out catalogs to all Sherwood families. Based on how much has been purchased, teachers will be able to order stuff from the catalog for their classrooms. We realized we need to follow-up on this one a little more so parents understand what could be done for our school.
 - We are looking at ways to push our Pizza Cards from Papa Murphy's to get more sales from those.

- Clothing orders will go out this next week to get Sherwood clothing on our families. This brings in a small amount of money. It was determined it is important to get the clothing on our families, not gouge their pocketbooks.

Many exciting things from our standpoint. Mostly the growth of volunteers. We are looking at ways to increase the understanding of what SMPO does for Sherwood Montessori which will start with a letter to the parents stressing the importance of supporting our events and fundraisers to support the school as a whole. We would love to hear if the board has suggestions or if you have a specific goal you would like SMPO to focus upon.

Kind regards,

Marci Pope
Sherwood Montessori Parent Organization President 2012/2013



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: Agenda Item 3.3 School Director's Report

Date: October 12, 2012 for the meeting of October 16, 2012

ADMINISTRATIVE ITEMS:

New hires since September 18, 2012 include:

Hildi Marit Myers	0.4 FTE Math & Science Teacher/6 th /7 th /8 th
Steve McKeever	Math Aide/6 th /7 th /8 th
Anthony Aylward	Math Aide & Math Club/6 th /7 th /8 th & 1 st -8 th
Pegi Schaefer	Intervention Teacher K-8 th

- On October 3rd Laurie Teague resigned without notice. An ad is on EdJoin for her replacement. I am currently coordinating with the Hiring Committee to hold interviews and demonstration lessons.
- Teaching faculty and staff participated in First Aid/CPR training on October 10.
- Hildi Myers, our new 6th/7th/8th teacher and I attended the Mt. Lassen Math Conference on October 6th. Keynote speakers included Jo Boaler, Professor/ Author, from Stanford University and David Foster, Director, Silicon Valley Mathematics Initiative. We came away with excellent resources for our math program and a better understanding about the new Common Core Standards for Mathematics.

FISCAL ITEMS:

- The Budget Committee met to discuss the impact of possible cuts resulting from Prop 30 not passing. Russell Shapiro shared that we will be able to weather the cuts, but we will eat away our reserves. Cuts would need to be made for the 2013-2014 school year.
- We now have a new copier and agreement bringing our monthly leasing cost down from \$320/month to \$155/month.

GENERAL ITEMS:

- Our teachers are being challenged to remain patient as our intervention services and special education services are not currently optimal (as they were last year) due to CUSD

scheduling and staffing needs. We hope to have the situation resolved in the next couple of weeks as we have been told our RSP provider will soon have more time with us and the Hiring Committee will choose a new SBIT Coordinator.

- Sherwood's Oversight Binder is complete and will be delivered to John Bohannon before October 15th. The binder includes information useful to CUSD as they fulfill their oversight obligation and includes the Annual Performance Report and Single Plan for Student Success (SPSA).
- The California Department of Education released test data and the 2011-2012 School Quality Snapshot (see attachment). This report shows our performance in a number of areas and is overall quite positive.

STATE AND FEDERAL LEGISLATION ITEMS:

- I have been sharing voter education events and information with parents and coordinating with Robin Faraone and SMPO to get information to our families. We are being careful and responsible in terms of giving non-partisan information during school hours, on school grounds, and using school resources.

Attachment: 2011-2012 School Quality Snapshot from the California Department of Education



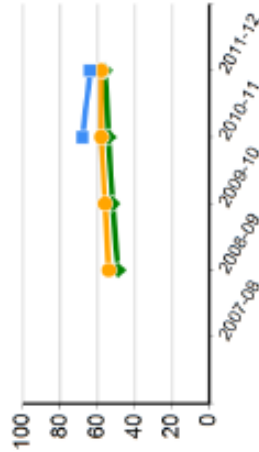
2011-12 School Quality Snapshot Sherwood Montessori

Chico Unified
 746 Moss Ave., Chico, CA 95926

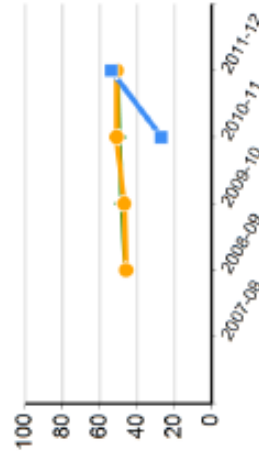
Agenda Item 3.3 Attachment

Grades Offered: K - 8
 Enrollment: 118
 Charter: Yes
 Title I Funded: No
 CDS Code: 04-61424-0121475

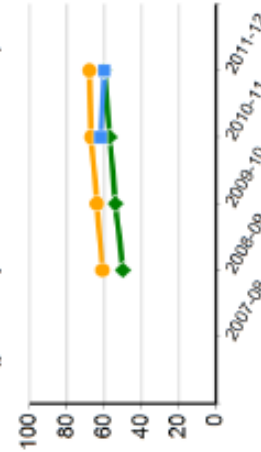
CST English-language Arts Results
 (percent proficient and above)



CST Mathematics Results
 (percent proficient and above)



CST Science Results
 (percent proficient and above)



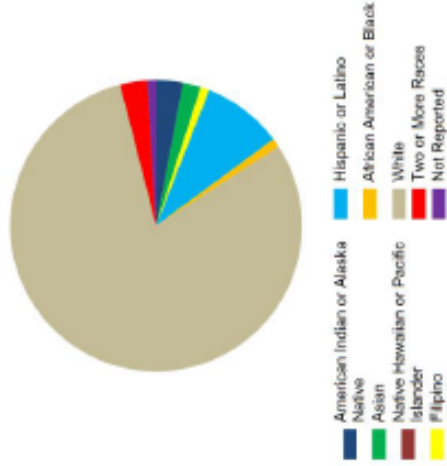
California's Academic Performance Index (API)	
2012 Growth API	820
State Rank	5
Similar Schools Rank	
2011-12 Growth from Prior Year	13
Met Schoolwide Growth Target	Yes
All Student Groups Met Target	Yes

API Subgroup Performance - 2012 API Growth	
	Met Target
African American or Black	--
American Indian or Alaska Native	--
Asian	--
Filipino	--
Hispanic or Latino	--
Native Hawaiian or Pacific Islander	--
White	Yes 22
Two or More Races	--
English Learners	--
Socioeconomically Disadvantaged	--
Students with Disabilities	--

Green	Student group met target
Red	Student group did not meet target
Blue	Student group is not numerically significant
--	Not enough students to report

CHART LEGEND:
 n SCHOOL | DISTRICT U STATE
 CST: CA Standards Test CDS: County-district-school
 School and/or district information will not be displayed when data are not available or when data are representing fewer than 11 students.

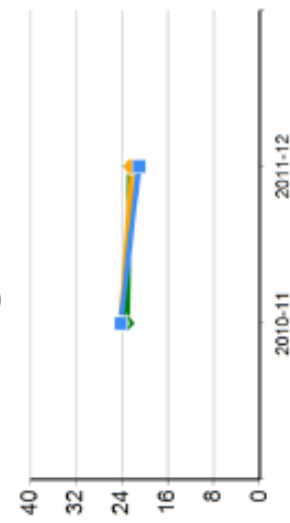
2011-12 Enrollment by Race/Ethnicity



2011-12 Subgroup Enrollment

English Learners 3%
 Socioeconomically Disadvantaged 8%
 Students with Disabilities 3%

Average Class Size





MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

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

Date: October 12, 2012 for the meeting of October 16, 2012

Treasurer's Report coming soon...



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.2 – Approval of Contracts for School Accountant and Business Manager**

Date: October 12, 2012 for the meeting of October 16, 2012

SUMMARY

Consideration of approval of the contracts for Laura Mason for School Accountant and Lisa Speegle for Business Manager.

DISCUSSION

The school ended its contract with Butte County Office of Education for fiscal services at the end of the 2011-2012 fiscal year in an effort to lower costs. We began the year with Lisa Speegle acting as Business Manager and Jennifer Lara as School Accountant. Jennifer Lara resigned, leaving a vacancy that was filled with the hiring of Laura Mason.

ACTION REQUESTED

Approve contracts for Laura Mason for School Accountant and Lisa Speegle for Business Manager.

Attachments: Draft of contract for Lisa Mason, School Accountant, draft of contract for Lisa Speegle, Business Manager



AGREEMENT FOR ACCOUNTANCY SERVICES -DRAFT

This AGREEMENT is made this day of October 17, 2012 between Laura Mason ("Accountant"), PO Box 1583, Paradise, CA 95967 and Sherwood Montessori ("Client"), a 501 c(3) Public Benefit Corporation located at 746 Moss Ave. Chico, CA 95926.

Term of Agreement

1. This Agreement will become effective October 17, 2012 and will continue in effect until June 30, 2013 unless terminated sooner as further provided herein.

Accountant's Services

2. During the term of this agreement, Accountant agrees to perform such general tax and accounting services for Client as Client may request or authorize Accountant to perform, under the terms and conditions set forth in this Agreement, including such matters as general bookkeeping services, preparation of accounts payable, and bookkeeping accounts receivable.

In addition, Accountant, in Accountant's discretion, may perform additional accounting services for Client if Client so requests and Accountant agrees to do so. Any services that are not specifically described in this section are not be included in the basic compensation rate specified in Paragraph 3 and will be billed separately to Client as stated below.

Accountant's Fees

3. Accountant's fee for the services specified in Paragraph 2, above, will be \$250 per month. Any additional services performed by Accountant for Client and not specified in Paragraph 2, above, will be charged on an hourly rate basis at Accountant's standard hourly rate of \$25 per hour. Amounts due for Accountant's fees, costs, and expenses will be billed to Client on a monthly basis and will be due and payable within 15 days thereafter.

Termination on Notice

4. Either party may terminate this agreement at any time by giving two weeks' written notice to the other party. In the event that this agreement is terminated, Client agrees to compensate Accountant at Accountant's regular hourly rate for any time expended but not billed as of the termination date, as well as any costs or expenses as specified above incurred but not billed as of that date.

Attorneys' Fees

5. If any party to this Agreement resorts to litigation or arbitration to enforce or interpret any provision of this Agreement, the prevailing party will be entitled to recover reasonable attorneys' fees in addition to any other relief to which that party may be entitled. This provision applies to the entire contract.

Client's Cooperation

6. Client agrees to cooperate fully and completely with Accountant and to provide Accountant with all the necessary data, information, records, and other materials requested by Accountant that are reasonably necessary to enable Accountant to render accounting services to Client under the terms of this Agreement.

Independent Contractor

7. In performing accounting services under this Agreement, Accountant at all times will be an independent contractor and not an employee of Client.

Entire Agreement

8. This Agreement contains the entire agreement between the parties relating to the rights granted and the obligations assumed. Any oral representations or modifications concerning this Agreement will be of no force or effect excepting a subsequent modification in writing, signed by the party to be charged.

Partial Invalidity

9. If any part of this contract is declared invalid for any reason, the remainder of the agreement shall be unaffected. The other parts of the agreement shall remain in effect as if the agreement had been executed without the invalid part. The parties declare that they intend and desire that the remaining parts of the agreement continue to be effective without any part or parts that have been declared invalid.

Governing Law

10. The validity of this Agreement and its terms or provisions, as well as the rights and duties of the parties, will be interpreted and construed pursuant to and in accordance with the laws of the State of California.

Amendments and Waivers

11. Any term or provision of this Agreement may be amended and the observance of any term of this Agreement may be waived (either generally or in a particular instance and either retroactively or prospectively) only by a writing signed by the party to be bound thereby. The waiver by a party of any breach of this Agreement will not be deemed to constitute a waiver of any other default or succeeding breach or default.

Notices

12. Any notices to be given under this Agreement by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices must be addressed to the addresses of the parties as they appear in the introductory paragraph of this agreement, but each party may change address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of five business days after mailing.

Authority

13. Client's representatives who are signing this agreement on behalf of Client warrant that they are fully authorized by Client to engage Accountant to perform accounting services for Client, and that all necessary approvals required under Client's governing instruments in order to engage Accountant to provide these services have been obtained, and all necessary procedures followed.

Executed on October 17, 2012 at Chico, California.

Steve Lucas

Chair of the Board of Directors, Sherwood Montessori

Date

Laura Mason

Accountant

Date



AGREEMENT FOR BUSINESS MANAGEMENT SERVICES-DRAFT

This AGREEMENT is made this day of October 17, 2012 between Lisa Speegle ("Business Manager"), duly licensed by the State of California as Chief Business Officer at Forest Ranch Charter School and having a principal place of business at 15815 Cedar Creek Road Forest Ranch, CA 95942, and Sherwood Montessori ("Client") a 501 c(3)Public Benefit Corporation located at 746 Moss Ave. Chico, CA 95926

Term of Agreement

1. This Agreement will become effective October 17, 2012 and will continue in effect until June 30, 2013 unless terminated sooner as further provided herein.

Business Manager's Services

2. During the term of this agreement, Business Manager agrees to perform such general tax and accounting services for Client as Client may request or authorize Business Manager to perform, under the terms and conditions set forth in this Agreement, including such matters as general financial advisory services, preparation of the First Interim Financial Report, Second Interim Financial Report, Unaudited Actuals, and Initial Budget for 2013-2014, and monthly payroll services, including health benefit and state and federal tax liability accounts. Business Manager agrees to perform the following specific accounting services for Client under the terms and conditions stated in this agreement. In addition, Business Manager, in Business Manager's discretion, may perform additional accounting services for Client if Client so requests and Business Manager agrees to do so. Any services that are not specifically described in this section are not be included in the basic compensation rate specified in Paragraph 3 and will be billed separately to Client as stated below.

Business Manager's Fees

3. Business Manager's fee for the services specified in Paragraph 2, above, will be \$50 per hour, payable to Forest Ranch Charter School. Any additional services performed by Business Manager for Client and not specified in Paragraph 2, above, will be charged on an hourly rate basis at Business Manager's standard hourly rate of \$50 per hour. Amounts due for Business Manager's fees, costs, and expenses will be billed to Client on a monthly basis and will be due and payable within 15 days thereafter.

Costs and Expenses

4. In addition to the fees specified above, Client will reimburse Business Manager for any incidental costs and expenses Business Manager incurs in performing services for Client under this agreement, including, but not limited to, telephone calls, photocopying and related expenses, shipping and mailing charges, document filing fees, other government fees, notary fees, and similar expenses. Costs and expenses will be billed to Client as specified in Paragraph 3, above. Copies of all receipts will be provided on request.

Termination on Notice

5. Either party may terminate this agreement at any time by giving two weeks' written notice to the other party. In the event that this agreement is terminated, Client agrees to compensate Business Manager at Business Manager's regular hourly rate for any time expended but not billed as of the termination date, as well as any costs or expenses as specified above incurred but not billed as of that date.

Arbitration

6. Any controversy between the parties to this Agreement involving the construction or application of any of its terms, covenants, or conditions will be submitted to arbitration, on the written request of one party served on the other. The arbitration will comply with and be governed by the provisions of the California Arbitration Act, California Code of Civil Procedure Sections 1280 through 1294.2.

Attorneys' Fees

7. If any party to this Agreement resorts to litigation or arbitration to enforce or interpret any provision of this Agreement, the prevailing party will be entitled to recover reasonable attorneys' fees in addition to any other relief to which that party may be entitled. This provision applies to the entire contract.

Client's Cooperation

8. Client agrees to cooperate fully and completely with Business Manager and to provide Business Manager with all the necessary data, information, records, and other materials requested by Business Manager that are reasonably necessary to enable Business Manager to render accounting services to Client under the terms of this Agreement.

Independent Contractor

9. In performing accounting services under this Agreement, Business Manager at all times will be an independent contractor and not an employee of Client.

Entire Agreement

10. This Agreement contains the entire agreement between the parties relating to the rights granted and the obligations assumed. Any oral representations or modifications concerning this Agreement will be of no force or effect excepting a subsequent modification in writing, signed by the party to be charged.

Partial Invalidity

11. If any part of this contract is declared invalid for any reason, the remainder of the agreement shall be unaffected. The other parts of the agreement shall remain in effect as if the agreement had been executed without the invalid part. The parties declare that they intend and desire that the remaining parts of the agreement continue to be effective without any part or parts that have been declared invalid.

Governing Law

12. The validity of this Agreement and its terms or provisions, as well as the rights and duties of the parties, will be interpreted and construed pursuant to and in accordance with the laws of the State of California.

Amendments and Waivers

13. Any term or provision of this Agreement may be amended and the observance of any term of this Agreement may be waived (either generally or in a particular instance and either retroactively or prospectively) only by a writing signed by the party to be bound thereby. The waiver by a party of any breach of this Agreement will not be deemed to constitute a waiver of any other default or succeeding breach or default.

Notices

14. Any notices to be given under this Agreement by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices must be addressed to the addresses of the parties as they appear in the introductory paragraph of this agreement, but each party may change address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of five business days after mailing.

Authority

15. Client's representatives who are signing this agreement on behalf of Client warrant that they are fully authorized by Client to engage Business Manager to perform accounting services for Client, and that all necessary approvals required under Client's governing instruments in order to engage Business Manager to provide these services have been obtained, and all necessary procedures followed.

Executed on October 17 at Chico, California.

Steve Lucas

Chair of the Board of Directors, Sherwood Montessori

Date

Lisa Speegle

Chief Business Officer, Forest Ranch Charter School

Date



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.3 – Discussion and Consideration of Prop 39 Request**

Date: October 12, 2012 for the meeting of October 16, 2012

SUMMARY

The School Director will present to the Board the Prop 39 Request that has been vetted by Middleton Young and Minney lawyer Sarah Kollman. Proposition 39 requires that districts provide charter schools with qualifying ADA (student population within district boundaries and above a minimum number) with adequate, equitable facilities.

DISCUSSION

Sherwood Montessori submitted a Prop 39 request last year for the 2012-2013 school year and was offered four classrooms on the McManus Elementary campus. The offer came without gardening or kitchen spaces and would have required classrooms be crowded compared to our conditions in our current facility. Sherwood did not accept the offer. The request this year is identical to last year's, with two exceptions. We have a higher student population this year and anticipate growth for the 2013-2014 school year, and our request proposes that if the District cannot offer a facility that will adequately house the entire program, we will consider an offer that will house our middle school program.

ACTION REQUESTED

Discuss Prop 39 Request and advise School Director on next steps.

Attachment: Draft of Prop 39 Initial Request for the 2013-2014 school year



746 Moss Ave.
Chico, CA 95926
(530) 345-6600

October 30, 2012

Via: Hand Delivery

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

RE: Request for Proposition 39 Facilities for the 2013-14 School Year

Dear Superintendent Staley:

I am writing on behalf of the 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 2013-14 school year is 145.7. 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 2011-12.
- "Current year" means the fiscal year in which a facilities request is made. For this request, the current year is 2012-13.
- "Request year" means the fiscal year for which facilities are being requested. For this request, the request year is 2013-14.

Table 1: Total ADA

Grade Level	Actual Total Prior Year (P-2)	Projected Total Current Year	Projected Total Request Year
K	16.28	21.62	21.62
1	18.19	15.04	21.62
2	14.76	18.8	15.04
3	9.8	15.98	18.8
4	10.43	9.4	15.98
5	12.67	14.1	9.4
6	14.74	12.22	14.1
7	10.48	15.98	12.22
8	7.16	9.4	15.98
total	114.54	132.54	144.76

Table 2: Total In-District ADA

Grade Level	Actual Total Prior Year (P-2)	Projected Total Current Year	Projected Total Request Year
K	15.28	17.86	17.86
1	18.19	15.04	17.86
2	13.76	17.86	15.04
3	8.8	15.04	17.86
4	9.43	6.58	15.04
5	11.67	12.22	6.58
6	13.74	11.28	12.22
7	10.48	13.16	11.28
8	6.16	9.4	13.16
total	107.51	118.44	126.9

Table 3: Total Classroom ADA

Grade Level	Actual Total Prior Year (P-2)	Projected Total Current Year	Projected Total Request Year
K	16.28	21.62	21.62
1	18.19	15.04	21.62
2	14.76	18.8	15.04
3	9.8	15.98	18.8
4	10.43	9.4	15.98
5	12.67	14.1	9.4
6	14.74	12.22	14.1
7	10.48	15.98	12.22
8	7.16	9.4	15.98
total	114.54	132.54	144.76

Table 4: Total In-District Classroom ADA

Grade Level	Actual Total Prior Year (P-2)	Projected Total Current Year	Projected Total Request Year
K	15.28	17.86	17.86
1	18.19	15.04	17.86
2	13.76	17.86	15.04
3	8.8	15.04	17.86
4	9.43	6.58	15.04
5	11.67	12.22	6.58
6	13.74	11.28	12.22
7	10.48	13.16	11.28
8	6.16	9.4	13.16
total	107.51	118.44	126.9

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

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

School Name	K	1	2	3	4	5	6	7	8	TOTAL
Chapman	2.82	2.82	0.94	2.82	0.00	1.88	0.00	0.00	0.00	11.28
Citrus	0.94	0.94	0.94	2.82	3.76	0.94	0.94	0.00	0.00	11.28
Emma Wilson	4.70	4.70	1.88	0.00	0.94	1.88	0.00	0.00	0.00	14.1
Marigold	0.94	0.94	0.94	1.88	1.88	0.00	0.94	0.00	0.00	7.52
John McManus	0.94	0.94	1.88	0.94	2.82	0.94	2.82	0.00	0.00	11.28
Little Chico Creek	2.82	2.82	1.88	0.00	0.94	0.00	1.88	0.00	0.00	10.34
Neal Dow	0.94	0.94	0.94	0.94	0.00	0.00	1.88	0.00	0.00	5.64
Parkview	0.94	0.94	1.88	1.88	1.88	0.00	0.00	0.00	0.00	7.52
Shasta	1.88	1.88	0.00	0.94	1.88	0.00	0.94	0.00	0.00	7.52
Sierra View	0.94	0.94	3.76	5.64	0.94	0.94	2.82	0.00	0.00	15.98
Bidwell Jr.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.82	4.7	7.52
Chico Jr.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.7	3.76	8.46
Marsh	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.76	4.7	8.46
total	17.86	17.86	15.04	17.86	15.04	6.58	12.22	11.28	13.16	126.9

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

School Name	K	1	2	3	4	5	6	7	8	TOTAL
Chapman	2.82	2.82	0.94	2.82	0.00	1.88	0.00	0.00	0.00	11.28
Citrus	0.94	0.94	0.94	2.82	3.76	0.94	0.94	0.00	0.00	11.28
Emma Wilson	4.70	4.70	1.88	0.00	0.94	1.88	0.00	0.00	0.00	14.1
Marigold	0.94	0.94	0.94	1.88	1.88	0.00	0.94	0.00	0.00	7.52
John McManus	0.94	0.94	1.88	0.94	2.82	0.94	2.82	0.00	0.00	11.28
Little Chico Creek	2.82	2.82	1.88	0.00	0.94	0.00	1.88	0.00	0.00	10.34
Neal Dow	0.94	0.94	0.94	0.94	0.00	0.00	1.88	0.00	0.00	5.64
Parkview	0.94	0.94	1.88	1.88	1.88	0.00	0.00	0.00	0.00	7.52
Shasta	1.88	1.88	0.00	0.94	1.88	0.00	0.94	0.00	0.00	7.52
Sierra View	0.94	0.94	3.76	5.64	0.94	0.94	2.82	0.00	0.00	15.98
Bidwell Jr.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.82	4.7	7.52
Chico Jr.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.7	3.76	8.46
Marsh	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.76	4.7	8.46
total	17.86	17.86	15.04	17.86	15.04	6.58	12.22	11.28	13.16	126.9

Methodology Used In Making ADA Projection:

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

School Year	Enrollment	ADA Claimed at P-2	Retention Rate from prior year	Growth Percentage Change	# of Wait Listed Children
2010-11	89	87.52	N/A	N/A	140
2011-12	120	114.54	70%	26%	101
2012-2013	140	N/A	94%	14%	106

As demonstrated herein, we have analyzed our School's historical enrollment, retention, and growth trends, prior ADA figures, and historical wait list numbers in order to arrive at our

total projected in-District classroom ADA figure for the request year. ADA numbers were based on an attendance rate of 94%

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

Supporting Documentation

Title 5 CCR Section 11969.9(c)(1)(C) requires the facilities request to include supporting documentation. The Implementing Regulations state that when a charter school is not yet open (i.e., not yet providing instruction) or to the extent an operating charter school projects a substantial increase in in-District ADA, the annual request must include documentation of the number of in-District students meaningfully interested in attending the Charter School. Please be advised that the Charter School is an existing school and does not project a significant increase in its in-District ADA. Accordingly, pursuant to the Implementing Regulations, please find attached our P-2 ADA forms for the prior year (2011-12) to support our projections and a roster of current year students, by name, address, and phone number.

As you review the Charter School's ADA projections and supporting documentation, please keep in mind that the Proposition 39 regulations do not specify or require a particular type of supporting documentation to be used. Schools may submit any type of supporting documentation which they used to arrive at their ADA projections. This documentation must be "sufficient for the district to determine the reasonableness of the projection, but ... need not be verifiable for precise arithmetical accuracy." (Section 11969.9(c)(1)(C); emphasis added.) The supporting documentation is intended only to demonstrate reasonableness of Charter School's request, not mathematical exactitude. However, should the District desire additional documentation or information regarding the Charter School's ADA projections, please contact me as soon as possible. We remain willing to cooperate with the District to immediately address any questions or concerns about this request and the supporting documentation.

Operational Calendar:

Title 5 CCR Section 11969.9(c)(1)(D) requires the facilities request to include the Charter School's operational calendar. The Charter School's operational calendar is attached for your review. The Charter School's first day of instruction for its summer program is on Monday, June 18, 2012; therefore we will need access to the facility on or before Thursday, June 7, 2012, in order to prepare. Please note that Title 5 CCR Section 11969.9(j) requires the District to ensure that a furnished and equipped facility meeting the requirement of Proposition 39 be made available to the Charter School no less than ten (10) working days prior to the charter school's

first day of instruction. In addition, in accordance with Section 11969.5, the space allocated must be made available for the Charter School's entire school year regardless of the School District's instructional year or class schedule

Educational Program:

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

In addition, and in accordance with its charter and its budget, Sherwood Montessori operates grade levels kindergarten through 8th 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 relationships are replicated on a school wide scale. Consequently, the Charter School's educational program prefers a single contiguous school site in which to operate.

However, the Charter School is open to exploring the possibility of housing its middle school program on another site. The current facility rented by the Charter School was designed for a preschool and early elementary program. Every room available has been rented at this site and without a larger site for the entire program, relief from overcrowding could be achieved by locating the middle school in classrooms at another location. The Charter School would appreciate the opportunity to discuss this option with the District, but absent an alternative agreement, expects that the District will provide it with an allocation of facilities to accommodate its entire program.

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, the Charter School desires to locate its facility within four miles of its current location at 746 Moss Avenue in Chico.

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, 2012. The Charter School must respond to the District's written objections, if any, on or before January 2, 2013, 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, 2013, 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, 2013, 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, 2013. 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]."

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
746 Moss Ave.
Chico, CA 95926
phone: (530) 345-6600
cell phone: (530) 966-8513
fax : (530) 345-6620
email: michelle@sherwoodmontessori.org

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

Sincerely,

Michelle Yezbick
Director

cc: Sherwood Montessori Board Members:

Steve Lucas
Erwin Williams
Russell Shapiro
Robyn Faraone
Jill Bailey
David Kuperman
Corin Meester

John Bohannon Director, Alternative Programs, Chico Unified School District

Attachments (the following attachments are incorporated by reference herein): Prior year P-2
ADA forms, roster of current year students, operational calendar



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.4 Release of Single Plan for Student Achievement**

Date: October 12, 2012 for the meeting of October 16, 2012

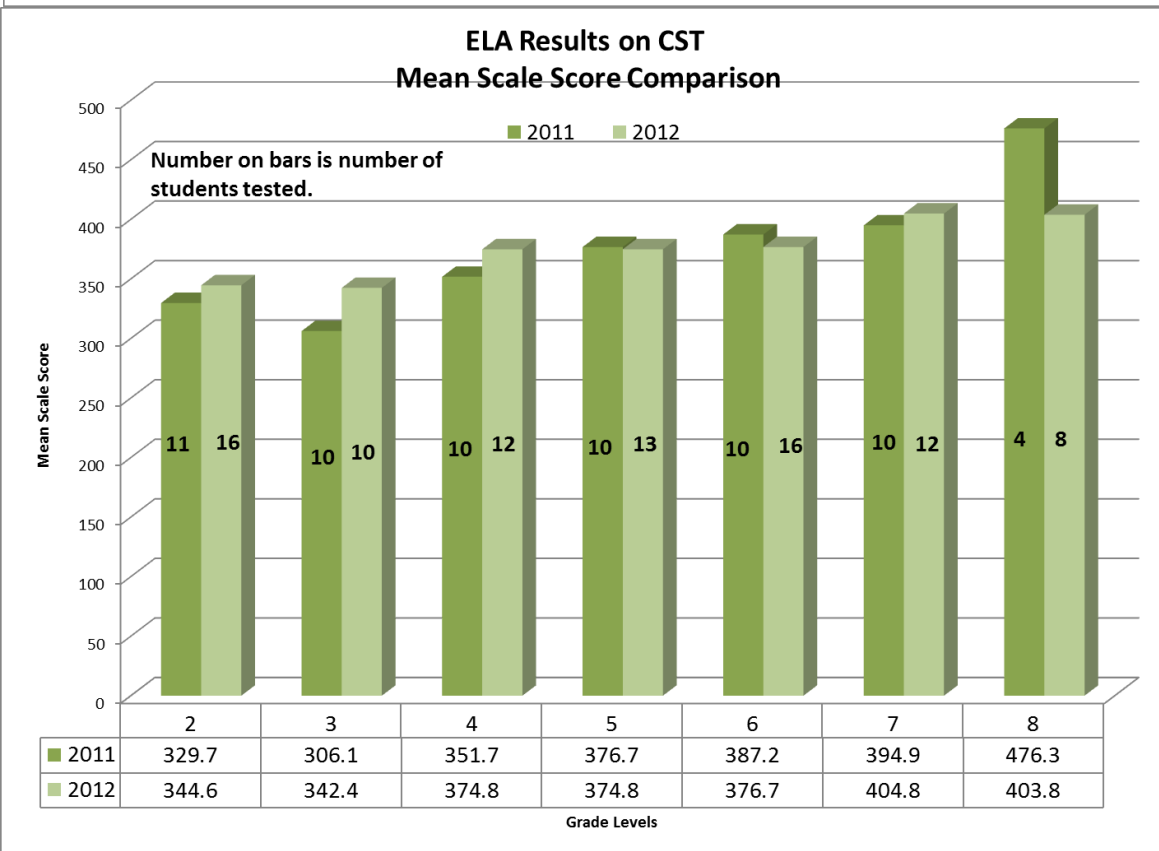
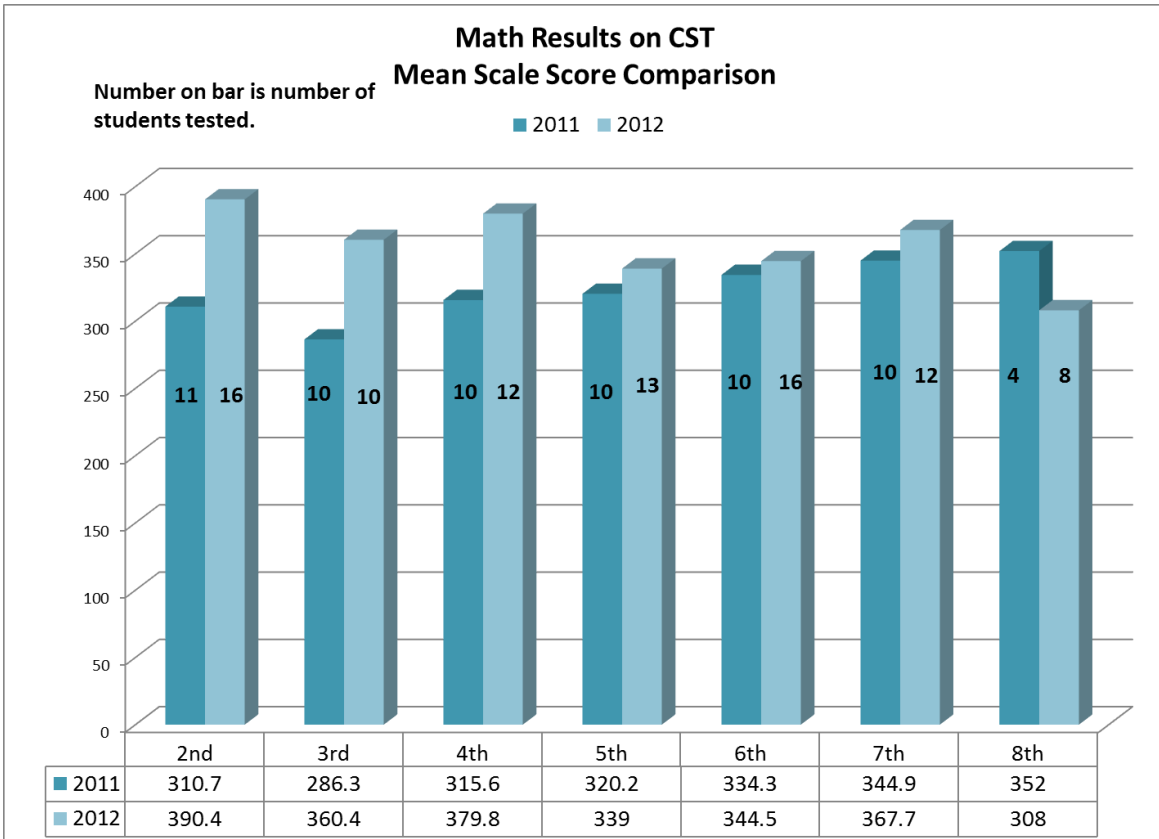
SUMMARY

Each year, the School Director prepares the Single Plan for Student Achievement (SPSA), a plan based on data obtained from the California Standards Tests (CSTs). Attached is the SPSA outlining services students who are not yet at grade level will be receiving in 2012-2013 based on 2011-2012 CST results.

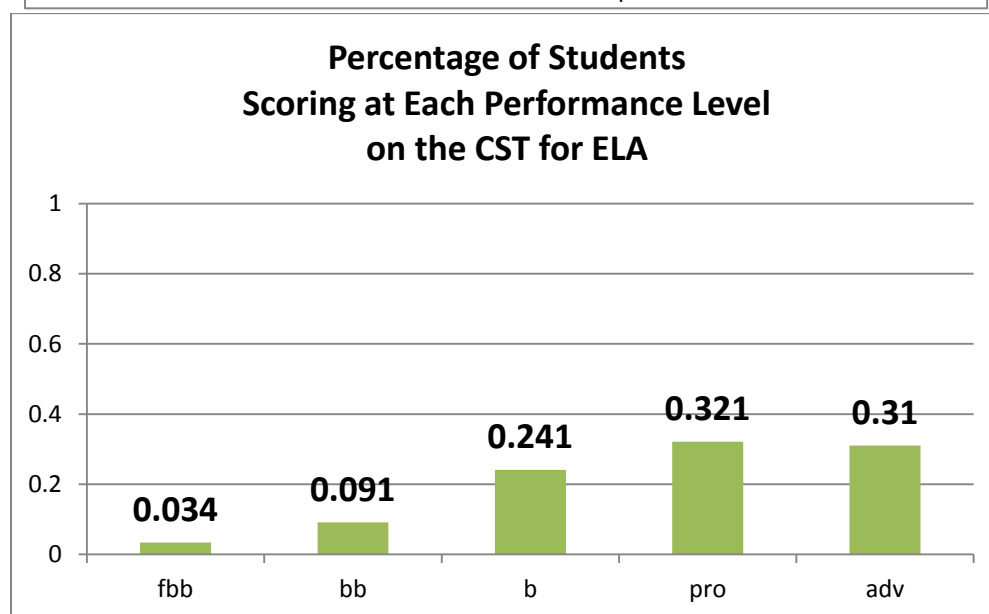
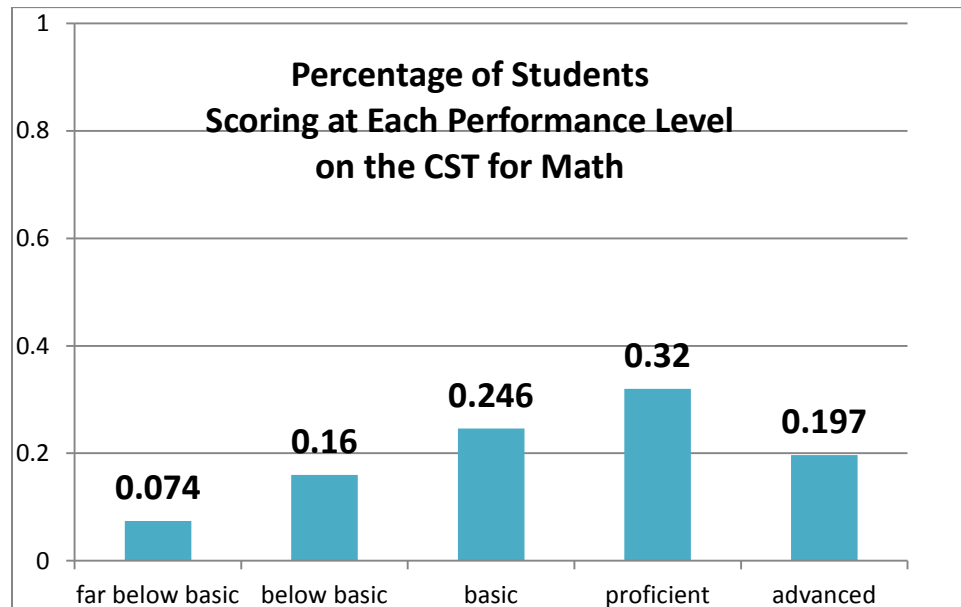
DISCUSSION

The majority of Sherwood students are now at or above grade level as measured by the CST in math and English language arts. Our math scores showed the most dramatic increase, with only 28% of students at the proficient or advanced level at the end of the 2010-2011 school year and 55% of students at the proficient or advanced level at the end of the 2011-2012 school year. Our English language arts (ELA) scores dipped a bit, with 2010-2011 ELA results putting 72% of our students at proficient or advanced and 2011-2012 ELA results putting 63% of our students at proficient or advanced. As the following charts show, these data require that they are analyzed with the small class numbers in consideration.

The following charts illustrate the differences in mean scale scores in both ELA and math between the CST results in 2011 and in 2012.



The following charts show the percentage of students in grades 2-8 at each performance level for the 2012 administration of the CSTs in both math and ELA.



Although we have the majority of our students at proficient or advanced in both math and ELA, and although our scores are higher than both the District and state averages, we did not make the Adequate Yearly Progress (AYP) goal for ELA as it is set to 78.4% of students reaching proficient or advanced. The AYP is a federal standard. Interestingly, when our students are assessed using a valid, authentic, performance assessment for ELA, they do better than the outcomes obtained from the CST. 100% of all 5th and 7th graders who took the writing applications component of the CST (an authentic writing task) scored proficient or advanced, and 100% of our students participated. In math, we reached our AYP through “safe harbor”. The goal set for AYP in math is 79%. Because we made significant gains, we are granted safe

harbor status; this is the same status Sierra View, our comparative District school, received for their ELA scores.

Our Academic Performance Index (API), a state standard based number, increased from 807 in 2011 to 820 in 2012. The gain of 13 points is one of the highest in the Chico Unified School District's territory.

ACTION REQUESTED

Receive report.

Attachment: Single Plan for Student Achievement

The Single Plan for Student Achievement

SCHOOL: Sherwood Montessori

Principal/Director: Michelle Yezbick

Date of this revision: 10/12/2012

For additional information on school programs and how you may become involved locally, please contact the following person:

Contact Person: Michelle Yezbick

Position: Director

Telephone Number: (530) 345-6600

Address: 746 Moss Ave. Chico, CA 95926

E-mail Address: michelle@sherwoodmontessori.org

Form A: Planned Improvements in Student Performance

Sherwood Montessori has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students failing to meet academic performance index and adequate yearly progress growth targets. As a result, it has adopted the following school goals, related actions, and expenditures to raise the academic performance of students not yet meeting state standards:

School Goal #1 <i>Increase percentage of students at Proficient or Advanced in Math based on CST & CMA data from 54.6% to 73.9%</i>	
What data did you use to form this goal (findings from data analysis)? CST & CMA data	
What did the analysis of the data reveal that led you to this goal? 54.6% of students scored at proficient or advanced on the CST or CMA. 32% of students scored proficient, 25% scored basic, 20% scored advanced, 16% scored below basic and 7% scored far below basic.	Which stakeholders were involved in analyzing data and developing this goal? Teaching faculty and Director
Who are the focus students and what is the expected growth? Students scoring below basic and far below basic are the focus student; students are expected to make gains in mathematical understanding that will result in a gain of at least one performance level as measured by the CST or CMA (students far below basic are expected to move up to at least below basic, students below basic are expected to move up to at least basic).	What data will be collected to measure student achievement? Summative data will be collected from the CST & CMA results and formative data will be collected by classroom teachers using <i>Curriculum Associates' California Content Standards Practice and Mastery Mathematics</i> and/or assessments from the <i>Envision Math</i> program for grades 1-5, and/or <i>McDougal-Littell /Houghton Mifflin Math</i> for grades 6-8 and/or <i>ALEKS Assessment and Learning Systems</i> . Kindergarten students will be assessed using teacher created, Standards based assessments using manipulative materials.
What process will you use to monitor and evaluate the data? Data collection sheets are filled by teachers and turned in to the Director and SBIT Coordinator three times annually. Pre-SBIT planning meetings in grade level teams will look at the data together and identify students needing additional interventions. For students who have followed a course of classroom-based interventions but have not shown significant progress, SBIT meetings are planned and attended by the Director, SBIT Coordinator, parents and teaching faculty. Data is analyzed after 6-8 weeks of prescribed interventions.	
School Goal #2 <i>Increase percentage of students at Proficient or Advanced in English Language Arts</i>	

(ELA) based on CST & CMA data from 63% to 78.4%

What data did you use to form this goal (findings from data analysis)? CST & CMA data	
What did the analysis of the data reveal that led you to this goal? 63% of students scored at proficient or advanced on the CST or CMA. 32% of students scored proficient, 31% scored advanced, 24% scored basic, 9% scored below basic and 3% scored far below basic.	Which stakeholders were involved in analyzing data and developing this goal? Teaching faculty and Director
Who are the focus students and what is the expected growth? Students scoring below basic and far below basic are the focus student; students are expected to make gains in English Language Arts that will result in a gain of at least one performance level as measured by the CST or CMA (students far below basic are expected to move up to at least below basic, students below basic are expected to move up to at least basic).	What data will be collected to measure student achievement? Summative data will be collected from the CST & CMA results and formative data will be collected by classroom teachers using Benchmark Book reading tests, Basic Phonics Skills Tests, and analyses of student writing generated with a writing prompt and scored with a Standards referenced rubric.
What process will you use to monitor and evaluate the data? Data collection sheets are filled by teachers and turned in to the Director and SBIT Coordinator three times annually. Pre-SBIT planning meetings in grade level teams will look at the data together and identify students needing additional interventions. For students who have followed a course of classroom-based interventions but have not shown significant progress, SBIT meetings are planned and attended by the Director, SBIT Coordinator, parents and teaching faculty. Data is analyzed after 6-8 weeks of prescribed interventions.	

Strategies/Actions to Implement Goal 1	Start/Completion Date/Personnel	Process for Evaluation of Implementation
Hire a 0.4 FTE math and science teacher for the middle school (In 2011-2012 there was a 1.0 FTE 6 th /7 th /8 th teacher & a 0.5 FTE math & science teacher for 6 th /7 th /8 th . The 0.5 FTE teacher increased to 0.6 FTE in 2012-2013)	Hired a 0.4 FTE math and science teacher for the middle school, for the 2012-2013 school year/ June, 2012/Hiring Committee	Analyze student growth in math for 7 th & 8 th grade students as measured by the CST or CMA math test
Hire a math intervention instructor to work with students who are below grade level in math	Hired a Math Intervention Instructor, works three afternoons a week with students not yet at grade level in math/ August, 2012/Director	Analyze student growth for all students participating in intervention as measured by the CST or CMA math test
Renew membership in the National Council of Teachers of Mathematics (NCTM)	Renewed membership in the National Council of Teachers of Mathematics (NCTM)/ June, 2012/Director	Analyze student growth for all students as measured by the CST or CMA math test
Increase Math Club after school tutoring to three times a week after school	Hired a Math Instructor to lead Math Club, free after school tutoring three times a week after school/October, 2012/Director	Analyze student growth for all students participating in intervention as measured by the CST or CMA math test
Offer multiple tracks of state-adopted texts to best suit student abilities in grades 6-8	Offered multiple tracks of state-adopted texts to best suit student abilities in grades 6-8/August, 2012/ Middle School Teachers & Director	Analyze student growth in math for 7th & 8th grade students as measured by the CST or CMA math test
Analyze data for trends at the school level, grade level, and classroom level	Analyzed data for trends at the school level, grade level, and classroom level/September, 2012/Teaching faculty, Director	Analyze student growth for all students as measured by the CST or CMA math test to see if trends are toward improvement; data are a small number, consideration to this is given in any data analysis.
Attend professional	October, 2012/School	Strategies will be piloted in classrooms, anecdotal

development in math instructional strategies offered through Mt. Lassen Math Council	Director and Teaching Faculty Representative	data will be shared with colleagues at professional development meetings.
Continue to scrutinize the role of language in math education and develop effective practices	2012-2013 school year/Teaching faculty, Director	Teacher Evaluation Portfolios will include artifacts from math curriculum & instruction, including evidence of consideration of use of language
Improve students' abilities to generalize concepts they are learning using Montessori materials and successfully apply them during standardized testing	2012-2013 school year/Teaching faculty, Director	Teacher Evaluation Portfolios will include artifacts from math curriculum & instruction, including evidence of consideration of students' abilities to generalize concepts
Prescribe use of ALEKS Math Software for Assessment and Intervention for upper grades students below grade level in math	October, 2012/Director	Analyze student growth for all students participating in intervention as measured by the CST or CMA math test

Strategies/Actions to Implement Goal 2	Start/Completion Date/Personnel	Process for Evaluation of Implementation
Students needing improvement in reading fluency will use the Read Naturally program.	2012-2013 school year/teaching faculty & intervention staff (School Based Intervention Team [SBIT] Coordinator, Intervention Aide)	Progression through levels on Read Naturally program and increased fluency in reading independent level text
Students needing improvement in reading decoding will use the Wilson Reading program.	2012-2013 school year/teaching faculty & intervention staff (School Based Intervention Team [SBIT] Coordinator, Intervention Aide)	
Students needing improvement in reading comprehension will have additional Guided Reading Instruction in heterogeneous groups using pull out model.	2012-2013 school year/teaching faculty & intervention staff (School Based Intervention Team [SBIT] Coordinator, Intervention Aide), and School Director	Increase in scores on comprehension quizzes and increase in reading levels as measured with Benchmark Books



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.5 Release of Performance Audit**

Date: October 12, 2012 for the meeting of October 16, 2012

SUMMARY

Each year, the School Director prepares a Performance Audit which is given to our Charter Authorizer, Chico Unified School District. The report highlights the school's program and achievements in several areas.

DISCUSSION

As overview of the academic and all programs at Sherwood is a significant responsibility of the Board, understanding the contents of this report by all Directors is essential. This report will be received by John Bohannon, Director of Alternative Programs at CUSD, on Monday, October 15 as part of a larger report intended to assist CUSD in their duties as authorizers. The report covers such topics as our pedagogical philosophies, our approaches to curriculum and instruction, our attention to safety matters, description of our facilities, our financial status, and our relationships with the community and with our families.

ACTION REQUESTED

Receive report.

Attachment: Performance Audit for the 2011-2012 school year

Sherwood Montessori

Annual Performance Report

OUR MISSION

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 goal-setting for each Montessori student according to developmental readiness
- To nurture a commitment toward sustainability and environmental awareness locally and globally, both in Chico and in the greater world
- To apply firm standards of conduct, emphasizing mutual respect, honesty, and courtesy
- To employ creative, passionate, and engaged teachers who are committed to the Montessori philosophy
- To nurture high parental involvement and collaboration in all areas of education and Governance

ENVIRONMENT

Small School Environment with Low Teacher to Student Ratios

Sherwood Montessori offers a small school environment for students in grades K-8. Our enrollment for the school year was 121 at year's end and our year's average daily attendance was 94.51%.

A full time teacher equivalent was employed for each classroom for the full school day as well as providing a teacher's aide for 40 hours per week for each classroom. This resulted in adult to student ratios of 10:1 in the kindergarten class, 11.5:1 in the 1st/2nd/3rd grade classes, 12:1 in the 4th/5th grade class, and 14:1 in the 6th/7th/8th grade class.

Community-based School

Sherwood is a community-based school with an active parent group. Our parent organization, Sherwood Montessori Parents' Organization (SMPO) holds monthly meetings throughout the year. Every parent is a member of the SMPO. The SMPO sponsored community building events such as the Fall Festival and the Spring Faire. They coordinated parent volunteers and had whole school work days in which parents came to the school to do a variety of facilities work, library organization, and classroom preparation work. SMPO also raised funds for the school with a rummage sale, the Feast of Gratitude event, Sherwood Kleen Kanteen sales, and t-shirt and sweatshirt sales. SMPO members also helped out in fundraisers coordinated by the school such as a flower bulb fundraiser, an *Original Works* kids' artwork fundraiser, the Winter Performance, and the spring Skill-a-thon.

SMPO members volunteered in the classrooms. Students benefitted from parents' talents in the forms of presentations about traveling to foreign countries, instruction in ethnic dance, help administering weekly individualized spelling tests, assistance in implementing the *Read Naturally* program, and coordinating and driving and supervising on field trips, for example. Parents and teachers also arranged visits from community members outside our family group, including gardening experts from G.R.U.B. who installed new raised beds in our garden. Extending our community to the Bay Area, as many Chicoans do, we also enjoyed a visit from author and philanthropist David Eggers. David visited the students who had read *Zeitoun* and discussed the book, the social and political setting, and writing as a profession.

Sherwood students go out into the community as well. Our upper grades students have worked on a clean-up crew with the Kids in Creeks program removing invasive species from Bidwell Park. Our students attended the *This Way to Sustainability* conference on CSU campus to watch our teacher John Howlett, our cooking and gardening instructor, Richie Hirshen, and the school director, Michelle Yezbick, present the Montessori view of sustainable education. They were also on campus several times for performances through *Chico Performances*. And once again, Sherwood had a presence at the Butte Environmental Councils Endangered Species Fair. Stephen and Susan Tchudi, retired educators and active community members who host *Ecotopia* on KZFR, visited Sherwood and helped many students build amazing puppets for the fair.

Education for the Whole Child

Our mission states that we will educate the whole child: intellectually, physically, and psychologically. To help meet the objective of educating the child in the physical realm, we were fortunate to have parents who are instructors in Chico State University's Physical Education department. Sherwood students participated in P.E. activities at school with these parents as volunteers. Sherwood had four soccer teams that participated in the indoor league at Off the Wall Soccer. Often on Fridays, the middle school students went for a run in Bidwell Park. We also met the objective of serving the physical needs of the child by having cooking and gardening instruction for every student, emphasizing the importance of eating healthy foods.

In the interest of serving the students' psychological needs, a school policy utilizing positive and cooperative discipline was adopted and implemented. We do not use punitive approaches to discipline; we do not have "detention" for example. Instead, Sherwood staff uses interactive dialogue to learn more about problems from the child's perspective. Each child is dealt with as an individual, while high expectations for safe and respectful behavior are maintained for everyone. Logical and natural consequences for choices children have made are implemented when redirection is needed. This fosters positive relationships that are not based on hierarchies of power. To further facilitate peaceful relations, the *Second Step* program has been adopted and is used at all levels. This is a research-based program that enhances social and academic skills. To augment this program, *Steps to Respect* is used to help students identify and report bullying. School wide vocabulary and strategies are taught to all students. Retired educator Debbie Dunbar presented materials on bullying to the staff. All playground supervisors were apprised of the skills and vocabulary students are learning to access their power to keep bullying off our campus. We also work in partnership with the counseling department at Chico State University. Several of our students participated in individual and group counseling provided by graduate student interns throughout the year.

Diversity

Sherwood has taken several steps to increase diversity in our community. We had information booths at many community events including the Thursday Farmers' Market, KZFR Bocce Ball Tournament, and the Chapmantown Block Party. Information about free alternative approaches to education was disseminated in English and Spanish. We also offer a free and reduced lunch program as well as free child care before and after school to families who qualify for free or reduced lunch. The best outreach has come from serving our students well and allowing word of mouth to spread the awareness of our program. Diverse families have brought in other family members, friends, and community members and continue to do so.

Before and After School Care

We offer child care before and after school for a reasonable price, free to families who qualify for free or reduced lunch. Fifteen minutes before school and five minutes after school are free, supervised times for the convenience of families and to help ensure all students start their day on time. Free snacks are provided in the after school care program.

Safety

Safety is a priority at Sherwood; we maintain a physically, socially, and psychologically safe environment for our students, staff, and families. All of our staff have up to date First Aid/CPR and blood borne pathogens training for adults, infants, and children. We conduct regular fire and emergency drills and ensure that our first aid supplies are maintained. We are in compliance with the fire marshal's directives and our kitchen has passed inspection by the health department. Our cooking instructor is *ServSafe* certified and maintains high standards of hygiene in our garden to table program.

Sherwood has a School Safety Plan and a Safety Committee. Our Safety Plan includes fire response, emergency response, disaster procedures, earthquake procedures, lock down procedures, and an Injury Illness Prevention Program with all OSHA recommended components. Also included in our Safety Plan are policies and procedures developed to ensure the emotional and physical health of students and staff, including: our Discipline Policy, Child Abuse Reporting Procedures, an Internet Safety Policy, Parent Complaint Policy, Visitation Policy, Wellness Policy, Attendance Policy, Campus Search and Seizure Policy, Student Transportation Policy, Preventing Sexual Abuse Policy, and Sexual Harassment Policy.

We have installed a security system and locks on our campus to ensure that visitors enter through the front door, are checked in to our visitors' log, and receive a visitor's badge. Sherwood staff and community members are vigilant and report potential risks, which we act upon to resolve promptly.

ACADEMIC EXCELLENCE

Small Class Sizes, Highly Qualified Teachers, Professional Support Staff

In the 2011-2012 school year we employed eight highly qualified teachers as defined by the No Child Left Behind Act. Two teachers were in a job share for the 6th/7th/8th grade class, four others were the lead teachers with their own classrooms in two 1st/2nd/3rd grade classes, a 4th/5th grade class, and a kindergarten class. We had one half time teacher on special assignment as the School Based Intervention Team (SBIT) coordinator and a half time literacy specialist.

Each classroom teacher had 40 hours per week of teaching aide time. Our teachers' aides all had at least bachelor's degrees, and several of those also had teaching credentials. We kept our class sizes small: K/1st and 2nd/3rd had 23 students, our 4th/5th had 25, and our 6th/7th/8th had 27. Teachers' aides were in the classrooms for the entire school day, keeping an adult to student ratio close to 10:1.

Commitment to Academic Excellence

Sherwood teachers have shown a high level of collegiality and dedication to being members of a professional learning community in the interest of providing our students with a high quality education. To that end, staff members collaborated in the development of a school wide assessment system that informs instructional choices and provides data to share with parents on students' growth. This includes development of a report card that conveys progress toward state standards, mastery of traditional Montessori curriculum, and social and emotional growth.

Our classroom teachers have autonomy and academic freedom with meeting and exceeding state standards for all learners as a common goal. Teachers have access to Montessori materials and curriculum as well as materials and curriculum found in traditional classrooms. Our middle school students use state-adopted textbooks most heavily and our kindergarten and lower elementary students use hands-on Montessori manipulative materials most heavily, aligning our practice with the Montessori philosophy of moving learners from a concrete understanding to an abstract understanding.

We maintain high standards for all learners including English language learners and students with learning disabilities. Although we had a very small number of English language learners, our recruitment efforts have resulted in a more diverse student population and we look forward to increasing diversity in the future. We did have a slightly higher than average number of students with disabilities in our population. Our teachers individualize instruction for all learners as this is a pillar of the Montessori philosophy, and this is especially beneficial for learners with special needs and students learning Academic English as a second language.

Professional Development

Before Sherwood opened its doors in August, 2010 teachers were sent to the San Francisco Bay Area Montessori Teacher Training program in Sunnyvale, California. It is our vision to have a school that is authentically implementing the Montessori method of education, and our commitment to employing teachers trained in Montessori is an essential component to realizing this goal. During the summer of 2011, our teachers are enrolled in more training to further their understanding and skills.

Our teachers attended professional development workshops offered at BCOE to begin understanding the changes coming with the Common Core Standards and to improve math instruction. Three teachers and the school director also attended the American Montessori Society's Annual Conference in San Francisco where they had access to a wide range of workshops from classroom management to academic instruction to Montessori and public education policy. We also support our teachers' professional development by providing substitutes for teachers to have release time to observe in highly effective teachers' classrooms both on and off campus.

Intervention Program

Sherwood teachers collaborate to serve the needs of students who were not yet at grade level with their skills and/or content knowledge. We have developed the second tier of our response to intervention and instruction program to address these students' needs with a school wide approach as we have developed our first tier to also be responsive in individual classrooms.

We have implemented *Read Naturally* to address needs in reading fluency without sacrificing accuracy or comprehension. We also used the Susan Barton system for students who have indications of dyslexia and will benefit from the program. When students struggle in mathematics, individualized programs of intervention are developed by the School-Based Intervention (SBIT) team. SBIT team members include teachers, the SBIT coordinator who is also a credentialed special education teacher, the director of the school, parents, and students if appropriate.

Our staff often collectively problem-solves for an issue an individual student or teacher is having, or we may develop procedural responses to a school wide issue. At times, this time is used to train all staff on methods or procedures that are effective in addressing whatever issue has arisen. Sherwood is a community-based school, and shared leadership is an essential component of this model. These meetings are opportunities for Sherwood staff to have input on how we do our work as a Professional Learning Community.

Library

Sherwood has over 10,000 books in our library, including multiple copies of leveled texts to support guided reading instruction and book clubs. Our library also has a computer with internet access. In addition to our central library, each classroom has a collection of books appropriate to the grade levels skills and content areas.

Computer Lab

This year, we are adding a computer lab with computers donated from a parent's place of work. Our former kindergarten classroom was transformed into a Resource Room with a wall built for privacy, creating a space for a computer lab on the other side of the wall. The room is already wired for internet and completion of the lab set up is scheduled for late October.

Environmental Education

Sherwood is committed to "nurture a commitment toward sustainability and environmental awareness locally and globally," as read from our mission statement. To accomplish this, we have developed a garden to table program that has involved every student at every grade level. Each student, starting in kindergarten and continuing through the 8th grade, has weekly opportunities to work in our organic garden and learn cooking techniques with the healthy food we grow there.

Our 6th-8th grade students rafted down the Lower Yuba River with Environmental Traveling Companions and learned about the importance of the salmon population in this ecosystem. Students were able to test the water for purity, observe native plants and animals, and dissect a salmon. Our upper grades students also helped clear areas of Chico Creek of invasive plants with the Kids in Creeks program.

Arts Education

Art instruction is woven into the curriculum at every level, and our teachers also take time to teach art for art's sake. Our students' artwork decorates the walls of their classrooms.

Music is also integrated across the curriculum, and teachers also make space for music instruction in different ways in different grade levels. In kindergarten, Richie, our cooking and gardening instructor, who is also a drummer, taught weekly music lessons. Richie often brought friends from the community to come jam with the kindergarteners during their Friday music lessons. Our middle school students had the option to choose guitar lessons as one of their electives and were taught by a parent volunteer. We enjoyed a concert at the end of the year.

We have a collection of folk instruments from around the world that also enriches our music program. Our teachers are able to incorporate the instruments into their cultural geography curriculum.

ACCOUNTABILITY

Instructional Minutes

Sherwood meets or exceeds minimum requirements for instructional minutes at every grade level. Our kindergarten students receive 200 minutes per day and meet the yearly requirement with 35,800 minutes in a school year. Our 1st grade, 2nd grade, and 3rd grade students receive 330 minutes of instruction per day four days each week which exceeds the minimum by 110 minutes per day. Once weekly they have 270 minutes of instruction. At the end of a school year, they have received 56,850 minutes of instruction which exceeds minimum requirements by 6,450. Our 4th-8th grade students also receive 56,850 minutes of instruction each year with the same schedule as the 1st-3rd grades. The 4th-8th graders then have 2,850 minutes of instruction above the minimum requirements.

Assessment

Our teachers use authentic assessments to inform instructional choices. Three times yearly, they collect data and submit these to the director and the School Based Intervention Team (SBIT) coordinator. Data collected include: Benchmark Book reading assessments developed at the Columbia Teacher College Reading and Writing Project and the A to Z Reading program, writing abilities using personal narrative samples scored with state standards based rubrics, and math abilities using state standards based assessments developed by Curriculum Associates or

other standards based assessments from state adopted text book series. These data help identify which students are in need of intervention as well as informing every day instructional decisions teachers make. We also analyze our California Standards Test data as another tool to inform these decisions.

Attendance

Our school average for the year's attendance for all students was 94.51%. The range of these data spanned from 93.38% in second grade to 96.14% in grade 4. We are pleased with our high average daily attendance and credit this to our teachers who create classroom environments where the children are motivated and excited to come to school.

Feedback from Families

In the spring of 2012, Sherwood Montessori was reviewed by Insight Education Group. The review was positive in all areas. One component was a parent focus group that generated themes about the satisfaction level of the parents. The report read:

Parents are deeply engaged in the school community and are highly satisfied with the school. Three suggestions for maximizing parental involvement are conducting annual survey of all parents, having room parents to organize volunteers and facilitate communication between the teachers and administrators and parents in each classroom, and outlining and getting parents to work toward specific parent volunteer goals each year.

Fiscal

We ended the 2011-2012 fiscal year with a total fund balance of \$203,459.70. This is not a match to our cash flow as we, like all California public schools, must wait for funds with the current deferral system. We did receive our in-lieu taxes from Chico Unified which gave us healthy cash flow for the 2012-2013 fiscal year. We do not anticipate needing to draw on our line of credit from Northern California National Bank during the 2012-2013 school year.

CONCLUSION

The staff, families, and Board of Directors of Sherwood Montessori ended our second year of operation with great feelings of satisfaction. We have improved our program and the results can be seen in our data. The results can also be seen in our retention rate; 94% of families from 2011-2012 returned for the 2012-2013 school year. We look forward to continuous improvement as a school and as a community. We also look forward to continuing our positive relationship with our authorizer, Chico Unified School District.

Respectfully submitted by

Michelle Yezbick

Director, Sherwood Montessori



REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 5**
746 Moss Avenue, Chico, California
Date/Time: **Tuesday, November 20, 2012**

MEETING CANCELLATION NOTICE

The November 20, 2012 regular meeting of the Sherwood Montessori Board of Directors Commission has been cancelled.

The next regularly scheduled Board meeting will be held Tuesday, December 11, 2012 at the above referenced regular time and location.

SHERWOOD MONTESSORI CHARTER SCHOOL

By: Michelle Yezbick, School Director



REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 5: Middle School Math/Science
746 Moss Avenue, Chico, California**
Date/Time: **Tuesday, December 11, 2012 – 5:30 p.m.**

AGENDA

- 1. CALL TO ORDER**
 - 1.1 Roll Call** Jill Bailey, Robyn Faraone, David Kuperman, Stephen Lucas, Corin Meester, Russell Shapiro, and Erwin Williams
- 2. CONSENT AGENDA**
 - 2.1 Approval of Minutes from October 16, 2012**
 - 2.2 Adoption of Fair Hiring Policy**

The Board will consider adopting a Fair Hiring Policy that formalizes the School's commitment to legal and honorable hiring practices.
ACTION REQUESTED: Adopt the Fair Hiring Policy.
 - 2.3 Release of Annual Financial Audit**

Matson & Isom have completed our required annual financial audit. There were no findings or recommendations.
ACTION REQUESTED: Receive report.
- 3. REPORTS AND COMMUNICATION**
 - 3.1 Instructional Staff Report**
 - 3.2 Sherwood Montessori Parents Organization Report**
 - 3.3 School Director Report**
 - 3.4 Treasurer Report**
- 4. NOTICED PUBLIC HEARINGS**
 - 4.1 None**
- 5. REGULAR BUSINESS**
 - 5.1 Items Removed From Consent (If any)**
 - 5.2 Discussion of Fundraising Issues and Opportunities**

The Board will discuss the current fundraising model and consider questions raised by Director Robyn Faraone.
ACTION REQUESTED: Discuss fundraising model and give guidance to School Director regarding future fundraising efforts.
 - 5.3 Discussion and Consideration of Prop 39 Informal Offers**

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.

The School Director will present to the Board a summary of the meeting held with Chico Unified School District (CUSD) representative John Bohannon regarding potential Prop 39 offers.

ACTION REQUESTED: Discuss Prop 39 offers and advise School Director on presenting CUSD with Sherwood's specific needs.

5.4 Release of First Interim Financial Report

The Board Treasurer and the School Director will present First Interim Financial Report prepared by Business Manager Lisa Speegle.

ACTION REQUESTED: Receive and approve report.

5.5 Discussion of Measure E Bond and Collaborative Charter School Communication

Chair Steve Lucas will lead a discussion on Measure E and the need for a process in which local charter schools can collaborate and advocate for common interests.

ACTION REQUESTED: Discuss Measure E and next steps for creating a process for collaboration among local charter schools.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

7. FUTURE AGENDA ITEMS

7.1 Adoption of a Growth Model for the purposes of the February 1st Enrollment Lottery Draw

7.2 Discussion of the Board of Directors Role in Oversight of the School's Academic Program

8. ADJOURNMENT (Est. 7:30 p.m.)

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MEMORANDUM

To: Board of Directors
From: Robyn Faraone, Secretary, Board of Directors
Subject: **Agenda Item 2.1 – Approval of Minutes from October 16, 2012**
Date: December 8, 2012 for the meeting of December 11, 2012

MINUTES FOR BOARD OF DIRECTORS of October 16, 2012 DRAFT

1. **CALL TO ORDER:** at 5:36 PM at 746 Moss Avenue.
Board Present: Stephen Lucas-Chair; Russell Shapiro-Treasurer; Robyn Faraone-Secretary; Erwin Williams; David Kuperman

Absent: Jill Bailey- Vice Chair; Corin Meester
Others Present: Michelle Yezbick, School Director; Teresa Shippen, Lead Teacher
2. **CONSENT AGENDA**
Chair Lucas moved items 2.2 through 2.5 to Regular Business portion of the agenda to allow discussion.
 - 2.1 **Approval of Minutes from September 18, 2012**
Director Kuperman motioned to approve Minutes; 2nd *Director Williams*.
AYES: 4 (Lucas, Faraone, Williams, Kuperman)
NOES: 0
ABSENT: 3 (Shapiro, Bailey, Meester)
 - 2.2 **Approval of Employment Contract for the School Director**
 - 2.3 **Identification of New Signatories on Bank Account**
 - 2.4 **Amendment to the Payroll Policy**
 - 2.5 **Adoption of Fair Hiring Policy**
3. **REPORTS AND COMMUNICATION**
 - 3.1 **Instructional Staff Report-** *Lead Teacher Shippen* noted that *Lead Teacher Anderson's* report mentioned the challenge of a larger class size this year.
 - 3.2 **Sherwood Montessori Parents Organization Report-** *SMPO President Pope's* written report asked for suggestions or a specific goal for SMPO to focus on. The Board will work on offering some input to SMPO through a fundraising strategy for the school, which will be discussed at the December meeting.
 - 3.3 **School Director Report-** Written report provided. *Chair Lucas* suggested we consider implementing an exit interview for staff that resign. Discussion of a future computer lab.

Director Shapiro arrived at 5:55 PM.

3.4 Treasurer Report- *Treasurer Shapiro* is working with Lisa Speegl, new Business Manger, to reconcile cash flow, and complete a revised budget for the year. We will use most of our reserves, but will not likely need to secure a loan during the 2012-2013 school year.

4. NOTICED PUBLIC HEARINGS- none

5. REGULAR BUSINESS

5.1 Items Removed From Consent

2.2 Approval of Employment Contract for the School Director

Director Shapiro motioned to approve employment contract for School Director; 2nd *Director Kuperman* with edit to goal of Human Resources training.

AYES: 5 (Lucas, Faraone, Williams, Kuperman, Shapiro)

NOES: 0

ABSENT: 2 (Bailey, Meester)

2.3 Identification of New Signatories on Bank Account

Director Williams motioned to approve; 2nd *Director Shapiro* with the edit of replacing the word “requests” to “resolves” in the last paragraph.

AYES: 5 (Lucas, Faraone, Williams, Kuperman, Shapiro)

NOES: 0

ABSENT: 2 (Bailey, Meester)

2.4 Amendment to the Payroll Policy

Director Faraone motioned to approve; 2nd *Director Shapiro* with deletion of the first sentence under “Salaried Employees” and under payroll replace “Business Manger” with “Director or their designee.”

AYES: 5 (Lucas, Faraone, Williams, Kuperman, Shapiro)

NOES: 0

ABSENT: 2 (Bailey, Meester)

2.5 Adoption of Fair Hiring Policy

There was concern about the amount of detail on the written policy. If we must have a policy, it should be brief and state that we will follow all applicable state and federal laws. It should state the standard, how we will implement, and the remedy, including more than one person to whom issues can be reported. Recommend further research, including advice from liability insurance provider.

5.2 Approval of Contracts for School Accountant and Financial Consultant

Director Williams motioned to approve; 2nd *Director Kuperman* with edits.

AYES: 5 (Lucas, Faraone, Williams, Kuperman, Shapiro)

NOES: 0

ABSENT: 2 (Bailey, Meester)

5.3 Discussion and Consideration of Prop 39 Request.

School Director Yezbick reported that she told John Bohannon, CUSD Director of Alternative Education, that we plan to submit a Prop 39 request for facilities that includes our openness to considering classrooms for the middle school only.

5.4 Release of Single Plan of Student Achievement.

School Director Yezbick provided written plan.

6. PUBLIC COMMENT ON ITEMS NOT ON AGENDA- None

7. FUTURE AGENDA ITEMS

- 7.1 Discussion of Fundraising Issues and Opportunities- December Meeting
- 7.2 Discussion of completing technology plan for E-Rate status and Consolidated Application for obtaining additional categorical funding

8. **ADJOURNMENT:** 6:48 PM

Approved: _____, 20____

Robyn Faraone, Secretary of the Board



MEMORANDUM

To: Board of Directors
From: Michelle Yezbick, School Director
Subject: **Agenda Item 2.2 – Fair Hiring Policy**
Date: December 8, 2012 for the meeting of December 11, 2012

SUMMARY

Consideration of request to adopt Fair Hiring Policy

DISCUSSION

Although we currently are using fair and legally compliant hiring practices, we do not have an adopted Fair Hiring Policy. The proposed policy establishes these practices as status quo for Sherwood Montessori. This version differs from the previously proposed policy in that it is simplified and simply asserts Sherwood's intent to follow the law, specifically the California Fair Employment and Housing Act.

ACTION REQUESTED

Adopt Fair Hiring Policy.

Attachment: Fair Hiring Policy-DRAFT



Fair Hiring Policy-DRAFT

Because the quality of the staff hired by Sherwood Montessori is the major component of an effective educational program, the Board and Administration of the school will make every effort possible to attract and retain the best-qualified personnel.

Sherwood will follow all state and local laws regarding fair hiring practices in its process of attracting and retaining staff members. The Board and Administration will not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, mental condition, marital status, sex, or age during the hiring process.



MEMORANDUM

To: Board of Directors
From: Michelle Yezbick, School Director
Subject: **Agenda Item 2.3 – Release of Annual Financial Audit**
Date: December 8, 2012 for the meeting of December 11, 2012

SUMMARY

Sherwood's required annual financial audit has been completed.

DISCUSSION

Matson & Isom was hired to do our required annual financial audit. C.P.A. Dawn Buchanan completed the work and had no findings or recommendations to report.

ACTION REQUESTED

Receive report.

Attachments: Cover letter addressed to Board of Directors from Matson & Isom

Financial Statements and Supplementary Information with Independent Auditor's Reports, June 30, 2012



MATSON
& ISOM

November 28, 2012

To the Board of Directors
Sherwood Montessori
Chico, California

We have audited the financial statements of Sherwood Montessori (the Charter School) for the year ended June 30, 2012, and have issued our report thereon dated November 13, 2012. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter dated August 27, 2012. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Charter School are described in note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2012. We noted no transactions entered into by the Charter School during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements With Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 13, 2012.

Management Consultations With Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Charter School's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Charter School's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Information in Documents Containing Audited Financial Statements

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Charter School's Board of Directors and management of the Charter School and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Matson and Isom



MEMORANDUM

To: Board of Directors
From: Lead Teacher, Teresa Shippen
Subject: **Agenda Item 3.1 Instructional Staff Report**
Date: December 8, 2012 for the meeting of December 11, 2012

Kindergarten (Teresa Shippen):

In November the kindergarten class took a field trip to the Chico Creek Nature Center as part of our Zoology curriculum. There, we were introduced to birds, insects, reptiles, amphibians, and mammals as part of a "Meet the Animals" presentation. The students were most fascinated with the tarantula's web and the snake. We were lucky enough to have good weather, so we took a walk down by the creek to explore and enjoy our snack. It was a good day for all! I really appreciate the wonderful parents who were able to come along with us!

I was able to meet successfully with all but one family during our fall conferences. This conference time is a crucial part of our class development, helping me to better understand each student and set appropriate goals for them. My parents are eager to be an active part of their child's education and I appreciate their input and insights. With conference time behind us, we are now ready to head into the winter months working together towards the student's success.

I am very happy to welcome Emily Sherman, our SBIT coordinator, to our staff this month. She is working closely with some of the students in our Kindergarten room to help promote appropriate social skills and interactions. She is also the liaison between the parents, our Special ed. Service providers, and myself to ensure we work as a team to best help our students with special needs. Her work is necessary to provide all with a safe and calm working environment, and to help us navigate the Special Ed. System.

As we move into December the students are looking forward to rainy day recess, and our performance at the Winter Festival. They are preparing to sing a sweet song on-stage before the school play. They are filled with excitement and nerves! They have been practicing with great enthusiasm and joy! It should be a wonderful video opportunity!

1/2/3 Classroom (Carin Anderson):

Carin and Eilene's class continues to buzz (sometimes louder than desired, but we are getting there...). The children are so full of life and enthusiasm! Math, language, and reading groups are

going well, and we are adding some traditional math also. The ongoing task for us is to integrate the two math strands in a way that does not sacrifice the intelligence of the Montessori materials and sequence, but at the same time prepares the students for the STAR test. This integration is something I am passionate about learning to do well, and it is clear that it is not an easy or quick process. Each year I learn a bit more.

The third grade North America country reports last month were so inspiring that a number of first and second graders spontaneously started their own. We ended our North America study with our field trip to see the Ballet Folklorico, which was wonderful. This month, we are beginning our South America study and it is the second graders' turn to inspire us.

We are lucky to have been able to begin music lessons again this year - donated by a parent. We are being visited by Matej, a gifted musician, every two weeks. We are learning many new songs, basic sight reading, and are being introduced to a variety of instruments. The students are also very happy to have drama with Lisa again.

I continue to be impressed with our school community. There is so much good will, hard work, and cooperation among students and among staff. I am aware daily of what an unusual place this is, and I am grateful for everyone who makes it that way.

1/2/3 Classroom (Eric Parish):

We are at that point of the year in our lower elementary class when we are beginning to observe some of the students normalize. That is to say they may work with concentration and focus. Some students display self-direction and are able to select an appropriate place to work independently, with a partner, or in a small group. There is still a portion of the class that needs direct supervision due to behaviors. This does make it difficult to reach all of the students and meet every child's needs.

The class is at the end of our exploration into the biomes of North America and will soon begin our study of the biomes of Europe. We are doing this study with the Weseca biome material which is an amazing curriculum. The class is also come to the last experiments into the Laws of the Universe. This week we looked into the law of gravity, using sand, ping pong balls, and nuts and bolts. We also explored density and gravity with colored salt water of varying concentrations. Next week we will explore volcanoes.

The children's artwork with Teacher Tanya has been amazing. They have explored the work of Picasso, Jackson Pollock, Monet, and have done water-coloring and mosaic art. It is beautiful work to see and I look forward to observe what they will create next semester.

4/5 Classroom (Lindsey Serrao for Kristina Besnard):

The transition for me long term subbing for Kristina has been a smooth one. We are having so much fun in our 4th/5th grade class, while at the same time learning a ton! They are starting a unit on the timeline of man, but before beginning that, the students have been having a lot of fun creating their own personal timelines of their life. The kids are having a blast in drama with Lisa Schmidt. They are working on a play for the end of the semester. They have been working hard during writers workshop focusing on word choice and "voice" in their personal narratives. When we can get outside, the students enjoy their P.E. time with Sophie. Because of Sophie, our students are learning to problem solve and communicate better with one another. The fifth graders are working on a group project where they are becoming "experts" on regions in California. The morale is high during this time, I feel they are having lots of fun being able to be in the role of the teacher

6/7/8 Classrooms (John Howlett, Kelli Kurth, Hildi Myers):

Math and Science Room

We are thankful to have Hildi Myers settled into our classroom. She has implemented some changes that the students are responding nicely too. She challenges them to solve word problems using mental math that reviews a concept already mastered by the students. This helps them think about math in a different way as well as reviews old concepts. We have begun using alternative methods of assessment such as one complex problem (as opposed to many) and are in the process of working on developing math essays with Danielle once they have completed the complex problem. The essay would provide the students the opportunity to write an explanation using math vocabulary. This also allows all the students the chance to practice grade level math vocabulary if they working at above or below grade level.

In science we have booked our field trips! We will be going on four hikes at- Upper Bidwell Park, around the wetlands at Kohls, Feather Falls and Table Mountain wildflower hike. In addition, we will be doing a wildflower ID workshop at the nature center prior to our Table Mountain wildflower hike in April. Lastly, we will be participating in an aquatic investigation workshop in Lower Bidwell Park with the nature center. The students are excited to get outdoors and learn through some hand on science trips. We're all looking forward to being outside to learn instead of in the classroom.

Middle School Board Briefs from John Howlett

Greetings Sherwod Board Members. Well, as the holiday season is now well under way, it is a good time to reflect on those things we are all thankful for in our class, school and our personal lives. When I posed the question to our Middle School students a couple of weeks ago, "What are you thankful for this year?", across the board students mentioned their friends (of course!), their families, their class, and their school. What a pleasure it is to work together to help provide a supportive, safe, and fun learning experience for all of our Sherwood students, staff, families, and the Chico community! We all have worked hard to create a unique community of learners and educators during the past three years, and for this, many thanks are due. The Middle School student wanted to thank the teachers, Michelle, the office staff, the classroom aides, the many parent and community volunteers, the Board, Richie, and the new Lunch Lady! (and probably some more folks that I am forgetting right now) In short, there are many things to be thankful for this time of year, and all throughout they year. So, from the Middle School students and staff, we wish you all a big thanks of grattitude for the Board's work in making our school a reality - Peace and Best Wishes for a wonderful holiday season. The Sherwood Middle School Folks

Literacy and Spanish Instruction (Danielle Mennucci):

Literature classes have been very well received by the students. A 3rd grade class is finishing Dahl's *BFG* and they enjoy the rich vocabulary and the author's style. One can hear lots of giggling in response to the comical plot. The 4-5th grades are reading from the *Sister's Grimm* series, and just finished with *Long Days of Chicago*. We are preparing to read Paulsen's *Hatchet*. All of the students are loving to read! The 6-8th grades are just finished with S.E. Hinton's *Outsiders*. This book was very popular with all of the students and for some it even seemed "life changing:,. We will begin Esther Forbes *Johnny Tremain* and complement John's middle school history lessons. Other students are reading Jerry Spinelli's *Milkweed* about the Warsaw Ghetto in WWII, and *House on the Corner of Bitter and Sweet*, a story of a Japanes family contained in America in the 1940's.

Poetry 99 with the CN&R was a success! We had a 1st and 3rd place winner as well as 3 honorable mentions. We have been writing personal narrative which is annually administered for all grades 2-8th. We score the essays for content, conventions, and organization. The students wrote a final draft and both the original and final copies are available to see in Danielle's room. We also wrote more persuasive essays, using the topics of What is happiness, knowledge, beauty or compassion, etc. Our latest assignment was to design a poster of the life journey of each student. We have just presented our posters before our peers.

Cooking and Gardening Program (Richie Hirshen):

Last month's GRUB School and Community Garden Tour fostered interest and an attendee/CSU Chico student named Grace Kerfoot was inspired to come aboard as a volunteer. She is studying to be an RD and is most interested in culinary work. Adding her to the team and partnering her with our garden intern Whitney, we're working on a new garden cookbook. The two interns are working together to create recipes that utilize ingredients grown in the school garden. Today Grace helped our middle schoolers with their kitchen elective work, cooking two kinds of pizza (one gluten-free, both whole wheat), whole wheat pasta made from scratch, our famous popcorn and a gingerbread house that was an all-grades collaboration throughout the week. Whitney has an expanded role, helping Friday mornings with the K class and continuing Friday afternoons at our farmers' markets, which are fun and (a little?...I don't have the actual numbers, but we should have over \$1K in the bank) profitable. She is a dynamic young educator working on her credential.

The past month almost all of the classes I work with, specifically 1-2-3-4-5 have been treated to an exercise/paradigm called, "My Special Spot", which I gleaned from Eric's donation to my program of the book, Coyote's Guide to connecting with nature, wherein we discuss, as a class in each class, each student's experiences in their special quiet spot observing nature. This exercise is a nice outdoor addition to the rest of my program, often performed in the garden (one of the suggested special spots) and I have given the kids optional homework that I hope gets them in closer touch with nature and brings them to a quiet place, literally and figuratively.

By now all of the garden beds have been turned/rotated/replanted and in the next month or so we will harvest many edible treasures. Today in K we picked arugula and calendulas then ate them with local mandarin oranges for a "salad in your mouth" experience. Also in K we have a Raffi song down/memorized that goes, "All I really need is a song in my heart, food in my belly and love in my family (you can youtube the Raffi version). The song's lyrics touch on needing rain, sun, clean water and fresh air. Precious. You've gotta hear it (and you will soon). Yay!



MEMORANDUM

To: Board of Directors

From: SMPO President, Marci Pope

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

Date: December 8, 2012 for the meeting of December 11, 2012

I think year three has found a groove for SMPO. Although still a small group attending meetings, we have had a great deal of support to take care of events. Since the last update:

- Fall Festival was successful fun with good feedback of where to go with that kind of event in the future.
- Feast of Gratitude was a festive time together which turned out to be more of a fundraiser than in the past. Most items were donated to make the soup, and plenty of volunteers for prep, decorating, serving, dish-washing and beyond. We took some more ideas to make it bigger & better for the future.
- We have had two very successful restaurant takeovers at Round Table and Woodstock's.

So, things are pulling together through volunteerism and ideas (and people to run with the ideas). We have asked Michelle to take requests for items needed for the school so we can look at supporting the school through our fundraising efforts.

One issue that is currently on my mind surrounds the North Valley Community Foundation who carries our account. It would be nice to have more control over our money to pay back folks who have paid out and a few other details, but it is nice to know that everything is being done with a secondary eye on what we are doing. NVCF is telling us if SMPO does a fundraising event like rummage sale, restaurant take-overs, and feast of gratitude where the intent is the funds will go into the SMPO (NVCF) account, NVCF needs to carry the insurance coverage on that event. Otherwise, it is assumed Sherwood Montessori insurance covered the event and the funds should go to Sherwood Montessori. I don't know if there is a benefit either way and I am seeking advice on this issue. Should we look at changing where the account is held? If we change, what do I need to consider about taxes on that stuff? This is not my area of expertise whatsoever.

Thank you for your continued guidance for Sherwood.

Marci Pope
SMPO President 2012-2013



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

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

Date: December 8, 2012 for the meeting of December 11, 2012

ADMINISTRATIVE ITEMS:

New hires since October 16, 2012 include:

Emily Sherman	0.5 FTE Intervention Coordinator
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- Sofie Burton will be resigning as of December 20th to move out of the area. A search has begun for her replacement.

FISCAL ITEMS:

- The First Interim Report covers the fiscal news from Sherwood since October 16th.

GENERAL ITEMS:

- Teachers and staff enjoyed a restful week off in November. Currently, teachers are working hard on report cards while braving rainy days and will soon be ready for the next break.
- Our Intervention Team is up and running. Emily Sherman is providing valuable support and expertise, the team from Chico Unified now has a regular schedule, and I have begun my reading intervention groups. Teachers are receiving more support for their work with our neediest kids.
- We had the largest school tour in our history on November 8. Teresa and I attended the CSU Kindergarten Faire and several people signed up for a school tour. Each day the office gets calls asking about registration and the lottery; there seems to be a lot of interest in the community in our Sherwood.

STATE AND FEDERAL LEGISLATION ITEMS:

- The passage of Prop 30 was a great relief. With Prop 30 in effect, we do not need to plan for deep cuts in funding for this or next school year.

**MEMORANDUM**

To: Board of Directors

From: Michelle Yezbick, School Director

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

Date: December 8, 2012 for the meeting of December 11, 2012

December 2012 Treasurer's Report

This month will inaugurate our new report format, thanks to Lisa Speegle. Attached to this brief text are copies of the Balance Sheet, Donations Report, Profit and Loss Report and Vendor Payments Report for November. These reports will be presented monthly. Lisa has also prepared a "where are we?" set of spreadsheets. The first spreadsheet compares last year's actuals to this year's projected budget and the upcoming three years based on a simplistic growth model. Additionally, she has recalculated this year's budget to reflect changes in state payments, staffing, and other variables. The changes are shown in a summary page. Additional pages show the monthly actuals for this fiscal year compared to the budget.

Summary

In review of these materials, I feel that Sherwood Montessori has acted responsibly in light of very challenging times. Michelle has kept the mission strong even with drastic reductions to cash flow. The recalculations of all budget lines shows a greater deficit at the end of the budget (-\$35,730) than originally projected (-\$6,461). Compared to other charter schools, this is not unrealistic for a developing school in its third year. As you can see, the simplistic (but honest) multi-year projection shows us positive in each additional year. This year's deficit can be covered with our reserves, leaving a projected reserve of \$94,434.

However, there is a significant challenge looming with regards to cash flow. Based on the new projection, we will exhaust our reserves and line of credit (\$75,000) sometime in May. Because of deferrals—even with the passage of Proposition 30—we will not see a significant portion of our revenue until July and August. In the best case scenario, we will need to borrow an additional \$60,000. More realistically, I feel we need to plan to borrow an additional \$100,000. All loans/lines of credit will be repaid by September 2013. We must also accept that this is a new pattern for all schools and we will be in a similar position next year. Today, cash flow trumps budgets.

Questions about specific lines can be addressed at the Board meeting.

Russell Shapiro

Treasurer, Sherwood BOD

Attachments: 2012 December Board Report, November 2012 Balance Sheet, November 2012 Donations Report, November 2012 P&L, November 2012 Vendor Payments Report

Sherwood Montessori - Multi-Year Budget Projections

Fiscal Year	2011-2012	2012-2013	2013-2014	2014-2015	2015-16
Enrollment	121	141	153	159	168
ADA %	(actual)	94.50%	94.50%	94.50%	94.50%
Revenue					
8015 General Purpose Entitlement	384,023	356,793	491,546	510,670	538,883
8015 General Purpose Entitlement (hold back)	-	95,990	-	-	-
8096 In Lieu Taxes	197,772	232,034	251,782	261,656	276,466
8220 Child Nutrition - Federal	10,660	-	-	-	-
8290 PCSGP	150,000	-	-	-	-
8290 EdJobs Funds	1,390	-	-	-	-
8520 Child Nutrition - State	593	-	-	-	-
8550 Mandates Block Grant	-	1,601	1,865	2,024	2,104
8560 State Lottery	28,645	21,150	22,950	23,850	25,200
8590 Categorical Block Grant	50,670	53,298	57,834	60,102	63,504
8590 All Other State Revenue	20,147	-	-	-	-
8660 Interest From Banks	-	-	-	-	-
8673 Parent Fees	29,011	14,851	14,851	14,851	14,851
8699 Fundraising / Donations	19,714	28,000	28,000	28,000	28,000
8710 Other Local Revenue	608	6,900	6,900	6,900	6,900
TOTAL REVENUES	893,232	810,617	875,728	908,053	955,907
Expenditures					
1000 Teacher Salaries	251,158	266,575	271,907	277,345	282,892
2000 Classified Staff	205,176	181,470	183,285	185,118	186,969
3000 Employee Benefits	74,912	95,838	98,092	100,423	102,836
4100 Texts and Core Curricula	3,932	4,100	4,182	4,266	4,351
4200 Reference Materials	10,352	4,000	4,000	4,000	4,000
4300 Instructional Supplies	24,402	13,167	13,408	13,653	13,903
4400 NonCap Equipment	7,927	500	-	-	-
4700 Healthy Lunch Program	19,445	-	-	-	-
5200 Travel and Conferences	13,977	4,275	4,275	4,275	4,275
5300 Dues and Memberships	997	1,105	1,165	1,195	1,240
5400 Property/Liability Ins	19,228	14,113	16,935	20,322	24,387
5500 Utilities/Housekeeping	22,739	22,180	22,624	23,076	23,538
5600 Rentals, Leases, and Repairs	78,784	91,650	93,071	94,036	94,101
5800 Prof. & Consulting Services	62,220	41,614	41,726	42,122	42,673
5900 Communications	4,815	4,060	4,130	4,202	4,275
7141 Special Ed Encroachment	35,670	98,700	107,100	111,300	117,600
7438 Long-Term Debt Interest	421	3,000	-	-	-
TOTAL EXPENDITURES	836,155	846,347	865,899	885,333	907,038
Excess/(Deficiency)	57,077	(35,730)	9,829	22,720	48,869
Addition to General Reserve	-	-	-	-	-
Excess/(Deficiency) after Reserves	57,077	(35,730)	9,829	22,720	48,869
Beginning Fund Balance	73,087	130,164	94,434	104,263	126,983
Excess / (Deficiency)	57,077	(35,730)	9,829	22,720	48,869
Ending Fund Balance	130,164	94,434	104,263	126,983	175,853
Cumulative Reserve Balance	-	-	-	-	-
Ending Fund Balance (less reserves)	130,164	94,434	104,263	126,983	175,853

Changes to Initial Budget

Revenues	was	is	variance	
Revenue Limit Sources	720,362	684,817	(35,545)	difference in calculation
Federal Sources	-	-	-	
State Sources	66,123	76,049	9,926	includes mandates block grant, difference in calculation
Local Sources	38,951	49,751	10,800	includes SPED billback and increase in field trip fundraising
Net Change to Revenue	825,436	810,617	(14,819)	
Expenditures				
Certificated Staff	271,233	266,575	(4,658)	staffing changes
Classified Staff	185,515	181,470	(4,045)	staffing changes
Employee Benefits	97,971	95,838	(2,133)	staffing changes
Books and Supplies	23,267	21,767	(1,500)	moved software to 5800
Travel and Conferences	4,275	4,275	-	
Dues and Memberships	620	1,105	485	math membership
Insurance	15,048	14,113	(935)	adjusted per actual spending
Utilities and Housekeeping	18,360	22,180	3,820	adjusted per actual spending
Rentals, Lease, and Repairs	88,647	91,650	3,003	adjusted per actual spending
Professional/Consulting Services	26,688	41,614	14,926	adjusted per actual spending
Communications	3,560	4,060	500	adjusted per actual spending
Special Ed Encroachment	96,200	98,700	2,500	based on \$700 per enrollment
Long-Term Debt Interest	513	3,000	2,487	adjusted per actual spending
Net Change to Expenses	831,897	846,347	14,450	
CY Budget	(6,461)	(35,730)	(29,269)	increase (decrease) in budget

Budget v. Actual - Revenues

	2012-13 Budget	July	August	Actuals Sept	Oct	Nov	Total Actual	Remaining in Budget	Remaining in Budget
Revenue									
8015 General Purpose Entitlement	356,793	-	5,687	35,815	-	13,682	55,184	301,609	85%
8015 General Purpose Entitlement (hold back)	95,990	-	-	-	-	-	-	95,990	100%
8096 In Lieu Taxes	232,034	-	-	35,599	15,822	15,822	67,243	164,791	71%
8290 PCSGP	-	-	-	-	-	-	-	-	0%
8290 EdJobs Funds	-	-	-	-	-	-	-	-	0%
8550 Mandates Block Grant	1,601	-	-	-	-	-	-	1,601	100%
8560 State Lottery	21,150	-	-	-	-	-	-	21,150	100%
8590 Categorical Block Grant	53,298	-	1,025	6,456	-	2,466	9,947	43,351	81%
8590 All Other State Revenue	-	-	-	600	-	-	600	(600)	0%
8660 Interest From Banks	-	-	-	-	-	-	-	-	0%
8673 Parent Fees	14,851	3,020	1,882	550	2,285	1,864	9,601	5,250	35%
8699 Fundraising / Donations	28,000	-	60	69	8,957	2,275	11,362	16,639	59%
8710 Other Local Revenue	6,900	823	232	288	164	25,289	26,795	(19,895)	-288%
Total Revenue	810,617	3,842	8,886	79,377	27,228	61,398	180,732	629,885	78%

Budget v. Actual - Expenses

	2012-13 Budget	July	August	Actuals Sept	Oct	Nov	Total Actual	Remaining in Budget	Remaining in Budget
Expenses									
1000 Teacher Salaries	266,575	3,779	21,374	25,503	23,457	23,922	98,035	168,541	63%
2000 Classified Staff	181,470	(1,995)	8,096	21,095	20,735	18,991	66,921	114,550	63%
3000 Employee Benefits	95,838	4,023	6,044	8,665	7,407	7,023	33,161	62,676	65%
4100 Textbooks	4,100	-	424	803	-	62	1,288	2,812	69%
4200 Books/Reference Material	4,000	-	434	48	47	67	595	3,405	85%
4300 Instructional Supplies	13,167	435	2,004	1,328	2,195	839	6,801	6,366	48%
4400 Non-Cap Equipment	500	-	220	-	-	260	480	20	4%
4700 Food - Nutrition Program	-	(1,845)	65	19	49	-	(1,711)	1,711	0%
5200 Travel and Conferences	4,275	(22)	-	40	1,225	6	1,250	3,025	71%
5300 Dues and Memberships	1,105	-	338	-	740	-	1,078	27	2%
5400 Property/Liability Ins	14,113	6,658	1,665	3,329	-	-	11,652	2,461	17%
5500 Utilities/Housekeeping	22,180	(0)	2,343	2,094	1,883	1,244	7,563	14,617	66%
5600 Rentals, Leases, and Repairs	91,650	13,268	459	15,808	7,835	536	37,906	53,744	59%
5800 Prof. & Consulting Services	41,614	2,218	258	11,940	5,854	4,040	24,310	17,304	42%
5900 Communications	4,060	(298)	470	280	870	124	1,445	2,615	64%
7141 Special Ed Encroachment	98,700	-	-	-	-	-	-	98,700	100%
7438 Long-Term Debt Interest	3,000	592	526	260	-	-	1,378	1,622	54%
Total Expenditures	846,347	26,813	44,719	91,210	72,296	57,113	292,151	554,196	65%
Net Income (Loss)	(35,730)	(22,971)	(35,833)	(11,833)	(45,068)	4,285	(111,419)		

FOREST RANCH CHARTER SCHOOL CASH FLOW PROJECTIONS FOR 2012-13 - PAGE 1 INCOME

	ACTUAL July	ACTUAL August	ACTUAL September	ACTUAL October	ACTUAL November	PROJECTED December	PROJECTED January	PROJECTED February	PROJECTED March	PROJECTED April	PROJECTED May	PROJECTED June	PROJECTED Accrual	Total Projected	Final Approved	Variance
CASH IN																
8015 General Purpose Entitlement	-	5,687	35,815	-	13,682	25,319	25,319	48,902	7,598	4,103	23,725	8,965	157,677	356,793	356,793	-
8015 GPE (hold back)	-	-	-	-	-	-	-	-	-	-	-	-	95,990	95,990	95,990	-
8096 In Lieu Taxes	-	-	35,599	15,822	15,822	15,822	15,822	10,652	20,579	8,561	7,842	7,183	78,330	232,034	232,034	-
8290 PCSGP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8290 EdJobs Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8550 Mandates Block Grant	-	-	-	-	-	-	-	-	400	-	-	-	800	1,201	1,601	(400)
8560 State Lottery	-	-	-	-	-	-	-	5,288	-	-	5,288	-	5,288	15,863	21,150	(5,288)
8590 Categorical Block Grant	-	1,025	6,456	-	2,466	4,564	4,564	8,814	955	516	2,920	1,131	19,887	53,298	53,298	-
8590 All Other State Revenue	-	-	600	-	-	-	-	-	-	-	-	-	-	600	-	600
8660 Interest From Banks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8673 Parent Fees	3,020	1,882	550	2,285	1,864	1,485	1,485	1,485	1,485	1,485	1,485	1,485	-	19,997	14,851	5,146
8699 Fundraising / Donations	-	60	69	8,957	2,275	2,800	2,800	2,800	2,800	2,800	2,800	2,800	-	30,962	28,000	2,962
8710 Other Local Revenue	823	232	288	164	25,289	575	575	575	575	575	575	575	-	30,820	6,900	23,920
Total Current Year Revenues	3,842	8,886	79,377	27,228	61,398	50,565	50,565	78,515	34,393	18,040	44,635	22,139	357,972	837,556	810,617	26,940
Other Current Assets	39,917	139,725	133,350	-	3,097	-	-	-	-	-	-	-	-	316,089	316,089	-
Total Cash In	43,760	148,610	212,727	27,228	64,496	50,565	50,565	78,515	34,393	18,040	44,635	22,139	357,972	1,153,645	1,126,706	26,940
Total Cash In Y-T-D	43,760	192,370	405,097	432,325	496,821	547,386	597,951	676,466	710,859	728,899	773,535	795,674	1,153,645			

FOREST RANCH CHARTER SCHOOL CASH FLOW PROJECTIONS FOR 2012-13 - PAGE 2 OUTGO

CASH OUT

Salaries & Benefits

1000 Teacher Salaries

2000 Classified Staff

3000 Employee Benefits

Total Salaries & Benefits

Supplies

4100 Texts and Core Curricula

4200 Reference Materials

4300 Instructional Supplies

4400 NonCap Equipment

4700 Healthy Lunch Program

Total Supplies

Services / Other Op Exp

5200 Travel and Conferences

5300 Dues and Memberships

5400 Property/Liability Ins

5500 Utilities/Housekeeping

5600 Rentals, Leases, and Repairs

5800 Prof. & Consulting Services

5900 Communications

Total Services

Total Other Outgo

7141 Special Ed Encroachment

7438 Long-Term Debt Interest

Total Other Outgo

Total Current Year Expenses

9500 Accounts Payable

Total Cash Out

Total Cash Out Y-T-D

Percent of Budget

ACTUAL July	ACTUAL August	ACTUAL September	ACTUAL October	ACTUAL November	PROJECTED December	PROJECTED January	PROJECTED February	PROJECTED March	PROJECTED April	PROJECTED May	PROJECTED June	PROJECTED Accrual	Total Projected	Final Approved	Variance
3,779	21,374	25,503	23,457	23,922	24,234	24,234	24,234	24,234	24,234	24,234	24,234	-	267,673	266,575	(1,098)
(1,995)	8,096	21,095	20,735	18,991	18,147	18,147	18,147	18,147	18,147	18,147	8,249	-	184,051	181,470	(2,581)
4,023	6,044	8,665	7,407	7,023	7,986	7,986	7,986	7,986	7,986	7,986	7,986	-	89,066	95,838	6,771
5,806	35,514	55,262	51,599	49,936	50,368	50,368	50,368	50,368	50,368	50,368	40,469	-	540,791	543,883	3,092
-	424	803	-	62	-	683	-	683	-	683	-	-	3,338	4,100	762
-	434	48	47	67	667	-	667	-	667	-	667	-	3,262	4,000	738
435	2,004	1,328	2,195	839	1,097	1,097	1,097	1,097	1,097	1,097	1,097	-	14,482	13,167	(1,315)
-	220	-	-	260	-	-	-	-	-	-	-	-	480	500	20
(1,845)	65	19	49	-	-	-	-	-	-	-	-	-	-	-	-
(1,410)	3,147	2,198	2,291	1,228	1,764	1,781	1,764	1,781	1,764	1,781	1,764	-	21,562	21,767	205
(22)	-	40	1,225	6	356	356	356	356	356	356	356	-	3,743	4,275	532
-	338	-	740	-	-	-	-	-	-	-	-	-	1,078	1,105	27
6,658	1,665	3,329	-	-	1,665	-	-	-	-	-	-	-	13,317	14,113	796
(0)	2,343	2,094	1,883	1,244	1,848	1,848	1,848	1,848	1,848	1,848	1,848	-	20,501	22,180	1,679
13,268	459	15,808	7,835	536	7,638	7,638	7,638	7,638	7,638	7,638	7,638	-	91,368	91,650	282
2,218	258	11,940	5,854	4,040	3,468	3,468	3,468	3,468	3,468	3,468	3,468	-	48,585	41,614	(6,970)
(298)	470	280	870	124	338	338	338	338	338	338	338	-	3,813	4,060	247
21,825	5,532	33,490	18,407	5,950	15,313	13,648	13,648	13,648	13,648	13,648	13,648	-	182,406	178,997	(3,409)
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	24,675	-	-	24,675	-	49,350	98,700	98,700	-
592	526	260	-	-	-	-	-	-	-	-	-	-	1,378	3,000	1,622
592	526	260	-	-	-	-	24,675	-	-	24,675	-	49,350	100,078	101,700	1,622
26,813	44,719	91,210	72,296	57,113	67,445	65,796	90,455	65,796	65,780	90,471	55,881	49,350	844,837	846,347	1,510
30,688	46,508	31,100	14,866	16,963	-	-	-	-	-	-	-	-	140,126	140,126	-
57,501	91,227	122,310	87,162	74,076	67,445	65,796	90,455	65,796	65,780	90,471	55,881	49,350	984,962	986,472	1,510
57,501	148,728	271,038	358,200	432,276	499,721	565,518	655,972	721,769	787,549	878,020	933,901	983,251	-	-	-
5.83%	15.08%	27.48%	36.31%	43.82%	50.66%	57.33%	66.50%	73.17%	79.83%	89.01%	94.67%	99.67%	-	-	-

Projected Cash Balance Statement

Beginning Cash Balance

Net Change

Ending Cash Balance

7,655	(6,087)	51,297	141,714	81,780	72,199	55,320	40,088	28,149	(3,255)	(50,994)	(96,830)	(130,572)	7,655	7,655	-
(13,742)	57,383	90,417	(59,934)	(9,581)	(16,880)	(15,231)	(11,939)	(31,404)	(47,739)	(45,836)	(33,742)	308,622	168,683	140,234	28,450
(6,087)	51,297	141,714	81,780	72,199	55,320	40,088	28,149	(3,255)	(50,994)	(96,830)	(130,572)	178,049	176,338	147,889	28,450

Sherwood Montessori

Balance Sheet

As of November 30, 2012

	Nov 30, 12
ASSETS	
Current Assets	
Checking/Savings	
9100-Assets	
9120-NCNB Checking	72,200.37
Total 9100-Assets	72,200.37
Petty Cash	0.44
Total Checking/Savings	72,200.81
Other Current Assets	
9290 - Due from Grantor Govts.	
Catagorical Block Due	-1.00
GPE Funding Due	-16,836.00
Lottery Due	2,197.19
Prior Year Corrections Due	8.00
Total 9290 - Due from Grantor Govts.	-14,631.81
9340-Security Deposit	4,042.50
Total Other Current Assets	-10,589.31
Total Current Assets	61,611.50
TOTAL ASSETS	61,611.50
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
9500-Accounts Payable	-9,017.77
Total Accounts Payable	-9,017.77
Other Current Liabilities	
9500-Liabilities	
9511-Payroll Liabilities	
Deferred Payroll	5,631.27
Federal Withholding	1,507.00
Health and Welfare	7,908.38
Medicare	1,236.30
OASDI-Social Security	2,029.52
PERS Employee	2,109.74
PERS Sherwood	3,440.92
State Disability	474.27
State Unemployment Tax	338.48
State Withholding	991.44
STRS Employee	6,740.88
STRS Sherwood	6,951.57
9511-Payroll Liabilities - Other	489.93
Total 9511-Payroll Liabilities	39,849.70
9530 - Oversight Due to CUSD	445.00
9590 - Other Accts Payable	11,588.85
Total 9500-Liabilities	51,883.55
Total Other Current Liabilities	51,883.55
Total Current Liabilities	42,865.78
Total Liabilities	42,865.78
Equity	
9793 - Audit Adjustments	101,516.33
Unrestricted Net Assets	28,647.55
Net Income	-111,418.16
Total Equity	18,745.72

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12/03/12
Accrual Basis

Sherwood Montessori
Balance Sheet
As of November 30, 2012

	Nov 30, 12
TOTAL LIABILITIES & EQUITY	61,611.50

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12/03/12

Accrual Basis

Sherwood Montessori

Board of Directors - Donations and Fundraising Report

November 2012

Type	Date	Memo	Amount
8000-Revenues			
8600-8799 Other Local Revenue			
8699-Fundraising and Donation			
Deposit	11/13/2012	Farmers Market	39.61
Deposit	11/19/2012	Jen Coles fundraiser	25.35
Deposit	11/20/2012	Bulb Order	1,867.51
Total 8699-Fundraising and Donation			1,932.47
Total 8600-8799 Other Local Revenue			1,932.47
Total 8000-Revenues			1,932.47
TOTAL			1,932.47

Sherwood Montessori

Profit & Loss YTD Comparison

November 2012

	Nov 12	Jul - Nov 12
Ordinary Income/Expense		
Income		
8000-Revenues		
8010-8099 Revenue Limit Sources		
8015-Gen. Purpose Entitlement	13,682.00	55,184.00
8096-In Lieu of Property Taxes	15,822.00	67,243.00
Total 8010-8099 Revenue Limit Sources	29,504.00	122,427.00
8300-8599 Other State Revenue		
8590-All Other State Revenue	0.00	600.00
8590 Categorical Block Grant	2,466.00	9,947.00
Total 8300-8599 Other State Revenue	2,466.00	10,547.00
8600-8799 Other Local Revenue		
8673-After School Program	1,864.39	3,646.81
8673-Camp fees	0.00	5,343.50
8673-Field Trip	343.00	954.00
8673-Rebates	0.00	231.65
8699-Fundraising and Donation	1,932.47	11,018.50
8699-Other Local Income	0.00	1,274.72
Total 8600-8799 Other Local Revenue	4,139.86	22,469.18
8000-Revenues - Other	25,288.55	25,288.55
Total 8000-Revenues	61,398.41	180,731.73
Total Income	61,398.41	180,731.73
Gross Profit	61,398.41	180,731.73
Expense		
1000 Certificated Salaries		
1100-Teacher Salaries		
BTSA Support Stipends	900.00	1,500.00
Lead Teacher Salaries	21,657.58	85,168.68
Substitute Salaries	818.08	2,485.78
Total 1100-Teacher Salaries	23,375.66	89,154.46
1200-Certificated Pupil Support	546.00	8,880.04
Total 1000 Certificated Salaries	23,921.66	98,034.50
2000 Classified Salaries		
2100-Instr. Aide Salaries		
After School Salaries	1,327.50	9,511.50
Classroom Aide Salaries	8,778.00	28,866.00
Total 2100-Instr. Aide Salaries	10,105.50	38,377.50
2300-Administration Salaries	7,000.00	21,000.00
2400-Clerical and Office Sal		
Administration Support	1,365.00	5,358.50
Clerical Salaries	520.00	2,184.50
Total 2400-Clerical and Office Sal	1,885.00	7,543.00
Total 2000 Classified Salaries	18,990.50	66,920.50
3000-Employee Benefits		
3101-STRS, Certificated	1,829.23	7,814.37
3202-PERS, Classified	1,316.89	4,973.98
3302-OASDI	1,192.05	4,176.39
3311-Medicare	613.97	2,366.08
3401-Health Benefits	1,632.21	9,535.51
3501-Unemployment Ins	439.02	3,743.37
3901-Employee Training Tax	0.00	0.00
3903-Other Employee Benefits	0.00	551.45
Total 3000-Employee Benefits	7,023.37	33,161.15
4000-Books and Supplies		

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12/03/12
Accrual Basis

Sherwood Montessori

Profit & Loss YTD Comparison

November 2012

	Nov 12	Jul - Nov 12
4100-Textbooks/Core Curricula	61.97	1,288.15
4200-Books/reference Materials	66.57	595.13
4300-Materials and Supplies		
After School Supplies	0.00	138.57
Custodial Supplies	44.59	236.21
Food (Instructional)	142.72	479.10
Instructional Supplies	263.97	3,132.15
Office Supplies	387.99	2,815.18
Total 4300-Materials and Supplies	839.27	6,801.21
4400-Noncapitalized Eq (<5K)		
Computers and Electronics	260.00	283.58
Furniture	0.00	196.31
Total 4400-Noncapitalized Eq (<5K)	260.00	479.89
4700-Food (Nutrition)	0.00	-1,710.76
Total 4000-Books and Supplies	1,227.81	7,453.62
5000 Services/Other Op. Exp.		
5200-Travel and Conferences	5.88	1,248.67
5300-Dues and Membership	0.00	1,078.00
5400-Insurance	0.00	11,651.99
5500-Operations / Housekeeping		
Housekeeping	485.00	2,425.00
HVAC Service	0.00	496.44
Pest Control	0.00	65.00
Security Provider	12.00	270.78
Supplies	0.00	11.52
Utilities	746.50	4,293.93
Total 5500-Operations / Housekeeping	1,243.50	7,562.67
5600-Rental/Leases/Repairs		
Copier Lease	333.89	1,787.08
Facilities Repairs	202.48	559.87
Property Rental	0.00	35,559.00
Total 5600-Rental/Leases/Repairs	536.37	37,905.95
5800-Other Services		
Advertising	0.00	-1,185.22
Auditing and CPA Services	1,625.00	8,375.00
Bank Fees	0.00	640.85
Bookkeeping Services	750.00	750.00
Business Manager Services	0.00	2,250.00
Charter Consulting	0.00	600.00
District Oversight	320.00	1,323.00
Duplication Services	0.00	94.05
Educational Audit	0.00	4,250.00
Extracurricular Services	560.00	3,813.00
Fundraising Expenses	738.75	738.75
LiveScan and TB Test Services	0.00	69.00
Online List Management	9.95	49.75
Software Licensing	36.51	2,541.50
Total 5800-Other Services	4,040.21	24,309.68
5900-Communications		
Internet Service Provider	0.00	29.97
Mailing Costs	0.00	222.67
Telephone, Landline	93.72	1,162.45
Website, Hosting	29.97	29.97
Total 5900-Communications	123.69	1,445.06
Total 5000 Services/Other Op. Exp.	5,949.65	85,202.02
7000 Other Outgo		
7438-NCNB LOC Interest	0.00	1,378.10

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Accrual Basis

Sherwood Montessori
Profit & Loss YTD Comparison
November 2012

	Nov 12	Jul - Nov 12
Total 7000 Other Outgo	0.00	1,378.10
Total Expense	57,112.99	292,149.89
Net Ordinary Income	4,285.42	-111,418.16
Net Income	<u>4,285.42</u>	<u>-111,418.16</u>

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12/03/12

Accrual Basis

Sherwood Montessori
Board of Directors - Vendor Payments Report

November 2012

Type	Date	Num	Name	Memo	Account	Class	Amount
Bill	11/1/2012		American Janitorial	November Services	Housekeeping	Government Funds:General	485.00
Bill	11/1/2012		City of Chico	Alarm permit	Security Provider	Government Funds:General	12.00
Bill	11/1/2012		Laura A. Mason	October services	Bookkeeping Services	Government Funds:General	250.00
Bill	11/2/2012	1521248118	Office Depot	Class supplies	Instructional Supplies	Government Funds:Lottery - Unrestricted	8.14
Bill	11/2/2012	1521248118	Office Depot	Office supplies	Office Supplies	Government Funds:General	16.61
Check	11/2/2012	DBT	Costco	Office supplies	Office Supplies	Government Funds:General	68.28
Check	11/2/2012	DBT	Costco	snack	Food (Instructional)	Government Funds:General	24.26
Check	11/2/2012	DBT	Costco	John 6/7/8 class	Instructional Supplies	Government Funds:Lottery - Unrestricted	34.32
Check	11/2/2012	DBT	Office Depot	Supplies	Office Supplies	Government Funds:General	132.46
Check	11/2/2012	DBT	Michaels	supplies	Instructional Supplies	Government Funds:Lottery - Unrestricted	16.26
Check	11/2/2012	DBT	Alison's Montessori	Supplies	Instructional Supplies	Government Funds:Lottery - Unrestricted	15.00
Check	11/2/2012	DBT	Alison's Montessori	Supplies	Instructional Supplies	Government Funds:Lottery - Unrestricted	30.00
Bill	11/3/2012	1133943453	Verizon Wireless	October Phone service	Telephone, Landline	Government Funds:General	93.72
Check	11/5/2012	debit	1 & 1 Internet Inc.	web host and email accounts	Website, Hosting	Government Funds:General	29.97
Bill	11/6/2012		California Water Service Compa...	Water service	Utilities	Government Funds:General	122.23
Bill	11/6/2012	1522301431	Office Depot	Office supplies	Office Supplies	Government Funds:General	42.36
Check	11/8/2012	DBT	Infinity Box Inc.	Wufoo subscription	Online List Management	Government Funds:General	9.95
Check	11/8/2012	debit	Adobe		Software Licensing	Government Funds:General	119.00
Bill	11/9/2012	171449	S & S WHOLESALE PRODUCE	Famrers Market	Food (Instructional)	Non Government:Farmers' Market	35.69
Bill	11/9/2012	171449	S & S WHOLESALE PRODUCE	Curriculum	Food (Instructional)	Government Funds:Classroom:Kitchen Program	11.90
Bill	11/9/2012		Redeemer Lutheran Church	Security light replacement, School building - park...	Facilities Repairs	Government Funds:General	172.78
Bill	11/9/2012	C18916	Personnel Concepts	California SS1 Labor Law Poster	Office Supplies	Government Funds:General	54.44
Check	11/13/2012	DBT	Cash & Carry	Supplies - 45 Gal can	Custodial Supplies	Government Funds:General	28.09
Check	11/13/2012	DBT	Costco	supplies	Instructional Supplies	Government Funds:Lottery - Unrestricted	182.05
Check	11/13/2012	DBT	Costco	snack	Food (Instructional)	Government Funds:General	26.95
Check	11/13/2012	DBT	Michaels	glue sticks for glue gun	Instructional Supplies	Government Funds:Lottery - Unrestricted	7.50
Bill	11/15/2012	171686	S & S WHOLESALE PRODUCE	Feast of Gratitude (SMPO to pay for this invoice)	Food (Instructional)	Government Funds:General	10.58
Bill	11/15/2012	171686	S & S WHOLESALE PRODUCE		Food (Instructional)		0.00
Bill	11/15/2012	CNIN632154	Advanced Document	Copier rental contract	Copier Lease	Government Funds:General	166.24
Bill	11/15/2012	CNIN632232	Advanced Document	Copier maintenance rental contract	Copier Lease	Government Funds:General	167.65
Bill	11/18/2012		PG & E	November bill	Utilities	Government Funds:General	624.27
Bill	11/19/2012		Off the Wall Soccer	2012 1/2 Girls and 3/4 Boys Soccer	Extracurricular Services	Government Funds:General	170.00
Check	11/19/2012	2639	Heather Fisher	World History textbook	4100-Textbooks/Core Curricula	Government Funds:Restricted Funds:Lottery - Rest...	17.98
Check	11/19/2012	2640	Burton, Sofie C	Target - Poster Board 4/5 class	Instructional Supplies	Government Funds:Lottery - Unrestricted	2.22
Check	11/19/2012	2641	Howlett, John R	PetSmart	Instructional Supplies	Government Funds:Lottery - Unrestricted	33.00
Check	11/19/2012	2641	Howlett, John R	Teachers Book Connection	4200-Books/reference Materials	Government Funds:Restricted Funds:Lottery - Rest...	66.57
Check	11/19/2012	2642	Yezbick, Michelle K	Computer components from Computers for Classr...	Computers and Electronics	Government Funds:Lottery - Unrestricted	260.00
Check	11/19/2012	2642	Yezbick, Michelle K	travel	5200-Travel and Conferences	Government Funds:General	5.88
Check	11/19/2012	debit	Easy Fundraising Ideas	bulb orders	Fundraising Expenses	Non Government:Fundraisers	738.75
Bill	11/20/2012	2274	Forest Ranch Charter School	November services	Auditing and CPA Services	Government Funds:General	1,625.00
Check	11/26/2012	DBT	Amazon.com	enVision CA Electronic Student Edition CD-Rom ...	4100-Textbooks/Core Curricula	Government Funds:Restricted Funds:Lottery - Rest...	43.99
Check	11/26/2012	DBT	Safeway	Sherwood snack	Food (Instructional)	Government Funds:General	8.78
Check	11/27/2012	DBT	Target	Target	Custodial Supplies	Government Funds:General	16.50
Check	11/27/2012	DBT	Costco	supplies	Office Supplies	Government Funds:General	73.84
Check	11/27/2012	DBT	Costco	snack	Food (Instructional)	Government Funds:General	24.56
Check	11/27/2012	DBT	Home Depot	resource room paint	Facilities Repairs	Government Funds:General	29.70
Bill	11/29/2012		Laura A. Mason	November Services	Bookkeeping Services	Government Funds:General	250.00
Check	11/29/2012	2671a	Lisa Schmidt	Drama	Extracurricular Services	Government Funds:General	390.00
Bill	11/29/2012		Laura A. Mason	November services	Bookkeeping Services	Government Funds:General	250.00
TOTAL							7,004.47



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.2 – Discussion of Fundraising Issues and Opportunities**

Date: December 8, 2012 for the meeting of December 11, 2012

SUMMARY

Sherwood is still a young school and as such is still finding its way with fundraising. At this point, the School Director and SMPO would like formal guidance from the Board of Directors on future directions for our fundraising program.

DISCUSSION

SMPO Fundraising Efforts

The proceeds from the events where only SMPO is listed go into a separate bank account managed by the SMPO. They have asked the Board of Directors for guidance on how they should spend their money to support the school.

Last year they raised over \$1200 and used some of this to buy gift cards for the teachers to spend on supplies for their classrooms. While the money was appreciated, there have been some issues with needing to collect receipts for the items purchased, and recently learning the money needs to be spent by December 7, 2012. Other items that SMPO were planning to purchase were donated by parents instead (i.e. laminator). Some parents have expressed feeling "nickel and dimed" by the number of fundraisers, and a desire to know where their donations are being spent.

Sherwood Fundraising Events

The proceeds from fundraising events that list Michelle in the "Who" column raise money for the general fund. The proceeds from car washes managed by John are used to fund field trips for the middle schoolers. The proceeds from the farmer's market are split between the gardening/cooking program and donations to childhood cancer center at Enloe Hospital.

As a charter school we are required to raise 4.5 percent of our budget from fundraising, which means our current fundraising goal is \$28,000. We raised \$8,967 from Annie B's and our budget has a goal of \$2,800 per month for the rest of the school year to meet the target, but it is highly unlikely based on the current calendar of fundraising events.

Issues for Discussion

The small size of Sherwood means that the current fundraising events on the calendar do not result in high returns. Sherwood is also not qualified to apply for many of the education grants because we do not have 50 percent or more students on free and reduced lunches. Sherwood does not a corporation, foundation or other benefactor. One idea is to have a music festival in the Spring, which will require everyone's help to organize and execute.

How can we reach the goal of \$28,000?

Does the BOD support the idea of a Spring music festival?

Should we identify where the money will be spent?

Should we provide direction to the SMPO on how to invest their funds?

Should we consider a long-term fundraising goal for facilities or a targeted capital campaign for other needs (i.e. computers)?

ACTION REQUESTED

Discuss fundraising model and give guidance to School Director regarding future fundraising efforts.

Attachment: Calendar of Yearly Fundraising Events

Calendar of Yearly Fundraising Events

When	What	Who
August-September	Annie B's	Michelle w/SMPO help
October	Rummage Sale	SMPO
November	Read-a-thon	Michelle w/staff
November	Feast of Gratitude	SMPO
November/December	Bulb Fundraiser	Michelle w/SMPO help
December	Winter Performance	Michelle w/staff & SMPO help
March/April	Car Washes for Middle School Trips	John & his students
April/May	Artwork Fundraiser	Michelle w/staff & SMPO
May/June	Skill-a-Thon	Michelle w/staff & SMPO
Ongoing	Farmers' Markets, CRV returnables	Richie w/Middle School, community members & SMPO help
Ongoing	Klean Kanteens, t-shirts & sweatshirts, Boxtops for Education, Labels for Education, eScrip	SMPO
Ongoing	Various grants	Michelle and/or staff (Richie, e.g.)



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.3 – Discussion of Prop 39 Informal Offer**

Date: December 8, 2012 for the meeting of December 11, 2012

SUMMARY

Chico Unified School District (CUSD) is in receipt of our Prop 39 request and has responded with a letter verifying such and stating the number of Sherwood students that reside within the District's boundaries. John Bohannon, Director of Alternative Education, met with the School Director to discuss options.

DISCUSSION

Under the letter of the law, Sherwood has a right to a school site provided by the District that would adequately and equitably house the number of students enrolled in Sherwood who live within the District's boundaries. It is Sherwood's legal right to a contiguous campus. To accomplish this would require CUSD to displace a large number of students at an existing school site. This action would not likely be well received in the community. It is possible for the District to provide space for our middle school program at the Bidwell Junior campus without displacing any students from their current or neighborhood schools. Sherwood students would be given prorated access to the site's gymnasium, cooking classroom, labs, and other facilities resources as requested. The classrooms informally offered have a separate entrance and are near the cooking classroom and are accessible to one another while being separated from the rest of the school. Mr. Bohannon requested that Sherwood's Board discuss this informal offer and detail what access to the facilities available Sherwood's middle school program would like to have.

ACTION REQUESTED

Discuss Prop 39 offers and advise School Director on presenting CUSD with Sherwood's specific needs.



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.4 Release of First Interim Financial Report**

Date: December 8, 2012 for the meeting of December 11, 2012

SUMMARY

Our Business Manager, Lisa Speegle, has completed the First Interim Financial Report

DISCUSSION

Please see the Board Treasurer's Report, Agenda Item 3.4 for discussion of Sherwood's current financial standing and future projections. This Interim Financial Report contains the same information in the required format.

ACTION REQUESTED

Approve report.

Attachment: Sherwood Montessori First Interim Report: Detail, Summary, and Certification

**CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Detail**

Charter School Name: Sherwood Montessori
(continued)
CDS #: 04-61424-012475
Charter Approving Entity: Chico Unified School District
County: Butte
Charter #: 1166
Fiscal Year: 2012-13

This charter school uses the following basis of accounting:

- ☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)
☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description		Object Code	Adopted Budget - July 1			Actuals thru 10/31			1st Interim Budget		
			Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
A. REVENUES											
1. Revenue Limit Sources											
State Aid - Current Year		8011			-			-			-
Charter Schools Gen. Purpose Entitlement - State Aid		8015	509,406.00		509,406.00	41,502.00		41,502.00	452,783.00		452,783.00
State Aid - Prior Years		8019			-			-			-
Tax Relief Subventions (for rev. limit funded schools)		8020-8039			-			-			-
County and District Taxes (for rev. limit funded schools)		8040-8079			-			-			-
Miscellaneous Funds (for rev. limit funded schools)		8080-8089			-			-			-
Revenue Limit Transfers (for rev. limit funded schools):											
PERS Reduction Transfer		8092			-			-			-
Other Revenue Limit Transfers		8091, 8097			-			-			-
Total, Revenue Limit Sources			509,406.00	-	509,406.00	41,502.00	-	41,502.00	452,783.00	-	452,783.00
2. Federal Revenues											
No Child Left Behind		8290			-			-			-
Special Education - Federal		8181, 8182			-			-			-
Child Nutrition - Federal		8220		-	-			-			-
Other Federal Revenues		8110, 8260-8299		-	-			-			-
Total, Federal Revenues			-	-	-	-	-	-	-	-	-
3. Other State Revenues											
Charter Schools Categorical Block Grant		8480	49,724.00		49,724.00	7,481.00		7,481.00	53,298.00		53,298.00
Special Education - State		StateRevSE			-			-			-
All Other State Revenues		StateRevAO	16,503.00	3,252.00	19,755.00	600.00		600.00	18,803.00	3,948.00	22,751.00
Total, Other State Revenues			66,227.00	3,252.00	69,479.00	8,081.00	-	8,081.00	72,101.00	3,948.00	76,049.00
4. Other Local Revenues											
Charter Schools Funding in Lieu of Property Taxes		8780	210,956.00		210,956.00	51,421.00		51,421.00	232,034.00		232,034.00
All Other Local Revenues		LocalRevAO	38,951.00	6,900.00	45,851.00	18,329.32		18,329.32	42,851.00	6,900.00	49,751.00
Total, Local Revenues			249,907.00	6,900.00	256,807.00	69,750.32	-	69,750.32	274,885.00	6,900.00	281,785.00
5. TOTAL REVENUES			825,540.00	10,152.00	835,692.00	119,333.32	-	119,333.32	799,769.00	10,848.00	810,617.00
B. EXPENDITURES											
1. Certificated Salaries											
Teachers' Salaries		1100	227,792.00		227,792.00	65,778.80		65,778.80	247,762.74		247,762.74
Certificated Pupil Support Salaries		1200	22,671.00		22,671.00	8,334.04		8,334.04	11,912.50	6,900.00	18,812.50
Certificated Supervisors' and Administrators' Salaries		1300			-			-			-
Other Certificated Salaries		1900	20,770.00		20,770.00			-			-
Total, Certificated Salaries			271,233.00	-	271,233.00	74,112.84	-	74,112.84	259,675.24	6,900.00	266,575.24
2. Non-certificated Salaries											
Instructional Aides' Salaries		2100	90,948.00	6,900.00	97,848.00	28,272.00		28,272.00	82,180.00		82,180.00
Non-certificated Support Salaries		2200	13,050.00	-	13,050.00			-			-
Non-certificated Supervisors' and Administrators' Sal.		2300	63,000.00		63,000.00	14,000.00		14,000.00	70,000.00		70,000.00
Clerical and Office Salaries		2400	18,517.00		18,517.00	5,658.00		5,658.00	29,290.00		29,290.00
Other Non-certificated Salaries		2900	-		-			-			-
Total, Non-certificated Salaries			185,515.00	6,900.00	192,415.00	47,930.00	-	47,930.00	181,470.00	-	181,470.00
3. Employee Benefits											
STRS		3101-3102	22,377.00	-	22,377.00	5,985.14		5,985.14	21,992.46		21,992.46
PERS		3201-3202	18,650.00	-	18,650.00	3,657.09		3,657.09	19,104.07		19,104.07
OASDI / Medicare / Alternative		3301-3302	18,653.00	-	18,653.00	4,736.45		4,736.45	17,747.80		17,747.80
Health and Welfare Benefits		3401-3402	30,827.00	-	30,827.00	7,903.30		7,903.30	24,000.00		24,000.00
Unemployment Insurance		3501-3502	7,465.00	-	7,465.00	3,304.35		3,304.35	4,928.50		4,928.50
Workers' Compensation Insurance		3601-3602	-	-	-			-	8,064.81		8,064.81
Retiree Benefits		3701-3702	-	-	-			-			-
PERS Reduction (for revenue limit funded schools)		3801-3802	-	-	-			-			-
Other Employee Benefits		3901-3902	-	-	-	551.45		551.45			-
Total, Employee Benefits			97,972.00	-	97,972.00	26,137.78	-	26,137.78	95,837.64	-	95,837.64
4. Books and Supplies											
Approved Textbooks and Core Curricula Materials		4100	4,100.00	-	4,100.00	-	1,226.18	1,226.18		4,100.00	4,100.00
Books and Other Reference Materials		4200	4,000.00	-	4,000.00	528.56		528.56	4,000.00		4,000.00
Materials and Supplies		4300	15,167.00	-	15,167.00	5,961.94		5,961.94	13,167.00		13,167.00
Noncapitalized Equipment		4400	-	-	-	219.89		219.89	260.00		260.00
Food		4700	-	-	-	(1,710.76)		(1,710.76)			-
Total, Books and Supplies			23,267.00	-	23,267.00	4,999.63	1,226.18	6,225.81	17,427.00	4,100.00	21,527.00
5. Services and Other Operating Expenditures											
Home to School Transportation		5100	-	-	-	-		-			-
Travel and Conferences		5200	4,275.00	-	4,275.00	1,242.79		1,242.79	4,275.00		4,275.00
Dues and Memberships		5300	620.00	-	620.00	1,078.00		1,078.00	1,105.00		1,105.00
Insurance		5400	15,048.00	-	15,048.00	11,651.99		11,651.99	14,113.00		14,113.00
Operations and Housekeeping Services		5500	17,790.00	-	17,790.00	6,319.17		6,319.17	22,180.00		22,180.00
Rentals, Leases, Repairs, and Noncap. Improvements		5600	88,647.00	-	88,647.00	37,369.58		37,369.58	91,650.00		91,650.00
Professional/Consulting Services and Operating Expend.		5800	26,688.00	-	26,688.00	20,269.47		20,269.47	41,614.00		41,614.00
Communications		5900	4,360.00	-	4,360.00	1,321.37		1,321.37	4,060.00		4,060.00
Total, Services and Other Operating Expenditures			157,428.00	-	157,428.00	79,252.37	-	79,252.37	178,997.00	-	178,997.00

**CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Detail**

Charter School Name: Sherwood Montessori
(continued)
CDS #: 04-61424-012475
Charter Approving Entity: Chico Unified School District
County: Butte
Charter #: 1166
Fiscal Year: 2012-13

This charter school uses the following basis of accounting:

- ☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)
☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 10/31			1st Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
6. Capital Outlay (Objects 6100-6170, 6200-6500 for modified accrual basis only)										
Sites and Improvements of Sites	6100			-			-			-
Buildings and Improvements of Buildings	6200			-			-			-
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			-			-			-
Equipment	6400			-			-			-
Equipment Replacement	6500			-			-			-
Depreciation Expense (for full accrual only)	6900			-			-			-
Total, Capital Outlay		-	-	-	-	-	-	-	-	-
7. Other Outgo										
Tuition to Other Schools	7110-7143	-		-			-			-
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-		-			-			-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	96,200.00		96,200.00			-	98,700.00		98,700.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-		-			-			-
All Other Transfers	7280-7299	-		-			-			-
Debt Service:										
Interest	7438	513.00		513.00	1,378.10		1,378.10	3,000.00		3,000.00
Principal	7439	-		-			-			-
Transfers of Indirect / Direct Support Costs	7300-7399	-		-			-			-
Total, Other Outgo		96,713.00	-	96,713.00	1,378.10	-	1,378.10	101,700.00	-	101,700.00
8. TOTAL EXPENDITURES		832,128.00	6,900.00	839,028.00	233,810.72	1,226.18	235,036.90	835,106.88	11,000.00	846,106.88
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		(6,588.00)	3,252.00	(3,336.00)	(114,477.40)	(1,226.18)	(115,703.58)	(35,337.88)	(152.00)	(35,489.88)
D. OTHER FINANCING SOURCES / USES										
1. Other Sources	8930-8979			-			-			-
2. Less: Other Uses	7630-7699			-			-			-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	(1,226.18)	1,226.18	-	(152.00)	152.00	-
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	(1,226.18)	1,226.18	-	(152.00)	152.00	-
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(6,588.00)	3,252.00	(3,336.00)	(115,703.58)	-	(115,703.58)	(35,489.88)	-	(35,489.88)
F. FUND BALANCE, RESERVES										
1. Beginning Fund Balance										
a. As of July 1	9791	190,001.00	-	190,001.00	190,001.00	-	190,001.00	190,001.00	-	190,001.00
b. Adjustments to Beginning Balance	9793, 9795	-		-	(59,837.12)		(59,837.12)	(59,837.12)		(59,837.12)
c. Adjusted Beginning Balance		190,001.00	-	190,001.00	130,163.88	-	130,163.88	130,163.88	-	130,163.88
2. Ending Fund Balance, June 30 (E + F.1.c.)		183,413.00	3,252.00	186,665.00	14,460.30	-	14,460.30	94,674.00	-	94,674.00
Components of Ending Fund Balance (Optional):										
Reserve for Revolving Cash (equals object 9130)	9711			-			-			-
Reserve for Stores (equals object 9320)	9712			-			-			-
Reserve for Prepaid Expenditures (equals object 9330)	9713			-			-			-
Reserve for All Others	9719			-			-			-
General Reserve	9730			-			-			-
Legally Restricted Balance	9740		3,252.00	3,252.00			-			-
Designated for Economic Uncertainties	9770			-			-			-
Other Designations	9775, 9780			-			-			-
Undesignated / Unappropriated Amount	9790	183,413.00	-	183,413.00	14,460.30	-	14,460.30	94,674.00	-	94,674.00

**CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Summary**

Charter School Name: Sherwood Montessori
(continued)
CDS #: 04-61424-012475
Charter Approving Entity: Chico Unified School District
County: Butte
Charter #: 1166
Fiscal Year: 2012-13

					Adopted vs. 1st Interim Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
A. REVENUES						
1. Revenue Limit Sources						
State Aid - Current Year	8011	-	-	-	-	
Charter Schools Gen. Purpose Entitlement - State Aid	8015	509,406.00	41,502.00	452,783.00	(56,623.00)	-11.12%
State Aid - Prior Years	8019	-	-	-	-	
Tax Relief Subventions (for rev. limit funded schools)	8020-8039	-	-	-	-	
County and District Taxes (for rev. limit funded schools)	8040-8079	-	-	-	-	
Miscellaneous Funds (for rev. limit funded schools)	8080-8089	-	-	-	-	
Revenue Limit Transfers (for rev. limit funded schools):						
PERS Reduction Transfer	8092	-	-	-	-	
Other Revenue Limit Transfers	8091, 8097	-	-	-	-	
Total, Revenue Limit Sources		509,406.00	41,502.00	452,783.00	(56,623.00)	-11.12%
2. Federal Revenues						
No Child Left Behind	8290	-	-	-	-	
Special Education - Federal	8181, 8182	-	-	-	-	
Child Nutrition - Federal	8220	-	-	-	-	
Other Federal Revenues	8110, 8260-8299	-	-	-	-	
Total, Federal Revenues		-	-	-	-	
3. Other State Revenues						
Charter Schools Categorical Block Grant	8480	49,724.00	7,481.00	53,298.00	3,574.00	7.19%
Special Education - State	StateRevSE	-	-	-	-	
All Other State Revenues	StateRevAO	19,755.00	600.00	22,751.00	2,996.00	15.17%
Total, Other State Revenues		69,479.00	8,081.00	76,049.00	6,570.00	9.46%
4. Other Local Revenues						
Charter Schools Funding in Lieu of Property Taxes	8780	210,956.00	51,421.00	232,034.00	21,078.00	9.99%
All Other Local Revenues	LocalRevAO	45,851.00	18,329.32	49,751.00	3,900.00	8.51%
Total, Local Revenues		256,807.00	69,750.32	281,785.00	24,978.00	9.73%
5. TOTAL REVENUES		835,692.00	119,333.32	810,617.00	(25,075.00)	-3.00%
B. EXPENDITURES						
1. Certificated Salaries						
Teachers' Salaries	1100	227,792.00	65,778.80	247,762.74	19,970.74	8.77%
Certificated Pupil Support Salaries	1200	22,671.00	8,334.04	18,812.50	(3,858.50)	-17.02%
Certificated Supervisors' and Administrators' Salaries	1300	-	-	-	-	
Other Certificated Salaries	1900	20,770.00	-	-	-	-100.00%
Total, Certificated Salaries		271,233.00	74,112.84	266,575.24	16,112.24	-1.72%
2. Non-certificated Salaries						
Instructional Aides' Salaries	2100	97,848.00	28,272.00	82,180.00	(15,668.00)	-16.01%
Non-certificated Support Salaries	2200	13,050.00	-	-	-	-100.00%
Non-certificated Supervisors' and Administrators' Sal.	2300	63,000.00	14,000.00	70,000.00	7,000.00	11.11%
Clerical and Office Salaries	2400	18,517.00	5,658.00	29,290.00	10,773.00	58.18%
Other Non-certificated Salaries	2900	-	-	-	-	
Total, Non-certificated Salaries		192,415.00	47,930.00	181,470.00	2,105.00	-5.69%
3. Employee Benefits						
STRS	3101-3102	22,377.00	5,985.14	21,992.46	(384.54)	-1.72%
PERS	3201-3202	18,650.00	3,657.09	19,104.07	454.07	2.43%
OASDI / Medicare / Alternative	3301-3302	18,653.00	4,736.45	17,747.80	(905.20)	-4.85%
Health and Welfare Benefits	3401-3402	30,827.00	7,903.30	24,000.00	(6,827.00)	-22.15%
Unemployment Insurance	3501-3502	7,465.00	3,304.35	4,928.50	(2,536.50)	-33.98%
Workers' Compensation Insurance	3601-3602	-	-	8,064.81	8,064.81	100.00%

**CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Summary**

Charter School Name: Sherwood Montessori
(continued)
CDS #: 04-61424-012475
Charter Approving Entity: Chico Unified School District
County: Butte
Charter #: 1166
Fiscal Year: 2012-13

					Adopted vs. 1st Interim Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
Retiree Benefits	3701-3702	-	-	-	-	
PERS Reduction (for revenue limit funded schools)	3801-3802	-	-	-	-	
Other Employee Benefits	3901-3902	-	551.45	-	-	
Total, Employee Benefits		97,972.00	26,137.78	95,837.64	(2,134.36)	-2.18%
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	4,100.00	1,226.18	4,100.00	-	0.00%
Books and Other Reference Materials	4200	4,000.00	528.56	4,000.00	-	0.00%
Materials and Supplies	4300	15,167.00	5,961.94	13,167.00	(2,000.00)	-13.19%
Noncapitalized Equipment	4400	-	219.89	260.00	260.00	100.00%
Food	4700	-	(1,710.76)	-	-	
Total, Books and Supplies		23,267.00	6,225.81	21,527.00	(1,740.00)	-7.48%
5. Services and Other Operating Expenditures						
Home to School Transportation	5100	-	-	-	-	
Travel and Conferences	5200	4,275.00	1,242.79	4,275.00	-	0.00%
Dues and Memberships	5300	620.00	1,078.00	1,105.00	485.00	78.23%
Insurance	5400	15,048.00	11,651.99	14,113.00	(935.00)	-6.21%
Operations and Housekeeping Services	5500	17,790.00	6,319.17	22,180.00	4,390.00	24.68%
Rentals, Leases, Repairs, and Noncap. Improvements	5600	88,647.00	37,369.58	91,650.00	3,003.00	3.39%
Professional/Consulting Services and Operating Expend.	5800	26,688.00	20,269.47	41,614.00	14,926.00	55.93%
Communications	5900	4,360.00	1,321.37	4,060.00	(300.00)	-6.88%
Total, Services and Other Operating Expenditures		157,428.00	79,252.37	178,997.00	21,569.00	13.70%
6. Capital Outlay						
Sites and Improvements of Sites	6100	-	-	-	-	
Buildings and Improvements of Buildings	6200	-	-	-	-	
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	
Equipment	6400	-	-	-	-	
Equipment Replacement	6500	-	-	-	-	
Depreciation Expense (for full accrual only)	6900	-	-	-	-	
Total, Capital Outlay		-	-	-	-	
7. Other Outgo						
Tuition to Other Schools	7110-7143	-	-	-	-	
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	96,200.00	-	98,700.00	2,500.00	2.60%
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	
All Other Transfers	7280-7299	-	-	-	-	
Debt Service:						
Interest	7438	513.00	1,378.10	3,000.00	2,487.00	484.80%
Principal	7439	-	-	-	-	
Transfers of Indirect / Direct Support Costs	7300-7399	-	-	-	-	
Total, Other Outgo		96,713.00	1,378.10	101,700.00	4,987.00	5.16%
8. TOTAL EXPENDITURES		839,028.00	235,036.90	846,106.88	40,898.88	0.84%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		(3,336.00)	(115,703.58)	(35,489.88)	(65,973.88)	963.85%
D. OTHER FINANCING SOURCES / USES						
1. Other Sources	8930-8979	-	-	-	-	
2. Less: Other Uses	7630-7699	-	-	-	-	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	

**CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report - Summary**

Charter School Name: Sherwood Montessori
(continued) _____
CDS #: 04-61424-012475
Charter Approving Entity: Chico Unified School District
County: Butte
Charter #: 1166
Fiscal Year: 2012-13

					Adopted vs. 1st Interim Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 10/31 (Y)	1st Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(3,336.00)	(115,703.58)	(35,489.88)	(65,973.88)	963.85%
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	190,001.00	190,001.00	190,001.00	-	0.00%
b. Adjustments to Beginning Balance	9793, 9795	-	(59,837.12)	(59,837.12)	(59,837.12)	
c. Adjusted Beginning Balance		190,001.00	130,163.88	130,163.88	(59,837.12)	-31.49%
2. Ending Fund Balance, June 30 (E + F.1.c.)		186,665.00	14,460.30	94,674.00	(125,811.00)	-49.28%
Components of Ending Fund Balance (Optional):						
Reserve for Revolving Cash (equals object 9130)	9711	-	-	-	-	
Reserve for Stores (equals object 9320)	9712	-	-	-	-	
Reserve for Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	
Reserve for All Others	9719	-	-	-	-	
General Reserve	9730	-	-	-	-	
Legally Restricted Balance	9740	3,252.00	-	-	-	-100.00%
Designated for Economic Uncertainties	9770	-	-	-	-	
Other Designations	9775, 9780	-	-	-	-	
Undesignated / Unappropriated Amount	9790	183,413.00	14,460.30	94,674.00	(88,739.00)	-48.38%

**CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
First Interim Report Certification**

Charter School Name: Sherwood Montessori
(continued) _____
CDS #: 04-61424-012475
Charter Approving Entity: Chico Unified School District
County: Butte
Charter #: 1166
Fiscal Year: 2012-13

To the entity that approved the charter school:
(x) 2012-13 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 47604.33.

Signed: _____ Date: _____
Charter School Official
(Original signature required)
Print
Name: Michelle Yezbick Title: Director

To the County Superintendent of Schools:
() 2012-13 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 47604.33.

Signed: _____ Date: _____
Authorized Representative of
Charter Approving Entity
(Original signature required)
Print
Name: Peter Van Buskirk Title: Director of Fiscal Services

For additional information on the Second Interim Report, please contact:

For Approving Entity:

Peter Van Buskirk
Name
Director of Fiscal Services
Title
530-891-3100
Phone
pvanbusk@chicousd.org
E-mail

For Charter School:

Michelle Yezbick
Name
Director
Title
530-345-6600
Phone
michelle@sherwoodmontessori.org
E-mail

This report has been verified for mathematical accuracy by the County Superintendent of Schools, pursuant to *Education Code* Section 47604.33.

ACOE District Advisor

Date



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.5 Discussion of Measure E Bond and Collaborative Charter School Communication**

Date: December 8, 2012 for the meeting of December 11, 2012

SUMMARY

With the passage of Measure E, voters in Chico expressed their support for the public schools and willingness to designate significant resources to these schools. Presently, there does not exist a process in which charter schools contribute to decision making with regards to how these resources are allocated.

DISCUSSION

Measure E passed in November, making it possible for Chico Unified to incur bonded indebtedness for an amount up to \$78,000,000 for the purpose of: improving student access to computers and modern technology, repairing or replacing leaky roofs and plumbing systems, upgrading heating, ventilation and cooling systems. Measure E requires the appointment of a citizens' oversight committee and completion of independent financial audits.

Local charters represent 20% of the total Chico public school community. Currently, there is no process for garnering local charter input in the decision making process or in the review process for how these public funds are spent.

ACTION REQUESTED

Discuss Measure E and next steps for creating a process for collaboration among local charter schools.



REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 5: Middle School Math/Science
746 Moss Avenue, Chico, California**
Date/Time: **Wednesday, January 23, 2013 – 5:30 p.m.**

AGENDA

- 1. CALL TO ORDER**
 - 1.1 Roll Call** Jill Bailey, Robyn Faraone, David Kuperman, Stephen Lucas, Corin Meester, Russell Shapiro, and Erwin Williams
- 2. CONSENT AGENDA**
 - 2.1 Approval of Minutes from December 11, 2012**
 - 2.2 Adoption of Amendment to Employee Handbook-Changes to TB Testing and Criminal Background Check**

The Board will consider adopting an amendment to the Employee Handbook that allows the school to reimburse employees for the cost of a TB test and the cost of Live Scan services and states the School's right to require Criminal Background Checks from contractors and volunteers.

ACTION REQUESTED: Adopt the amended Employee Handbook.
- 3. REPORTS AND COMMUNICATION**
 - 3.1 Instructional Staff Report**
 - 3.2 Sherwood Montessori Parents Organization Report**
 - 3.3 School Director Report**
 - 3.4 Treasurer Report**
- 4. NOTICED PUBLIC HEARINGS**
 - 4.1 None**
- 5. REGULAR BUSINESS**
 - 5.1 Items Removed From Consent (If any)**
 - 5.2 Discussion of the Board of Directors Role in Oversight of the School's Academic Program**

The Board will discuss formalizing the process by which it provides oversight of the school's academic program.

ACTION REQUESTED: Discuss the Board's role in providing academic oversight within the parameters of the Charter and the spirit of the Mission.
 - 5.3 Adoption of a Growth Model for the purposes of the February 1st Enrollment Lottery Draw**

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.

The lottery for admissions will be held Friday, February 1st. The number of new incoming student names to draw will be based on a Board approved model.

ACTION REQUESTED: Discuss configurations for next year's student enrollment and agree on a model on which to base the lottery draw.

5.4 Discussion of Debt Solutions

The Board Treasurer will present the content of the discussion held with Larry Spencer at Northern California National Bank and potential choices for handling debt for months when expenses are greater than revenues and reserves.

ACTION REQUESTED: Discuss debt solutions and advise Treasurer and School Director regarding appropriate course of action.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

7. FUTURE AGENDA ITEMS

None

8. ADJOURNMENT (Est. 7:30 p.m.)

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MEMORANDUM

To: Board of Directors
From: Robyn Faraone, Secretary, Board of Directors
Subject: **Agenda Item 2.1 – Approval of Minutes from December 11, 2012**
Date: January 18, 2013 for the meeting of January 23, 2012

MINUTES FOR BOARD OF DIRECTORS of December 11, 2012

1. **CALL TO ORDER:** at 5:30 PM at 746 Moss Avenue.
Board Present: Stephen Lucas-Chair; Jill Bailey-Vice Chair, Russell Shapiro-Treasurer; Robyn Faraone-Secretary; Corin Meester, Erwin Williams; David Kuperman
Others Present: Michelle Yezbick-School Director; Marci Pope-SMPO President
2. **CONSENT AGENDA**
Director Meester motioned to approve the consent agenda; 2nd Director Kuperman.
AYES: 5 (Faraone, Kuperman, Lucas, Meester, Williams)
NOES: 0
ABSENT: 2 (Shapiro, Bailey)
 - 2.1 **Approval of Minutes from October 16, 2012**
 - 2.2 **Adoption of Fair Hiring Policy**
 - 2.3 **Release of Annual Financial Audit**

Director Bailey and Director Shapiro arrived at 5:40 PM.

3. **REPORTS AND COMMUNICATION**
 - 3.1 **Instructional Staff Report-** The BOD appreciates the instructional staff report prepared by lead teachers, and suggest making the reports more accessible to parents.
 - 3.2 **Sherwood Montessori Parents Organization Report-** *SMPO President Pope* reported that there are ten parents regularly attending SMPO meetings, and she is pleased with participation in events.
 - 3.3 **School Director Report-** Written report provided.
 - 3.4 **Treasurer Report-** *Treasurer Shapiro* provided a written report. Due to the state funding deferrals, we will need to borrow \$60,000-100,000. Other schools are in the same situation. We will start by asking the bank to increase our line of credit or a loan.
4. **NOTICED PUBLIC HEARINGS-** none
5. **REGULAR BUSINESS**
 - 5.1 **Items Removed From Consent-** none

5.2 Discussion of Fundraising Issues and Opportunities- BOD supports the idea of an outdoor spring fundraising event with live music, Sherwood-stock.

5.3 Discussion and Consideration of Prop 39 Informal Offers- Bidwell Junior has space that Sherwood could use for the middle school. Specific needs for middle school should be discussed with Lead Teacher Howlett.

5.4 Release of First Interim Financial Report- Written report prepared by Lisa Speegle.

Director Meester motioned to approve the financial report; 2nd *Director Bailey*.

AYES: 5 (Bailey, Faraone, Kuperman, Lucas, Meester, Shapiro, Williams)

NOES: 0

ABSENT: 0

5.5 Discussion of Measure E Bond and Collaborative Charter School

Communication- *Chair Lucas* will represent Sherwood in collaborating with other local charter schools.

6. PUBLIC COMMENT ON ITEMS NOT ON AGENDA- None

7. FUTURE AGENDA ITEMS

7.1 Adoption of a Growth Model for the purposes of the February 1st Enrollment Lottery Draw.

7.2 Discussion of the Board of Director's Role in Oversight of the School's Academic Program.

8. ADJOURNMENT: 7:20 PM

Approved: _____, 20____

Robyn Faraone, Secretary of the Board

SHERWOOD MONTESSORI
MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 2.2 – Adoption of Amendment to Employee Handbook-Changes to TB Testing and Criminal Background Check**

Date: December 8, 2012 for the meeting of December 11, 2012

SUMMARY

Consideration of request to revise a section to the Employee Handbook allowing new employees a one-time reimbursement for costs associated with Live Scan (criminal background check) and Tuberculin testing required for employment. Revision also explicitly states the School's right to require a criminal background check from contractors and volunteers if needed.

DISCUSSION

Employment at a public school requires all employees to show negative results for a tuberculin test every four years. It is also required that employees have records free of crimes involving violence, drugs, or any crime covered by Megan's Law. Currently, our policy is to have new employees pay for the costs associated with the initial TB test and Live Scan. This has proven problematic as the costs are often a burden on the new employee resulting in delayed start dates and teachers making personal loans to support staff. The cost of a TB test is about \$35 and the cost for Live Scan is about \$70.

In addition to a shift of the cost of these screenings from the new employee to the School, the new language explicitly states the right of the School to require a background check from contractors, volunteers, or any individual who will be spending time on campus while students are present.

ACTION REQUESTED

Adopt new language in the Employee Handbook in the TB Testing and Criminal Background Check sections.

Attachment: Proposed new language for the employee handbook -DRAFT



Amendment to Employee Handbook –DRAFT

Current language:

TB Testing

No person shall be employed by the School unless the employee has submitted proof of an examination within the last four (4) years that the employee is free of active tuberculosis. This examination shall consist of an X-ray of the lungs or an approved tuberculin test which, if positive, shall be followed by an X-ray of the lungs. Thereafter all employees shall be required to undergo the foregoing examination at least once every four (4) years. After such examination, each employee shall cause to be on file a certificate with the School from the examining physician showing the employee was examined and found free from active tuberculosis.

The examination is a condition of initial employment and the expense incident thereto shall be borne by the applicant.

Proposed change:

TB Testing

No person shall be employed by the School unless the employee has submitted proof of an examination within the last four (4) years that the employee is free of active tuberculosis. This examination shall consist of an X-ray of the lungs or an approved intradermal tuberculin test which if positive shall be followed by an X-ray of the lungs. Thereafter all employees shall be required to undergo the foregoing examination at least once every four (4) years, excepting "food handlers" who shall be examined annually. After such examination each employee shall cause to be on file a certificate with the School from the examining physician showing the employee was examined and found free from active tuberculosis.

The examination is a condition of employment and the cost shall be borne by the employee except at initial hire. The School will pay for an initial skin test through the Butte County Health Department at the time of hiring for regular employees. If an employee wishes to be tested elsewhere or requires X-ray testing any expense in excess of what the cost would be from Butte County Health Department shall be borne by the employee.

Persons wishing to be on the School's list of substitute employees will need to have a current tuberculin test on file. The initial cost of the testing will be borne by the prospective substitute employee. Should the School call in the employee for substitute work the cost of the test will be

reimbursed at the time of the first paycheck paid to the substitute employee. The School will only reimburse up to the cost of having the test performed through the Butte County Health Department.

Current language:

Criminal Background Check

All employees and contracted individuals that work with children/teens will have a criminal background check conducted upon their initial employment. No condition or activity will be permitted that may compromise the School's commitment to the safety and the well-being of students. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during his/her employment with the School, be convicted of a controlled substance or sex offense, or serious or violent felony, the employee must immediately report such a conviction to the Head of School.

Proposed change:

Criminal Background Checks

All employees and contracted individuals that work with children/teens will have a criminal background check conducted upon their initial employment. No condition or activity will be permitted that may compromise the School's commitment to the safety and the well-being of students. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during his/her employment with the School, be convicted of a controlled substance or sex offense, or serious or violent felony, the employee must immediately report such a conviction to the School Director.

The School will pay for an initial Live Scan through one of the School's approved providers for new regular employees. If an employee wishes to be tested elsewhere any expense in excess of the cost from an approved provider shall be borne by the employee.

Persons wishing to be on the School's list of substitute employees will need to have a current Live Scan on file. The initial cost of the Live Scan will be borne by the prospective substitute employee. Should the School call in the employee for substitute work the cost of the Live Scan will be reimbursed at the time of the first paycheck paid to the substitute employee. The School will only reimburse up to the cost of having the test performed by an approved provider.

The School may, on a case-by-case basis, require an entity providing school site services to certify that the entity's employees comply with the requirements for fingerprinting, unless the School determines that the employees of the entity will have limited contact with pupils. In

determining whether a contract employee will have limited contact with pupils, the School must consider all relevant circumstances, including factors such as the length of time the contractors will be on school grounds, whether pupils will be in proximity with the site where the contractors will be working, and whether the contractors will be working by themselves or with others.

If the School makes this determination, the School shall take appropriate steps to protect the safety of any pupils that may come in contact with these employees. If a School requires an entity to comply with the fingerprinting requirements, the entity is required to comply with this section.



REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 5: Middle School
Math/Science 746 Moss Avenue, Chico, California**
Date/Time: **Wednesday, February 20, 2013 – 5:30 p.m.**

AGENDA

1. **CALL TO ORDER**
 - 1.1 **Roll Call** Jill Bailey, Robyn Faraone, David Kuperman, Stephen Lucas, Corin Meester, Russell Shapiro, and Erwin Williams
2. **CONSENT AGENDA**
 - 2.1 **Approval of Minutes from January 23, 2013**
 - 2.2 **Resolution to Extend the Line of Credit at Northern California National Bank**

Financial reports generated by Business Manager Lisa Speegle indicate that the current line of credit will not cover expenses through May. The bank has agreed to extend our line of credit.

ACTION REQUESTED: Pass a resolution to extend the line of credit.
 - 2.3 **School Accountability Report Card**

School Director will present the School Accountability Report Card (SARC) which was published on January 31, 2013. This is a mandated annual report on the school's performance in a number of areas.

ACTION REQUESTED: Receive report.
3. **REPORTS AND COMMUNICATION**
 - 3.1 **Instructional Staff Report**
 - 3.2 **Sherwood Montessori Parents Organization Report**
 - 3.3 **School Director Report**
 - 3.4 **Treasurer Report**
4. **NOTICED PUBLIC HEARINGS**
 - 4.1 **None**
5. **REGULAR BUSINESS**
 - 5.1 **Items Removed From Consent (If any)**
 - 5.2 **Release of Second Interim Financial Report**

The Board Treasurer and School Director will present the Second Interim Financial Report prepared by Business Manager Lisa Speegle.

ACTION REQUESTED: Receive and approve report.
 - 5.3 **Response to Prop 39 Preliminary Offer**

The School Director will present the Preliminary Offer from Chico Unified School District in response to our Initial Request for facilities under Prop 39.

ACTION REQUESTED: Discuss Preliminary Offer and advise School Director on next steps.

5.4 Review and Consideration of Alternative Facilities Options to Accommodate Projected School Growth

The Board will discuss a range of alternatives for providing adequate facilities to accommodate growth and consider providing direction to staff to facilitate and direct appropriate measures to secure plans for the provision of future facilities.

ACTION REQUESTED: Consider item and provide direction to staff.

5.5 Discussion of Draft of Facilities Use Agreement between Sherwood Montessori and the Unitarian Fellowship of Chico

One option for facilities for the 2013-2014 school year is to rent approximately 1,500 square feet of space in three rooms from the Unitarian Fellowship of Chico to house the middle school program. A draft of a facilities use agreement between Sherwood and the church would need to be presented to the Board of the Unitarian church for their review.

ACTION REQUESTED: Recommend needed revisions to the facilities use agreement before presenting it to the Board of the Unitarian Fellowship of Chico for the purpose of keeping this option for facilities a possibility.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

7. FUTURE AGENDA ITEMS

None

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



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 2.2 – Resolution to Extend the Line of Credit at Northern California National Bank**

Date: February 15, 2013 for the meeting of February 20, 2013

SUMMARY

Consideration of request to pass a resolution to extend the School's line of credit at the bank in order to remain fiscally solvent

DISCUSSION

Analysis of our projected cash flow as presented by Business Manager Lisa Speegle reveals that the School will be out of cash and will have used all of the current line of credit in May, 2013. The School Director and Board Treasurer have met with Larry Spencer at Northern California National Bank (NCNB) and all parties expect that the NCNB Board will approve an extension of the line of credit to cover the School's expenditures. Revenues to pay off the line of credit are expected to arrive by August, 2013.

ACTION REQUESTED

Pass the Resolution to Extend the Line of Credit at Northern California National Bank.

Attachment: Resolution to Extend the Line of Credit at Northern California National Bank – DRAFT



RESOLUTION 022013a FOR INCREASE TO THE LINE-OF-CREDIT

WHEREAS, the charter school will need additional funds to **offset additional delays in apportionments from the State of California;**

WHEREAS the **Sherwood Montessori 501c3 Non-Profit Public Benefit Corporation** agrees to meet all terms and conditions for the receipt of a loan pursuant to *Education Code* sections 41365 through 41367

NOW, THEREFORE BE IT RESOLVED that the **Sherwood Montessori 501c3** on behalf of the **Sherwood Montessori charter school** hereby requests an increase in the Northern California National Bank term Line-of-Credit to a total of **\$150,000** with the expectation that the line will be repaid in full as quickly as state funds are received.

PASSED AND ADOPTED by the **Sherwood Montessori Board of Directors** at a public meeting held on **20 February, 2013.**

Name and Title of the Authorized Representative

Signature

Date



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 2.3 – School Accountability Report Card**

Date: February 15, 2013 for the meeting of February 20, 2013

SUMMARY

The School Accountability Report Card (SARC) is a mandatory accountability report published by all California public schools by February 1 of each year.

DISCUSSION

The SARC gives a fair and accurate report of the functioning of the school during the 2011-2012 school year, our second year of operations. It is accessible from our website and linked to the website of the California Department of Education.

ACTION REQUESTED

Receive report.

Attachment: School Accountability Report Card

Executive Summary School Accountability Report Card, 2011–12

For Sherwood Montessori

Address:	746 Moss Ave., Chico, CA, 95926-2009	Phone:	(530) 345-6600
Principal:	Michelle Yezbick, Director	Grade Span:	K-8

This executive summary of the School Accountability Report Card (SARC) is intended to provide parents and community members with a quick snapshot of information related to individual public schools. Most data presented in this report are reported for the 2011–12 school year. School finances and school completion data are reported for the 2010–11 school year. Contact information, facilities, curriculum and instructional materials, and select teacher data are reported for the 2012–13 school year. For additional information about the school, parents and community members should review the entire SARC or contact the school principal or the district office.

About This School

Sherwood Montessori was started when a group of parents saw the need for a Montessori approach to education in the Chico community. The Charter Petition was approved by the Chico Unified School District Board of Education on December 2, 2009. Planning for the school's opening began immediately and Sherwood opened its doors to close to 100 students on August 25, 2010. Currently in its third year of operations, Sherwood Montessori offers a high quality, authentic, tuition-free Montessori experience to the students and families of the Chico area.

Student Enrollment

Group	Enrollment
Number of students	118
Black or African American	0.8%
American Indian or Alaska Native	2.5%
Asian	1.7%
Filipino	0.8%
Hispanic or Latino	9.3%
Native Hawaiian or Pacific Islander	0.0%
White	81.4%
Two or More Races	2.5%
Socioeconomically Disadvantaged	8.5%
English Learners	2.5%
Students with Disabilities	3.4%

Teachers

Indicator	Teachers
Teachers with full credential	6 FTE /100%
Teachers without full credential	0%
Teachers Teaching Outside Subject Area of Competence	0%
Misassignments of Teachers of English Learners	0%
Total Teacher Misassignments	0%

Student Performance

Subject	Students Proficient and Above on STAR* Program Results
English-Language Arts	64%
Mathematics	54%
Science	60%
History-Social Science	** %

*Standardized Testing and Reporting Program assessments used for accountability purposes include the California Standards Tests, the California Modified Assessment, and the California Alternate Performance Assessment.

**Note: Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Academic Progress*

Indicator	Result
2012 Growth API Score (from 2012 Growth API Report)	820
Statewide Rank (from 2011 Base API Report)	5
Met All 2012 AYP Requirements	no
Number of AYP Criteria Met Out of the Total Number of Criteria Possible	Met 4 of 5
2012–13 Program Improvement Status (PI Year)	n/a

*The Academic Performance Index is required under state law. Adequate Yearly Progress is required by federal law.

School Facilities

Summary of Most Recent Site Inspection

Sherwood Montessori is located in the neighborhood that borders Bidwell Park to the north. The site is rented from Redeemer Lutheran Church and includes use of two playground areas, a garden area, and a parking lot that is closed off during the day to give more space for P.E. and outdoor activities.

The school facility last had a comprehensive inspection by a third party on April 20, 2011 and needed some repairs and modifications listed below. The School Director conducts monthly safety checks of the facilities and grounds.

Our kitchen and lunch serving area has been inspected by the Butte County Public Health Department

and found in good condition to prepare and serve food. A food warmer was installed to ensure that food temperatures stay hot enough on cold days.

Repairs Needed

A vent was missing in the kitchen; a fluorescent light cover was missing in the kitchen; playground border did not give access to wheelchairs; zone material was not deep enough on playground near play equipment; S hooks on swings were open greater than 2 mm; electrical panel was blocked, extinguishers needed service.

Corrective Actions Taken or Planned

Missing vent was replaced in the kitchen; missing fluorescent light cover was replaced in the kitchen; playground border was modified to give access to wheelchairs; more fall material was added to playground near play equipment; open S hooks on swings were pinched closed, items stored in front of electrical panel were removed, extinguishers were serviced.

Curriculum and Instructional Materials

Core Curriculum Area	Pupils Who Lack Textbooks and Instructional Materials
Reading/Language Arts	0
Mathematics	0
Science	0
History-Social Science	0
Foreign Language	0
Health	0
Visual and Performing Arts	0
Science Laboratory Equipment (grades 9-12)	n/a

School Finances

Level	Expenditures Per Pupil (Unrestricted Sources Only)
School Site	\$5,649
District	---
State	\$5,455

School Completion

Indicator	Result
Graduation Rate (if applicable)	n/a

Postsecondary Preparation

Measure	Percent
Pupils Who Completed a Career Technical Education Program and Earned a High School Diploma	n/a
Graduates Who Completed All Courses Required for University of California or California State University Admission	n/a

School Accountability Report Card

Reported Using Data from the 2011–12 School Year

Published During 2012–13

Every school in California is required by state law to publish a School Accountability Report Card (SARC), by February 1 of each year. The SARC contains information about the condition and performance of each California public school.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>.
- For additional information about the school, parents and community members should contact the school principal or the district office.

I. Data and Access

Ed-Data Partnership Web Site

Ed-Data is a partnership of the CDE, EdSource, and the Fiscal Crisis and Management Assistance Team (FCMAT) that provides extensive financial, demographic, and performance information about California's public kindergarten through grade twelve school districts and schools.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district, the county, and the state. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., state Academic Performance Index [API], federal Adequate Yearly Progress [AYP]), test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners.

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

II. About This School

Contact Information (School Year 2012–13)

School		District	
School Name	Sherwood Montessori	District Name	Chico Unified
Street	746 Moss Ave.	Phone Number	(530) 891-3000
City, State, Zip	Chico, CA, 95926-2009	Web Site	www.chicousd.org
Phone Number	(530) 513-2296	Superintendent	Kelly Staley
Principal	Michelle Yezbick, Director	E-mail Address	kstaley@chicousd.org
E-mail Address	michelle@sherwoodmontessori.org	CDS Code	04614240121475

School Description and Mission Statement (School Year 2011–12)

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, mentorbased classrooms that welcome all students
- To place emphasis on collaboration, problem-solving, and self-directed goal-setting for each Montessori student according to developmental readiness
- To nurture a commitment toward sustainability and environmental awareness locally and globally, both in Chico and in the greater world
- To apply firm standards of conduct, emphasizing mutual respect, honesty, and courtesy
- To employ creative, passionate, and engaged teachers who are committed to the Montessori philosophy
- To nurture high parental involvement and collaboration in all areas of education and Governance

Opportunities for Parental Involvement (School Year 2011–12)

Sherwood Montessori is committed to being a school in which collaboration and high family involvement is optimized to provide students with the best possible school experience. Seeing parents helping out at the school sends a positive lesson for children. It shows them that education is valued and it is important enough to work for and invest time in. The SMPO (parents' organization) committees offer a variety of tasks and projects in which parents and families can be involved. Some volunteer opportunities include: Lunch duty, garden maintenance, classroom cleaning and maintenance, planning and assisting with school events, and attending SMPO and Sherwood Montessori Board Meetings. In addition, as each family gets to know the teachers and their child's program, parents can find other ways to help. Each family is encouraged to perform a minimum of 50 hours of volunteer service for the school each academic year.

Student Enrollment by Grade Level (School Year 2011–12)

Grade Level	Number of Students	Grade Level	Number of Students
Kindergarten	17	Grade 8	7
Grade 1	18	Ungraded Elementary	0
Grade 2	16	Grade 9	0
Grade 3	11	Grade 10	0
Grade 4	9	Grade 11	0
Grade 5	14	Grade 12	0
Grade 6	15	Ungraded Secondary	0
Grade 7	11	Total Enrollment	118

Student Enrollment by Student Group (School Year 2011-12)

Group	Percent of Total Enrollment
Black or African American	0.8%
American Indian or Alaska Native	2.5%
Asian	1.7%
Filipino	0.8%
Hispanic or Latino	9.3%
Native Hawaiian or Pacific Islander	0.0%
White	81.4%
Two or More Races	2.5%
Socioeconomically Disadvantaged	8.5%
English Learners	2.5%
Students with Disabilities	3.4%

Average Class Size and Class Size Distribution (Elementary)

Grade Level	Avg. Class Size	2009–10 Number of Classes*			Avg. Class Size	2010–11 Number of Classes*			Avg. Class Size	2011–12 Number of Classes*		
		1-20	21-32	33+		1-20	21-32	33+		1-20	21-32	33+
K					16	1	0	0	17	1	0	0
1					12	1	0	0	9	2	2	0
2					13	0	1	0	8	2	2	0
3					10	0	1	0	5	2	2	0
4					11	0	1	0	9	0	1	0
5					11	0	1	0	14	0	1	0
6					7	0	1	0	15	0	1	0
7					12	0	1	0	11	0	1	0
8					5	0	1	0	7	0	1	0

* Number of classes indicates how many classes fall into each size category (a range of total students per classroom).

Note: In 2010-11 class configurations were: one K/1 class, one 2/3 class, one 4/5 class, and one 6/7/8 class. In 2011-12 class configurations were: one K class, two 1/2/3 classes, one 4/5 class, and one 6/7/8 class.

Average Class Size and Class Size Distribution (Secondary)

Subject	Avg. Class Size	2009–10 Number of Classes*			Avg. Class Size	2010–11 Number of Classes*			Avg. Class Size	2011–12 Number of Classes*		
		1-22	23-32	33+		1-22	23-32	33+		1-22	23-32	33+
English												
Mathematics					n/a							
Science												
Social Science												

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

III. School Climate

School Safety Plan (School Year 2011–12)

The School Safety Plan has been written by the Director with input from the Safety Committee and the school's insurance provider. As 2010-11 was the school's first year of operation and first year at this facility site, CCSA JPA insurance provider representative recommended anticipating improvements and revisions to the School Safety Plan as needs are made apparent in daily use.

Sherwood's Safety Plan provides for the physical and psychological safety of all students, staff and families of the Sherwood community.

Suspensions and Expulsions

Rate*	School 2009–10	School 2010–11	School 2011–12	District 2009–10	District 2010–11	District 2011–12
Suspensions	0	3.01	0	10.03	8.86	4.57
Expulsions	0	0	0	0.73	0.58	0.62

* The rate of suspensions and expulsions is calculated by dividing the total number of incidents by the total enrollment.

IV. School Facilities

School Facility Conditions and Planned Improvements (School Year 2012–13)

No improvements have been planned.

School Facility Good Repair Status (School Year 2012–13)

System Inspected	Repair Status				Repair Needed and Action Taken or Planned
	Exemplary	Good	Fair	Poor	
Systems: Gas Leaks, Mechanical/HVAC, Sewer		X			
Interior: Interior Surfaces		X			
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation		X			
Electrical: Electrical		X			
Restrooms/Fountains: Restrooms, Sinks/ Fountains		X			
Safety: Fire Safety, Hazardous Materials		X			
Structural: Structural Damage, Roofs		X			Roof repairs were made by school's landlord July 2011
External: Playground/School Grounds, Windows/ Doors/Gates/Fences		X			

Overall Rating		X			
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Note: Cells shaded in black do not require data.

V. Teachers

Teacher Credentials

Teachers	School 2009–10	School 2010–11	School 2011–12	District 2011–12
With Full Credential		4	5.5	574
Without Full Credential		0	0	1
Teaching Outside Subject Area of Competence (with full credential)		0	0	---

Teacher Misassignments and Vacant Teacher Positions

Indicator	2010–11	2011–12	2012–13
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments*	0	0	0
Vacant Teacher Positions	0	0	0

Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

* *Total Teacher Misassignments* includes the number of *Misassignments of Teachers of English Learners*.

Core Academic Classes Taught by Highly Qualified Teachers (School Year 2011–12)

The Federal Elementary and Secondary Education Act (ESEA), also known as No Child Left Behind (NCLB), requires that core academic subjects be taught by Highly Qualified Teachers, defined as having at least a bachelor's degree, an appropriate California teaching credential, and demonstrated core academic subject area competence. For more information, see the CDE *Improving Teacher and Principal Quality* Web page at:

<http://www.cde.ca.gov/nclb/sr/tq/>

Location of Classes	Percent of Classes In Core Academic Subjects Taught by Highly Qualified Teachers	Percent of Classes In Core Academic Subjects Not Taught by Highly Qualified Teachers
This School	100%	0%
All Schools in District	98.55%	1.45%
High-Poverty Schools in District	98.17%	1.83%

Low-Poverty Schools in District	100%	0%
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Note: High-poverty schools are defined as those schools with student eligibility of approximately 40 percent or more in the free and reduced price meals program. Low-poverty schools are those with student eligibility of approximately 25 percent or less in the free and reduced price meals program.

VI. Support Staff

Academic Counselors and Other Support Staff (School Year 2011–12)

Title	Number of FTE* Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor	0	0
Counselor (Social/Behavioral or Career Development)	0	
Library Media Teacher (librarian)	0	
Library Media Services Staff (paraprofessional)	0	
Psychologist	0.08	
Social Worker	0	
Nurse	0.1	
Speech/Language/Hearing Specialist	0.1	
Resource Specialist (non-teaching)	0.3	
Other (Instructional Aide for Resource Specialist)	0.1875	

Note: Cells shaded in black do not require data.

* One Full-Time Equivalent (FTE) equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time.

VII. Curriculum and Instructional Materials

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2012–13)

This section describes whether the textbooks and instructional materials used at the school are from the most recent adoption; whether there are sufficient textbooks and instructional materials for each student; and information about the school's use of any supplemental curriculum or non-adopted textbooks or instructional materials.

Year and month in which data were collected: January, 2013

Core Curriculum Area	Textbooks and instructional materials/year of adoption	From most recent adoption?	Percent students lacking own assigned copy
Reading/Language Arts	McDougal-Littell <i>Reading/Language Arts</i>	yes	0%

	California Edition/2010		
Mathematics	McDougal-Littell <i>Math</i> California Edition/2010	Yes	0%
Science	McDougal-Littell <i>Science</i> California Edition/2010	yes	0%
History-Social Science	McDougal-Littell <i>History</i> California Edition/2010	yes	0%
Foreign Language	n/a		
Health	n/a		
Visual and Performing Arts	n/a		
Science Laboratory Equipment (grades 9-12)	n/a		

VIII. School Finances

Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2010–11)

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Supplemental / Restricted)	Expenditures Per Pupil (Basic / Unrestricted)	Average Teacher Salary
School Site	\$9,599.94	\$4,928.62	\$4,671.32	\$40,000
District			\$4,731.04	\$65,065
Percent Difference – School Site and District			1%	48%
State			\$5,455	\$68,488
Percent Difference – School Site and State			2%	53%

Note: Cells shaded in black do not require data.

Supplemental/Restricted expenditures come from money whose use is controlled by law or by a donor. Money that is designated for specific purposes by the district or governing board is not considered restricted. **Basic/unrestricted** expenditures are from money whose use, except for general guidelines, is not controlled by law or by a donor.

For detailed information on school expenditures for all districts in California, see the *CDE Current Expense of Education & Per-pupil Spending* Web page at <http://www.cde.ca.gov/ds/fd/ec/>. For information on teacher salaries for all districts in California, see the *CDE Certificated Salaries & Benefits* Web page at <http://www.cde.ca.gov/ds/fd/cs/>. To look up expenditures and salaries for a specific school district, see the Ed-Data Web site at: <http://www.ed-data.org>.

Types of Services Funded (Fiscal Year 2011–12)

The Montessori approach to education is holistic, considering not only the intellectual development of the child but the physical and emotional development as well. Sherwood supports a number of services that reflect this value, including: the Second Step program for promoting healthy self-esteem and peaceful conflict resolution, a Cooking and Gardening program for all ages that fosters healthy lifestyle choices, Spanish language classes, Drama, Soccer, and excursions to Chico Performances. Academics are supplemented with intervention and enrichment services in reading, writing, and math including use of the *Read Naturally* program, the Lindamood Bell *LiPS* Program, guided reading using leveled texts, after school *Math Club*, and literacy groups with high level text such as the Book in Common and traditional classical literature. In 2011-2012, Sherwood Middle School attended Shakespearean Plays and acting classes in Ashland, Oregon, following up their reading and analyses of Romeo and Juliet.

Teacher and Administrative Salaries (Fiscal Year 2010–11)

Category	District Amount	State Average For Districts In Same Category
Beginning Teacher Salary	\$38,121	\$40,932
Mid-Range Teacher Salary	\$53,164	\$65,424
Highest Teacher Salary	\$83,676	\$84,596
Average Principal Salary (Elementary)	\$89,920	\$106,806
Average Principal Salary (Middle)	\$97,238	\$111,776
Average Principal Salary (High)	\$102,804	\$120,858
Superintendent Salary	\$164,900	\$204,089
Percent of Budget for Teacher Salaries	41.00%	39.00%
Percent of Budget for Administrative Salaries	4.00%	5.00%

Note: For detailed information on salaries, see the CDE Certificated Salaries & Benefits Web page at <http://www.cde.ca.gov/ds/fd/cs/>.

IX. Student Performance

Standardized Testing and Reporting Program

The Standardized Testing and Reporting (STAR) Program consists of several key components, including:

- **California Standards Tests (CSTs)**, which include English-language arts (ELA) and mathematics in grades two through eleven; science in grades five, eight, and nine through eleven; and history-social science in grades eight, and nine through eleven.
- **California Modified Assessment (CMA)**, an alternate assessment that is based on modified achievement standards in ELA for grades three through eleven; mathematics for grades three through seven, Algebra I, and Geometry; and science in grades five and eight, and Life Science in grade ten. The CMA is designed to assess those students whose disabilities preclude them from achieving grade-level proficiency on an assessment of the California content standards with or without accommodations.
- **California Alternate Performance Assessment (CAPA)**, includes ELA and mathematics in grades two through eleven, and science for grades five, eight, and ten.

The CAPA is given to those students with significant cognitive disabilities whose disabilities prevent them from taking either the CSTs with accommodations or modifications or the CMA with accommodations.

The assessments under the STAR Program show how well students are doing in relation to the state content standards. On each of these assessments, student scores are reported as performance levels.

For detailed information regarding the STAR Program results for each grade and performance level, including the percent of students not tested, see the CDE STAR Results Web site at <http://star.cde.ca.gov>.

Standardized Testing and Reporting Results for All Students – Three-Year Comparison

Subject	Percent of Students Scoring at Proficient or Advanced (meeting or exceeding the state standards)								
	School			District			State		
	2009–10	2010–11	2011–12	2009–10	2010–11	2011–12	2009–10	2010–11	2011–12
English-Language Arts		68%	64%	56%	58%	58%	52%	54%	56%
Mathematics		27%	54%	47%	51%	51%	48%	50%	51%
Science		62%	60%	64%	67%	68%	54%	57%	60%
History-Social Science		*0%	*0%	55%	59%	56%	44%	48%	49%

*Note: Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Standardized Testing and Reporting Results by Student Group – Most Recent Year

Group	Percent of Students Scoring at Proficient or Advanced			
	English-Language Arts	Mathematics	Science	History- Social Science
All Students in the LEA	58%	51%	68%	56%
All Students at the School	64%	54%	60%	*0%
Male	58%	62%	58%	*0%
Female	74%	43%	0%	*0%
Black or African American	*0%	*0%	*0%	*0%
American Indian or Alaska Native	*0%	*0%	*0%	*0%

Asian	*%	*%	*%	*%
Filipino	*%	*%	*%	*%
Hispanic or Latino	82%	55%	*%	*%
Native Hawaiian or Pacific Islander				
White	65%	56%	61%	*%
Two or More Races				
Socioeconomically Disadvantaged	55%	30%	*%	*%
English Learners	*%	*%	*%	*%
Students with Disabilities	*%	*%	*%	*%
Students Receiving Migrant Education Services				

*Note: Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

California High School Exit Examination

The California High School Exit Examination (CAHSEE) is primarily used as a graduation requirement. However, the grade ten results of this exam are also used to establish the percentages of students at three proficiency levels (not proficient, proficient, or advanced) in ELA and mathematics to compute AYP designations required by the federal ESEA, also known as NCLB.

For detailed information regarding CAHSEE results, see the CDE CAHSEE Web site at <http://cahsee.cde.ca.gov/>.

California High School Exit Examination Results for All Grade Ten Students – Three-Year Comparison (if applicable)

Subject	Percent of Students Scoring at Proficient or Advanced								
	School			District			State		
	2009–10	2010–11	2011–12	2009–10	2010–11	2011–12	2009–10	2010–11	2011–12
English-Language Arts		n/a		62%	67%	60%	54%	59%	56%
Mathematics				63%	65%	60%	54%	56%	58%

Note: Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

California High School Exit Examination Grade Ten Results by Student Group – Most Recent Year (if applicable)

Group	English-Language Arts			Mathematics		
	Not Proficient	Proficient	Advanced	Not Proficient	Proficient	Advanced
All Students in the LEA	40%	26%	34%	40%	43%	18%
All Students at the School						
Male						
Female						
Black or African American						
American Indian or Alaska Native						
Asian						
Filipino						
Hispanic or Latino						
Native Hawaiian or Pacific Islander				n/a		
White						
Two or More Races						
Socioeconomically Disadvantaged						
English Learners						
Students with Disabilities						
Students Receiving Migrant Education Services						

Note: Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

California Physical Fitness Test Results (School Year 2011–12)

The California Physical Fitness Test (PFT) is administered to students in grades five, seven, and nine only. This table displays by grade level the percent of students meeting the fitness standards for the most recent testing period. For detailed information regarding this test, and comparisons of a school's test results to the district and state, see the CDE *PFT* Web page at <http://www.cde.ca.gov/ta/tg/pf/>.

Grade Level	Percent of Students Meeting Fitness Standards		
	Four of Six Standards	Five of Six Standards	Six of Six Standards

5	33.30%	16.70%	50.00%
7	25.00%	16.70%	25.00%
9			

Note: Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

X. Accountability

Academic Performance Index

The Academic Performance Index (API) is an annual measure of state academic performance and progress of schools in California. API scores range from 200 to 1,000, with a statewide target of 800. For detailed information about the API, see the CDE *API Web page* at <http://www.cde.ca.gov/ta/ac/ap/>.

Academic Performance Index Ranks – Three-Year Comparison

This table displays the school's statewide and similar schools' API ranks. The **statewide API rank** ranges from 1 to 10. A statewide rank of 1 means that the school has an API score in the lowest ten percent of all schools in the state, while a statewide rank of 10 means that the school has an API score in the highest ten percent of all schools in the state.

The **similar schools API rank** reflects how a school compares to 100 statistically matched "similar schools." A similar schools rank of 1 means that the school's academic performance is comparable to the lowest performing ten schools of the 100 similar schools, while a similar schools rank of 10 means that the school's academic performance is better than at least 90 of the 100 similar schools.

API Rank	2009	2010	2011
Statewide			5
Similar Schools			

Academic Performance Index Growth by Student Group – Three-Year Comparison

Group	Actual API Change 2009–10	Actual API Change 2010–11	Actual API Change 2011–12
All Students at the School		B	13
Black or African American			
American Indian or Alaska Native			
Asian			
Filipino			
Hispanic or Latino			
Native Hawaiian or Pacific Islander			
White			22

Two or More Races			
Socioeconomically Disadvantaged			
English Learners			
Students with Disabilities			

Note: "N/D" means that no data were available to the CDE or LEA to report. "B" means the school did not have a valid API Base and there is no Growth or target information. "C" means the school had significant demographic changes and there is no Growth or target information.

Academic Performance Index Growth by Student Group – 2012 Growth API Comparison

This table displays, by student group, the number of students included in the API and the 2012 Growth API at the school, LEA, and state level.

Group	2012 Growth API					
	Number of Students	School	Number of Students	LEA	Number of Students	State
All Students at the School	76	820	8,920	797	4,664,264	788
Black or African American	1		325	713	313,201	710
American Indian or Alaska Native	2		167	737	31,606	742
Asian	3		596	768	404,670	905
Filipino	1		58	869	124,824	869
Hispanic or Latino	5		1,922	726	2,425,230	740
Native Hawaiian or Pacific Islander	0		53	797	26,563	775
White	64	831	5,605	828	1,221,860	853
Two or More Races	0		45	730	88,428	849
Socioeconomically Disadvantaged	18	725	4,259	724	2,779,680	737
English Learners	3		1,350	683	1,530,297	716
Students with Disabilities	5		1,026	603	530,935	607

Adequate Yearly Progress

The federal ESEA requires that all schools and districts meet the following Adequate Yearly Progress (AYP) criteria:

- Participation rate on the state's standards-based assessments in ELA and mathematics
- Percent proficient on the state's standards-based assessments in ELA and mathematics
- API as an additional indicator
- Graduation rate (for secondary schools)

For detailed information about AYP, including participation rates and percent proficient results by student group, see the CDE *AYP Web page* at <http://www.cde.ca.gov/ta/ac/ay/>.

Adequate Yearly Progress Overall and by Criteria (School Year 2011–12)

AYP Criteria	School	District
Made AYP Overall	No	No
Met Participation Rate - English-Language Arts	Yes	Yes
Met Participation Rate - Mathematics	Yes	Yes
Met Percent Proficient - English-Language Arts	No	No
Met Percent Proficient - Mathematics	Yes	No
Met API Criteria	Yes	Yes
Met Graduation Rate	N/A	No

Federal Intervention Program (School Year 2012–13)

Schools and districts receiving federal Title I funding enter Program Improvement (PI) if they do not make AYP for two consecutive years in the same content area (ELA or mathematics) or on the same indicator (API or graduation rate). After entering PI, schools and districts advance to the next level of intervention with each additional year that they do not make AYP. For detailed information about PI identification, see the CDE *PI Status Determinations Web page*: <http://www.cde.ca.gov/ta/ac/ay/tidetermine.asp>.

Indicator	School	District
Program Improvement Status	Not in PI	In PI
First Year of Program Improvement		2004-2005
Year in Program Improvement		Year 3
Number of Schools Currently in Program Improvement		11
Percent of Schools Currently in Program Improvement		37.9%

Note: Cells shaded in black do not require data.

XI. School Completion and Postsecondary Preparation

Admission Requirements for California's Public Universities

University of California

Admission requirements for the University of California (UC) follow guidelines set forth in the Master Plan, which requires that the top one-eighth of the state's high school graduates, as well as those transfer students who have successfully completed specified college course work, be eligible for admission to the UC. These requirements are designed to ensure that all eligible students are adequately prepared for University-level work.

For general admissions requirements, please visit the *UC Admissions Information* Web page at <http://www.universityofcalifornia.edu/admissions/>. (Outside source)

California State University

Eligibility for admission to the California State University (CSU) is determined by three factors:

- Specific high school courses
- Grades in specified courses and test scores
- Graduation from high school

Some campuses have higher standards for particular majors or students who live outside the local campus area. Because of the number of students who apply, a few campuses have higher standards (supplementary admission criteria) for all applicants. Most CSU campuses have local admission guarantee policies for students who graduate or transfer from high schools and colleges that are historically served by a CSU campus in that region. For admission, application, and fee information see the *CSU Web page* at <http://www.calstate.edu/admission/admission.shtml>. (Outside source)

Dropout Rate and Graduation Rate

Indicator	School			District			State		
	2008–09	2009–10	2010–11	2008–09	2009–10	2010–11	2008–09	2009–10	2010–11
Dropout Rate					13.3	8.6		16.6	14.4
Graduation Rate					81.23	85.99		74.72	76.26

Note: Cells shaded in black do not require data.

Completion of High School Graduation Requirements

This table displays, by student group, the percent of students who began the 2011–12 school year in grade twelve and were a part of the school's most recent graduating class, meeting all state and local graduation requirements for grade twelve completion, including having passed both the ELA and mathematics portions of the CAHSEE or received a local waiver or state exemption.

Group	Graduating Class of 2012		
	School	District	State
All Students			N/D
Black or African American			N/D
American Indian or Alaska Native			N/D
Asian			N/D
Filipino			N/D

Hispanic or Latino			N/D
Native Hawaiian or Pacific Islander			N/D
White			N/D
Two or More Races			N/D
Socioeconomically Disadvantaged			N/D
English Learners			N/D
Students with Disabilities			N/D

Note: "N/D" means that no data were available to the CDE or LEA to report.

Career Technical Education Programs (School Year 2011–12)

n/a

Career Technical Education Participation (School Year 2011–12)

Measure	CTE Program Participation
Number of pupils participating in CTE	
Percent of pupils completing a CTE program and earning a high school diploma	
Percent of CTE courses sequenced or articulated between the school and institutions of postsecondary education	

Courses for University of California and/or California State University Admission

UC/CSU Course Measure	Percent
2011-12 Students Enrolled in Courses Required for UC/CSU Admission	0.0%
2010-11 Graduates Who Completed All Courses Required for UC/CSU Admission	0.0%

Advanced Placement Courses (School Year 2011–12)

Subject	Number of AP Courses Offered*	Percent of Students In AP Courses
Computer Science		
English		
Fine and Performing Arts		
Foreign Language		
Mathematics		
Science		
Social Science		

All courses		
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Note: Cells shaded in black do not require data. *Where there are student course enrollments.

XII. Instructional Planning and Scheduling

Professional Development

This section provides information on the annual number of school days dedicated to staff development for the most recent three-year period.

Sherwood Montessori is dedicated to providing an authentic Montessori education for our students. To this end, it is essential to have properly trained Montessori teachers. The bulk of our professional development is spent, in terms of time and fiscal resources, on ensuring that all our lead teachers have high quality Montessori training.

In addition to the Montessori training, Sherwood teachers and Director take part in trainings offered through the Butte County Office of Education and other local sources for professional development such as The Training Place at Butte College. During the 2011-2012 school year, staff attended professional development related to Common Core State Standards, creating Professional Learning Communities, and assessment. Staff has also had in-service training with professional consultants providing on-site professional development, such as training to implement Steps to Respect, an anti-bullying curriculum. In the spring of 2012, the American Montessori Society held its annual conference in San Francisco. Several staff members attended and attended seminars on a variety of topics related to Montessori education.

Although no calendar days are set aside for full staff development, Wednesdays are early release days and professional development takes place once to twice monthly on Wednesdays. Topics chosen for professional development are decided collaboratively by the teaching faculty using student data as a guide.

Sherwood Montessori

Chico Unified

School Accountability Report Card, 2011-2012

Provided by the Ed-Data Partnership

For more information visit www.ed-data.org



MEMORANDUM

To: Board of Directors
From: Lead Teacher, Teresa Shippen
Subject: Agenda Item 3.1 Instructional Staff Report
Date: February 15, 2013 for the meeting of February 15, 2013

Kindergarten (Teresa Shippen):

The Kindergarten class has had a fun and productive few weeks. At the end of January we were able to take two field trips to see shows at Laxson auditorium. The first was the *Golden Dragon Acrobats*. This show had the students on the edge of their seats. They were fascinated with the costumes, music and variety of performances. It was absolutely delightful to watch their faces light up during this show. The second show was titled *Erth's Dinosaur Petting Zoo*. This presentation used life-sized puppets to bring the age of Dinosaurs alive. It was also of great interest to the students, particularly the giant juvenile Tyrannosaurus Rex. The puppet went clear up to the curtains at Laxson and seemed to really be alive. The students loved it! Of course, both of these trips were made possible by our wonderful parent drivers! I am so thankful for their support of our class!

In early February the Kindergarten students were introduced to work plans. They are now able to track their work in a plan book, preparing them for their move to first grade. We have practiced this skill throughout the year, as a class on our white board. Now that they are growing in independence, we are asking them to take more initiative of their morning work time. It has been a good transition so far. We are discovering that our work time is getting longer, as the students are asked to record their work, and show their progress in these plan books. I am very proud of their progress and abilities!

Kindergarten is a whole year of transitioning students into the Montessori Method of learning. The students come from many different styles of schools, and some have not attended pre-school at all. Having five more students than in the past, I found it to take longer to make this adjustment into independence, and being responsible for completing works on their own. As one student said to me the other day, "I want you to do this work with me because I am just feeling lonely." I am finding that having parent volunteers is helpful with so many different styles of learning. I have had them listen to our budding readers, so I can spend more time giving lessons, and checking work. Again, I find myself thankful for the parent support of our program!

1/2/3 Classroom (Carin Anderson):

Coming soon

1/2/3 Classroom (Eric Parish):

Coming soon

4/5 Classroom (Lindsey Serrao for Kristina Besnard):

The 5th graders are finishing up their presentations on the Native Americans and their Regions and doing a wonderful job! Being "the teacher" is hard! Is the feedback I am getting. The 4th graders have been working really hard on practicing note taking while they learn about the Missions. The class is so excited to be starting a new unit on Electricity and Magnets! Experiments here we come!!! Next week as a class we will be starting our puppets for the Endangered species faire. All the students are working hard during our morning works time. I am noticing so much learning happening! Brandon is having a blast with the students in P.E. He is working on a lot of "working as a team" drills. Our students are learning valuable life lessons with Brandon during our second step time. Things are happening here in the 4th/5th grade! Come by and visit anytime!

6/7/8 Classrooms (John Howlett, Kelli Kurth, Hildi Myers):

It is Friday morning, and I am relaxing after an absolutely wonderful Middle School Valentine's Dance last night. Parents and family members were so delighted to see almost every student in attendance, and just how much fun the students had. The other comment I heard repeatedly was how well they truly appreciated each other, and how sincere they were to all the parents and staff for helping organize the dance. In particular, I would like to thank Pam and Bob Walters for all of their help in reserving the Grange and for all of the beautiful decorations. It simply looked spectacular! Again, thank you to all of the parent chaperones and clean-up crew; without your help these events would just not be possible. Also, a special thanks to DJ Edward Philippi for a great mix of tunes for young and old alike (We loved the 80's hits!) And finally, thank you to the students for your enthusiasm and great behavior during the dance. You are all awesome and it was so great to see all of you pitching in to help make the dance a very memorable night indeed!

Finally, the Eighth graders had a very special night this week at the Inspire High School orientation. Needless to say, the school and it's staff are amazing, and I feel so lucky to have such an option for our graduating students. Please feel free to stop and ask one of our Eighth graders if you have any questions regarding Inspire and their many wonderful programs.

As always, thank you Board and Michelle for all you do to serve our students and our school, and I look forward to the many new opportunities and challenges we face as you help guide us toward a bright, new future for Sherwood.

Literacy and Spanish Instruction (Danielle Mennucci):

The 8th grade has just wrapped up Johnny Tremain with an essay that points out an individual's role in past and current historical events. We are sharing essays and critiquing one another's ideas. To what extent do we feel a commitment and the power to change the challenges in our world. Next, we will read Shakespeare's Midsummer's Night Dream. We will study the author's use of language, design a character map, and discover how several groups of characters are intertwined in the story and how they get their needs met. We will discuss how this play resonates with students and look for moments that can be recognized in modern life. The 7th grades are just finished with Milkweed and they wrapped up with lengthy evaluations. We tackled at length, the dynamic evolving of the main characters. Next, we will read Lois Lowry's Giver. Gary Paulsen's Hatchet will be followed by Darren Shan's Cirque du Freak. The students offer suggestions for reading material and we all enjoy participating in Lit class. The 3rd graders are joining a lit group reading Phantom Tollbooth. We are engaged in the vocabulary challenges, and given creative activities where we design our own trips into the unknown. We will write about overcoming our own fears to do something new and challenging.

Grades 4th-8th have just submitted a Fiction '59 entry to the CN&R. Thank you to all the parent volunteers who typed the final drafts. Using the same tools, these same students are creating a

short story for the Butte County Short Story contest. We look for character, setting, plot, imagery, dialogue and conventions when designing our own stories. We share with our peers, give suggestions, edit, and send out a final draft. The younger students have just completed a multiple paragraph personal narrative, and a story of their own special "dream room".



MEMORANDUM

To: Board of Directors

From: SMPO President, Marci Pope

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

Date: February 15, 2013 for the meeting of February 20, 2013

There is no SMPO report at this time; if one is received before the meeting on Wednesday it will be included in the materials and available at the meeting.



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

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

Date: February 15, 2013 for the meeting of January 23, 2013

ADMINISTRATIVE ITEMS:

- The lottery was conducted on February 1 with Director Jill Bailey and me in attendance. All went smoothly, although some kindergarten parents who were also present were surprised at their number when called the next day (a few thought they were off by one place). The wait list numbers were not changed from the draw, and this is clear to see when one examines the original documents.

FISCAL ITEMS:

- School-level fiscal items are well covered this month in the Second Interim Report and the Treasurer's Report.

GENERAL ITEMS:

- Our teachers recently attended an in-house professional development on the *Nurtured Heart Approach* led by parent Erica Charlesworth. More *Nurtured Heart Approach* events will be available to our parents and community parents in the spring. The *Nurtured Heart Approach* is a positive approach to discipline and focuses on building on children's strengths.
- Our Parent Education Night which focused on student demonstrations of learning materials was well attended and teachers reported it as a success.

STATE AND FEDERAL LEGISLATION ITEMS:

- The Governor's Budget Proposal includes a proposal to transfer administration of the Charter School Revolving Loan Program and the SB 740 Charter School Facility Grant Program to the California School Finance Authority, away from the California Department of Education as the CDE has not been effective in administering these programs.
- The Governor's budget proposal also extends SB 740 to "non-classroom based" (home school) programs.
- The Governor's budget proposal extends charter school access to surplus district property for five years, currently in effect only for the 2012-2013 fiscal year.
- The Governor's budget proposal will change the way revenues are calculated; while there may be some "winners" and "losers", most schools should see a revenue increase by about 1%.



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.4 Treasurer Report**

Date: February 15, 2013 for the meeting of February 20, 2013

February Treasurer's Report

Once again, thank you to Lisa Speegle for excellent services regarding maintaining the financial records for the school. The first order of business is that the meeting with Northern California National Bank was successful and they will approve a request to increase our line of credit to \$150,000 to cover state deferrals. Please note in the accompanying sheets how much of our state money is still yet to be paid though we are halfway through the school year!

As a charter school, there are four significant financial reports due to our authorizer each year. Each report must be approved by the authorizer, then by the County Office of Education, then the State Department of Education. In May, we submit a Proposed Budget for the upcoming year. In December, we submit our First Interim Budget that compares actual expenses and new projections to the submitted budget. In March, we submit our Second Interim Budget and we close off with our Unaudited Actuals at the end of fiscal year.

This month, I will present the Second Interim Budget for the Board's approval. The only change to the last adopted budget is \$13,250 in increased expenses. \$4,250 is from our educational audit that was originally budgeted for last fiscal year but was paid in this year. The Drama Program was originally not in the budget and cost the school \$2,000. The line for Field Trips and Assemblies will need to be increased from \$4,000 to \$7,500. The cost of fundraising will increase from \$300 to \$3,800.

In the Report, there is no projection to recapture these extra costs. My recommendation is for a new plea to parents to support these extracurricular costs—many of which were presented to the Board by parents and staff as integral to the school—with donations. This is our most challenging year financially as is shown by our budget and the need to increase our line-of-credit. Yet, I remind the Board that we still have not had to take out a loan and that is a significant differentiation.

Thank you,

Russell Shapiro, Treasurer BOD

Attachments: 2013 January Board Report, December 2012 Balance Sheet, December 2012 Donations Report, December 2012 P&L, December 2012 Vendor Payments Report



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.2 Release of the Second Interim Financial Report**

Date: February 20, 2013 for the meeting of February 20, 2013

SUMMARY

Our Business Manager, Lisa Speegle, has completed the First Interim Financial Report.

DISCUSSION

Please see the Board Treasurer's Report, Agenda Item 3.4 for discussion of Sherwood's current financial standing and future projections. This Interim Financial Report contains the same information in the required format.

ACTION REQUESTED

Approve report.

Attachment: Sherwood Montessori First Interim Report: Detail, Summary, and Certification.

**CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
Second Interim Report - Detail**

Charter School Name: Sherwood Montessori
(continued)
CDS #: 04-61424-012475
Charter Approving Entity: Chico Unified School District
County: Butte
Charter #: 1166
Fiscal Year: 2012-13

This charter school uses the following basis of accounting:

- ☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)
☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description		Object Code	Adopted Budget - July 1			Actuals thru 1/31			2nd Interim Budget		
			Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
A. REVENUES											
1. Revenue Limit Sources											
State Aid - Current Year		8011			-			-			-
Charter Schools Gen. Purpose Entitlement - State Aid		8015	509,406.00		509,406.00	129,403.00		129,403.00	452,783.00		452,783.00
State Aid - Prior Years		8019			-			-			-
Tax Relief Subventions (for rev. limit funded schools)		8020-8039			-			-			-
County and District Taxes (for rev. limit funded schools)		8040-8079			-			-			-
Miscellaneous Funds (for rev. limit funded schools)		8080-8089			-			-			-
Revenue Limit Transfers (for rev. limit funded schools):											
PERS Reduction Transfer		8092			-			-			-
Other Revenue Limit Transfers		8091, 8097			-			-			-
Total, Revenue Limit Sources			509,406.00	-	509,406.00	129,403.00	-	129,403.00	452,783.00	-	452,783.00
2. Federal Revenues											
No Child Left Behind		8290			-			-			-
Special Education - Federal		8181, 8182			-			-			-
Child Nutrition - Federal		8220		-	-			-			-
Other Federal Revenues		8110, 8260-8299		-	-			-			-
Total, Federal Revenues			-	-	-	-	-	-	-	-	-
3. Other State Revenues											
Charter Schools Categorical Block Grant		8480	49,724.00		49,724.00	23,326.00		23,326.00	53,298.00		53,298.00
Special Education - State		StateRevSE			-			-			-
All Other State Revenues		StateRevAO	16,503.00	3,252.00	19,755.00	6,257.36		6,257.36	18,803.00	3,948.00	22,751.00
Total, Other State Revenues			66,227.00	3,252.00	69,479.00	29,583.36	-	29,583.36	72,101.00	3,948.00	76,049.00
4. Other Local Revenues											
Charter Schools Funding in Lieu of Property Taxes		8780	210,956.00		210,956.00	114,709.00		114,709.00	232,034.00		232,034.00
All Other Local Revenues		LocalRevAO	38,951.00	6,900.00	45,851.00	30,527.97		30,527.97	42,851.00	6,900.00	49,751.00
Total, Local Revenues			249,907.00	6,900.00	256,807.00	145,236.97	-	145,236.97	274,885.00	6,900.00	281,785.00
5. TOTAL REVENUES			825,540.00	10,152.00	835,692.00	304,223.33	-	304,223.33	799,769.00	10,848.00	810,617.00
B. EXPENDITURES											
1. Certificated Salaries											
Teachers' Salaries		1100	227,792.00		227,792.00	133,422.39		133,422.39	247,762.74		247,762.74
Certificated Pupil Support Salaries		1200	22,671.00		22,671.00	13,596.50		13,596.50	11,912.50	6,900.00	18,812.50
Certificated Supervisors' and Administrators' Salaries		1300			-	-		-			-
Other Certificated Salaries		1900	20,770.00		20,770.00			-			-
Total, Certificated Salaries			271,233.00	-	271,233.00	147,018.89	-	147,018.89	259,675.24	6,900.00	266,575.24
2. Non-certificated Salaries											
Instructional Aides' Salaries		2100	90,948.00	6,900.00	97,848.00	54,815.50		54,815.50	82,180.00		82,180.00
Non-certificated Support Salaries		2200	13,050.00	-	13,050.00	-		-			-
Non-certificated Supervisors' and Administrators' Sal.		2300	63,000.00		63,000.00	35,000.00		35,000.00	70,000.00		70,000.00
Clerical and Office Salaries		2400	18,517.00		18,517.00	10,401.00		10,401.00	29,290.00		29,290.00
Other Non-certificated Salaries		2900	-		-	-		-			-
Total, Non-certificated Salaries			185,515.00	6,900.00	192,415.00	100,216.50	-	100,216.50	181,470.00	-	181,470.00
3. Employee Benefits											
STRS		3101-3102	22,377.00	-	22,377.00	11,409.18		11,409.18	21,992.46		21,992.46
PERS		3201-3202	18,650.00	-	18,650.00	7,810.20		7,810.20	19,104.07		19,104.07
OASDI / Medicare / Alternative		3301-3302	18,653.00	-	18,653.00	10,019.77		10,019.77	17,747.80		17,747.80
Health and Welfare Benefits		3401-3402	30,827.00	-	30,827.00	13,137.81		13,137.81	24,000.00		24,000.00
Unemployment Insurance		3501-3502	7,465.00	-	7,465.00	4,923.77		4,923.77	4,928.50		4,928.50
Workers' Compensation Insurance		3601-3602	-	-	-	-		-	8,064.81		8,064.81
Retiree Benefits		3701-3702	-	-	-	-		-			-
PERS Reduction (for revenue limit funded schools)		3801-3802	-	-	-	-		-			-
Other Employee Benefits		3901-3902	-	-	-	1,497.00		1,497.00			-
Total, Employee Benefits			97,972.00	-	97,972.00	48,797.73	-	48,797.73	95,837.64	-	95,837.64
4. Books and Supplies											
Approved Textbooks and Core Curricula Materials		4100	4,100.00	-	4,100.00	-	1,288.15	1,288.15		4,100.00	4,100.00
Books and Other Reference Materials		4200	4,000.00	-	4,000.00	-	777.45	777.45	3,000.00	1,000.00	4,000.00
Materials and Supplies		4300	15,167.00	-	15,167.00	5,126.61	4,888.61	10,015.22	8,167.00	5,000.00	13,167.00
Noncapitalized Equipment		4400	-	-	-	196.31	293.58	489.89	200.00	300.00	500.00
Food		4700	-	-	-	(1,710.76)		(1,710.76)		-	-
Total, Books and Supplies			23,267.00	-	23,267.00	3,612.16	7,247.79	10,859.95	11,367.00	10,400.00	21,767.00
5. Services and Other Operating Expenditures											
Home to School Transportation		5100	-	-	-	-		-			-
Travel and Conferences		5200	4,275.00	-	4,275.00	-	1,291.57	1,291.57	-	4,275.00	4,275.00
Dues and Memberships		5300	620.00	-	620.00	1,078.00		1,078.00	1,105.00		1,105.00
Insurance		5400	15,048.00	-	15,048.00	14,981.13		14,981.13	14,113.00		14,113.00
Operations and Housekeeping Services		5500	17,790.00	-	17,790.00	10,017.86		10,017.86	22,180.00		22,180.00
Rentals, Leases, Repairs, and Noncap. Improvements		5600	88,647.00	-	88,647.00	61,865.02		61,865.02	91,650.00		91,650.00
Professional/Consulting Services and Operating Expend.		5800	26,688.00	-	26,688.00	34,462.66		34,462.66	54,864.00		54,864.00
Communications		5900	4,360.00	-	4,360.00	1,908.11		1,908.11	4,060.00		4,060.00
Total, Services and Other Operating Expenditures			157,428.00	-	157,428.00	124,312.78	1,291.57	125,604.35	187,972.00	4,275.00	192,247.00

**CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
Second Interim Report - Detail**

Charter School Name: Sherwood Montessori
(continued)
CDS #: 04-61424-012475
Charter Approving Entity: Chico Unified School District
County: Butte
Charter #: 1166
Fiscal Year: 2012-13

This charter school uses the following basis of accounting:

- ☒ **Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)
☐ **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 1/31			2nd Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
6. Capital Outlay (Objects 6100-6170, 6200-6500 for modified accrual basis only)										
Sites and Improvements of Sites	6100			-			-			-
Buildings and Improvements of Buildings	6200			-			-			-
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			-			-			-
Equipment	6400			-			-			-
Equipment Replacement	6500			-			-			-
Depreciation Expense (for full accrual only)	6900			-			-			-
Total, Capital Outlay		-	-	-	-	-	-	-	-	-
7. Other Outgo										
Tuition to Other Schools	7110-7143	-		-			-			-
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-		-			-			-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	96,200.00		96,200.00			-	98,700.00		98,700.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-		-			-			-
All Other Transfers	7280-7299	-		-			-			-
Debt Service:										
Interest	7438	513.00		513.00	1,378.10		1,378.10	3,000.00		3,000.00
Principal	7439	-		-			-			-
Transfers of Indirect / Direct Support Costs	7300-7399	-		-			-			-
Total, Other Outgo		96,713.00	-	96,713.00	1,378.10	-	1,378.10	101,700.00	-	101,700.00
8. TOTAL EXPENDITURES		832,128.00	6,900.00	839,028.00	425,336.16	8,539.36	433,875.52	838,021.88	21,575.00	859,596.88
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		(6,588.00)	3,252.00	(3,336.00)	(121,112.83)	(8,539.36)	(129,652.19)	(38,252.88)	(10,727.00)	(48,979.88)
D. OTHER FINANCING SOURCES / USES										
1. Other Sources	8930-8979			-			-			-
2. Less: Other Uses	7630-7699			-			-			-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	(8,539.36)	8,539.36	-	(10,727.00)	10,727.00	-
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	(8,539.36)	8,539.36	-	(10,727.00)	10,727.00	-
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(6,588.00)	3,252.00	(3,336.00)	(129,652.19)	-	(129,652.19)	(48,979.88)	-	(48,979.88)
F. FUND BALANCE, RESERVES										
1. Beginning Fund Balance										
a. As of July 1	9791	190,001.00	-	190,001.00	190,001.00	-	190,001.00	190,001.00	-	190,001.00
b. Adjustments to Beginning Balance	9793, 9795	-		-	(59,837.12)		(59,837.12)	(59,837.12)		(59,837.12)
c. Adjusted Beginning Balance		190,001.00	-	190,001.00	130,163.88	-	130,163.88	130,163.88	-	130,163.88
2. Ending Fund Balance, June 30 (E + F.1.c.)		183,413.00	3,252.00	186,665.00	511.69	-	511.69	81,184.00	-	81,184.00
Components of Ending Fund Balance (Optional):										
Reserve for Revolving Cash (equals object 9130)	9711			-			-			-
Reserve for Stores (equals object 9320)	9712			-			-			-
Reserve for Prepaid Expenditures (equals object 9330)	9713			-			-			-
Reserve for All Others	9719			-			-			-
General Reserve	9730			-			-			-
Legally Restricted Balance	9740		3,252.00	3,252.00			-			-
Designated for Economic Uncertainties	9770			-			-			-
Other Designations	9775, 9780			-			-			-
Undesignated / Unappropriated Amount	9790	183,413.00	-	183,413.00	511.69	-	511.69	81,184.00	-	81,184.00

**CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
Second Interim Report - Summary**

Charter School Name: Sherwood Montessori
(continued)
CDS #: 04-61424-012475
Charter Approving Entity: Chico Unified School District
County: Butte
Charter #: 1166
Fiscal Year: 2012-13

					Adopted vs. 2nd Interim Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
A. REVENUES						
1. Revenue Limit Sources						
State Aid - Current Year	8011	-	-	-	-	
Charter Schools Gen. Purpose Entitlement - State Aid	8015	509,406.00	129,403.00	452,783.00	(56,623.00)	-11.12%
State Aid - Prior Years	8019	-	-	-	-	
Tax Relief Subventions (for rev. limit funded schools)	8020-8039	-	-	-	-	
County and District Taxes (for rev. limit funded schools)	8040-8079	-	-	-	-	
Miscellaneous Funds (for rev. limit funded schools)	8080-8089	-	-	-	-	
Revenue Limit Transfers (for rev. limit funded schools):						
PERS Reduction Transfer	8092	-	-	-	-	
Other Revenue Limit Transfers	8091, 8097	-	-	-	-	
Total, Revenue Limit Sources		509,406.00	129,403.00	452,783.00	(56,623.00)	-11.12%
2. Federal Revenues						
No Child Left Behind	8290	-	-	-	-	
Special Education - Federal	8181, 8182	-	-	-	-	
Child Nutrition - Federal	8220	-	-	-	-	
Other Federal Revenues	8110, 8260-8299	-	-	-	-	
Total, Federal Revenues		-	-	-	-	
3. Other State Revenues						
Charter Schools Categorical Block Grant	8480	49,724.00	23,326.00	53,298.00	3,574.00	7.19%
Special Education - State	StateRevSE	-	-	-	-	
All Other State Revenues	StateRevAO	19,755.00	6,257.36	22,751.00	2,996.00	15.17%
Total, Other State Revenues		69,479.00	29,583.36	76,049.00	6,570.00	9.46%
4. Other Local Revenues						
Charter Schools Funding in Lieu of Property Taxes	8780	210,956.00	114,709.00	232,034.00	21,078.00	9.99%
All Other Local Revenues	LocalRevAO	45,851.00	30,527.97	49,751.00	3,900.00	8.51%
Total, Local Revenues		256,807.00	145,236.97	281,785.00	24,978.00	9.73%
5. TOTAL REVENUES		835,692.00	304,223.33	810,617.00	(25,075.00)	-3.00%
B. EXPENDITURES						
1. Certificated Salaries						
Teachers' Salaries	1100	227,792.00	133,422.39	247,762.74	19,970.74	8.77%
Certificated Pupil Support Salaries	1200	22,671.00	13,596.50	18,812.50	(3,858.50)	-17.02%
Certificated Supervisors' and Administrators' Salaries	1300	-	-	-	-	
Other Certificated Salaries	1900	20,770.00	-	-	-	-100.00%
Total, Certificated Salaries		271,233.00	147,018.89	266,575.24	16,112.24	-1.72%
2. Non-certificated Salaries						
Instructional Aides' Salaries	2100	97,848.00	54,815.50	82,180.00	(15,668.00)	-16.01%
Non-certificated Support Salaries	2200	13,050.00	-	-	-	-100.00%
Non-certificated Supervisors' and Administrators' Sal.	2300	63,000.00	35,000.00	70,000.00	7,000.00	11.11%
Clerical and Office Salaries	2400	18,517.00	10,401.00	29,290.00	10,773.00	58.18%
Other Non-certificated Salaries	2900	-	-	-	-	
Total, Non-certificated Salaries		192,415.00	100,216.50	181,470.00	2,105.00	-5.69%
3. Employee Benefits						
STRS	3101-3102	22,377.00	11,409.18	21,992.46	(384.54)	-1.72%
PERS	3201-3202	18,650.00	7,810.20	19,104.07	454.07	2.43%
OASDI / Medicare / Alternative	3301-3302	18,653.00	10,019.77	17,747.80	(905.20)	-4.85%
Health and Welfare Benefits	3401-3402	30,827.00	13,137.81	24,000.00	(6,827.00)	-22.15%
Unemployment Insurance	3501-3502	7,465.00	4,923.77	4,928.50	(2,536.50)	-33.98%
Workers' Compensation Insurance	3601-3602	-	-	8,064.81	8,064.81	100.00%

**CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
Second Interim Report - Summary**

Charter School Name: Sherwood Montessori
(continued)
CDS #: 04-61424-012475
Charter Approving Entity: Chico Unified School District
County: Butte
Charter #: 1166
Fiscal Year: 2012-13

					Adopted vs. 2nd Interim Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
Retiree Benefits	3701-3702	-	-	-	-	
PERS Reduction (for revenue limit funded schools)	3801-3802	-	-	-	-	
Other Employee Benefits	3901-3902	-	1,497.00	-	-	
Total, Employee Benefits		97,972.00	48,797.73	95,837.64	(2,134.36)	-2.18%
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	4,100.00	1,288.15	4,100.00	-	0.00%
Books and Other Reference Materials	4200	4,000.00	777.45	4,000.00	-	0.00%
Materials and Supplies	4300	15,167.00	10,015.22	13,167.00	(2,000.00)	-13.19%
Noncapitalized Equipment	4400	-	489.89	500.00	500.00	100.00%
Food	4700	-	(1,710.76)	-	-	
Total, Books and Supplies		23,267.00	10,859.95	21,767.00	(1,500.00)	-6.45%
5. Services and Other Operating Expenditures						
Home to School Transportation	5100	-	-	-	-	
Travel and Conferences	5200	4,275.00	1,291.57	4,275.00	-	0.00%
Dues and Memberships	5300	620.00	1,078.00	1,105.00	485.00	78.23%
Insurance	5400	15,048.00	14,981.13	14,113.00	(935.00)	-6.21%
Operations and Housekeeping Services	5500	17,790.00	10,017.86	22,180.00	4,390.00	24.68%
Rentals, Leases, Repairs, and Noncap. Improvements	5600	88,647.00	61,865.02	91,650.00	3,003.00	3.39%
Professional/Consulting Services and Operating Expend.	5800	26,688.00	34,462.66	54,864.00	28,176.00	105.58%
Communications	5900	4,360.00	1,908.11	4,060.00	(300.00)	-6.88%
Total, Services and Other Operating Expenditures		157,428.00	125,604.35	192,247.00	34,819.00	22.12%
6. Capital Outlay						
Sites and Improvements of Sites	6100	-	-	-	-	
Buildings and Improvements of Buildings	6200	-	-	-	-	
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	
Equipment	6400	-	-	-	-	
Equipment Replacement	6500	-	-	-	-	
Depreciation Expense (for full accrual only)	6900	-	-	-	-	
Total, Capital Outlay		-	-	-	-	
7. Other Outgo						
Tuition to Other Schools	7110-7143	-	-	-	-	
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	96,200.00	-	98,700.00	2,500.00	2.60%
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	
All Other Transfers	7280-7299	-	-	-	-	
Debt Service:						
Interest	7438	513.00	1,378.10	3,000.00	2,487.00	484.80%
Principal	7439	-	-	-	-	
Transfers of Indirect / Direct Support Costs	7300-7399	-	-	-	-	
Total, Other Outgo		96,713.00	1,378.10	101,700.00	4,987.00	5.16%
8. TOTAL EXPENDITURES		839,028.00	433,875.52	859,596.88	54,388.88	2.45%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		(3,336.00)	(129,652.19)	(48,979.88)	(79,463.88)	1368.22%
D. OTHER FINANCING SOURCES / USES						
1. Other Sources	8930-8979	-	-	-	-	
2. Less: Other Uses	7630-7699	-	-	-	-	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	

**CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
Second Interim Report - Summary**

Charter School Name: Sherwood Montessori
(continued)
CDS #: 04-61424-012475
Charter Approving Entity: Chico Unified School District
County: Butte
Charter #: 1166
Fiscal Year: 2012-13

					Adopted vs. 2nd Interim Increase, (Decrease)	
Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Budget (Z)	\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
4. TOTAL OTHER FINANCING SOURCES / USES						
		-	-	-	-	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		(3,336.00)	(129,652.19)	(48,979.88)	(79,463.88)	1368.22%
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	190,001.00	190,001.00	190,001.00	-	0.00%
b. Adjustments to Beginning Balance	9793, 9795	-	(59,837.12)	(59,837.12)	(59,837.12)	100.00%
c. Adjusted Beginning Balance		190,001.00	130,163.88	130,163.88	(59,837.12)	-31.49%
2. Ending Fund Balance, June 30 (E + F.1.c.)		186,665.00	511.69	81,184.00	(139,301.00)	-56.51%
Components of Ending Fund Balance (Optional):						
Reserve for Revolving Cash (equals object 9130)	9711	-	-	-	-	
Reserve for Stores (equals object 9320)	9712	-	-	-	-	
Reserve for Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	
Reserve for All Others	9719	-	-	-	-	
General Reserve	9730	-	-	-	-	
Legally Restricted Balance	9740	3,252.00	-	-	-	-100.00%
Designated for Economic Uncertainties	9770	-	-	-	-	
Other Designations	9775, 9780	-	-	-	-	
Undesignated / Unappropriated Amount	9790	183,413.00	511.69	81,184.00	(102,229.00)	-55.74%

**CHARTER SCHOOL
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM
Second Interim Report Certification**

Charter School Name: Sherwood Montessori
(continued) _____
CDS #: 04-61424-012475
Charter Approving Entity: Chico Unified School District
County: Butte
Charter #: 1166
Fiscal Year: 2012-13

To the entity that approved the charter school:
(x) 2012-13 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 47604.33.

Signed: _____ Date: _____
Charter School Official
(Original signature required)
Print Name: Michelle Yezbick Title: Director

To the County Superintendent of Schools:
() 2012-13 CHARTER SCHOOL FIRST INTERIM FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 47604.33.

Signed: _____ Date: _____
Authorized Representative of
Charter Approving Entity
(Original signature required)
Print Name: Peter Van Buskirk Title: Director of Fiscal Services

For additional information on the Second Interim Report, please contact:

For Approving Entity:

Peter Van Buskirk
Name
Director of Fiscal Services
Title
530-891-3100
Phone
pvanbusk@chicousd.org
E-mail

For Charter School:

Michelle Yezbick
Name
Director
Title
530-345-6600
Phone
michelle@sherwoodmontessori.org
E-mail

This report has been verified for mathematical accuracy by the County Superintendent of Schools, pursuant to *Education Code* Section 47604.33.

ACOE District Advisor

Date



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.3 Response to Prop 39 Preliminary Offer**

Date: February 20, 2013 for the meeting of February 20, 2013

SUMMARY

We have received a Preliminary Offer to our Prop 39 request for facilities by Chico Unified School District (CUSD) in which we are offered the Cohasset School site or five non-contiguous classrooms at Citrus Elementary School.

DISCUSSION

Although in our request it was stated clearly that we need a site within four miles of our current site, our first offer is of Cohasset Elementary School, currently vacant and over fifteen miles away. CUSD does not contest our enrollment numbers, and interprets these as needing five classrooms. Cohasset School has three classrooms.

The second offer included five non-contiguous classrooms at Citrus Elementary. Prop 39 states that districts must offer contiguous space.

In an informal meeting with John Bohannon, our School Director was told that we were most likely to be offered classrooms at Bidwell Jr. to house our middle school program, but this was not included in the offer.

Our lawyers, who are ready to draft our response pro-bono, advise that CUSD has violated the law in their Preliminary Offer

ACTION REQUESTED

Review Preliminary Offer from CUSD and advise staff as to next steps.

Attachment: Preliminary Offer for Use of Chico Unified School District Facilities in 2013/14



Administrative Offices
1163 E. Seventh Street
Chico, CA 95928-5999

530 / 891-3000
fax: 891-3220
www.ChicoUSD.org

CERTIFIED MAIL

January 31, 2013

Ms. Michelle Yezbick, Director
Sherwood Montessori
746 Moss Avenue
Chico, CA 95926

Re: Preliminary Offer for Use of Chico Unified School District Facilities in 2013/14

Dear Ms. Yezbick:

In response to your letter dated October 23, 2012 and as required by Title 5 California Code of Regulations Section 11969.9(e), Chico Unified School District proposes to offer Sherwood Montessori (Sherwood) the exclusive usage of Cohasset Elementary School, 9932 Cohasset Road, Chico, CA 95973 or the shared use of District facilities at Citrus Elementary School, 1350 Citrus Avenue, Chico, CA 95926 for your Grades K-8 program.

Projected ADA and Methodology

The District does not dispute the projected ADA and methodology developed by Sherwood.

Instructional Program

Based on Title 5, Section 11969.3(a) (1), the comparison group of schools used to analyze your accommodations includes Citrus, John McManus and Sierra View Elementary Schools.

The schools used in determining the comparison group schools is based on the information you provided us and contains schools with similar grade levels that the largest number of students of the charter school would otherwise attend. I am attaching a page from the District's "Twenty Year Student Housing Master Plan" for each of the comparison group school sites. Each page contains information on the following:

- Acreage
- Total square footage
- Construction dates for both permanent and relocatable buildings as well as reconstruction/modernization of specified areas.
- Total number of classrooms and the designated usage of those classrooms.
- Maximum and practical school capacities
- School facilities not designated as classrooms

Also attached is:

- A site map of each of the comparison group school sites.
- The "School Facilities Condition Evaluation" required to be completed by the State of California on an annual basis
- CAO-2 for each site identifying student-to-teacher ratios.

The District's offer is based on the same average student-to-teacher ADA ratio as those schools as projected for the 2013/14 fiscal year and the same average student-to-teacher ADA ratio as our Grades 7-8 schools as follows:

Grade Level	Student-to-Teacher Ratio Based on ADA	Sherwood ADA	Needed Classrooms
K	38.81	17.86	.46
1	22.43	17.86	.80
2	25.97	15.04	.58
3	25.72	17.86	.69
4	24.37	15.04	.62
5	22.97	6.58	.29
6	25.48	12.22	.48
7	33.85	11.28	.33
8	33.85	13.16	.39
		126.90	4.64

This equates to 5 classrooms.

Our offer of facilities per your request assumes utilizing combination classes Grades K-8.

While Sherwood may have some unique facilities needs, CUSD is only required to provide facilities that are reasonably equivalent to those in which the students would be accommodated if they were attending public schools of the District. There are currently no teaching kitchens on our elementary school campuses; therefore, separate facilities for a teaching kitchen will not be provided. A garden area and furniture and equipment will be provided based on CUSD standards.

Teaching and Non-Teaching Space Offered

Cohasset Elementary School Campus

The District is willing to offer the Cohasset campus on an exclusive use basis. The campus is on approximately 5.98 acres. The total square footage of CUSD owned buildings being offered to you on the campus is 7430.65 sq. ft. and contains the following:

1. 3 regular classrooms
2. A multiuse room with kitchen
3. A library/classroom
4. Restrooms for both staff and students
5. Administrative offices
6. Hard-court area
7. Field space
8. A parking lot

If use of this campus is not accepted, the District's alternate offer would be shared used of the Citrus Elementary School campus.

Citrus Elementary School Campus

As an alternative offer (available only if Sherwood declines to accept the offer of facilities at the Cohasset site), the District offers the Citrus Elementary School Campus on a shared use basis. The campus is located at 1350 Citrus Avenue, Chico, CA 95973. The campus is on approximately 4.6 acres. The total square footage of CUSD-owned buildings being offered to you on the campus is approximately 5,852 sq. ft. and contains the following:

Non-Shared Space

1. 5 regular classrooms
2. 1 administrative area

Shared Space

Should you accept our offer, Sherwood would also be sharing a multiuse room, restrooms, a library, computer lab, staff restrooms and grounds with Citrus Elementary School. Based on the number of classrooms needed by Sherwood, the classrooms currently containing non-essential services will be eliminated in order to accommodate regular classrooms for District students.

Shared space will be based on a percentage calculation as follows:

126.90 Sherwood Projected ADA
302.90 Citrus Elementary School Projected ADA
429.80 Total ADA

29.53 Percent total time allocated to the use of share facilities

Specialized Classroom Space

The following is a list of specialized space at each of the comparison group campuses. Please be advised that should the enrollment at each school grow, the specialized space will be reverted to classroom use only.

Comparison Group School Site	Room No.	Use	Notes
Citrus	7	Title 1 – Reading Intervention	Sherwood not a Title 1 school
	11	Staff Work Room	
	12	Computer Laboratory	
	21	Student Store/ Title I Intervention Groups	Sherwood not a Title 1 school
	23	After School Kindergarten/ Title I Intervention Groups	Sherwood not a Title 1 school
	25	Math Coach/Title 1 Intervention Groups	Sherwood not a Title 1 school

John McManus	14	Staff Work Room	
	18	Title 1	Sherwood not a Title 1 school
	19	Title 1	Sherwood not a Title 1 school
	20	Computer Laboratory	
	21	Open Classroom	
	22	Butte County Speech Program	
	23	Title 1	Sherwood not a Title 1 school
	24	Title 1	Sherwood not a Title 1 school
	27	CUSD Treasures/Illuminate Training	
	31	Healthy Start	Grant funded program. Sherwood would need to qualify and apply for grant.
Sierra View	1	Science Laboratory	
	7	Computer Laboratory	
	25	CARD After School Program	

Based on the maximum number of instructional minutes for your K-8 program, this equates to approximately 45 minutes per day for each shared facility (library, multiuse room, grounds).

Additional negotiations will need to include staggered starting and ending times for school, recess times, lunch periods, ingress and egress to the campus, supervision of Sherwood students versus Citrus Elementary School students, identification of Sherwood staff and students versus Citrus Elementary School staff and students, etc. Attached is a daily schedule for the school for your review.

Relative to Nutrition Services, Citrus Elementary School serves on average 140 breakfasts, 280 lunches and 135 after school program meals daily which means that the kitchen is in full production from 6:30 a.m. – 3:00 p.m.; therefore, if Sherwood chooses to accept our offer to utilize the Citrus Elementary School campus, vending services for meals will need to be negotiated.

Use or Surrender of Facilities

The District, in accordance with Title 5, Section 11969.9(f), places the following condition on Sherwood's use and occupation of the facilities offered herein: In the event that Sherwood fails to regularly use and occupy all of the facilities (including but not limited to classroom space, specialized teaching space, and non-teaching space) by September 30, 2013, the District reserves the right to reclaim possession, and the right of occupation, of said unused facilities. The District shall provide five (5) days notice before reclaiming possession of any unused facility. There shall not be any opportunity to cure after the afore-referenced expiration date.

Charges

As allowed by Education Code Section 47613(b), the District intends to offer the facilities to Sherwood for free. We also intend to charge for the actual costs of supervisory oversight of Sherwood not to exceed 3%.

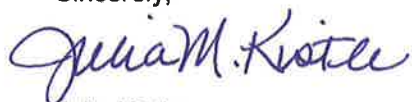
The District also reserves the right to, and will, seek reimbursement from the charter school for over-allocated space in accordance with Section 11969.8 of Title 5 of the California Code of Regulations based on inaccurate enrollment projections.

Ms. Michelle Yezbick, Director
January 31, 2013
Page 5 of 5

A Memorandum of Understanding (MOU) and a Facilities Use Agreement (FUA) will need to be developed if this offer is accepted. CUSD anticipates utilizing the existing MOU's and FUA's that have been developed and approved for our other charter schools. Examples of these agreements are attached.

We look forward to discussing our preliminary proposal with you. Please contact John Bohannon at 891-3000, extension 165 if you have an interest in scheduling a meeting to discuss same.

Sincerely,

A handwritten signature in blue ink that reads "Julie M. Kistle". The signature is fluid and cursive, with the first name "Julie" and last name "Kistle" clearly legible.

Julie Kistle
Charter School Facilities Liaison

Enclosure

Cc: John Bohannon, Director, Alternative Education
Maureen Fitzgerald, Assistant Superintendent, Business Services
Peter VanBuskirk, Director, Fiscal Services

CITRUS ELEMENTARY SCHOOL

ACRES: 4.6

TOTAL SQUARE FOOTAGE: 39,541.19

PARKING SPACES: 0

SCHEDULE: Traditional

CONSTRUCTION DATES: Permanent:
Relocatable:
Reconstruction (partial):

1937, 1958, 1965
1997, 1998
1989 [Units A, C (except Multi-purpose room area)]

TOTAL CLASSROOMS: 22 (18 permanent, 4 relocatable)

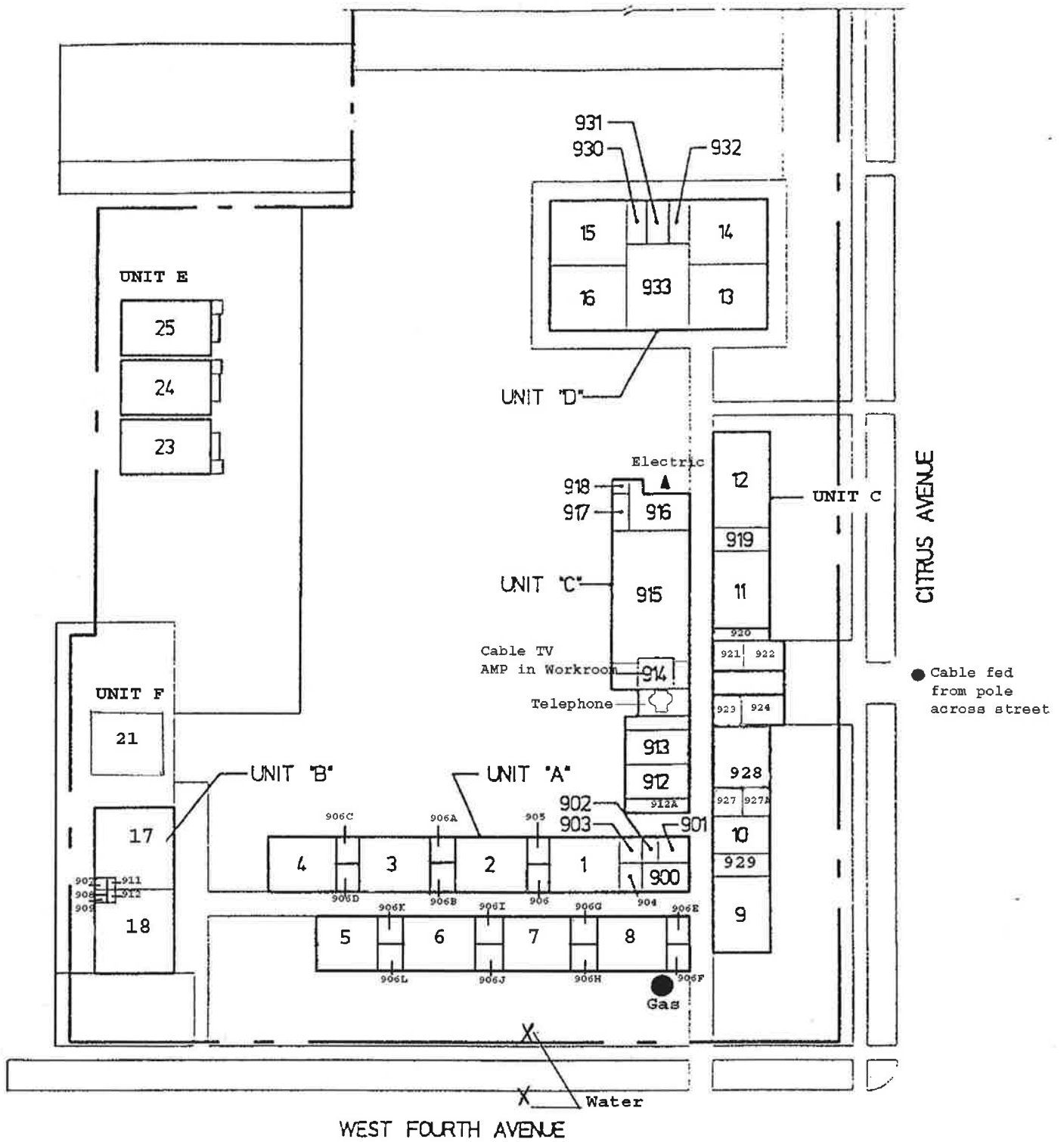
MAXIMUM CLASSROOM CAPACITY	TOTAL	PRACTICAL CLASSROOM CAPACITY	TOTAL
Room capacity is based on the structural design of the facility, educational needs of the students and current District staffing practices. The classroom capacities are determined by multiplying the students per class by the number of classrooms.		The practical school capacity is based on District-wide average class size standards of 48 students per double-session kindergarten classroom and 30 students per Grades 1-3 classrooms with a projected occupancy rate of 85%, and 33 students per Grades 4-6 classrooms with a projected occupancy rate of 85%.	
02 Kindergarten Classrooms (48 students per classroom)	96	Classroom Capacity 80 x .85	82
06 Grades 1-3 Classrooms (30 students per classroom)	180	Classroom Capacity 180 x .85	153
06 Grades 4-6 Classrooms (33 students per classroom)	198	Classroom Capacity 198 x .85	168
06 Miscellaneous			
1 Title I Room (Rm A7) (20 students)	20	Classroom Capacity 20 x .85	17
1 Computer Lab (Rm C12)	33	Classroom Capacity 33 x .85	28
1 Staff Development (Rm C11)			
1 Student Store (Rm F21)			
1 Math Coach/Parent Center (Rm E25)			
1 After School Program (Rm 23)			
02 Special Education Classrooms			
1 - Special Day Classroom (12 students per classroom Rm. 14)	12	Classroom Capacity 12	12
1 - Resource Specialist Program Classroom (Rm. 10)	0	Not included in the determination of Practical Student Capacity	0
TOTAL MAXIMUM SCHOOL CAPACITY	539	TOTAL PRACTICAL SCHOOL CAPACITY	460

SCHOOL FACILITIES NOT DESIGNATED AS CLASSROOMS:

Administrative
Library
Multipurpose (includes cafeteria services)
Staff work areas (Rms. 903-906, 914, 919, 929, 931)
Staff Lounge (Rm. 928)

NON-DISTRICT OWNED FACILITIES LOCATED ON THE SITE: None

CHICO UNIFIED SCHOOL DISTRICT													
2012-2013 Preliminary Projections													
CITRUS ELEMENTARY SCHOOL													
11/09/2012													
ROOM	TEACHER	K	1	2	3	4	5	6	TOTAL	SDC M. S.	Home Med.	LV	GRAND TOTAL
18	J. Barnum	20							20				20
19	S. Lundberg	20							20				20
1	D. Apel	10	11						21				21
2	B. Whipple		21						21				21
6	K. Azevedo		21						21				21
5	C. Zwald			30					30				30
4	M. Gagne			8	17				25				25
3	A. Barnum				29				29				29
9	J. Christensen					23			23	3			26
8	N. Ballew					21			21	3			24
16	J. Love						19		19	3			22
13	J. Palmer						23		23	4	1		28
15	R. Bransky							26	26	3	1		30
24	D. Dion							24	24	2			26
TOTALS:													
REGULAR CLASSES		50	53	38	46	44	42	50	323	18	1		343
SDC-14	M. Maples *					6	7	5		18			
LV	Loma Vista												
Home Med.	Home Medical						1	1		2			
SCHOOL TOTAL:													343
Active enrollment includes students leaving at the end of the day.													



CITRUS ELEMENTARY SCHOOL

Updated 9/2006

School Facility Good Repair Status (School Year 2012-2013)

This table displays the results of the most recently completed school site inspection to determine the school facility's good repair status.

School: Citrus Elementary

System Inspected	Repair Status				Repair Needed and Action Taken or Planned
	Exemplary	Good	Fair	Poor	
Systems: Gas Leaks, Mechanical/HVAC, Sewer			X		Rm. 17 Very Hot: We could find no problems
Interior: Interior Surfaces	X				
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	X				
Electrical: Electrical			X		Repair/Replace Exhaust Fan in Girls Hallway Bathroom WO#50447
Restrooms/Fountains: Restrooms, Sinks/Fountains	X				
Safety: Fire Safety, Hazardous Materials				X	Fire Extinguishers Not Serviced: REPORTED TO NORTH STATE FIRE PROTECTION
Structural: Structural Damage, Roofs		X			Replace Missing Shingles; WO#50446
External: Playground/School Grounds, Windows/Doors/Gates/Fences	X				
Overall Rating		GOOD			n/a

Citrus Elementary School Daily Schedule 2012

Daily Schedule

Kindergarten Grades 1, 2, & 3 Grades 4, 5, & 6

⬆ Kindergarten

Mrs. Lundberg	Room 19	8:00 a.m. - 1:00 p.m.	(11:10-11:55 Lunch)
Mrs. Barnum	Room 18	8:00 a.m. - 1:00 p.m.	(11:10-11:55 Lunch)

⬆ Grades 1, 2, & 3

GRADES 1 & 2

8:15 Class Begins
8:15-9:45 Class
9:45-10:05 Recess
10:05-11:20 Class
11:20-12:05 Lunch
12:05-2:00 Class
2:00 Dismissal

GRADE 3

8:15 Class Begins
8:15-9:45 Class
9:45-10:05 Recess
10:05-11:45 Class
11:45-12:30 Lunch
12:30-2:00 Class
2:00 Dismissal

⬆ Grades 4, 5, & 6

GRADES 4

8:15 Class Begins
8:15-10:05 Class
10:05-10:25 Recess
10:25-11:50 Class
11:50-12:30 Lunch
12:30-2:15 Class
2:15 Dismissal

GRADE 5 & 6

8:15 Class Begins
8:15-10:05 Class
10:05-10:25 Recess
10:25-12:15 Class
12:15-12:55 Lunch
12:55-2:15 Class
2:15 Dismissal

JOHN McMANUS ELEMENTARY SCHOOL

ACRES: 8.38

TOTAL SQUARE FOOTAGE: 46,993.07

PARKING SPACES: 75

SCHEDULE: Traditional

CONSTRUCTION DATES: Permanent:
Relocatable:
Reconstruction (partial):

1947, 1951, 1955, 1969, 1970
1987, 1988, 1989, 1997, 1998, 2005
1993 (Units A, B, C)

TOTAL CLASSROOMS: 31 (16 permanent, 15 relocatable)

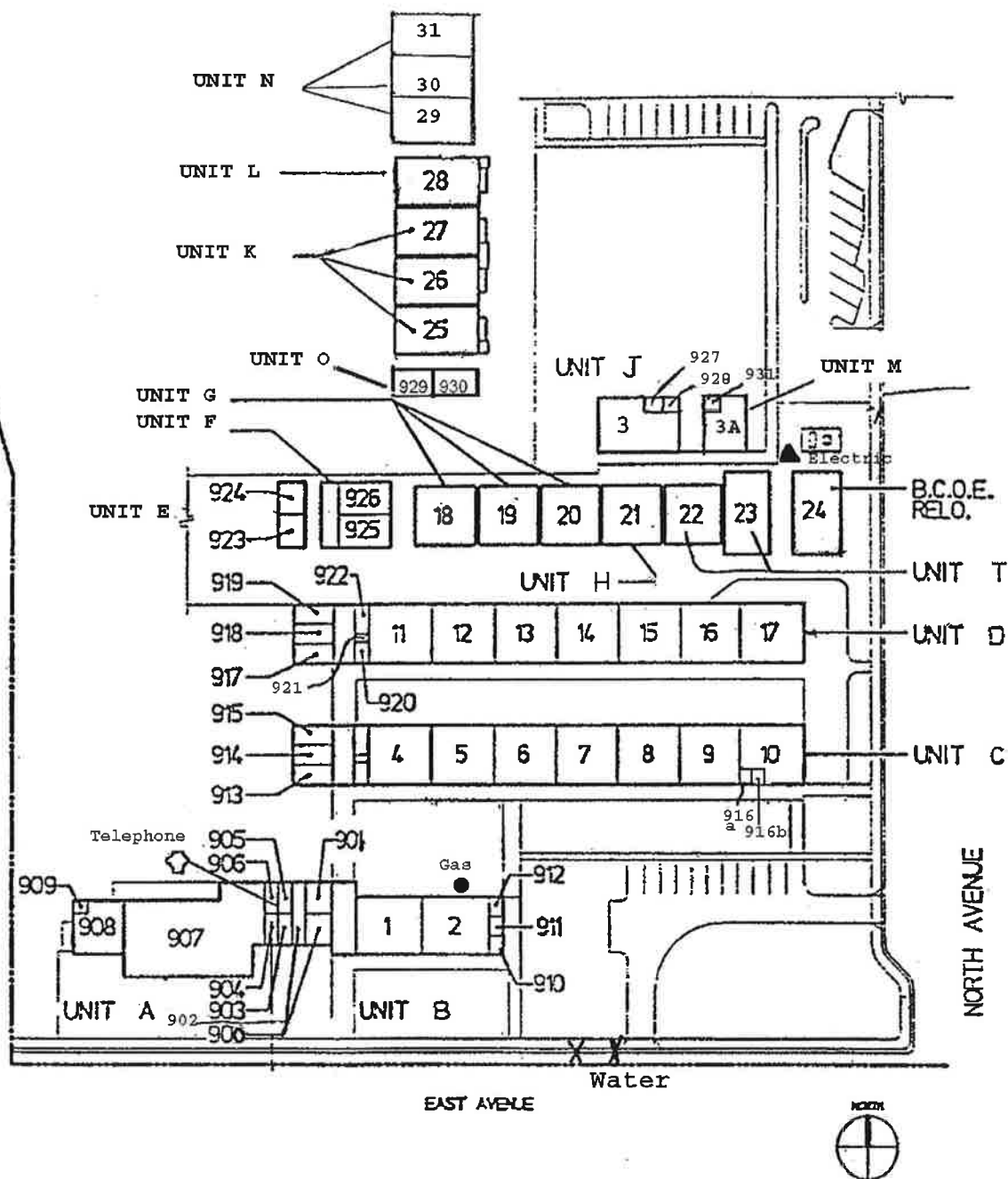
MAXIMUM CLASSROOM CAPACITY	TOTAL	PRACTICAL CLASSROOM CAPACITY	TOTAL
Room capacity is based on the structural design of the facility, educational needs of the students and current District staffing practices. The classroom capacities are determined by multiplying the students per class by the number of classrooms.		The practical school capacity is based on District-wide average class size standards of 48 students per double-session kindergarten classroom and 30 students per Grades 1-3 classrooms with a projected occupancy rate of 85%, and 33 students per Grades 4-6 classrooms with a projected occupancy rate of 85%.	
03 Kindergarten Classrooms (48 students per classroom)	144	Classroom Capacity 144 x .85	122
09 Grades 1-3 Classrooms (30 students per classroom)	270	Classroom Capacity 270 x .85	230
08 Grades 4-6 Classrooms (33 students per classroom)	264	Classroom Capacity 264 x .85	224
09 Miscellaneous			
4 Title I Room (20 students per classroom)	80	Classroom Capacity 80 x .85	68
1 Computer Lab (Rm 20)	33	Classroom Capacity 33 x .85	28
1 Open room (Rm 21)	33	Classroom Capacity 33 x .85	28
1 Illuminate Training (Rm 27)	33	Classroom Capacity 33 x .85	28
1 Healthy Start	33	Classroom Capacity 33 x .85	28
1 Loma Vista	33	Classroom Capacity 33 x .85	28
02 Special Education Classrooms			
1 - Special Day Classroom (12 students per classroom) (Rm. 16)	12	Classroom Capacity 12	12
1 - Resource Specialist Program Classroom (Rm. 3A)	0	Not included in the determination of Practical Student Capacity	0
TOTAL MAXIMUM SCHOOL CAPACITY	935	TOTAL PRACTICAL SCHOOL CAPACITY	796

SCHOOL FACILITIES NOT DESIGNATED AS CLASSROOMS:

Administrative
Library
Multipurpose (includes cafeteria services)
Staff work areas/Lounge (Rm. 14)
County Speech Program (Rm 22)

NON-DISTRICT OWNED FACILITIES LOCATED ON THE SITE: County relocatable classroom (Rm. 24)

		CHICO UNIFIED SCHOOL DISTRICT								CAO---2		
		MONTHLY REPORT OF ACTIVE ENROLLMENT										
		MCMANUS ELEMENTARY SCHOOL										
					11/9/2012							
										SDC		GRAND
ROOM	TEACHER	K	1	2	3	4	5	6	TOTAL	M. S.	MNI	TOTAL
3	Briggs	26							26			26
9	Schreiber	25							25			25
10	Miller	26							26			26
6	Brothers		17						17			17
7	Consoli		17						17			17
8	Rutherford		17						17			17
25	Sipher			27					27			27
26	Oswalt			26					26	1		27
28	Lininger			27					27			27
1	Clements				24				24	1		25
2	Canales				23				23			23
11	Gaskill				26				26			26
15	Knaver					28			28	2		30
30	Ellis					28			28	3		31
12	Barnett					14	14		28			28
4	Lewis						29		29			29
5	Imes						27		27	3		30
13	Weis/Coons							32	32			32
17	White							29	29	3		32
29	Weaver							29	29	2		31
TOTALS:												
REGULAR CLASSES		77	51	80	73	70	70	90	511	15	0	526
SDC-16	Spinelli, J.			1	1	5	3	5				
MNI	Bohannon, S.											
MNI	Maderos, M											
Opportunity												
Overflow		7										
SCHOOL TOTAL:		84	51	81	74	75	73	95				533
Active enrollment includes students leaving at the end of the day.												



JOHN McMANUS ELEMENTARY SCHOOL

Updated 9/2006

School Facility Good Repair Status (School Year 2012-2013)

This table displays the results of the most recently completed school site inspection to determine the school facility's good repair status.

School: John McManus Elementary

System Inspected	Repair Status				Repair Needed and Action Taken or Planned
	Exemplary	Good	Fair	Poor	
Systems: Gas Leaks, Mechanical/HVAC, Sewer	X				
Interior: Interior Surfaces	X				
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation			X		Large Heavy Boxes Stored over 48" Rm. #15 Site responsibility
Electrical: Electrical	X				
Restrooms/Fountains: Restrooms, Sinks/Fountains	X				
Safety: Fire Safety, Hazardous Materials				X	Fire Extinguishers Overdue Service Site Wide Contacted Fire Extinguisher Company
Structural: Structural Damage, Roofs			X		Stained Ceiling Tile MPR WO# 50445
External: Playground/School Grounds, Windows/Doors/Gates/Fences	X				
Overall Rating		GOOD			n/a

SIERRA VIEW ELEMENTARY SCHOOL

ACRES: 8.61

TOTAL SQUARE FOOTAGE: 42,667.83

PARKING SPACES: 38

SCHEDULE: Traditional

CONSTRUCTION DATES: Permanent: 1954, 1957, 1966
Relocatable: 1988, 1989, 1998
Reconstruction (partial): 1993 (Units G, H, J, K, L)

TOTAL CLASSROOMS: 26 (18 permanent, 8 relocatable)

MAXIMUM CLASSROOM CAPACITY	TOTAL	PRACTICAL CLASSROOM CAPACITY	TOTAL
Room capacity is based on the structural design of the facility, educational needs of the students and current District staffing practices. The classroom capacities are determined by multiplying the students per class by the number of classrooms.		The practical school capacity is based on District-wide average class size standards of 48 students per double-session kindergarten classroom and 30 students per Grades 1-3 classrooms with a projected occupancy rate of 85%, and 33 students per Grades 4-6 classrooms with a projected occupancy rate of 85%.	
02 Kindergarten Classrooms (48 students per classroom)	96	Classroom Capacity 96 x .85	82
09 Grades 1-3 Classrooms (30 students per classroom)	270	Classroom Capacity 270 x .85	230
09 Grades 4-6 Classrooms (33 students per classroom)	297	Classroom Capacity 297 x .85	252
03 Miscellaneous			
1 - Computer Lab (Rm 1)	33	Classroom Capacity 33 x .85	28
1 - Science Lab (Rm 7)	33	Classroom Capacity 33 x .85	28
1 - Fine Arts/ CARD (Rm 25)	33	Classroom Capacity 33 x .85	28
03 Special Education Classrooms			
2 - Special Day Classroom (12 students per classroom Rm 17&27)	24	Classroom Capacity 24	24
1 - Resource Specialist Program Classroom (Rm. 15)	0	Not included in the determination of Practical Student Capacity	0
TOTAL MAXIMUM SCHOOL CAPACITY	786	TOTAL PRACTICAL SCHOOL CAPACITY	672

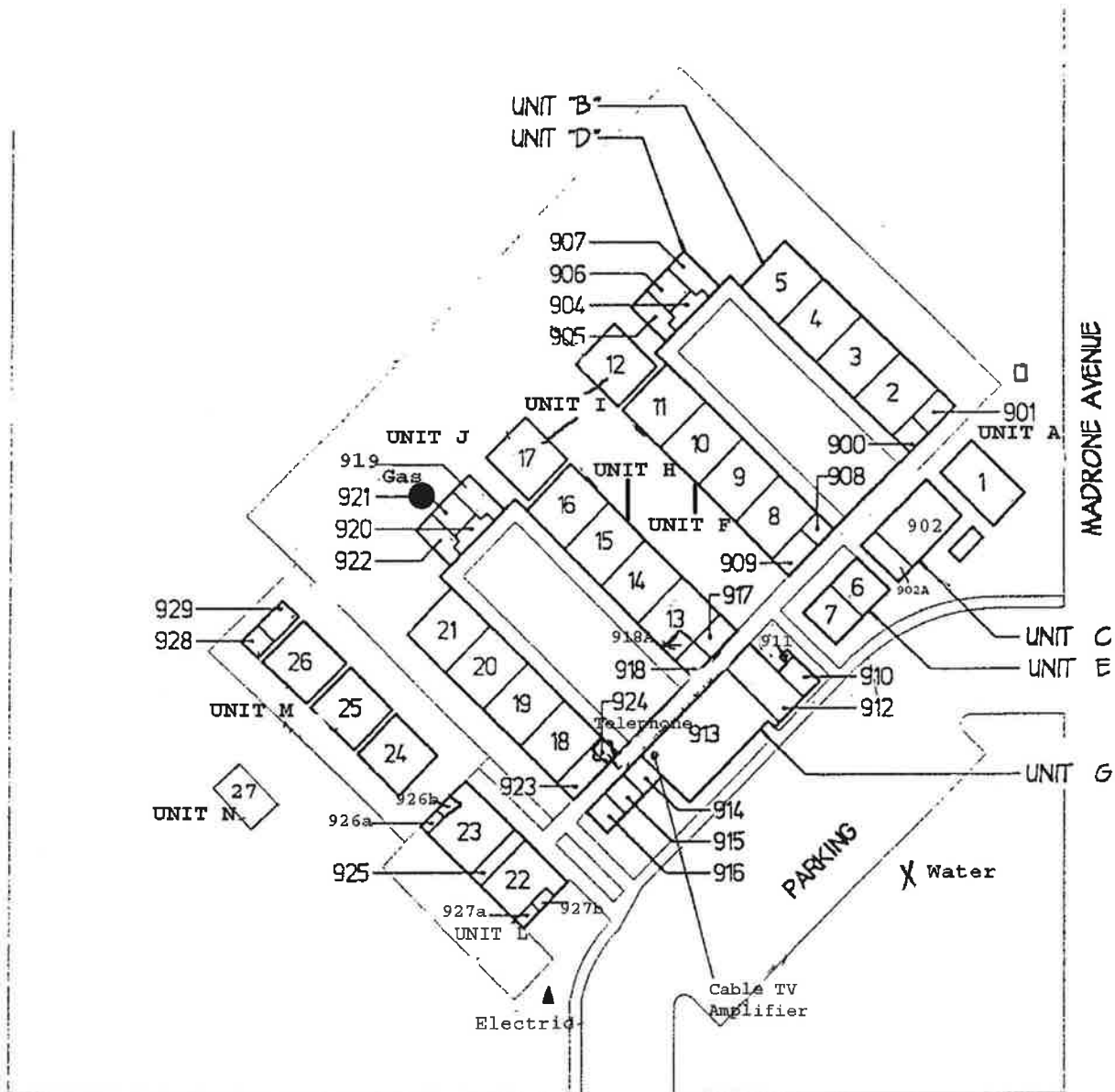
SCHOOL FACILITIES NOT DESIGNATED AS CLASSROOMS:

Administrative
Library
Multipurpose (includes cafeteria services)
Staff work areas/Lounge (Rms. 902A, 917, 925)

NON-DISTRICT OWNED FACILITIES LOCATED ON THE SITE: None

November 9, 2012

Active enrollment includes students leaving at the end of the day.



SIERRA VIEW ELEMENTARY SCHOOL

Updated 9/2006

School Facility Good Repair Status (School Year 2012-2013)

This table displays the results of the most recently completed school site inspection to determine the school facility's good repair status.

School: Sierra View Elementary

System Inspected	Repair Status				Repair Needed and Action Taken or Planned
	Exemplary	Good	Fair	Poor	
Systems: Gas Leaks, Mechanical/HVAC, Sewer	X				
Interior: Interior Surfaces		X			Replace/Replace Loose Ceiling Tile Rm. 4 WO# 52084 Repair/Replace Framework Around Ceiling Tiles MPR WO# 52084
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	X				
Electrical: Electrical	X				
Restrooms/Fountains: Restrooms, Sinks/Fountains	X				
Safety: Fire Safety, Hazardous Materials	X				
Structural: Structural Damage, Roofs	X				
External: Playground/School Grounds, Windows/Doors/Gates/Fences	X				
Overall Rating		GOOD			n/a

**CHARTER FACILITIES AGREEMENT
BY AND BETWEEN
CHICO UNIFIED SCHOOL DISTRICT AND
CHARTER SCHOOL**

THIS AGREEMENT ("Agreement") is made this first day of July, 2011, by and between the Chico Unified School District, a public school district organized and existing under the laws of the State of California ("District") and Charter School ("Charter School"), a California public charter school. The District and the Charter School are collectively referred to as "the parties."

R E C I T A L S

WHEREAS, pursuant to Proposition 39, the Charter School has made a request for facilities for the 2011-12 fiscal year; and

WHEREAS, pursuant to the requirements of Proposition 39 and its implementing regulations (CCR, Title 5, Section 11969.1-11969.9 hereinafter "State Regulations"), the District has made an offer to provide the Charter School with facilities for its in-District students, and the Charter School has accepted the terms of that offer for the 2011-2012 school year; and

WHEREAS, the parties desire to set forth the terms and conditions pursuant to which the Charter School will occupy classrooms and use facilities at the District's _____ Site (the "Site"), located at _____.

NOW THEREFORE, in consideration of the covenants and agreements hereinafter set forth, the parties agree as follows:

Section 1. Use of Site. . District agrees to allow Charter School exclusive use of the District-offered facilities on the Site, for the sole purpose of operating the Charter School K-8 educational program and related uses consistent with the operation of an educational facility, in accordance with the Charter School's charter. Subject to the District's written consent rights contained in Section 9 herein, the Charter School shall have the right to utilize the Site in any lawful configuration needed to meet its K-8 educational program needs. The Charter School recognizes that the District has only to provide facilities space for in-District students; it is up to the Charter School to decide if it will house out-of-District children in that space allocated for in-District children.

The Charter School's right to exclusive use of the District-offered facilities on the Site shall be coterminous with the term of this Agreement and shall be for the same term as their current Charter commencing with the 2011-2012 school year. Upon the term of the renewal, a new agreement will be negotiated.

However, in the event that the District needs to reclaim the Site to accommodate District students as provided by law at any time during the course of this Agreement, the District shall have the right to reclaim possession of the Site from the Charter School by giving written notice to the Charter School no later than July 1 of the fiscal year one year preceding the school year for which the District is reclaiming the Site. In accordance with Education Code Section 47614, the District shall not move the Charter School unnecessarily.

If the District determines that it may need to reclaim the site, the Charter School will be notified that the District will begin an analysis of its future facility needs. The District will review the analysis with the Charter School at least one year prior to formal notice.

The District shall have the right to reclaim possession of the site from the Charter School by giving formal written notice to the Charter School by July 1, one year (365 days) prior to reclaiming the site.

Subsequent requests, either for additional space or after termination, shall be made on an annual basis in accordance with Proposition 39.

Upon the termination of this Agreement, the right to exclusive use and occupation of the Site and the facilities and District equipment thereon shall revert to the District. Charter School shall not be required to restore the Site to its original configuration. Upon termination, Charter School will be required to remove any portables they have placed on the Site. If the Charter School has placed District-standard portables on the site, the Charter School has the option to transfer ownership to the District provided the portables are free and clear of any liens. A District standard portable is defined as a new, steel framed relocatable building that meets the Field Act.

In the event that the District reclaims the Site, the District shall not be obligated to repay to the Charter School any sum expended, directly or indirectly, for the purpose of making any improvements to the Site. Charter School acknowledges that the District has not asked Charter School to make or subsidize improvements to the Site for the benefit of the District, and that Charter School does so at the risk that the District will reclaim the Site.

Charter School shall otherwise have full and exclusive use of all District-offered classrooms, administrative space, and other facilities granted by District on the Site during the term of this Agreement. Charter School shall comply with District policies and/or practices regarding the operations and maintenance of the facilities, furnishings, and equipment.

Although Charter School shall have the exclusive use of District-offered facilities on the Site, Charter School agrees to comply with the provisions of the Civic Center Act (Education Code Section 38131 et seq.) in making use of the non-classroom facilities and grounds accessible to members of the community. For purposes of compliance with the Civic Center Act with respect to the Site, the Charter School Board of Directors shall hold the same powers and obligations applicable to School District Boards of Trustees under Education Code Sections

38130-38139 and shall also follow District Board Policy and Administrative Regulations in making use of the facilities accessible to members of the community. A copy of same is attached to this Facilities Use Agreement.

The parties agree that the provision of facilities pursuant to this Agreement constitutes full and complete satisfaction of the District's obligation to provide facilities to the Charter School under Education Code Section 47614 and the Proposition 39 regulations (CCR, Title 5, Section 11969.9) for the 2011-12 school year.

Section 2. Furnishings and Equipment. The District shall provide, in accordance with the Proposition 39 regulations, furnishings and equipment at the Site. These furnishings and equipment shall remain the property of the District. The furnishings and equipment provided shall be equivalent to those furnishings and equipment provided in the comparison group of schools in accordance with 5 C.C.R. Section 11969.3. The District agrees to provide the Charter School with an inventory list of all District furniture and equipment left on the site for use by the Charter School. The Charter School agrees to bring any furnishings and equipment it owns to the Site in an effort to conserve resources.

Section 3. Reimbursement: The parties agree that the reimbursement procedure set forth under 5 C.C.R. Section 11969.8 shall be in effect during the Term of this Agreement.

Section 4. Term. The term of this Agreement shall begin on July 1, 2011 and shall end on June 30, 2012, unless terminated beforehand by the parties or revocation of the charter.

Section 5. Termination. This Agreement will automatically terminate upon the cessation of Charter School' operations for any reason or by a thirty (30) day written notice to the District from the Charter School.

Section 6. Utilities. District agrees to furnish or cause to be furnished to the Site all necessary utilities, including, electric, water, garbage, and telephone. Charter School shall be solely responsible for the cost of utilities used or consumed by the Charter School on the Site.

Section 7. Maintenance. Facilities provided to the Charter School shall remain the property of the District. As requested by the Charter School,, the routine operations and maintenance of the facilities and equipment is the responsibility of the Charter School (see Page 9 of their request for facilities). Charter School shall comply with the Williams Act, including the posting requirements in each classroom under their control. Projects eligible to be included in the District deferred maintenance plan established pursuant to Education Code Section 17582 shall remain the responsibility of the District.

District shall be responsible for the major maintenance of the facilities used by School. For purposes of this section, "major maintenance" includes the major repair or replacement of plumbing, heating, ventilation, air conditioning, electrical, roofing, and floor systems, exterior and interior painting, and any other items considered deferred maintenance under Education

Code Section 17582. The Deferred Maintenance Program Handbook outlines examples of projects that are eligible under the program as well as those that are not eligible. All other kinds of maintenance shall be considered routine maintenance and shall be the responsibility of the Charter School. Replacement of major maintenance items will be determined by the District in accordance with the State's Deferred Maintenance Program guidelines.

Section 8. Installation of Improvements/Signage. Charter School shall not construct or install any improvements (as defined in California Civil Code Section 660 on the Site, or otherwise substantially alter the Site, without the prior written consent of District, and if required, the Division of the State Architect and/or State Department of Education. Charter School agrees to file a School Project Request form for approval with the District's Facilities Division in accordance with District policy should it desire to add any fixture (as defined in California Civil Code 660) or make substantial alternations to the site as necessary. District approval of any improvements, including the construction schedule, work hours, and modifications, shall be at District's sole and absolute discretion. Contractors retained by Charter School with respect to the construction or installation of improvements shall be fully licensed and bonded as required by law and must maintain levels of casualty, liability and workers' compensation insurance and performance and payment bonds consistent with District construction requirements. The District shall be named as an additional insured on any applicable insurance policies and bonds. Charter School shall bear full responsibility for ensuring that the construction or installation of improvements shall be performed in a sound and workmanlike manner, in compliance with all laws applicable to public schools, including buildings codes and prevailing wage laws. Nothing in the above would preclude the use of qualified volunteers, in accordance with applicable law, to perform some of the work. District or District's agent shall have a continuing right at all times during the period that improvements are being constructed or installed to enter the premises and to inspect the work, provided that such entries and inspections do not unreasonably interfere with the progress of the construction or interrupt instruction to students.

Section 9. Condition of Property. The District is not aware of any defect in or condition of the Site that would prevent their use for the Charter School's purposes. To the best of its knowledge, the District has received no notice of any violation of statute, ordinance, regulation, order or holding from any state or federal agency with jurisdiction over the Site that calls into question the appropriateness or sufficiency of the Site for their intended purpose. Charter School, at its expense, shall comply with all applicable laws, regulations, rules and orders that are triggered by the Charter School's use and occupancy of the Site including, without limitation, those relating to health, cleanliness, safety, noise, environmental protection, waste disposal, and water and air quality. Charter School shall not be responsible for legal compliance for environmental conditions that existed prior to Charter School's occupancy of the Site. District shall remain responsible for compliance with the ADA, FEHA, and other applicable building code standards regarding access for any existing compliance issue prior to the date of execution of this Agreement. The Charter School shall assume responsibility for compliance with ADA and FEHA access rights to the extent it makes any modifications, improvements or additions.

Should any discharge, leakage, spillage, emission, or pollution of any type occur upon or from the Site due in whole or in part to the Charter School's use and occupancy thereof, Charter School, at its expense, shall be obligated to clean all the property affected, to the satisfaction of District and any governmental agencies having jurisdiction over the Site.

Section 10. Fingerprinting. Charter School shall be responsible for ensuring compliance with all applicable fingerprinting and criminal background investigation requirements described in Education Code Section 45125.1.

District acknowledges that Charter School is a public charter school using the Premises for public education purposes. District therefore agrees that any of its employees, agents, contractors or independent contractors utilized to perform any of the repairs that may have contact with Charter School pupils will undergo criminal background checks as specified in California Education Code or any other applicable law addressing third party access to Charter School's minor students or any person entering the premises for the above-stated purposes who will be in contact with Charter School minor pupils.

Section 11. Insurance.

District. The District shall maintain, during the term of this Agreement, insurance against claims for injuries to persons or damages to property (real and personal, including the structures on the Site) in amounts equal to that which would be in place if the Site were occupied by another school of the District.

Charter School. The Charter School shall purchase and maintain in effect the following insurance policies as specified below:

General & Excess Liability

The Charter School, at its expense, shall procure and maintain throughout the term of this Agreement General Liability insurance with a minimum per occurrence limit of \$15,000,000 and the deductible/self-insurance retention shall not exceed \$10,000. Insurance shall include coverage for claims against the Charter School, it's elected or appointed officials, employees, agents, volunteers and students (interns while acting on behalf of the Charter School) arising out of errors and omissions, abuse and molestation, and employment practices liability. The policy or policies shall name as additional insured/additional covered party the District; it's elected or appointed officials, employees, agents and volunteers. The policy or policies shall provide that this insurance shall be primary with respect to any liability or claimed liability arising out of the performance or activities by the Charter School under this Agreement or the Charter School's use of the Premises, and that any insurance procured by the District, it's elected or appointed officials, employees, agents and volunteers shall be excess and shall not be called upon to contribute until the limits of the insurance provided hereunder shall be

exhausted. District is not responsible for real or personal property losses suffered by the Charter School; it's elected or appointed officials, employees, agents, volunteers or students.

Automobile Liability

Charter School shall maintain automobile liability insurance, including non-owned and hired coverage with a minimum per accident limit of \$15,000,000 for any injuries to persons (including death there from) and property damage in connection with the Charter School's activities under this Agreement.

Property Insurance

District shall maintain, for the duration of this Agreement, all-risk real property coverage adequate to cover the replacement cost of all buildings on the Premises and those other facilities to which the Charter School may have access under this Agreement. Charter School shall be solely responsible for obtaining adequate real or personal property for contents insurance for Charter School's real or personal property located on the Premises or elsewhere. In addition, Charter School is solely responsible for their building improvements. District shall be solely responsible for obtaining adequate real or personal property or contents insurance for District's real or personal property located on the Premises or elsewhere.

Workers' Compensation

Charter School is to procure and maintain, for the duration of this Agreement, Workers' Compensation insurance against claims for injuries to the Charter School's employees in accordance with such insurance as required by the State of California Labor Code and Employers Liability coverage.

Risk Management

The Charter School shall establish and institute risk management policies and practices to address reasonably foreseeable occurrences.

A report of the risk management program operation shall be submitted to the CUSD Charter School Liaison no later than October 31 each year. The components of the report should include the Designated Safety Officer and establish that the following are in place:

1. Injury Illness Prevention Plan
2. Bloodborne Pathogen Training
3. Hazard Communication Program
4. Emergency Plan
5. Documentation of Employee Safety Training

6. Annual Safety Inspections
7. Child Protective Services Reporting Obligations.

Proof of Insurance

Charter School shall furnish the District with original certificates and amendatory endorsements affecting coverage required by this Agreement. All certificates and endorsements are to be received and approved by the District before commencement of any activities under this Agreement. However, failure to do so shall not operate as a waiver of these insurance requirements. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by this Agreement at any time.

Section 12. Indemnification. Charter School shall indemnify, hold harmless, and defend the District, its trustees, officers, employees, agents and volunteers against and from any and all claims, demands, actions, suits, losses, liability, expenses and costs for any injury, death or damage to any person or property occurring on the Site after District delivers possession of the Site to the Charter School, arising from the Charter School's use of the Site or from the conduct of its business or from any activity, work, or other things done, permitted or suffered by Charter School on the Site; provided, however, that Charter School shall not have any obligation to indemnify, hold harmless or defend the District, its elected or appointed officials, employees, agents and volunteers against and from any and all claims, demands, actions, suits, losses, liability, expenses and costs for any injury, death or damage to any person or property occurring on the Site after District delivers possession of the Site to the Charter School, resulting from or arising out of the sole negligence or malfeasance of the District, its elected or appointed officials, employees, agents and volunteers.

The District shall indemnify, hold harmless, and defend the Charter School, its elected or appointed officials, employees, agents and volunteers against and from any and all claims, demands, actions, suits, losses, liability, expenses and costs for any injury, death or damage to any person or property occurring on the Site after District delivers possession of the Site to the Charter School, arising from the District's prior or current use of the Site or from the conduct of its business or from any activity, work, or other things done, permitted or suffered by the District on the Site; provided, however, that District shall not have any obligation to indemnify, hold harmless or defend the Charter School, its elected or appointed officials, employees, agents and volunteers against and from any and all claims, demands, actions, suits, losses, liability, expenses and costs for any injury, death or damage to any person or property occurring on the Site after District delivers possession of the Site to the Charter School, resulting from or arising out of the negligence or malfeasance of the Charter School, its elected or appointed officials, employees, agents and volunteers or any person or entity not subject to the District's control and supervision.

Section 13. Access. Charter School shall permit District, its agents, representatives or employees, to enter upon the Site for the purpose of inspecting same or to make repairs,

alterations, or additions to any portion of the Site. District shall attempt to give reasonable notice where practicable but shall not be obligated to do so.

The District will follow the regulations of the Civic Center Act when evaluating other potential uses for the facility. The District will notify the Charter School, in writing, prior to entering into any other facility use agreements at the site.

Section 14. Notice. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served and received if given in writing and personally delivered or either deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service or facsimile transmission, addressed as follows:

If to the District: Chico Unified School District
1163 E. 7th Street
Chico, CA 95926
Attn: Charter School Liaison

If to the School: Charter School

Attn: Board Chair

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

Section 15. Independent Status. This Agreement is by and between two independent entities and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association.

Section 16. Entire Agreement of Parties. This Agreement constitutes the facility use agreement between the parties and supersedes all prior discussions, negotiations and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by the parties indicating intent to modify this Agreement.

If the parties are unable to agree upon and execute a Memorandum of Understanding relative to the balance of the Charters use of District facilities, this agreement will become null and void.

Section 17. Governing Law and Venue. This Agreement shall be governed by and the rights, duties and obligations of the parties shall be determined and enforced in accordance with the laws of the State of California. The parties further agree that any action or proceeding

brought to enforce the terms and conditions of this Agreement shall be maintained in Butte County, California.

Section 18. Waiver. The waiver by any party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

Section 19. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors, and assigns.

Section 20. Counterparts. This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

Section 21. Captions. The captions contained in this Agreement are for convenience only and shall not in any way affect the meaning or interpretation hereof nor serve as evidence of the interpretation hereof, or of the intention of the parties hereto.

Section 22. Severability. Should any provision of this Agreement be determined to be invalid, illegal or unenforceable in any respect, such provision shall be severed and the remaining provisions shall continue as valid, legal and enforceable.

Section 23. Incorporation of Recitals and Exhibits. The Recitals and each exhibit attached hereto are incorporated herein by reference.

Section 24 Attorney's Fees. If suit is brought by either party to this Agreement to enforce any of its terms, the prevailing party shall be entitled to recover their reasonable attorney's fees and costs.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

CHICO UNIFIED SCHOOL DISTRICT

By: _____

Title: _____

CHARTER SCHOOL

By: _____

Title: _____

EXAMPLE

MEMORANDUM OF UNDERSTANDING REGARDING CHARTER SCHOOL OVERSIGHT
by and between
CHICO UNIFIED SCHOOL DISTRICT
AND (NAME) CHARTER SCHOOL

This Memorandum of Understanding (“Agreement”) is executed between the Chico Unified School District (“CUSD”) and (NAME) Charter School (“Charter School”), a California nonprofit public benefit corporation authorized to operate the charter school.

I. RECITALS:

- A. The CUSD is a school district existing under the laws of the State of California.
- B. CHARTER SCHOOL is a California non-profit public benefit corporation that operates as a public charter school existing under the laws of the State of California and under the chartering authority oversight of CUSD.
- C. CUSD is the authorizing agency of CHARTER SCHOOL. This Agreement is intended to outline the agreement of CHARTER SCHOOL and CUSD governing their respective fiscal and administrative responsibilities, their legal relationships and operation of CHARTER SCHOOL.
- D. Written modifications of this Agreement may be made by mutual agreement as set forth in Section A below. This Agreement was approved by the Board of Education of CUSD on mm/dd/yy and by the Board of Directors of CHARTER SCHOOL on mm/dd/yy and shall be effective upon execution until terminated in accordance with this Agreement. The executed and approved Agreement shall be provided by CHARTER SCHOOL to CUSD on or before mm/dd/yy.
- E. The terms of this Agreement are intended to become part of the conditions, standards and procedures set forth in the Charter document (“Charter”). If the terms of this Agreement conflict with the terms of the Charter, this Agreement shall control the handling or resolution of the particular issue in question. The parties will meet to consider the Charter as modified by this Agreement to reach consistency, if the inconsistency is material to the terms of the Charter. In addition, if the Charter, read alone without incorporating this Agreement, is silent on an issue addressed by this Agreement, this Agreement shall control.

II. AGREEMENTS

- A. Terms
 - 1. This Agreement will govern the relationship between CUSD and CHARTER SCHOOL regarding the operation of CHARTER SCHOOL and the relationship of CUSD and CHARTER SCHOOL.

2. Any modification of this Agreement must be in writing, executed by duly authorized representatives of both parties, ratified by the respective Boards, and must indicate intent to modify or amend this Agreement.
3. The duly authorized representative of CHARTER SCHOOL is the Executive Director, or designee.
4. The duly authorized representative of CUSD is the Superintendent or CUSD's Charter School Liaison. In order to ensure consistency in communications, all communication regarding any aspect of the operation of CHARTER SCHOOL shall be initiated by the designated representative of CHARTER SCHOOL with the Superintendent of CUSD, unless the Superintendent delegates this function to the Charter School Liaison.
5. The term of this Agreement shall be coterminous with the operation of the Charter originally granted to CHARTER SCHOOL on mm/dd/yy. This entire Agreement is subject to approval by the respective governing boards of CUSD and CHARTER SCHOOL. This agreement expires on mm/dd/yy.
6. This Agreement shall terminate automatically upon closure of CHARTER SCHOOL for any reason, except as may be specified otherwise herein. "Closure" means that all legally required closure processes are completed as such term is used in Section 47605(b)(5)(P) of the Act and Section 11962 of Title 5 of the California Code of Regulations. Notwithstanding the terms of this paragraph, the MOU shall not terminate until such time as CHARTER SCHOOL has exhausted all of its statutory, non-judicial appeals under Section 47607 of the Act in the event of non-renewal or revocation.

B. Funding

1. CHARTER SCHOOL is eligible for state Block Grant Funding. In addition to a general purpose entitlement, this Block Grant Funding will include CHARTER SCHOOL's computed share of categorical programs listed in California Education Code Section 47634. Block Grant Funding will be apportioned by Average Daily Attendance (ADA). CHARTER SCHOOL will be responsible for providing the State Department of Education with all data required for funding. The Block Grant Funding will not include:
 - a. Programs for which CHARTER SCHOOL is required to apply separately such as summer school or class-size reduction.
 - b. Special Education programs -- these funds are allocated to District as long as CHARTER SCHOOL functions as a public school of CUSD for purposes of special education. CHARTER SCHOOL understands that this requires it to contribute an equitable share of its charter block

grant funding to support district-wide special education instruction and services costs, including CHARTER SCHOOL's special education costs.

- c. Economic Impact Aid -- these funds are allocated separately, based on qualifying students.
 - d. Lottery funds -- CHARTER SCHOOL will be funded directly from the State through CUSD in addition to the Block Grant Funding, for their share of these funds. A portion of Lottery Funds must be spent on instruction, as dictated by the State.
- 2. CHARTER SCHOOL is eligible for Federal funding including, but not limited to: Title I, II, IV and VII, based on the qualification of CHARTER SCHOOL's students for such funding.
 - 3. CHARTER SCHOOL shall elect to receive funding from the State directly, pursuant to Education Code section 47651.
 - 4. CHARTER SCHOOL may receive funding from new or one-time funding sources available to schools or school districts provided by the State of California to the extent that CHARTER SCHOOL and its students generate such entitlements. Additionally, CHARTER SCHOOL may apply for private grants.
 - 5. Grants written by and obtained by CHARTER SCHOOL will come directly to CHARTER SCHOOL and not go through CUSD or be subtracted from the resources CUSD would otherwise have allocated to CHARTER SCHOOL.
 - 6. In addition to the Block Grant Funding specified herein, the parties recognize the authority of CHARTER SCHOOL to pursue additional sources of funding.
 - 7. If CUSD applies for additional sources of funding in the form of grants and/or categorical funding at the request of and for the benefit of CHARTER SCHOOL, which it may do in its sole discretion, CUSD will receive a percentage of such funds to be allocated to CHARTER SCHOOL. CUSD will charge the maximum indirect costs as allowed under law or as specified by the specific funding source. Funds shall be allocated to CHARTER SCHOOL on a prorated basis related to the formula that generates the funds. For example, if funds are generated on a per eligible students basis, they shall be allocated to CHARTER SCHOOL on a per eligible student basis minus the administration fee (i.e., indirect cost fee) charged by CUSD.
 - 8. CHARTER SCHOOL shall cooperate fully with CUSD in any applications made by CUSD on behalf of the students of CHARTER SCHOOL. Prior to

submittal of said application District shall provide a copy of the application to the Charter School Board to review. Charter School Board retains the right to remove itself from said application.

9. CHARTER SCHOOL agrees to comply with all applicable laws and regulations related to receipt and expenditures of such funds.
10. CUSD shall annually transfer to CHARTER SCHOOL funding in lieu of property taxes in monthly installments on or before the fifteenth (15th) of each month pursuant to Education Code Section 47635.
11. CHARTER SCHOOL agrees that all loans received by CHARTER SCHOOL shall be the sole responsibility of CHARTER SCHOOL and CUSD shall have no obligation for repayment. CHARTER SCHOOL agrees that it shall establish a fiscal plan for repayment of any loans received by CHARTER SCHOOL in advance of approving receipt of such loans. It is agreed that all loans sought by CHARTER SCHOOL shall be authorized in advance by CHARTER SCHOOL and shall be the sole responsibility of CHARTER SCHOOL. CHARTER SCHOOL agrees that CUSD shall have no obligation for repayment. CHARTER SCHOOL shall provide advance written notice with details of terms and repayment plan to CUSD specifying its intent to apply for/seek a loan. CHARTER SCHOOL shall also provide to CUSD written notice of deposit of any sums which are loans and the plan for repayment. CHARTER SCHOOL shall indicate on any application for loans that it is a separate legal entity from CUSD and that CUSD will not serve as a guarantor, and will not be liable in any way, for the repayments.
12. CHARTER SCHOOL agrees that all revenue obtained by CHARTER SCHOOL shall only be used to provide educational services and support consistent with its Charter and shall not be used for purposes other than those set forth in the approved Charter, this Agreement or any authorized amendments. All expenditures shall be in accordance with applicable law.
13. CHARTER SCHOOL shall not seek a share of additional operational funding pursuant to Education Code section 47636, subdivision (a). Nothing herein shall prevent CHARTER SCHOOL from applying for categorical funding directly to the source of such funding

C. Legal Relationship

1. The Parties recognize that CHARTER SCHOOL is a separate legal entity that operates CHARTER SCHOOL under the supervisory oversight of CUSD.
2. CHARTER SCHOOL shall be wholly responsible for CHARTER SCHOOL's operations and shall manage its operations efficiently and economically within the constraints of CHARTER SCHOOL's annual

budget. CUSD shall not be liable for the debts or obligations of CHARTER SCHOOL, for claims arising from the debts or obligations of CHARTER SCHOOL or for claims arising from the performance of acts, errors, or omissions by CHARTER SCHOOL, and CHARTER SCHOOL agrees to indemnify CUSD against any such claims as set forth in the Charter and this Section without regard to whether CUSD has performed the oversight responsibilities described in Education Code Sections 47604.32 and 47605(m). This indemnification clause shall survive termination of this Agreement.

CHARTER SCHOOL shall not have the authority to enter into a contract that would bind CUSD, nor to extend the credit of CUSD to any third person or party. CHARTER SCHOOL shall clearly indicate to vendors and other entities and individuals outside CUSD with which or with whom CHARTER SCHOOL enters into an agreement or contract that the obligations of CHARTER SCHOOL under such agreement or contract are solely the responsibility of CHARTER SCHOOL and are not the responsibility of CUSD.

CHARTER SCHOOL shall, to the fullest extent permitted by law, indemnify, defend, and hold harmless CUSD, its officers, directors, employees, attorneys, agents, representatives, volunteers, successors and assigns (collectively hereinafter “District” and “District Personnel”) from and against any and all actions, suits, claims, demands, losses, costs, penalties, obligations, errors, omissions, or liabilities, including legal costs, attorney’s fees, and expert witness fees, whether or not suit is actually filed, and/or any judgment rendered against District and/or District Personnel, that may be asserted or claimed by any person, firm or entity arising out of, or in connection with, CHARTER SCHOOL’ performance under this Agreement or the Charter, the condition or use of its facilities, or any acts, errors, negligence, omissions or intentional acts by CHARTER SCHOOL, its board of directors, administrators, employees, agents, representatives, volunteers, successors and assigns. This indemnity and hold harmless provision shall exclude actions brought by third persons against CUSD arising out of any intentional acts of CUSD and/or District Personnel or solely out of any acts or omissions of CUSD and/or District Personnel that are not otherwise related to or connected with CHARTER SCHOOL and/or its Personnel. This indemnification clause shall survive termination of this Agreement.

3. CHARTER SCHOOL will comply with all applicable state and federal laws, including, without limitation, the Ralph M. Brown Act (Gov. Code, § 54950 et seq.), the California Public Records Act (Gov. Code, § 6250 et seq.), and conflict of interest laws, including without limitation, the Political Reform Act (Gov. Code, § 87100) and Government Code section 1090 et seq.

CHARTER SCHOOL shall also comply with all applicable federal and state laws concerning the maintenance and disclosure of student records, including, without limitation, the Family Education Rights and Privacy Act of 1974 (20 U.S.C.A. §1232g), all applicable state and federal laws and regulations concerning the improvement of student achievement, including, without limitation, applicable provisions of the Elementary and Secondary Education Act of 1965 (20 U.S.C.A. § 6301, et seq. as amended by the No Child Left Behind Act of 2001 (hereinafter the law, state and federal regulations referred to herein as “NCLB”) and agrees to take appropriate remedial action if notified by the State of California of a violation of any of the foregoing.

4. Any complaints or concerns (including complaints filed with OCR, EEOC, or FEHA) received by CUSD about any aspect of the operation of CHARTER SCHOOL or about CHARTER SCHOOL shall be forwarded by CUSD to CHARTER SCHOOL. CUSD may request that CHARTER SCHOOL inform CUSD of how such concerns or complaints are being addressed, and CHARTER SCHOOL shall provide such information. If a complaint is described in California Code of Regulations, Title 5, Section 4610, CHARTER SCHOOL shall handle such complaint pursuant to the Uniform Complaint Procedure described in California Code of Regulations, Title 5, Section 4600 et seq. With respect to any disputes between CHARTER SCHOOL and CUSD, the parties shall follow the dispute resolution procedure set forth in Section 47605(b)(5)(N) of the Act.

D. Fiscal Relationship

1. Oversight Obligations: District oversight obligations include, but are not necessarily limited to, the following:
 - a. Review and revision of this Agreement and any subsequent agreements to clarify and interpret the Charter and amendments to the Charter and the relationship between CHARTER SCHOOL and CUSD.
 - b. Monitoring performance and compliance with the Charter and with applicable laws, including, without limitation, by way of the following:
 - Visiting CHARTER SCHOOL at least once per year;
 - Observing instruction on a periodic basis as determined by CUSD;
 - Ensuring that CHARTER SCHOOL submits the reports and documents identified in Article II, Section D.1 to D.10 below;
 - Monitoring the fiscal condition of CHARTER SCHOOL;

- Notifying the State of California upon the occurrence of any of the events described in Education Code section 47604.32(e) of the Act.

To the extent required by the Act, CHARTER SCHOOL shall promptly respond to all reasonable inquiries of CUSD, including, but not limited to, inquiries regarding its financial records.

- c. Any process conducted in compliance with Education Code Section 47607 related to the issuance of a notice to remedy or other corrective notice related to CHARTER SCHOOL's operations, including document requests, hearings, notices, and investigations, and monitoring efforts to remedy operational problems identified by CUSD.
- d. For purposes of fiscal oversight and monitoring by CUSD, CUSD requires CHARTER SCHOOL to provide information and documentation related to its operations. CUSD annually prepares its due dates for CHARTER SCHOOL Financial and Attendance Reports ("Reports"). CHARTER SCHOOL shall provide all information and documentation in the form and at the times specified in the Reports. Whether included in the Report or not, CHARTER SCHOOL shall provide CUSD with a copy of the following documents, data and reports, in the form and at the times specified.

(1) Student Data

CHARTER SCHOOL shall submit student enrollment projections to CUSD by March 19 of the preceding school year each year. During the school year, monthly enrollment and ADA reports with respect to CHARTER SCHOOL shall be provided to CUSD. CHARTER SCHOOL shall annually provide CUSD a list of names and addresses of students enrolled along with the school district of residence of each respective student no later than November 1 of each year.

CHARTER SCHOOL shall maintain contemporaneous written records of enrollment and ADA and make these records available to CUSD for inspection and audit upon request. CHARTER SCHOOL shall provide copies of the P-1, P-2, and annual state attendance reports to CUSD by December 15, April 13, and June 30, respectively, each year. Copies of amended state attendance reports, if any, shall be provided to CUSD within 3 weeks of discovery of the need for an making such an amendment. In addition, CHARTER SCHOOL shall provide all necessary information required to

be submitted to the CALPADS for CHARTER SCHOOL by no later than October 31 of each year, including the R-30 Report. Such reports must be generated using the required Standardized Account Code Structure (SACS) and Attendance Reporting software. CHARTER SCHOOL shall ensure that coding of student information conforms to District student information system requirements.

CHARTER SCHOOL's student discipline policies shall be provided to CUSD annually, by September 1 of each year, and as updated.

(2) Personnel Data/Credential Data

Actual staffing data shall be provided to CUSD on an annual basis and prior to commencement of each school year. Teacher credentials, clearances, and permits shall be maintained on file at CHARTER SCHOOL and shall be subject to periodic inspection by CUSD. Copies of credentials and a list of teaching/class assignments for each teacher shall be provided to CUSD by CHARTER SCHOOL at the commencement of each school year and no later than September 15, and whenever any changes in credentials or assignments occur during the school year, along with written verification by CHARTER SCHOOL that credentialing requirements imposed on CHARTER SCHOOL under NCLB have been met. CHARTER SCHOOL shall also provide to CUSD at the commencement of each school year and no later than September 15, all available information to demonstrate compliance with Education Code Section 44237 for CHARTER SCHOOL employees performing services at CHARTER SCHOOL

(3) Annual Employment Audit

CHARTER SCHOOL shall provide the following reports to the District no later than October 31 each year:

- (a) List of all employees verifying TB clearance.
- (b) List of certificated employees verifying credentials held, as well as the expiration date for each credential.
- (c) Certification by CHARTER SCHOOL that all of its employees meet NCLB requirements.
- (d) Verification that all employees have submitted fingerprints, and prior to employment, were found eligible to work for a public school.

(e) Master Schedule listing all teaching assignments.

(4) Budget/Financial Data

(a) Budget Data:

CHARTER SCHOOL shall provide the following fiscal reports to CUSD consistent with Education Code 47604.33 (a) 1-4. A preliminary budget due on June 30, 2011, for fiscal year 2011-2012; a first interim report, due on December 15, 2011, covering operations through October 31, 2011; a second interim report, due on March 15, 2012, covering operations through January 31, 2012; final unaudited report, due on September 15, 2012, covering the period July 1, 2011 - June 30, 2012. These deadlines shall recur annually. CHARTER SCHOOL will also conduct an annual, independent financial audit consistent with Education Code Section 47605(m), to be submitted no later than December 15, 2012 for the previous fiscal year. CHARTER SCHOOL shall request the auditor to conduct an exit interview to discuss any findings. A copy of the entire exit interview report will be submitted to the Director of Fiscal Services. CHARTER SCHOOL agrees to submit, in addition to the above financial reports, monthly financial statements to the Director of Fiscal Services of CUSD. These will be submitted to CUSD after every CHARTER SCHOOL monthly Board meeting by the Director of Fiscal Services. CHARTER SCHOOL shall make every effort to comply fully with Education Code Section 47604.33. Reports will be submitted using either the SACS format or the format used in reporting to the CHARTER SCHOOL Board.

(b) Cash Flow Data:

District shall be notified at least three weeks in advance of Board of Directors action to incur short or long term debt on behalf of CHARTER SCHOOL, and financing documents shall be made available for District review upon request.

(c) Loans

CHARTER SCHOOL agrees that it shall establish a fiscal plan for repayment of any loans received by CHARTER SCHOOL in advance of approving receipt of such loans. It is agreed that all loans sought by CHARTER SCHOOL shall be authorized in advance by CHARTER SCHOOL and shall be the sole responsibility of CHARTER SCHOOL. CHARTER SCHOOL agrees that CUSD shall have no obligation for repayment. CHARTER SCHOOL shall provide advance written notice with details of terms and repayment plan to CUSD specifying its intent to apply for/seek a loan. CHARTER SCHOOL shall also provide to CUSD written notice of deposit of any sums which are loans and the plan for re-payment. It is not the intent of CUSD to approve or disapprove any prospective loans.

(5) Governance Data/Meeting Information

Copies of meeting agendas for meetings of CHARTER SCHOOL Board of Directors shall be posted to CHARTER SCHOOL facility and website at the time they are distributed to the public pursuant to the Brown Act. CHARTER SCHOOL shall provide CUSD with notice of all meetings by providing copies of agendas at the same time the agenda is posted and will provide copies of minutes to CUSD from each meeting upon approval of same.

CHARTER SCHOOL shall annually (on or before July 1 of each year) send to CUSD a list of its directors and officers, and shall notify CUSD within 30 days of any change in the composition of these directors and officers.

(6) Personnel Policies

A copy of CHARTER SCHOOL personnel and payroll policies shall be provided upon commencement of the first school year and annually thereafter by September 1.

(7) Risk Management Data

CHARTER SCHOOL shall establish and institute risk management policies and practices to address reasonably foreseeable occurrences.

A report of the risk management program operation shall be

submitted to CUSD no later than October 31 each year. The components of the report should include the Designated Safety Officer and establish that the following are in place:

- (a) Injury illness prevention plan
- (b) Bloodborne Pathogen training
- (c) Hazard Communication program
- (d) Emergency Plan
- (e) Documentation of Employee Safety Training
Annual Safety Inspections
- (f) Child Protective Services Reporting Obligations.

(8) Programmatic/Performance Audit

CHARTER SCHOOL will prepare an annual performance report and shall provide all information necessary to demonstrate that CHARTER SCHOOL is pursuing adequately and/or meeting the applicable accountability standards described in the NCLB, including adequate yearly progress, as defined by the State of California. The report shall also include: an analysis of whether student performance is meeting the goals specified in the Charter, using data displayed on a school-wide basis and disaggregated by major racial and ethnic categories to the extent feasible without compromising student confidentiality; an overview of CHARTER SCHOOL's admissions practices during the year and data regarding the numbers of students enrolled and the number on waiting lists; analysis of the effectiveness of CHARTER SCHOOL's internal and external dispute mechanisms and data on the number and resolution of disputes and complaints. The performance audit shall be provided to CUSD by July 1st of each year.

(9) Instructional Materials

CHARTER SCHOOL shall provide a list of core instructional materials by grade and content annually, no later than two weeks prior to the commencement of each school year.

(10) Other

CHARTER SCHOOL shall provide such other documents, data and reports as may be reasonably requested or required by CUSD.

- f. Data required to be submitted pursuant to this Section shall be submitted in electronic form if requested by CUSD.
 - g. CHARTER SCHOOL shall comply with Generally Accepted Accounting Principles (GAAP) applicable to public school finance and fiscal management. CHARTER SCHOOL shall maintain a minimum reserve for economic uncertainties (designated fund balance) in an amount to be determined appropriate by CUSD but in no case less than 3% of year end expenditures of CHARTER SCHOOL.
- E. Oversight Fees. Pursuant to Education Code Section 47613, CHARTER SCHOOL shall pay CUSD 3% of its revenue for the 2012-2013 fiscal years for supervisorial oversight. CHARTER SCHOOL agrees to pay CUSD the 3% oversight fee set forth above and waives the right to documentation of the amount of staff time and other costs reasonably necessary to fulfill the supervisorial oversight activities.
- F. Administrative Services. CUSD will not be responsible for providing any administrative services to CHARTER SCHOOL.
- G. Special Education
 - 1. School of the District for Special Education Purposes

CUSD agrees to provide Special Education Services pursuant to Education Code Section 47646. In accordance with the charter, CHARTER SCHOOL will function as a “public school of the District” for purposes of Education Code Section 47646 and the Individuals with Disabilities Act during the term of this agreement.
 - 2. Referral

CHARTER SCHOOL staff shall be trained as needed by CUSD to identify students who may have exceptional needs and a Student Study Team will determine whether alternative interventions in the regular school setting will appropriately serve the needs of the student. CHARTER SCHOOL shall make any necessary referrals of students who are believed to be eligible for special education and related services. CHARTER SCHOOL shall notify CUSD of any referrals.
 - 3. Evaluation

Once a student is referred, CUSD shall assume responsibility for identifying and providing for any school administered evaluations or assessments. CUSD shall consult with CHARTER SCHOOL staff when selecting and conducting assessments.

4. Section 504 Services

CHARTER SCHOOL agrees to implement a Student Study Team, a regular education function, to monitor and guide referrals for Section 504 Services. CHARTER SCHOOL will develop, maintain and implement policies and procedures to ensure identification of students who may require Section 504 accommodation(s). Unless otherwise agreed between the parties, all aspects of Section 504 compliance will be the sole responsibility of CHARTER SCHOOL.

5. Individualized Education Plan Development

CUSD assumes responsibility for developing written individualized education plans (IEP) for all students with exceptional needs. The IEP team shall have all legally mandated members and shall include a representative of CHARTER SCHOOL. The plan shall be developed collaboratively with an effort to respect the school's instructional design, mission and charter, and CHARTER SCHOOL shall make available any necessary staff to facilitate the IEP process. CUSD shall provide advance notice to CHARTER SCHOOL regarding all IEPs, and CUSD shall assume the responsibility for ensuring appropriate documentation of the IEP process and for ensuring all parent and student rights. CUSD Director of Pupil Personnel Services (DPPS) will be notified by the CHARTER SCHOOL Principal of all IEP meetings via email, written notice, or a phone call. The DPPS will be invited to attend all IEPs and CHARTER SCHOOL and will serve as the Administrator of Record unless this is designated by the DPPS to the CHARTER SCHOOL Principal or designee.

6. Placement

The IEP team shall have primary responsibility for determining the most appropriate placements and services for students with exceptional needs in accord with applicable laws. All services shall be delivered in the least restrictive environment and shall be consistent with CHARTER SCHOOL's instructional philosophy, mission, charter and program.

7. Delivery of Special Education and Related Services

CUSD shall assume ultimate responsibility for delivery of all special education and related services specified in the IEP or otherwise required by law. CHARTER SCHOOL shall cooperate fully with the delivery of such services, which shall, to the maximum extent feasible within the law, be consistent with CHARTER SCHOOL's instructional philosophy, mission, charter, and operational policies.

CUSD will be allocated all special education funds that are generated by CHARTER SCHOOL students. CUSD will be responsible for all of the financial costs of services and responsible for the delivery of special education services described herein, including any and all costs associated with a due process or judicial proceeding.

8. Uniform Complaint Resolution

CUSD shall, in consultation with CHARTER SCHOOL, implement all aspects of a uniform complaint procedure for special education. CHARTER SCHOOL shall, whenever necessary, initiate and pursue due process hearings

and claims as needed to ensure compliance with applicable laws.

9. Relationship with SELPA

CUSD shall represent the interests of CHARTER SCHOOL in good faith at all SELPA governance meetings and related activities. CHARTER SCHOOL shall be able to participate in SELPA activities as needed and on a basis comparable with other District schools. CUSD shall notify CHARTER SCHOOL of any proposed changes to SELPA policies or practices regarding charter schools.

10. Funding

CUSD shall receive funding from the SELPA associated with ADA generated by the School. CHARTER SCHOOL shall agree to pay the District its share of the FY 2011-2013 special education per pupil encroachment upon submission of the calculation of the costs by CUSD and, in return, CUSD will provide all needed and appropriate special education services for CHARTER SCHOOL students, as they would for any other student within CUSD and in accordance with all applicable State and Federal laws. The exact formula to determine costs of encroachment is illustrated in Attachment A of this document.

11. Staffing

CUSD agrees to employ and provide to CHARTER SCHOOL all needed and appropriate personnel for special education services at no additional charge than the premium previously set forth. To ensure that service delivery for special education services is aligned with the instructional program, mission and charter of CHARTER SCHOOL, CUSD will inform all CUSD staff assigned to CHARTER SCHOOL of the charter and mission of CHARTER SCHOOL. Should the employees serving the CHARTER SCHOOL listed above be different in following years, CUSD agrees to consult CHARTER SCHOOL on employee placement whenever possible and in good faith. CHARTER SCHOOL also reserves the right to request the reassignment of any member of CUSD's special education staff assigned to CHARTER SCHOOL if the CHARTER SCHOOL Principal determines they are not performing the responsibilities of his/her position satisfactorily and in accordance with this MOU. The process to be used by the CHARTER SCHOOL Principal shall be the same process used by other principals of CUSD, in accordance with collective bargaining agreements. Progressive discipline will be employed and the CHARTER SCHOOL Principal agrees to notify and meet with the CUSD DPPS to determine the best course of action for both CUSD and CHARTER SCHOOL. In return, the CUSD DPPS agrees to notify the CHARTER SCHOOL Principal of all action taken by CUSD to remedy the situation in a timely manner. It is understood that all

individuals in the special education team are employees of CUSD and this agreement will not obstruct the rights of the personnel employed by CUSD set forth in CUSD's collective bargaining agreements. CHARTER SCHOOL will provide the CUSD employees with appropriate workspace and working conditions.

12. Payment for Services, Special Education Encroachment and Oversight Fees

CHARTER SCHOOL and CUSD agree that CHARTER SCHOOL will make monthly payments to CUSD with respect to oversight fees (i.e., 1% deduction from General Purpose Entitlement and Categorical Block Grant as defined in Education Code Section 47632). The deduction for the oversight fees will be calculated monthly and a receipt will be provided to CHARTER SCHOOL documenting the monthly payments.

CUSD will invoice CHARTER SCHOOL quarterly for administrative services and Special Education Encroachment costs. Attachment A provides the formula by which each years Special Education encroachment is calculated. It also provides the calculation, which determines the CHARTER SCHOOL share of the annual encroachment. Encroachment will be calculated and billed in the budget year based on the prior year Estimated Actuals. CUSD will bill CHARTER SCHOOL 1/4 of the annual amount calculated in Attachment A each quarter of the budget year, i.e., September 30th, December 31st, April 30th and June 30th of each year.

CUSD will close its books in early October of each year at which time reconciliation will be completed determining the actual amount of the Special Education encroachment. The amount that was billed to CHARTER SCHOOL during the preceding year will be deducted from the actual amount of the CHARTER SCHOOL share to determine the net adjustment. The net amount will be added to or subtracted from the December quarterly billing for the budget year.

CHARTER SCHOOL and CUSD agree to use the Dispute Resolution Process outlined in Element 14 of the CHARTER SCHOOL Charter to reach agreement over any contested charges if there are any. CHARTER SCHOOL reserves the right, as supported by law, to request that CUSD provide additional supporting documentation to substantiate any fees or costs should the costs exceed the agreed upon costs in this agreement.

13. Indemnification:

The CHARTER SCHOOL shall indemnify, defend upon request, and hold harmless CUSD from and against any and all liability, costs, complaints and

claims arising from acts or omissions of CHARTER SCHOOL, its officers, employees or agents, related to the provision of special education services to students enrolled in CHARTER SCHOOL. This indemnification shall include the legal defense of CUSD, its officials, employees and agents in special education due process proceedings and/or complaints to State or federal agencies filed by or related to a student who is/was enrolled in the CHARTER SCHOOL and not enrolled in CUSD during the time period covered in the complaint. CUSD shall retain full authority to select counsel of its choice to represent it in any proceeding. CHARTER SCHOOL shall also indemnify CUSD against any damages, including compensatory damages and attorneys' fees and costs that may be awarded to a student and/or their parents, or agreed to by the CHARTER SCHOOL, for CHARTER SCHOOL's failure to comply with procedures or provide appropriate and/or compliant special education services. This indemnification excludes any action, complaint, damages, or liability of CUSD based solely upon conduct of CUSD or those involving periods of time during which the student(s) is/was enrolled in a District school and not at the CHARTER SCHOOL. The indemnification further excludes cases where a court of competent jurisdiction has determined any found liability was based solely and exclusively upon acts or omissions of CUSD or its personnel which were not otherwise obligations of or caused by the CHARTER SCHOOL or its personnel. CHARTER SCHOOL agrees to obtain insurance coverage related to the provision of special education and shall name CUSD as an additional insured

H. Insurance.

1. General & Excess Liability

The CHARTER SCHOOL, at its expense, shall procure and maintain throughout the term of this Agreement General Liability insurance with a minimum per occurrence limit of \$15,000,000 and the deductible/self-insurance retention shall not exceed \$10,000. Insurance shall include coverage for claims against the CHARTER SCHOOL, it's elected or appointed officials, employees, agents, volunteers and students (interns while acting on behalf of the CHARTER SCHOOL) arising out of errors and omissions, abuse and molestation, and employment practices liability. The policy or policies shall name as additional insured/additional covered party CUSD, it's elected or appointed officials, employees, agents and volunteers. The policy or policies shall provide that this insurance shall be primary with respect to any liability or claimed liability arising out of the performance or activities by the CHARTER SCHOOL under this Agreement or the CHARTER SCHOOL's use of the Premises, and that any insurance procured by CUSD, it's elected or appointed officials, employees, agents and volunteers shall be excess and shall not be called upon to contribute until the limits of the insurance provided hereunder

shall be exhausted. CUSD is not responsible for personal and real property losses suffered by the CHARTER SCHOOL, it's elected or appointed officials, employees, agents, volunteers or students.

2. Automobile Liability

CHARTER SCHOOL shall maintain automobile liability insurance, including non-owned and hired coverage with a minimum per accident limit of \$15,000,000 for any injuries to persons (including death there from) and property damage in connection with the CHARTER SCHOOL's activities under this Agreement.

3. Property Insurance

CUSD shall maintain, for the duration of this Agreement, all-risk real property coverage adequate to cover the replacement cost of all buildings on the premises and those other facilities to which the CHARTER SCHOOL may have access under this Agreement. CHARTER SCHOOL shall be solely responsible for obtaining adequate personal property or contents insurance for CHARTER SCHOOL's personal property located on the Premises or elsewhere. In addition, CHARTER SCHOOL is solely responsible for their building improvements. CUSD shall be solely responsible for obtaining adequate personal property or contents insurance for CUSD's personal property located on the premises or elsewhere.

4. Workers' Compensation

CHARTER SCHOOL is to procure and maintain, for the duration of this Agreement, Workers' Compensation insurance against claims for injuries to the CHARTER SCHOOL's employees in accordance with such insurance as required by the State of California Labor Code and Employers Liability coverage.

5. Proof of Insurance

CHARTER SCHOOL shall furnish CUSD with original certificates and amendatory endorsements affecting coverage required by this Agreement. All certificates and endorsements are to be received and approved by CUSD before commencement of any activities under this Agreement. However, failure to do so shall not operate as a waiver of these insurance requirements. CUSD reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by this Agreement at any time.

I. Human Resources Management

1. All staff working at CHARTER SCHOOL are employees of CHARTER SCHOOL. CHARTER SCHOOL shall have sole responsibility for employment, management, salary, benefits, dismissal and discipline of its employees.
2. CHARTER SCHOOL will be considered the public school employer pursuant to the Educational Employment Relations Act.
3. CHARTER SCHOOL agrees to comply with applicable federal statutory and regulatory requirements for highly qualified teachers and paraprofessionals used for instructional support as set forth in NCLB.

J. Transportation

All responsibility for transportation services, if offered, will be provided by CHARTER SCHOOL, including transportation for field trips.

K. Nutritional Services

CHARTER SCHOOL will be responsible for providing its own food services, if any.

L. Educational Program

1. Subject to CUSD oversight and compliance with its Charter and applicable state and federal law, including, without limitation, NCLB, IDEA, state law on the education of students with disabilities, and Section 504, CHARTER SCHOOL is autonomous for the purposes of, among other things, deciding CHARTER SCHOOL's educational program with the understanding that the educational program shall comply with the Charter.
2. CHARTER SCHOOL calendar and daily agenda shall be submitted annually to CUSD for review and verification of compliance with instructional day and minutes requirements. Any calendar changes will be provided to CUSD by March 1 prior to the beginning of a new school year.
3. It is understood that CHARTER SCHOOL shall meet or pursue the Adequate Yearly Progress (AYP) provisions and other applicable accountability provisions of Title I, Part A of NCLB.

M. Facilities. CHARTER SCHOOL shall comply with Education Code Section 47610 by either utilizing facilities that are compliant with the Field Act or facilities that are compliant with the State Building Code. The facilities shall meet the requirements of the Americans with Disabilities Act and shall be approved by the local fire marshal for the use intended. CHARTER SCHOOL agrees to test sprinkler systems, fire extinguishers, and fire alarms annually at its facilities to ensure that they are maintained in an operable condition at all times. CHARTER SCHOOL shall conduct

fire drills monthly and **Code Red Drills in coordination with District school and** shall maintain records of such drills. CHARTER SCHOOL shall not establish more than one site or facility without seeking material revision of its Charter document from CUSD's Board. Should CHARTER SCHOOL **continue to desire** to utilize District facilities, CHARTER SCHOOL understands and acknowledges that a separate, annual request and agreement will be required

- N. Renewal. The parties recognize that CHARTER SCHOOL will be required to meet at least one of the academic performance criteria set forth in Education Code Section 47607(b) as a condition for renewal unless this requirement is changed by the Legislature. If CHARTER SCHOOL intends to apply for a renewal of its charter, it must submit its petition no later than six (6) months in advance of the end of its current term. In addition to satisfying all applicable legal criteria, CHARTER SCHOOL must be able to demonstrate that it is fiscally sound and has operated in full compliance with its Charter and this MOU in order to be renewed.
- O. Response to Requests. Pursuant to Education Code section 47604.3, CHARTER SCHOOL shall respond promptly to all reasonable written requests of CUSD.
- P. Legal Counsel. CHARTER SCHOOL shall retain the right to use its own legal counsel and will be responsible for procuring such counsel and associated costs.
- Q. Enrollment of Expelled Students. Neither CHARTER SCHOOL nor CUSD shall be obligated to accept enrollment of any student who has been expelled from the other entity during the term of the expulsion except as may be required by federal or state law.
- R. Provision of Documents. With both parties understanding that some state, federal and county documents directed toward CHARTER SCHOOL may be mailed to CUSD, CUSD agrees to pass on such documents and forms to CHARTER SCHOOL in a timely manner, so it may complete its legal obligations. CHARTER SCHOOL has full responsibility for the forms and documents it receives directly and those which it must access on the internet on its own.
- S. Non-Assignment. Neither party shall assign its rights, duties or privileges under this Agreement, nor shall either party attempt to confer any of its rights, duties or privileges under this Agreement on any third party, without the written consent of the other party. The replacement of CHARTER SCHOOL with any other nonprofit corporation or other operating body or governance structure shall be treated as a material revision of the Charter, subject to the review and approval of CUSD pursuant to applicable provisions of the Education Code.
- T. Severability. If any provision or any part of this Agreement is for any reason held to be invalid or unenforceable or contrary to public policy, law or statute and/or

ordinance, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.

- U. Reimbursement of Mandated Costs. CHARTER SCHOOL shall seek reimbursements of its mandated costs, if any, directly from the State.

- V. Enforcement of Agreement. It is understood and agreed, and CHARTER SCHOOL is estopped from denying, that the terms of this Agreement are intended to become part of the conditions, standards and procedures set forth in the Charter within the meaning of Education Code section 47607(c)(1) and that any violation of the Agreement is subject to the revocation provisions of Education Code section 47607. Although the terms of the Agreement are to become part of the conditions, standards and procedures set forth in the Charter, this Agreement is not subject to the dispute resolution provision of the Charter. It is further understood and agreed that CUSD may, in its sole discretion, enforce the terms of the Agreement by civil action and/or by revocation.

This represents the full and final agreement between CHARTER SCHOOL and CUSD and shall only be modified in writing by the mutual agreement of the parties.

Dated: _____
John Bohannon, Charter School Liaison
Chico Unified School District

Dated: _____
_____,
_____, Charter School



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.4 Review and Consideration of Alternative Facilities Options to Accommodate Projected School Growth**

Date: February 20, 2013 for the meeting of February 20, 2013

SUMMARY

March 1st is the deadline to provide CUSD a response to the Prop 39 offer on the table, making the decision for facilities for the 2013-2014 school year a priority for this meeting of the Sherwood Montessori Board of Directors. Four options that exist are explained below.

DISCUSSION

At the September meeting of the Board of Directors, the facilities issue was brought to the Board by the School Director. Pros and cons of different models were presented, and the Facilities Committee was formed.

Since that time, the Facilities Committee has met formally each month and worked between those meetings to find adequate housing for our school's program. The Committee is formed by dedicated staff, Directors, and parents of the Sherwood community.

The options that remain include:

1. Keeping the whole school at the current site. As this would require significantly high class size numbers, it is not a recommended option. At the Special Meeting of the Board of Directors on February 12, it was clear that the number one priority of our community members is to keep class size low.
2. Moving the whole school to East Avenue Community Church. Examination of site map provided by the East Avenue Community Church will reveal that this gives us 150 more square feet, although this square footage appears to be in interior hallway space. It may be a possibility to put portable classrooms on the large field, but this would not be completed by August, 2013. The site has a wonderful gym space and a very large field, although there is no play equipment for children over four years old and there is no shade available on the field. The current classroom configurations are far too small. A proposed map to change interior walls is included in the attachments. This would enlarge the classrooms, but they would still be far smaller than the classrooms we have now.
3. Accepting the Prop 39 site. At this point in the meeting, the Board will have made a decision about whether or not to do this.

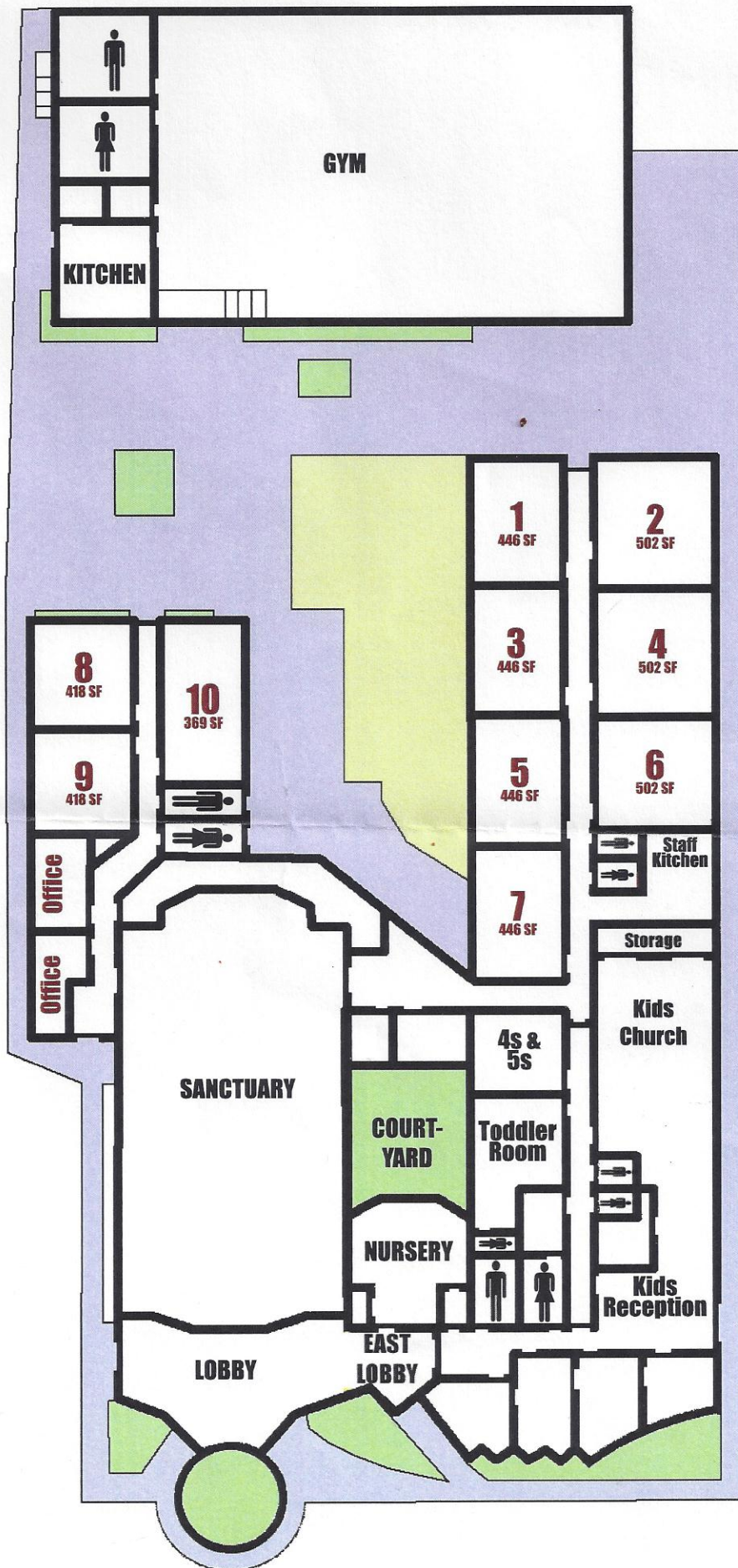
4. Rent approximately 1500 square feet in three rooms from the Unitarian Fellowship of Chico. The facility is on Filbert, it takes approximately 1.5 minutes to walk door to door. The cons to this choice include the fact that the school will be separated with the middle school occupying these spaces, the walk between sites will need to be managed for safety, and it is a temporary solution as the church is not interested in a long-term lease.

ACTION REQUESTED

Review options and advise staff.

Attachment: Map of East Avenue Community Church

**YOUTH
303
GYM
LEVEL 2**





MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.5 Discussion of Draft of Facilities Use Agreement between Sherwood Montessori and the Unitarian Fellowship of Chico**

Date: February 20, 2013 for the meeting of February 20, 2013

SUMMARY

To move forward on exploring the possibility of leasing space from the Unitarian Fellowship of Chico (UFC) located on Filbert Avenue, a timely offer of a Facilities Use Agreement (FUA) must be presented to the church Board of Directors.

DISCUSSION

Whether or not this site will be the solution to our facilities needs for 2013-2014, in order to keep it an option the Board must take action to approve an acceptable FUA to present to the UFC in time for their Board meeting tomorrow night. Revising and approving the FUA will not lock Sherwood into a lease with the UFC, but will keep it as an option. If a more suitable property is found, the Board is not compelled to finalize the FUA.

ACTION REQUESTED

Revise and approve a preliminary offer of a FUA to the UFC.

Attachment: Draft of Facilities Use Agreement between Sherwood Montessori and the Unitarian Fellowship of Chico



**FACILITIES USE AGREEMENT
BY AND BETWEEN
SHERWOOD MONTESSORI AND
THE UNITARIAN FELLOWSHIP OF CHICO
DRAFT**

THIS AGREEMENT is made the first day of _____, by and between Sherwood Montessori ("School"), a California charter school, and the Unitarian Fellowship of Chico ("Fellowship"), a non-profit religious organization. The Fellowship and the School are collectively referred to as "the parties."

RECITALS

WHEREAS, The Unitarian Fellowship of Chico has available three facilities spaces known as the Youth Hall, the Fellowship Hall, and the RE Building ("available spaces")

WHEREAS, Sherwood Montessori is in need of additional facilities space, and

WHEREAS, the parties desire to set forth the terms and conditions pursuant to which Sherwood Montessori will occupy and use facilities located at 1289 Filbert Avenue in Chico, California.

NOW THEREFORE, in considerations of the covenants and agreements hereinafter set forth, the parties agree as follows:

Section 1. Use of Site. Fellowship agrees to allow School exclusive use of the available spaces at 1289 Filbert Avenue for the sole purpose of operating the educational mission of the School for the middle school, grades 7 and 8, in accordance with the School's Charter, Monday through Friday beginning at 7:30 a.m. until 5:00 p.m. from August 1, 2013 through June 20, 2014. In addition, the Fellowship agrees to allow the School to use the facilities for a limited number of evening events, at a time and on dates that are mutually agreed upon. Such evening events will include: Back to School Night, Parent Education Night, Parent/Teacher Conferences, and Open House.

Section 2. Furnishings and Equipment. The Fellowship will provide folding chairs and tables for the School's use. The Fellowship will allow interior and exterior storage units to remain on the property for the duration of the period of use. Square footage of interior space dedicated to storage will not exceed _____. Square footage of exterior space dedicated to storage will not exceed _____ and will be placed in consult with City Fire Inspectors and the Fellowship's Landscape Designer. Additionally, storage units used will be pre-approved by the Fellowship to ensure aesthetic considerations are agreeable to both parties.

Because Sherwood Montessori is a public school, it is required to operate within a space that does not display references to any particular religion in any form. Because the Fellowship is a religious organization of Christian orientation, such displays are naturally a part of the site environment. The parties agree to work together to an acceptable solution to providing appropriate environments for both uses of the facilities, which may include giving the school permission to temporarily remove such symbols or cover them with whiteboards, academic posters and charts, or some such material.

Section 3. Fair Compensation for Use of Facilities. Sherwood will provide, in exchange for use of the facilities as described, compensation in the form of either \$1/square foot with utilities included in that price or \$0.70 square foot plus a share of utility bills that represents a fair portion of the bills as agreed upon by the parties after analyzing use.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above.

SHERWOOD MONTESSORI

By:_____

Title:_____

UNITARIAN FELLOWSHIP OF CHICO

By:_____

Title:_____



REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 5: Middle School
Math/Science 746 Moss Avenue, Chico, California**
Date/Time: **Wednesday, March 27, 2013 – 5:30 p.m.**

AGENDA

- 1. CALL TO ORDER**
 - 1.1 Roll Call** Jill Bailey, Robyn Faraone, David Kuperman, Stephen Lucas, Corin Meester, Russell Shapiro, and Erwin Williams
- 2. CONSENT AGENDA**
 - 2.1 Approval of Minutes from February 20, 2013 and February 27, 2013**
- 3. REPORTS AND COMMUNICATION**
 - 3.1 Instructional Staff Report**
 - 3.2 Sherwood Montessori Parents Organization Report**
 - 3.3 School Director Report**
 - 3.4 Treasurer Report**
- 4. NOTICED PUBLIC HEARINGS**
 - 4.1 None**
- 5. REGULAR BUSINESS**
 - 5.1 Items Removed From Consent (If any)**
 - 5.2 Prop 39 Update**

The School Director's report on the latest Prop 39 developments outlines Chico Unified School District's communications regarding facilities.

ACTION REQUESTED: Receive report.
 - 5.3 Facilities Update**

The School Director's report brings the Board up to date with facilities options for 2013-2014.

ACTION REQUESTED: Receive report.
 - 5.4 Discussion of Independence as a Local Education Agency (LEA) for the Purposes of Special Education**

Director Corin Meester will lead a discussion on the potential for Sherwood Montessori to become independent as an LEA providing special education services.
 - 5.5 Proposal to Hire Tempra Board as a Consulting Grant Writer**

The School Director will present a proposal to secure the services of Tempra Board, a consulting grant writer for non-profits.

ACTION REQUESTED: Approve proposal to hire Tempra Board.

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

7. FUTURE AGENDA ITEMS

7.1 The Educational Practices Committee will discuss progress on formalizing the process of the Board of Directors providing academic oversight for the school.

8. ADJOURNMENT (Est. 7:30 p.m.)

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



**MINUTES FOR BOARD OF DIRECTORS of
February 20, 2013**

1. **CALL TO ORDER:** at 5:39 PM at 746 Moss Avenue.
Board Present: Stephen Lucas-Chair; Jill Bailey-Vice Chair, Russell Shapiro-Treasurer; Robyn Faraone-Secretary; David Kuperman; Corin Meester; Erwin Williams.
Others Present: Michelle Yezbick-School Director; John Howlett-Lead Teacher
2. **CONSENT AGENDA**
Director Williams motioned to approve the consent agenda; 2nd *Director Kuperman*.
AYES: 7 (Bailey, Faraone, Lucas, Kuperman, Meester, Shapiro, Williams)
NOES: 0
ABSENT: 0
 - 2.1 **Approval of Minutes from January 23, 2013 and Special Meeting February 12, 2013**
 - 2.2 **Resolution to Extend the Line of Credit at Northern California National Bank-**
The bank has agreed to extend our line of credit, and the Board approved.
 - 2.3 **School Accountability Report Card-** The test results show that we are doing better than the state and the district. There is the caveat that our population is so small it is difficult to draw statistical significance in comparisons over time. Many of our students have transferred from other schools, and the scores do not capture the growth they have had since coming to Sherwood.
3. **REPORTS AND COMMUNICATION**
 - 3.1 **Instructional Staff Report-** Written report provided.
 - 3.2 **Sherwood Montessori Parents Organization Report-** None at this time.
 - 3.3 **School Director Report-** Written report provided.
 - 3.4 **Treasurer Report-** Written report provided.
4. **NOTICED PUBLIC HEARINGS-** none
5. **REGULAR BUSINESS**
 - 5.1 **Items Removed From Consent-** none
 - 5.2 **Release of Second Interim Financial Report-** *Treasurer Shapiro* presented the Second Interim Financial Report prepared by Business Manager Lisa Speegle. *Director Williams* asked that differences between the projected and actual budget be explained in the narrative if it is a large dollar amount difference. *Treasurer Shapiro* agreed and stated that the revenue from property taxes is always an estimate that is adjusted once we receive the payment.

Director Williams motioned to approve the Second Interim Financial Report; 2nd *Director Meester*.

AYES: 7 (Bailey, Faraone, Lucas, Kuperman, Meester, Shapiro, Williams)
NOES: 0
ABSENT: 0

5.3 Response to Prop 39 Preliminary Offer- The offer includes Cohasset, which we have rejected in the past due to its small size (3 classrooms) and distance from Chico. *Director Williams* recommends that we rely on the advice of our pro bono attorney to meet the legal requirements of our response. *Director Lucas* believes we have 30 days (April 1) to respond and then 30 days (May 1) to negotiate the terms. Since the offer included shared space at Citrus Elementary, rather than Bidwell Junior as was verbally discussed, we would like to keep the negotiations open.

Director Williams motioned that *School Director* consult with our attorney and then respond to CUSD requesting a meeting to discuss the Prop 39 offer; 2nd *Director Kuperman*.

AYES: 7 (Bailey, Faraone, Lucas, Kuperman, Meester, Shapiro, Williams)
NOES: 0
ABSENT: 0

5.4 Review and Consideration of Alternative Facilities Options to Accommodate Projected School Growth- The Board discussed a range of alternatives for providing adequate facilities to accommodate growth. It was clear from the special meeting that parents do not want the class sizes to increase to 30. Parents are open to a short-term solution for next year, but they do not want us to be in the same state of uncertainty a year from now. We need to continue to work on a long-term solution even if we are able to secure the extra classrooms we need at the Unitarian Church. There was agreement that the Unitarian Church is the best option for next year.

East Ave. Community Church is a potential site for the future if they are willing to invest in upgrading and remodeling the site. *School director Yezbick* does not think that the classrooms can be remodeling to be large enough to accommodate Montessori education. *Lead teacher Howlett* is concerned about the religious signs and symbols at the facility and wants assurances that we not violate separation of public education and religion in our site selection. *Director Williams* and *Chair Lucas* will have a follow-up conversation with the pastor at East Ave. Community Church.

5.5 Discussion of Draft of Facilities Use Agreement between Sherwood Montessori and the Unitarian Fellowship of Chico- The Board approved the drafting of a use agreement for facilities for the 2013-2014 school year to rent approximately 1,500 square feet of space in three rooms from the Unitarian Fellowship of Chico to house the middle school program. A draft of a facilities use agreement between Sherwood and the church would need to be presented to the Board of the Unitarian church for their review. *Treasurer Shapiro* said we should refer to Sherwood's nonprofit status, rather than our status as a charter school in the first line. *Chair Lucas* recommended making the language in the agreement less formal and removing the paragraph regarding religious symbols. *Director Faraone* asked if the price of \$.75-1.00 was a fair price and there was general agreement that it was.

Director Faraone motioned that *School Director* revise the use agreement for the Unitarian Church's Board of Directors to continue negotiating lease terms for 2013-14 school year; 2nd *Director Kuperman*.

AYES: 7 (Bailey, Faraone, Lucas, Kuperman, Meester, Shapiro, Williams)

NOES: 0

ABSENT: 0

6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA-** None

7. **FUTURE AGENDA ITEMS**

7.1 **Special Education Services; Changes in Bylaws on Electing New Board Members; Curriculum Oversight by Board of Directors.**

8. **ADJOURNMENT:** 7:36 PM. BOD adjourns until the BOD Meeting on March 27, 2013 at 5:30 PM.

Approved: _____, 20____

Robyn Faraone, Secretary of the Board

MINUTES FOR SPECIAL MEETING OF BOARD OF DIRECTORS of February 27, 2013

CALL TO ORDER: at 5:51 PM at 746 Moss Avenue.

Board Present: Stephen Lucas-Chair; Jill Bailey-Vice Chair; Russell Shapiro-Treasurer; David Kuperman; Corin Meester; Erwin Williams.

Absent: Robyn Faraone-Secretary

Others Present: Michelle Yezbick-School Director; John Howlett-Lead Teacher

Chair Lucas reported that an offer has been received from the Unitarian Church regarding our request to lease space for next year. The Board discussed options for moving part of the campus to that space. *Director Williams* reported on ongoing negotiations with the East Avenue Community Church (EACC) to lease space formerly occupied by Champion Christian School. A lively discussion ensued, including the costs of renovation associated with that move.

Chair Lucas called for public comment. Tanya (parent and Montessori Teacher) commented that the EACC space would not be conducive to a Montessori education. Rob (parent) expressed the importance of involving more parents. Lisa (parent) expressed support for the EACC site and toured the facility.

The Board continued to discuss the merits of both locations. *Director Williams* clarified that both are temporary fixes.

Director Meester motioned to focus on the lease with the Unitarian Church while continuing discussion with EACC for a future lease and ask *School Director* to update the Board with a long-term plan by August. Motion did not pass.

AYES: 3 (Bailey, Meester, Shapiro)

NOES: 3 (Kuperman, Lucas, Williams)

ABSENT: 1 (Faraone)

Discussion continued.

Director Meester motioned to enter into the lease with the Unitarian Church pending success with the permit process with Chico, while continuing discussions with East Avenue Community Church. *School Director* shall report to the Board by May with a concrete facilities plan.

AYES: 4 (Bailey, Lucas, Meester, Shapiro)

NOES: 1 (Williams)

ABSENT: 1 (Faraone)

ABSTAIN: 1 (Williams)

Meeting adjourned at 7:16 PM.

Approved: _____, 20____

Russell Shapiro, Treasurer of the Board



**MINUTES FOR BOARD OF DIRECTORS of
February 20, 2013**

1. **CALL TO ORDER:** at 5:39 PM at 746 Moss Avenue.
Board Present: Stephen Lucas-Chair; Jill Bailey-Vice Chair, Russell Shapiro-Treasurer; Robyn Faraone-Secretary; David Kuperman; Corin Meester; Erwin Williams.
Others Present: Michelle Yezbick-School Director; John Howlett-Lead Teacher
2. **CONSENT AGENDA**
Director Williams motioned to approve the consent agenda; 2nd *Director Kuperman*.
AYES: 7 (Bailey, Faraone, Lucas, Kuperman, Meester, Shapiro, Williams)
NOES: 0
ABSENT: 0
 - 2.1 Approval of Minutes from January 23, 2013 and Special Meeting February 12, 2013
 - 2.2 Resolution to Extend the Line of Credit at Northern California National Bank-
The bank has agreed to extend our line of credit, and the Board approved.
 - 2.3 School Accountability Report Card- The test results show that we are doing better than the state and the district. There is the caveat that our population is so small it is difficult to draw statistical significance in comparisons over time. Many of our students have transferred from other schools, and the scores do not capture the growth they have had since coming to Sherwood.
3. **REPORTS AND COMMUNICATION**
 - 3.1 Instructional Staff Report- Written report provided.
 - 3.2 Sherwood Montessori Parents Organization Report- None at this time.
 - 3.3 School Director Report- Written report provided.
 - 3.4 Treasurer Report- Written report provided.
4. **NOTICED PUBLIC HEARINGS-** none
5. **REGULAR BUSINESS**
 - 5.1 Items Removed From Consent- none
 - 5.2 Release of Second Interim Financial Report- *Treasurer Shapiro* presented the Second Interim Financial Report prepared by Business Manager Lisa Speegle. *Director Williams* asked that differences between the projected and actual budget be explained in the narrative if it is a large dollar amount difference. *Treasurer Shapiro* agreed and stated that the revenue from property taxes is always an estimate that is adjusted once we receive the payment.

Director Williams motioned to approve the Second Interim Financial Report; 2nd *Director Meester*.
AYES: 7 (Bailey, Faraone, Lucas, Kuperman, Meester, Shapiro, Williams)
NOES: 0

ABSENT: 0

5.3 Response to Prop 39 Preliminary Offer- The offer includes Cohasset, which we have rejected in the past due to its small size (3 classrooms) and distance from Chico. *Director Williams* recommends that we rely on the advice of our pro bono attorney to meet the legal requirements of our response. *Director Lucas* believes we have 30 days (April 1) to respond and then 30 days (May 1) to negotiate the terms. Since the offer included shared space at Citrus Elementary, rather than Bidwell Junior as was verbally discussed, we would like to keep the negotiations open.

Director Williams motioned that *School Director* consult with our attorney and then respond to CUSD requesting a meeting to discuss the Prop 39 offer; 2nd *Director Kuperman*.

AYES: 7 (Bailey, Faraone, Lucas, Kuperman, Meester, Shapiro, Williams)

NOES: 0

ABSENT: 0

5.4 Review and Consideration of Alternative Facilities Options to Accommodate Projected School Growth- The Board discussed a range of alternatives for providing adequate facilities to accommodate growth. It was clear from the special meeting that parents do not want the class sizes to increase to 30. Parents are open to a short-term solution for next year, but they do not want us to be in the same state of uncertainty a year from now. We need to continue to work on a long-term solution even if we are able to secure the extra classrooms we need at the Unitarian Church. There was agreement that the Unitarian Church is the best option for next year.

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AYES: 7 (Bailey, Faraone, Lucas, Kuperman, Meester, Shapiro, Williams)

NOES: 0
ABSENT: 0

6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA-** None
7. **FUTURE AGENDA ITEMS**
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Absent: Robyn Faraone-Secretary

Others Present: Michelle Yezbick-School Director; John Howlett-Lead Teacher

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AYES: 3 (Bailey, Meester, Shapiro)

NOES: 3 (Kuperman, Lucas, Williams)

ABSENT: 1 (Faraone)

Discussion continued.

Director Meester motioned to enter into the lease with the Unitarian Church pending success with the permit process with Chico, while continuing discussions with East Avenue Community Church. *School Director* shall report to the Board by May with a concrete facilities plan.

AYES: 4 (Bailey, Lucas, Meester, Shapiro)

NOES: 1 (Williams)

ABSENT: 1 (Faraone)

ABSTAIN: 1 (Kuperman)

Meeting adjourned at 7:16 PM.

Approved: _____, 20____

Russell Shapiro, Treasurer of the Board



MEMORANDUM

To: Board of Directors
From: Lead Teacher, Teresa Shippen
Subject: **Agenda Item 3.1 Instructional Staff Report**
Date: March 22, 2013 for the meeting of March 27, 2013

Kindergarten (Teresa Shippen):
 Coming soon...

1/2/3 Classroom (Carin Anderson):

Carin and Eilene's class is humming along. We are beginning our Endangered Species Faire projects, which this year include more research on our animals. The students are very enthusiastic about this, and have used it as an opportunity to grow in compassion as well as knowledge - they often comment on their care and concern for their animals, and on what we can do to help them. In History, we continue to study the Timeline of Life, and are now - drumroll please - about to enter into the Mesozoic Era. Dinosaurs! I have loved exploring the Timeline along with them, and I have more and more respect for this and so many other parts of the Montessori curriculum. It is such an intelligent and exciting course of study! Africa continues to be our focus in Geography, which has included learning about Wangari Maathai, the Kenyan Nobel Peace Prize winner. The students also continue to study the United States presidents and states, and in the next couple of months we will be looking at US symbols, landmarks, and documents. In Second Step and Steps to Respect we are discussing problem solving (1st), and the first "R" of bullying - "recognizing" (2nd, 3rd). In reading, many children are moving quickly - the various pull-out groups, as well as in-class guided reading, seem to be making a difference. Math continues to be the most intriguing subject for me in terms of deepening my understanding of the Montessori curriculum, and learning to teach it most effectively. The STAR test is approaching, and we are beginning to focus more on preparation for this. Unfortunately, this means using more time for test prep materials and less for Montessori, though I do my best to protect the curriculum and find a balance and some kind of integration.... an ongoing challenge for a public Montessori school!

1/2/3 Classroom (Eric Parish):
 Coming soon...

4/5 Classroom Kristina Besnard:
 Coming soon...

6/7/8 Classrooms (John Howlett, Kelli Kurth, Hildi Myers):

April is rapidly approaching, and following Spring Break we will be focusing much of our energies on reviewing the different language, literature, and history/geography elements that the students have learned so far this year. Our testing window for the California Statewide Tests is coming up, and each week between now and testing we will be taking some time to review test taking skills in order to prepare students for an easy and stress-free testing week.

Also during the month of April we will be starting research writing in all Middle School grades. In order to transition to future writing standards, we will be using the new Common Core Writing Standards for each grade level. The majority of work in this process is centered around organization and presentation of ideas and content, so we will be doing a lot of scaffolding and outlining even before we begin to write!

Once again, thank you your service on the Sherwood Board and in all your efforts to make our school a great place for kids.

John

Middle Grades Math and Science, by Kelli and Hildi

We have been working hard to reach our end of the year math and science goals. We have seen a lot of effort and dedication from the students over the last month. They have been diligently working their way through curriculum and we are excited about the progress being made. Through math lessons, math puzzles, mental math, math challenges and new Singapore math groups from the resource team we have been reaching the students on multiple levels to increase their understanding and knowledge.

Math Challenge topics that are bolstering resourceful problem solving range from using a seesaw to gain a physical understanding of mean and creating proportionate 3D shapes to a penny drop design to help students comprehend probability.

The American Sign-Language Elective began with the alphabet, greetings, and verbs. We have since moved on to studying nouns and currently the students are able to create and interpret dialogue as well as to sign the lyrics of two songs. One song is the classic, 'Five Little Monkeys,' by Eileen Christelow and the other is the uplifting Billboard Hot 100 song titled 'Firework,' by Katy Perry. Soon the school web-page will highlight one of these videos.

Second Step lessons have yielded fruitful discussions on topics such as bullying, integrity, and assertive communication. Video of youth dealing with social pressures provide a spring-board for thoughtful written responses and practical role-playing.

Working with a partner or as an individual, all of the Sherwood Middle School students are required to complete a Science Fair project. We worked on topics, background research, and hypotheses in class. Next the students collected data and observed what happened in the experiments. We have finished up with the results and conclusions and the students will create their science fair boards over the break. We are excited that March 25th is the first day back from break and also the drop off day for the Chico Science Fair.

Literacy and Spanish Instruction (Danielle Mennucci):

In writing class, we have been very busy! Fictional narrative has been the focus for all of the grades but dominated in the 4th -8th grades. The younger students were given narrative cards with key vocabulary words. They used the given words to create a story both on paper and orally. All classes grades 2-3 enjoyed this activity. The 4-8th grades entered an original story into the CN&R Fiction 59 contest and were really successful this year. Many students and parents attended the Lyon's Books celebration of the wonderful writing. We continued on with the Butte County Short Story Contest and spent time peer editing and revising and will look for the results of the amazing efforts in April. The 4th and 7th grade classes all participated in the SAT testing experience and were confident and prepared for the most part. To lighten up, we all wrote a poem that asked us to include Nature and a concept. The students are so at ease with poetry. The 3rd graders are writing poems, and 5 paragraph essays with plenty of guidance. They are very expressive and happy writers.

In Literature class, the 3rd graders are reading Phantom Tollbooth and responding to the book with quiz questions, art work, and other activities. All of this work is being done independently in Carin and Eric's class and we meet on Monday to review our efforts and to receive a new assignment. When we meet, I ask questions regarding vocabulary, character development, and theme, and anything that comes to mind. 4th and 5th graders are reading Sister Grimm, and Hatchett. We will tie up some role playing with Hatchett and move on the Cirque du Freak, a book recommended by one of the students. With Hatchett, we discussed everything from survival techniques, to family issues, to tornadoes, and bears. The 6th grade are finished with Hotel on the Corner of Bitter and Sweet. We had a final evaluation discussion that asked each student to detail the events of the novel that surprised them and taught them about our recent history. From there, we drifted into the topic of the relationship we have with our parents and wondered about the principal character and how he withstood the alienation with his parents. The students let me know the topics that intrigue them and we can spend an entire class time exploring differing opinions as related to the literature. The 6th grade will move on to London's Call of the Wild. 7th graders have decided to read The Giver by Lois Lowry. It is a novel about a dystopic society and leads to so much opportunity to compare its format with our own. 8th grade has dived into Shakespeare's Midsummer Night's Dream. We are given thought questions each week to match the reading assignment and we use class time to go over the interesting vocabulary and content. We also read passages and the class is quite dramatic when taking on character roles. We do mix up the students based on their skill and maturity level and have 5th grade students reading with the older students.

Garden-Kitchen Program (Richie Hirshen)

With the good weather we've been taking more walks to Bidwell Park, part of my idea of our connection to Let's Move! and simply a taking of advantage of this wonderful resource. Some curriculum tie-ins have included biomes work in Eric's class (we've begun all-class walks) and Native American studies in Kristina's class.

My group of volunteer interns has grown to five! Grace, Sarah, Britt, Sydney and Devan are all young ladies who have come to join us through CSU Chico and through the community at large. Britt works at Tin Roof Bakery and Devan (who was a Chico State nutrition grad) works at Trader

Joe's...these two are word-of-mouth additions, as is Sarah. Grace and Sydney are current CSU Chico Nutrition Department students. All are on site regularly and in addition to being mentors to our kids and helping make progress with a new school cookbook, they improve my performance by helping in all areas including with the dishes. You may have noticed that the kitchen is typically cleaner than it has been in the past.

Farmers' Markets continue to be fun and profitable. We're getting ready for a big seasonal planting and GRUB-assisted work day. The GRUB folks including Elliot who installed our raised beds are coming back because GRUB is getting more involved in school gardens of their own accord and they (Lindsey, their liaison) initiated contact then came to our farmers' market to observe about a week ago. Lots of flowers and food poppin' out of the garden. We've been making pizza with kale, chard, pak choy and spinach, and salads with our lettuces. At the farmers market last Friday we had whole wheat cheese and vegan pizzas and a no gluten version too, all with the four cooking greens. We worked up a 'house dressing' and did a lettuce dipping treat too. Fun! Yay!

Elliot was at last week's Grange meeting where Michelle and I presented info and a slide show about our garden-kitchen program. The Grange folks contacted me to do this showcase of schools (us, Blue Oak and Wildflower) so Grange members could see what's going on locally. Many old and new contacts were enjoyed at this meeting and the building of a wood-fired oven in the Sherwood garden was explored. This meeting also served as practice for Friday's This Way to Sustainability VIII presentation on the CSU Chico campus. Michelle, John, Tanya Parrish and I spoke to about twenty conference attendees (which included the conference's director and a Sherwood parent...Chris _____). This was the second consecutive year presenting at this conference and it's clear that our practice has paid off as our presentation has evolved. A S.N.A.C.K. (Super Nutritious Activities Collaborations for Kids) newsletter was published at school Tuesday in time for both presentations. About 25 copies were distributed and this week I got this response from Debra Abbot, a local nutrition-focused educator:

*"I very much enjoyed reading the SNACK Newsletter and Coloring Cookbook. You and your students are creating incredible, **off-the charts** fun, educational materials. Thank you for your devotion to fostering the development of the body, mind and spirit of the whole child."*

I also wrote a Jamba Juice/Kidsgardening garden grant. \$500. Please cross your fingers.



MEMORANDUM

To: Board of Directors

From: SMPO President, Marci Pope

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

Report Date: March 22, 2013 for the meeting of March 27, 2013

There is no SMPO report at this time; if one is received before the meeting on Wednesday it will be included in the materials and available at the meeting.



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

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

Date: March 22, 2013 for the meeting of March 27, 2013

ADMINISTRATIVE ITEMS:

- Kristina has returned, and her transition was a smooth one. We all miss Lindsey and hope to see her back in some capacity at Sherwood in the future.

FISCAL ITEMS:

- The Skill-a-Thon Fundraiser will be happening next month, and the Sherwoodstock event will take place on May 18 at the Butcher's Shop at the end of Estes Road. For Sherwoodstock, we have booked *Alli Battaglia and the Musical Brewing Company*, *Matt Clough and the Silver Linings*, and *Undertow*, a band featuring student MacKenzie Zevely-Howlett. Our focus now is to find sponsors who wish to advertise on our poster and t-shirt which will be designed by the very talented Lisa Almaguer.
- We had just over 20 students attend the last Attendance Make-Up Day, and the next such day is scheduled for April 1. Each student who attends is credited attendance, for which we are paid the daily ADA rate for their grade level.

GENERAL ITEMS:

- Our teachers recently attended an in-house professional development on the Writers' Workshop approach to teaching writing and gleaned ideas they are eager to implement in their classrooms. Materials and content included items congruent with the curriculum as presented by the *Columbia Teacher's College Reading and Writing Project*, but expanded to include method that addresses the necessity of adapting to diverse student needs.

STATE AND FEDERAL LEGISLATION ITEMS:



MEMORANDUM

To: Board of Directors
From: Michelle Yezbick, School Director
Subject: **Agenda Item 3.4 Treasurer Report**
Date: March 22, 2013 for the meeting of March 27, 2013

March Treasurer's Report

For once, I have good news!! In the complex world of California state funding of public schools, the powers in Sacramento have adjusted the funding levels in our favor. This means, the state recalculated the amount of funding per student and increased the levels. Therefore, we will actually receive about \$6,500 more than projected. Woohoo!

There is still the serious cash flow issue and I signed the paperwork at the bank for our increased Line-of-credit (\$150K). We will continue to monitor cash flow carefully, but I am hopeful that this will carry us through the crisis.

All in all, a blissfully quiet month. I am submitting the tables prepared by Lisa Speegle showing the changes since the Second Interim Budget, the Multi-Year Projection, and the Budget vs. Actual details. I have also reviewed all the balance sheets and see no concerns or variances.

I recommend that we convene a Budget Committee and begin the process of developing a budget for next school year. Our Budget is due by the end of May to Chico Unified School District so we should have the final ready for the May Board meeting.

Thank you,

Russell Shapiro

Treasurer, BOD

Attachments: Changes Since Second Interim Budget, Multi-Year Budget Projections, Budget vs. Actuals, Cash Flow Projections

Changes Since Second Interim Budget

Revenues	was	is	variance	
Revenue Limit Sources	684,817	689,880	5,063	adjusted funding rates to P1 certification levels
Federal Sources	-	-	-	
State Sources	76,049	77,515	1,466	adjusted funding rates to P1 certification levels
Local Sources	49,751	49,751	-	
Net Change to Revenue	810,617	817,146	6,529	
Expenditures				
Certificated Staff	266,575	266,575	(0)	
Classified Staff	181,470	181,470	-	
Employee Benefits	95,838	95,838	(0)	
Books and Supplies	21,767	21,767	-	
Services and Operations	192,247	192,312	65	district oversight increase due to funding increases
Capital Outlay	-	-	-	
Other Outgo	101,700	101,700	-	
Net Change to Expenses	859,597	859,662	65	
CY Budget	(48,980)	(42,516)	6,464	increase (decrease) in budget

Sherwood Montessori - Multi-Year Budget Projections

Fiscal Year	2011-2012	2012-2013	2013-2014	2014-2015	2015-16
Enrollment	121	141	153	159	168
ADA %	(actual)	94.50%	94.50%	94.50%	94.50%
Revenue					
8015 General Purpose Entitlement	384,023	360,783	497,047	516,393	544,924
8015 General Purpose Entitlement (hold back)	-	97,063	-	-	-
8096 In Lieu Taxes	197,772	232,034	251,782	261,656	276,466
8220 Child Nutrition - Federal	10,660	-	-	-	-
8290 PCSGP	150,000	-	-	-	-
8290 EdJobs Funds	1,390	-	-	-	-
8520 Child Nutrition - State	593	-	-	-	-
8550 Mandates Block Grant	-	1,601	1,865	2,024	2,104
8560 State Lottery	28,645	21,150	22,950	23,850	25,200
8590 Categorical Block Grant	50,670	54,764	57,834	60,102	63,504
8590 All Other State Revenue	20,147	-	-	-	-
8660 Interest From Banks	-	-	-	-	-
8673 Parent Fees	29,011	14,851	14,851	14,851	14,851
8699 Fundraising / Donations	19,714	28,000	28,000	28,000	28,000
8710 Other Local Revenue	608	6,900	6,900	6,900	6,900
TOTAL REVENUES	893,232	817,146	881,229	913,776	961,949
Expenditures					
1000 Teacher Salaries	251,158	266,575	271,907	277,345	282,892
2000 Classified Staff	205,176	181,470	183,285	185,118	186,969
3000 Employee Benefits	74,912	95,838	98,092	100,423	102,836
4100 Texts and Core Curricula	3,932	4,100	4,182	4,266	4,351
4200 Reference Materials	10,352	4,000	4,000	4,000	4,000
4300 Instructional Supplies	24,402	13,167	13,408	13,653	13,903
4400 NonCap Equipment	7,927	500	-	-	-
4700 Healthy Lunch Program	19,445	-	-	-	-
5200 Travel and Conferences	13,977	4,275	4,275	4,275	4,275
5300 Dues and Memberships	997	1,105	1,165	1,195	1,240
5400 Property/Liability Ins	19,228	14,113	16,935	20,322	24,387
5500 Utilities/Housekeeping	22,739	22,180	22,624	23,076	23,538
5600 Rentals, Leases, and Repairs	78,784	91,650	93,071	94,036	94,101
5800 Prof. & Consulting Services	62,220	54,929	50,781	51,180	51,733
5900 Communications	4,815	4,060	4,130	4,202	4,275
7141 Special Ed Encroachment	35,670	98,700	107,100	111,300	117,600
7438 Long-Term Debt Interest	421	3,000	-	-	-
TOTAL EXPENDITURES	836,155	859,662	874,954	894,390	916,098
Excess/(Deficiency)	57,077	(42,516)	6,275	19,386	45,850
Addition to General Reserve	-	-	-	-	-
Excess/(Deficiency) after Reserves	57,077	(42,516)	6,275	19,386	45,850
Beginning Fund Balance	73,087	130,164	87,648	93,923	113,308
Excess / (Deficiency)	57,077	(42,516)	6,275	19,386	45,850
Ending Fund Balance	130,164	87,648	93,923	113,308	159,159
Cumulative Reserve Balance	-	-	-	-	-
Ending Fund Balance (less reserves)	130,164	87,648	93,923	113,308	159,159

Budget v. Actual - Revenues

	2012-13 Budget	July	August	Sept	Actuals		Dec	Jan	Feb	Total Actual	Remaining in Budget	Remaining in Budget
Revenue					Oct	Nov						
8015 General Purpose Entitlement	360,783	-	5,687	35,815	-	39,000	23,583	25,318	25,318	154,721	206,062	57%
8015 General Purpose Entitlement (hold back)	97,063	-	-	-	-	-	-	-	-	-	97,063	100%
8096 In Lieu Taxes	232,034	-	-	35,599	15,822	15,822	-	47,466	23,733	138,442	93,592	40%
8290 PCSGP	-	-	-	-	-	-	-	-	-	-	-	0%
8290 EdJobs Funds	-	-	-	-	-	-	-	-	-	-	-	0%
8550 Mandates Block Grant	1,601	-	-	-	-	1,590	-	-	-	1,590	11	1%
8560 State Lottery	21,150	-	-	-	-	-	-	4,048	-	4,048	17,102	81%
8590 Categorical Block Grant	54,764	-	1,025	6,456	-	7,030	4,251	4,564	4,564	27,890	26,874	49%
8590 All Other State Revenue	-	-	-	600	-	-	-	20	282	901	(901)	0%
8660 Interest From Banks	-	-	-	-	-	-	-	-	-	-	-	0%
8673 Parent Fees	14,851	3,020	1,882	550	2,285	1,864	2,475	1,955	1,007	15,038	(187)	-1%
8699 Fundraising / Donations	28,000	-	60	69	8,957	2,275	2,770	748	229	15,108	12,892	46%
8710 Other Local Revenue	6,900	823	232	288	164	-	25	86	-	1,618	5,282	77%
Total Revenue	817,146	3,842	8,886	79,377	27,228	67,582	33,104	84,204	55,133	359,357	457,789	56%

Budget v. Actual - Expenses

	2012-13 Budget	July	August	Sept	Actuals		Dec	Jan	Feb	Total Actual	Remaining in Budget	Remaining in Budget
Expenses					Oct	Nov						
1000 Teacher Salaries	266,575	3,779	21,374	25,503	23,457	23,922	26,735	22,250	24,358	171,377	95,198	36%
2000 Classified Staff	181,470	(1,995)	8,096	21,095	20,735	18,991	19,308	13,988	20,018	120,235	61,235	34%
3000 Employee Benefits	95,838	6,420	6,643	9,891	7,407	7,023	9,275	7,532	10,198	64,389	31,448	33%
4100 Textbooks	4,100	-	424	803	-	62	-	-	620	1,909	2,191	53%
4200 Books/Reference Material	4,000	-	434	48	47	67	141	116	-	852	3,148	79%
4300 Instructional Supplies	13,167	435	2,004	1,328	2,195	964	1,331	1,864	886	11,008	2,159	16%
4400 Non-Cap Equipment	500	-	220	-	-	260	-	10	-	490	10	2%
4700 Food - Nutrition Program	-	(1,845)	65	19	49	-	-	-	-	(1,711)	1,711	0%
5200 Travel and Conferences	4,275	(22)	-	40	1,225	6	-	43	21	1,314	2,961	69%
5300 Dues and Memberships	1,105	-	338	-	740	-	-	-	-	1,078	27	2%
5400 Property/Liability Ins	14,113	4,261	1,065	2,131	-	-	1,065	1,065	1,065	10,653	3,459	25%
5500 Utilities/Housekeeping	22,180	(0)	2,343	2,094	1,883	1,309	763	2,474	1,356	12,222	9,958	45%
5600 Rentals, Leases, and Repairs	91,650	13,268	459	15,808	7,835	536	8,319	15,724	8,233	70,181	21,469	23%
5800 Prof. & Consulting Services	54,929	2,218	258	11,912	5,854	6,018	4,425	5,328	1,701	37,714	17,216	31%
5900 Communications	4,060	(298)	470	280	870	124	369	386	476	2,676	1,384	34%
7141 Special Ed Encroachment	98,700	-	-	-	-	-	-	-	-	-	98,700	100%
7438 Long-Term Debt Interest	3,000	592	526	260	-	-	-	-	-	1,378	1,622	54%
Total Expenditures	859,662	26,813	44,719	91,210	72,296	59,281	71,731	70,781	68,934	505,765	353,897	41%
Net Income (Loss)	(42,516)	(22,971)	(35,833)	(11,833)	(45,068)	8,301	(38,628)	13,424	(13,801)	(146,408)		

SHERWOOD MONTESSORI CHARTER SCHOOL CASH FLOW PROJECTIONS FOR 2012-13 - PAGE 1 INCOME

	ACTUAL July	ACTUAL August	ACTUAL September	ACTUAL October	ACTUAL November	ACTUAL December	ACTUAL January	ACTUAL February	PROJECTED March	PROJECTED April	PROJECTED May	PROJECTED June	PROJECTED Accrual	Total Projected	Final Approved	Variance
CASH IN																
8015 General Purpose Entitlement	-	5,687	35,815	-	39,000	23,583	25,318	25,318	23,737	13,651	6,984	-	128,182	327,275	360,783	(33,508)
8015 GPE (hold back)	-	-	-	-	-	-	-	-	-	-	-	-	123,683	123,683	97,063	26,620
8096 In Lieu Taxes	-	-	35,599	15,822	15,822	-	47,466	23,733	15,723	6,541	5,992	5,488	59,848	232,034	232,034	-
8290 PCSGP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8290 EdJobs Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8550 Mandates Block Grant	-	-	-	-	1,590	-	-	-	400	-	-	-	800	2,791	1,601	1,190
8560 State Lottery	-	-	-	-	-	-	4,048	-	-	-	5,288	-	5,288	14,623	21,150	(6,527)
8590 Categorical Block Grant	-	1,025	6,456	-	7,030	4,251	4,564	4,564	4,930	2,835	1,450	-	26,625	63,730	54,764	8,966
8590 All Other State Revenue	-	-	600	-	-	-	20	282	-	-	-	-	-	901	-	901
8660 Interest From Banks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8673 Parent Fees	3,020	1,882	550	2,285	1,864	2,475	1,955	1,007	1,485	1,485	1,485	1,485	-	20,978	14,851	6,127
8699 Fundraising / Donations	-	60	69	8,957	2,275	2,770	748	229	2,800	2,800	2,800	2,800	-	26,308	28,000	(1,692)
8710 Other Local Revenue	823	232	288	164	-	25	86	-	575	575	575	575	-	3,918	6,900	(2,982)
Total Current Year Revenues	3,842	8,886	79,377	27,228	67,582	33,104	84,204	55,133	49,651	27,887	24,573	10,348	344,426	816,242	817,146	(904)
Other Current Assets	39,917	139,725	133,350	-	3,097	-	4,756	-	-	-	-	-	-	-	-	-
Total Cash In	43,760	148,610	212,727	27,228	70,679	33,104	88,960	55,133	49,651	27,887	24,573	10,348	344,426	816,242	817,146	(904)
Total Cash In Y-T-D	43,760	192,370	405,097	432,325	503,004	536,108	625,068	680,201	729,852	757,739	782,312	792,661	1,137,087			

SHERWOOD MONTESSORI CHARTER SCHOOL CASH FLOW PROJECTIONS FOR 2012-13 - PAGE 2 OUTGO

CASH OUT

Salaries & Benefits

1000 Teacher Salaries

2000 Classified Staff

3000 Employee Benefits

Total Salaries & Benefits

Supplies

4100 Texts and Core Curricula

4200 Reference Materials

4300 Instructional Supplies

4400 NonCap Equipment

4700 Healthy Lunch Program

Total Supplies

Services / Other Op Exp

5200 Travel and Conferences

5300 Dues and Memberships

5400 Property/Liability Ins

5500 Utilities/Housekeeping

5600 Rentals, Leases, and Repairs

5800 Prof. & Consulting Services

5900 Communications

Total Services

Total Other Outgo

7141 Special Ed Encroachment

7438 Long-Term Debt Interest

Total Other Outgo

Total Current Year Expenses

9500 Accounts Payable

Total Cash Out

Total Cash Out Y-T-D

Percent of Budget

ACTUAL July	ACTUAL August	ACTUAL September	ACTUAL October	ACTUAL November	ACTUAL December	ACTUAL January	ACTUAL February	PROJECTED March	PROJECTED April	PROJECTED May	PROJECTED June	PROJECTED Accrual	Total Projected	Final Approved	Variance
3,779	21,374	25,503	23,457	23,922	26,735	22,250	24,358	24,234	24,234	24,234	24,234	-	268,313	266,575	(1,738)
(1,995)	8,096	21,095	20,735	18,991	19,308	13,988	20,018	18,147	18,147	18,147	8,249	-	182,924	181,470	(1,454)
6,420	6,643	9,891	7,407	7,023	9,275	7,532	10,198	7,986	7,986	7,986	7,986	-	96,335	95,838	(497)
8,203	36,113	56,488	51,599	49,936	55,318	43,770	54,575	50,368	50,368	50,368	40,469	-	547,573	543,883	(3,690)
-	424	803	-	62	-	-	620	683	-	683	-	-	3,275	4,100	825
-	434	48	47	67	141	116	-	-	667	-	-	-	2,186	4,000	1,814
435	2,004	1,328	2,195	964	1,331	1,864	886	1,097	1,097	1,097	1,097	-	15,397	13,167	(2,230)
-	220	-	-	260	-	10	-	-	-	-	-	-	490	500	10
(1,845)	65	19	49	-	-	-	-	-	-	-	-	-	(1,711)	-	1,711
(1,410)	3,147	2,198	2,291	1,352	1,472	1,991	1,507	1,781	1,764	1,781	1,764	-	21,348	21,767	419
(22)	-	40	1,225	6	-	43	21	356	356	356	356	-	2,739	4,275	1,536
-	338	-	740	-	-	-	-	-	-	-	-	-	1,078	1,105	27
4,261	1,065	2,131	-	-	1,065	1,065	1,065	-	-	-	-	-	10,653	14,113	3,459
(0)	2,343	2,094	1,883	1,309	763	2,474	1,356	1,848	1,848	1,848	1,848	-	19,615	22,180	2,565
13,268	459	15,808	7,835	536	8,319	15,724	8,233	7,638	7,638	7,638	7,638	-	100,731	91,650	(9,081)
2,218	258	11,912	5,854	6,018	4,425	5,328	1,701	4,577	4,577	4,577	4,577	-	56,023	54,929	(1,094)
(298)	470	280	870	124	369	386	476	338	338	338	338	-	4,029	4,060	31
19,428	4,932	32,264	18,407	7,993	14,942	25,020	12,952	14,758	14,758	14,758	14,758	-	194,869	192,312	(2,557)
-	-	-	-	-	-	-	-	-	-	49,350	-	49,350	98,700	98,700	-
592	526	260	-	-	-	-	-	-	-	-	-	-	1,378	3,000	1,622
592	526	260	-	-	-	-	-	-	-	49,350	-	49,350	100,078	101,700	1,622
26,813	44,719	91,210	72,296	59,281	71,731	70,781	68,934	66,906	66,889	116,256	56,991	49,350	863,868	859,662	(4,206)
30,688	46,508	31,100	14,866	22,468	(8,654)	(8,136)	(11,925)	-	-	-	-	-	-	-	-
57,501	91,227	122,310	87,162	81,749	63,078	62,645	57,009	66,906	66,889	116,256	56,991	49,350	863,868	859,662	(4,206)
57,501	148,728	271,038	358,200	439,949	503,026	565,671	622,680	689,586	756,475	872,731	929,722	979,072			
6.69%	17.30%	31.53%	41.67%	51.18%	58.51%	65.80%	72.43%	80.22%	88.00%	101.52%	108.15%	113.89%			

Projected Cash Balance Statement

Beginning Cash Balance

Net Change

Ending Cash Balance

7,655	(6,087)	51,297	141,714	81,780	70,711	40,737	67,052	65,176	47,921	8,919	(82,764)	(129,407)	7,655	7,655	-
(13,742)	57,383	90,417	(59,934)	(11,070)	(29,974)	26,315	(1,875)	(17,255)	(39,002)	(91,683)	(46,643)	295,076	(47,626)	(42,516)	(5,110)
(6,087)	51,297	141,714	81,780	70,711	40,737	67,052	65,176	47,921	8,919	(82,764)	(129,407)	165,669	(39,971)	(34,861)	(5,110)

SHERWOOD MONTESSORI CHARTER SCHOOL CASH FLOW PROJECTIONS FOR 2013-14 - PAGE 1 INCOME

	PROJECTED July	PROJECTED August	PROJECTED September	PROJECTED October	PROJECTED November	PROJECTED December	PROJECTED January	PROJECTED February	PROJECTED March	PROJECTED April	PROJECTED May	PROJECTED June	PROJECTED Accrual	Total Projected	Final Approved	Variance
CASH IN																
8015 General Purpose Entitlement	-	-	9,257	58,290	22,267	41,206	41,206	79,589	9,221	4,980	28,793	10,880	191,357	497,047	497,047	-
8096 In Lieu Taxes	-	13,922	27,844	18,563	18,563	18,563	18,563	10,861	20,984	9,899	9,067	8,306	76,648	251,782	251,782	-
8290 PCSGP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8290 EdJobs Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8550 Mandates Block Grant	-	-	-	-	466	-	-	-	466	-	-	-	933	1,865	1,865	-
8560 State Lottery	-	-	-	-	-	-	-	5,738	-	-	5,738	-	11,475	22,950	22,950	-
8590 Categorical Block Grant	-	-	1,107	6,972	2,663	4,929	4,929	9,520	1,042	563	3,185	1,233	21,690	57,834	57,834	-
8590 All Other State Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8660 Interest From Banks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8673 Parent Fees	-	-	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	-	14,851	14,851	-
8699 Fundraising / Donations	-	-	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	-	28,000	28,000	-
8710 Other Local Revenue	575	575	575	575	575	575	575	575	575	575	575	575	-	6,900	6,900	-
Total Current Year Revenues	575	14,497	43,068	88,685	48,820	69,558	69,558	110,567	36,573	20,301	51,643	25,279	302,103	881,229	881,229	-
Other Current Assets	86,106	258,319	-	-	-	-	-	-	-	-	-	-	-	344,426	344,426	-
Total Cash In	86,681	272,816	43,068	88,685	48,820	69,558	69,558	110,567	36,573	20,301	51,643	25,279	302,103	1,225,655	1,225,655	-
Total Cash In Y-T-D	86,681	359,498	402,566	491,252	540,072	609,630	679,187	789,755	826,327	846,629	898,272	923,552	1,225,655			

SHERWOOD MONTESSORI CHARTER SCHOOL CASH FLOW PROJECTIONS FOR 2013-14 - PAGE 2 OUTGO

CASH OUT

Salaries & Benefits

1000 Teacher Salaries
 2000 Classified Staff
 3000 Employee Benefits
 Total Salaries & Benefits

PROJECTED July	PROJECTED August	PROJECTED September	PROJECTED October	PROJECTED November	PROJECTED December	PROJECTED January	PROJECTED February	PROJECTED March	PROJECTED April	PROJECTED May	PROJECTED June	PROJECTED Accrual	Total Projected	Final Approved	Variance
-	24,719	24,719	24,719	24,719	24,719	24,719	24,719	24,719	24,719	24,719	24,719	-	271,907	271,907	-
-	9,164	18,328	18,328	18,328	18,328	18,328	18,328	18,328	18,328	18,328	9,164	-	183,285	183,285	-
8,174	8,174	8,174	8,174	8,174	8,174	8,174	8,174	8,174	8,174	8,174	8,174	-	98,092	98,092	-
8,174	42,057	51,222	51,222	51,222	51,222	51,222	51,222	51,222	51,222	51,222	42,057	-	553,283	553,283	-

Supplies

4100 Texts and Core Curricula
 4200 Reference Materials
 4300 Instructional Supplies
 4400 NonCap Equipment
 4700 Healthy Lunch Program
 Total Supplies

697	-	697	-	697	-	697	-	697	-	697	-	-	4,182	4,182	-
-	667	-	667	-	667	-	667	-	667	-	667	-	4,000	4,000	-
1,117	1,117	1,117	1,117	1,117	1,117	1,117	1,117	1,117	1,117	1,117	1,117	-	13,408	13,408	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,814	1,784	1,814	1,784	1,814	1,784	1,814	1,784	1,814	1,784	1,814	1,784	-	21,590	21,590	-

Services / Other Op Exp

5200 Travel and Conferences
 5300 Dues and Memberships
 5400 Property/Liability Ins
 5500 Utilities/Housekeeping
 5600 Rentals, Leases, and Repairs
 5800 Prof. & Consulting Services
 5900 Communications
 Total Services

356	356	356	356	356	356	356	356	356	356	356	356	-	4,275	4,275	-
-	-	-	-	-	1,165	-	-	-	-	-	-	-	1,165	1,165	-
3,387	1,694	1,694	1,694	1,694	1,694	1,694	1,694	1,694	1,694	-	-	-	16,935	16,935	-
1,885	1,885	1,885	1,885	1,885	1,885	1,885	1,885	1,885	1,885	1,885	1,885	-	22,624	22,624	-
7,756	7,756	7,756	7,756	7,756	7,756	7,756	7,756	7,756	7,756	7,756	7,756	-	93,071	93,071	-
4,232	4,232	4,232	4,232	4,232	4,232	4,232	4,232	4,232	4,232	4,232	4,232	-	50,781	50,781	-
344	344	344	344	344	344	344	344	344	344	344	344	-	4,130	4,130	-
17,960	16,267	16,267	16,267	16,267	17,432	16,267	16,267	16,267	14,573	14,573	14,573	-	192,981	192,981	-

Total Other Outgo

7141 Special Ed Encroachment
 7438 Long-Term Debt Interest
 Total Other Outgo

-	-	-	26,775	-	-	26,775	-	-	26,775	-	-	26,775	107,100	107,100	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	26,775	-	-	26,775	-	-	26,775	-	-	26,775	107,100	107,100	-

Total Current Year Expenses

27,949	60,108	69,303	96,047	69,303	70,437	96,078	69,272	69,303	94,354	67,609	58,415	26,775	874,954	874,954	-
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9500 Accounts Payable

-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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Total Cash Out

27,949	60,108	69,303	96,047	69,303	70,437	96,078	69,272	69,303	94,354	67,609	58,415	26,775	874,954	874,954	-
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Total Cash Out Y-T-D

27,949	88,057	157,360	253,408	322,710	393,148	489,226	558,498	627,801	722,155	789,764	848,179	874,954			
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Percent of Budget

3.19%	10.06%	17.98%	28.96%	36.88%	44.93%	55.91%	63.83%	71.75%	82.54%	90.26%	96.94%	100.00%			
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Projected Cash Balance Statement

Beginning Cash Balance

(129,407)	(70,674)	142,034	115,800	108,438	87,955	87,075	60,555	101,850	69,120	(4,933)	(20,899)	(54,034)	(129,407)	(129,407)	-
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Net Change

58,732	212,708	(26,234)	(7,362)	(20,483)	(880)	(26,520)	41,295	(32,730)	(74,053)	(15,966)	(33,135)	275,328	350,701	350,701	-
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Ending Cash Balance

(70,674)	142,034	115,800	108,438	87,955	87,075	60,555	101,850	69,120	(4,933)	(20,899)	(54,034)	221,294	221,294	221,294	-
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MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.2 Prop 39 Update**

Date: March 22, 2013 for the meeting of March 27, 2013

SUMMARY

On Friday, March 15, the School Director and Board Chair met with CUSD's Director of Alternative Programs and Charter School Facilities Liaison to discuss the potential for CUSD to provide the students at Sherwood with equitable facilities.

DISCUSSION

School Director, Michelle Yezbick, and Board Chair, Steve Lucas, met with CUSD's Director of Alternative Programs, John Bohannon, and Charter School Facilities Liaison, Julie Kistle, to discuss the potential for CUSD to provide the students at Sherwood with equitable facilities. The District representatives agreed with Director Lucas' assertion that Sherwood students should bear an equal concern for housing as any District student, as outlined in Prop 39. However, they conversely asserted that students enrolled in CUSD's non-charter programs were their primary responsibility. They were not able to present any scenario in which Sherwood students would be provided with equitable facilities outside of a share-a-campus model such as the model proposed for the Citrus campus or the full use of the Cohasset School site.

When asked about the 10 acres of land at Henshaw/ Guynn that was bought with bond funds for the purpose of building a high school, the response was that the land was not going to be made available as a potential Prop 39 agreement or long-term lease. Shasta Elementary is now approaching overcrowded status and the land will possibly someday house an elementary program to ease the overcrowding in that area of town.

Facilities plans for Inspire High School were inquired about, and the response was that the District has a current plan in place for Inspire that will span 10 years.

The District is currently developing its Master Facilities Plan. When the construction of the new Pleasant Valley High School classrooms is complete, seven re-locatable classrooms will be vacated. The process of developing the Master Plan will reveal whether or not those re-locatables will be offered to charters. The time line for these decisions will be sometime late next fall or early winter.

ACTION REQUESTED

Receive report.



MEMORANDUM

To: Board of Directors
From: Michelle Yezbick, School Director
Subject: **Agenda Item 5.3 Facilities Update**
Date: March 22, 2013 for the meeting of March 27, 2013

SUMMARY

We have not yet heard back from the Unitarian Fellowship of Chico. While we remain hopeful that an arrangement can be made to use facilities at this site, back-up emergency plans are being made.

DISCUSSION

The School Director and Board Chair have both reached out to representatives of the Unitarian Church regarding making progress on an agreement that will be mutually beneficial to both parties, but have not received responses. While this does not necessarily represent apathy or resistance on the part of the church, it is in the best interest of the school that a back-up emergency plan is developed in the event that the arrangement does not work out.

In the event that we have no other facility in which to operate for the 2013-2014 school year, some moving around in our current facility could achieve a one-campus model, although it will require classroom spaces that are crowded beyond recommended levels.

The attached building use map is a "worse-case scenario" for next year. It was developed using quantitative methods to share the burden equally among classrooms/teachers at each grade level. The map represents kindergarten students in their current space, with approximately 35 square feet per student available. The 1st/2nd/3rd graders will have approximately 38 square feet per student available. The 4th/5th grade students will have approximately 26 square feet available per student and the 7th/8th graders will have approximately 23 square feet available per student. Recommended square footage per student is generally 100, with 75 being a minimal amount.

All creative ideas will be considered. Perhaps Winnebegos could be used for administrative offices and additional space.

ACTION REQUESTED

Receive report and manifest other creative ideas for maximizing our current campus.

Attachment: Worse-Case Scenario Building Use Map for 2013-2014

EXISTING
CHURCH
PARKING
LOT
(RIGHT OF
PASSAGE
INCL.)

EXISTING
CHURCH
BUILDING

PARKING LOT/PLAYGROUND

PLAY YARD "A"

PROPERTY LINE

DIAGONAL STREET PARKING

4th/5th
19

1st/2nd/3rd
19

Church storage

7th/8th
31

4th/5th
25>27

Kindergarten
23>23

Library/Spanish/
Literacy

Copy room

Resource/
Computer
Lab

1st/2nd/3rd
27>25

1st/2nd/3rd
27>25

Director

bathroom

kitchen

Office

3,822 sq ft

PHASE II
AREA

PHASE I
AREA

PLAY YARD "B"

712 sq

1,288 s

HT



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.4 Discussion of Independence as a Local Education Agency (LEA) for the Purposes of Special Education**

Date: March 22, 2013 for the meeting of March 27, 2013

SUMMARY

Director Corin Meester will lead a discussion on the potential for Sherwood Montessori to become independent as an LEA providing special education services.

DISCUSSION

Currently, Sherwood contracts Chico Unified School District for Special Education Services. With this agreement, CUSD is responsible for delivering the legal minimum of special education services. Failing to do so, CUSD bears the burden of any legal consequences.

Many independent charter schools in the Butte County area have transitioned from contracting with their authorizing districts to becoming independent as LEAs for the purposes of special education services. Achieve has gone independent from Paradise Unified, Chico Country Day and Nord have gone independent from Chico Unified. Common to all these schools is the satisfaction they have with their decision and the increased level of services for their students.

Currently, Forest Ranch Charter School is also considering making this change, but is burdened with the concern for finding service providers willing to make the commute. While remote location is not a factor for Sherwood, other complicating factors we do face include: the potential for facing lawsuits on our own and the resources needed to properly plan and implement a comprehensive program. The potential benefits to the school include increased level of services to the students, control of a quality program that spans the entire school year, and the integrity of providing a program that is truly an alternative to the programs currently available in the Chico area.

ACTION REQUESTED

Discuss independence for special education services as a possibility for Sherwood.



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.5 Proposal to Hire Tempra Board as a Consulting Grant Writer**

Date: March 22, 2013 for the meeting of March 27, 2013

SUMMARY

The services of a (very) local grant writer who works for non-profits such as Butte Environmental Council could be obtained for Sherwood Montessori.

DISCUSSION

As much as the School Director would like to pursue grant opportunities that come up and seek out opportunities that exist but do not advertise themselves, time is finite as we are experiencing it and there does not seem to be enough to accomplish all that could be manifested for our Sherwood. Tempra Board has worked with a number of non-profit agencies that find themselves in the exact position in which we are, and has been successful in providing a service to fulfill this need at a reasonable price.

Tempra's proposal for Sherwood follows.

ACTION REQUESTED

Approve proposal and support School Director's hiring of Tempra Board as a Consulting Grant Writer.

Attachment: Proposal for Grant Writing Consulting Services for Sherwood Montessori

Proposal for Grant Writing Consulting Services for Sherwood Montessori

A month-to-month retainer is proposed (can be cancelled at any time with 30 days' notice) at a rate of \$600/month (based on an hourly rate of \$40/hr, not to exceed 15 hours per month). At this rate, the following deliverables can be achieved:

Deliverables:

- Research and review funding sources (comprehensive list developed in first month).
- Assist in grant writing and project development (development of two to three boiler plate project concept papers in months one and two)
- Submit and/or assist in submission of grant applications as appropriate. Approximately two (2) grant proposals or LOIs (letters of inquiry) submitted per month once projects descriptions are developed and funding sources identified. This depends upon the complexity of the grant application. Applications to the California Department of Education, for example, are complicated and more time consuming, and probably only one of these could be completed in a given month under the current scope. Letter requests to local foundations can be completed in less time and therefore more can be completed in a given month.
- Regular in person, phone and email contact and meetings with Montessori staff.
- Maintenance of a grant submission tracker and time line of deadlines, etc.

Background on Tempra:

I have been a consulting grant writer for nonprofit organizations for the past 15 years. More about my experience, clients, and other information can be found at www.tempraboard.com. Please also feel free to get in touch with the Butte Environmental Council (Executive Director Robyn DiFalco) at 891.6424 if you would like information about my work. My work with BEC is a similar scope as proposed for the school.



REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 5: Middle School Math/Science
746 Moss Avenue, Chico, California**
Date/Time: **Wednesday, April 17, 2013 – 5:30 p.m.**

AGENDA

1. **CALL TO ORDER**
 - 1.1 **Roll Call** Jill Bailey, Robyn Faraone, David Kuperman, Stephen Lucas, Corin Meester, Russell Shapiro, and Erwin Williams
2. **CONSENT AGENDA**
 - 2.1 **Approval of Minutes from March 27, 2013**
 - 2.2 **Strategic Plan for Fund Development**

Grant writer Tempura Board has written a plan for fund development for Sherwood.

ACTION REQUESTED: Receive report.
3. **REPORTS AND COMMUNICATION**
 - 3.1 **Instructional Staff Report**
 - 3.2 **Sherwood Montessori Parents Organization Report**
 - 3.3 **School Director Report**
 - 3.4 **Treasurer Report**
4. **NOTICED PUBLIC HEARINGS**
 - 4.1 **None**
5. **REGULAR BUSINESS**
 - 5.1 **Items Removed From Consent (If any)**
 - 5.2 **Facilities Use Agreement (FUA) with the Unitarian Universalist Fellowship (UUF) of Chico**

A facilities use agreement between the UUF and Sherwood Montessori for the 2013-2014 school year to secure classroom space for the middle school has been drafted.

ACTION REQUESTED: Approve or revise and approve draft to present to UUF Board.
 - 5.3 **Consideration of Independence as a Local Education Agency (LEA) for the Purposes of Special Education**

Director Corin Meester will lead a discussion on the potential for Sherwood

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.

Montessori to become independent as an LEA providing special education services.

ACTION REQUESTED: Approve a motion to move ahead on becoming independent as an LEA for the purposes of providing special education services.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

7. FUTURE AGENDA ITEMS

- 7.1** The Educational Practices Committee will discuss progress on formalizing the process of the Board of Directors providing academic oversight for the school.
- 7.2** The School Director will provide and update on the progress made on securing a permanent facility for the school.
- 7.3** The Board Treasurer and School Director will present a budget for approval for 2013-2014.
- 7.4** The School Director will present a calendar for approval for 2013-2014.

8. ADJOURNMENT (Est. 7:30 p.m.)

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**DRAFT MINUTES FOR BOARD OF DIRECTORS of
March 27, 2013**

1. **CALL TO ORDER:** at 5:38 PM at 746 Moss Avenue.
Board Present: Stephen Lucas-Chair; Jill Bailey-Vice Chair, Russell Shapiro-Treasurer; Robyn Faraone-Secretary; David Kuperman; Corin Meester; Erwin Williams.
Others Present: Michelle Yezbick-School Director; Tempra Board- Grant Writing Consultant

2. **CONSENT AGENDA**

Director Williams motioned to approve the consent agenda; 2nd *Director Shapiro*.

AYES: 7 (Bailey, Faraone, Lucas, Kuperman, Meester, Shapiro, Williams)

NOES: 0

ABSENT: 0

Director Lucas reordered the agenda to discuss Item 5.5 Proposal to Hire Tempra Board as a Consulting Grant Writer to accommodate Ms. Board's schedule.

5.5 Proposal to Hire Tempra Board as a Consulting Grant Writer- Written proposal from Tempra Board provided. *Director Shapiro* asked if we are allowed to use state funds to hire a grant writer, and *Director Meester* said that Butte County Office of Education did it all the time. *Director Williams* asked how we will evaluate if the funds are worth the expenditure, and at what point will we evaluate that, i.e. 6 months. *Director Faraone* asked Ms. Board if she had experience grant writing for schools or educational institutions, and Ms. Board responded that she has provided the service to the Boys and Girls Club and listed several local funders that represent potential funding sources. *Director Faraone* stated that what we need is a fundraising plan, and then we could contract with her for large grants, and smaller Letter of Intent could be handled by the School Director, rather than a permanent retainer for 15 hours a month. *Director Bailey* stated that we had discussed having parents help with grant writing, but we would benefit from a plan and boiler plate. *Chair Lucas* asked Ms. Board if she would be amenable to a smaller contract, rather than an ongoing retainer for her services, and she said yes. Ms. Board excused herself for another engagement.

ACTION: The Board recommended that *School Director Yezbick* discuss a smaller initial contract with Ms. Board, such as up to 15 hours at a rate of \$40/hour to develop a fundraising plan and boiler plate, with the possibility of contracting with her for further grant writing based on need.

3. **REPORTS AND COMMUNICATION**

3.1 Instructional Staff Report- Written report provided.

- 3.2 **Sherwood Montessori Parents Organization Report-** None at this time. SMPO is seeking a new president for 2013-14 school year.
- 3.3 **School Director Report-** Written report provided. *School Director Yezbick* reported that CUSD conducted an observation on 3/25/13, and they were visibly impressed with the high level thinking and authentic participation exhibited by students.
- 3.4 **Treasurer Report-** Written report provided.
- 4. **NOTICED PUBLIC HEARINGS-** none
- 5. **REGULAR BUSINESS**
 - 5.1 **Items Removed From Consent-** none

5.2 Prop 39 Update- *Chair Lucas* and *School Director Yezbick* met with representatives from CUSD regarding their facilities offer in response to our Prop 39 request for CUSD facilities for 2013-14 school year. When asked why Bidwell Junior was not part of their offer, they responded that the district does not want to set a precedence of allowing charter schools to move only a portion of their school to district schools. CUSD representatives said that they make decisions on facilities based on the CUSD schools first and the charters second. They will give us a final offer by April 1, and we have until May 1 to respond. We expect the offer to resemble what they have already provided. Sherwood should add a request for portables, such as the ones at PV High that will no longer be needed by PV High.

5.3 Facilities Update- *School Director Yezbick* provided a written report. The use permit at Unitarian Church that they held for Blue Oak Charter School expired. City of Chico staff will decide within the week if the permit can be renewed by staff or if it will need to go to the Zoning Committee for approval, which will take longer and will cost \$2,900. We do not know who will pay the fee. Unitarian Church staff wants Sherwood to rent the classrooms, but they want to approve the look of the storage units and shed before we purchase them. *School Director Yezbick* will draft the use agreement by the end of April for their board to approve at their May meeting. The Facilities Committee is continuing to meet on longer term solutions for 2014-15 and beyond, including the possibility of purchasing land and putting portables on it.

5.4 Discussion of Independence as a Local Education Agency (LEA) for the Purposes of Special Education- *Director Meester* presented written documents explaining the process for becoming an LEA for Special Education. The process would allow Sherwood to receive funds directly through Butte County Office of Education, rather than contracting with CUSD for Special Education services. Sherwood would receive around \$69,000 based on our ADA which would mean more money for Sherwood to hire our own Special Education teachers, which we are already doing to supplement the limited amount we receive from CUSD. Sherwood would become liable if a parent sued the school, whereas, our liability is currently covered by CUSD. You must self-insure for those contingencies by setting up a fund for possible legal fees; however, the best defense against legal issues is having high quality Special Education services and good communication with parents. Although becoming a LEA may represent an initial increase in our budget that is not the reason to do it. The reason to do it is to offer the highest quality Special Education services, which will also benefit other students who will be part of the pull out groups. Special Education is expensive

and you never know how much service a student will need, and eventually we will likely spend all of the money we receive on providing Special Education. Becoming our own LEA for the purposes of Special Education would give us the opportunity to develop our own program, and provide increased services. The Board would need to increase its knowledge of Special Education.

ACTION: Directors will read through the materials provided, and we will discuss the possibility further at future Board Meetings. If we decide to apply to become a LEA for the purposes of Special Education, Sherwood will need to submit a proposal by November 1, 2013, and will need to inform Butte County Office of Education prior to that date.

5.5 Proposal to Hire Temptra Board as a Consulting Grant Writer- Discussed following the Consent Agenda on previous page.

6. PUBLIC COMMENT ON ITEMS NOT ON AGENDA- None

7. FUTURE AGENDA ITEMS

7.1 The Educational Practices Committee will discuss progress on formalizing the process of the Board of Directors providing academic oversight for the school;
ACTION ITEM: Special Education Services.

8. ADJOURNMENT: 7:36 PM. BOD adjourns until the BOD Meeting on April 17, 2013 at 5:30 PM.

Approved: _____, 20____

Robyn Faraone, Secretary of the Board

MINUTES FOR SPECIAL MEETING OF BOARD OF DIRECTORS of February 27, 2013

CALL TO ORDER: at 5:51 PM at 746 Moss Avenue.

Board Present: Stephen Lucas-Chair; Jill Bailey-Vice Chair; Russell Shapiro-Treasurer; David Kuperman; Corin Meester; Erwin Williams.

Absent: Robyn Faraone-Secretary

Others Present: Michelle Yezbick-School Director; John Howlett-Lead Teacher

Chair Lucas reported that an offer has been received from the Unitarian Church regarding our request to lease space for next year. The Board discussed options for moving part of the campus to that space. *Director Williams* reported on ongoing negotiations with the East Avenue Community Church (EACC) to lease space formerly occupied by Champion Christian School. A lively discussion ensued, including the costs of renovation associated with that move.

Chair Lucas called for public comment. Tanya (parent and Montessori Teacher) commented that the EACC space would not be conducive to a Montessori education. Rob (parent) expressed the importance of involving more parents. Lisa (parent) expressed support for the EACC site and toured the facility.

The Board continued to discuss the merits of both locations. *Director Williams* clarified that both are temporary fixes.

Director Meester motioned to focus on the lease with the Unitarian Church while continuing discussion with EACC for a future lease and ask *School Director* to update the Board with a long-term plan by August. Motion did not pass.

AYES: 3 (Bailey, Meester, Shapiro)

NOES: 3 (Kuperman, Lucas, Williams)

ABSENT: 1 (Faraone)

Discussion continued.

Director Meester motioned to enter into the lease with the Unitarian Church pending success with the permit process with Chico, while continuing discussions with East Avenue Community Church. *School Director* shall report to the Board by May with a concrete facilities plan.

AYES: 4 (Bailey, Lucas, Meester, Shapiro)

NOES: 1 (Williams)

ABSENT: 1 (Faraone)

ABSTAIN: 1 (Kuperman)

Meeting adjourned at 7:16 PM.

Approved: _____, 20____

Russell Shapiro, Treasurer of the Board



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 2.2 – Strategic Plan for Fund Development**

Date: April 13, 2012 for the meeting of April 17, 2012

SUMMARY

At the March meeting of Sherwood's Board of Directors, the School Director presented a proposal to hire the services of a local grant writer, Temptra Board. Temptra attended the Board meeting and answered questions from the Board.

DISCUSSION

At this time, the School Director still feels that the school would benefit from Temptra's services and does plan to secure her services for the purposes of raising funds for the school. A detailed report of the scope of her services including a time line of expected actions is included.

ACTION REQUESTED

Receive report.

Attachment: Strategic Plan for Fund Development

STRATEGIC PLAN FOR GRANT WRITING Sherwood Montessori

Prepared by Tempura Board & Associates

Background and Executive Summary

Sherwood Montessori is interested in pursuing grants to support its educational programs as well as in support of the acquisition (lease or purchase) of a new, larger facility. The board of directors would like to understand more about how this process would work, the expected rate of return on investment in grant writing activities, and other logistical issues. Although one can never guarantee successful grant proposals in that most if not all of the sources to whom we will approach will be competitive in nature, this plan attempts to do the following:

- Establish needs, goals, objectives, and outcomes for grant proposal writing,
- Delineate a process for grant proposal development and submission,
- Identify key activities, a timeline, and key participants, and
- Discuss how grant writing can fit into a larger fund development program.

Needs, Goals, Objectives, and Outcomes

Needs: A two-year start up grant, the Public Charter School Grant Program, has ended, and although Sherwood Montessori receives an annual allocation from the California Department of Education as a public charter school, this funding provides only the bare minimum to manage the school, and does not afford the opportunity to expand programming. In addition, the need for a larger facility for Sherwood's already crowded and growing student body, which will go from 141 students now to 169 next year, is clear. To this end the board and staff have spent time understanding its physical space needs and desires, identifying available properties, and conducting some research on financing and funding options.

Goals and Benefits: The most obvious short-term goal of any grant writing or other fundraising effort is to bring in additional dollars to the organization. However there are other benefits to the organization that can ultimately lead to a stronger, more financially stable organization in the long-term, such as:

- **Strategic Planning:** The act of grant writing forces the organization to think strategically about its needs and future direction and growth, as well as what kind of impact it seeks to make on the community it serves, as this is one of the key elements of any grant proposal; what will be different (better) about the community as a result of your work?
- **Program Development and New Narratives:** Program development and design is the critical first step of successful grant writing, and the school will benefit from this process. Grant proposals also provide written narratives about your organization, background, current programs and successes, and new programs, which can then be used in other

contexts, such as appeal letters to the community, press releases about new programs, and other marketing and fundraising efforts.

- **Organization of Files:** The process of grant writing and submission also forces the organization to ensure that it has documentation all in one place and easily accessible. Most funders require the organization's current operating budget, financial statements from the most recent two or more years, annual reports if available, board of directors list with affiliations, lists of other funding sources, references, staff bios or resumes, student demographics, public charter documentation, etc.
- **Partnerships:** In many cases, funding opportunities require or strongly suggest partnerships and collaboration, which will strengthen not only the proposal but potentially your program and outcomes as well.
- **Expanding Community Presence:** All of the activities described above can help broaden the organization's visibility in the community, which will also help you to raise funds.

Because Sherwood Montessori is a relatively new organization that has not yet conducted much grant writing or fund development, one of the additional goals of this work is to "test the waters," in other words, to assess whether there are sufficient opportunities for grants to warrant continued or long-term grant writing efforts by the school.

Objectives and Outcomes: The following measurable objectives are suggested for the grant proposal writing and submission process over an approximately six-month period (May – Oct. 2013):

1. Identify and write program descriptions for two to three Sherwood Montessori programs (may include garden/food program, art and drama, STEM education, physical education/nutrition, and capacity building).
2. Write up plan and description of a capital campaign to obtain a new facility.
3. Identify a list of approximately 20 prospective local, regional, statewide and/or national government, private foundation, and corporate funders for Sherwood Montessori programs and capital expansion.
4. Make contact with and submit approximately eight grant proposals to identified sources.
5. Raise a minimum of \$20,000 in new funding.¹

Process, Key Activities, Timeline, and Participants

The contract grant writer, Tempra Board & Associates, will work with Michelle Yezbick, Sherwood Montessori Director, to implement the objectives described above. Other staff and/or board members may be engaged depending upon the topic (for example, development of a proposal for STEM education may require a science or mathematics teacher's input in the program design). Included will be regular face to face, phone, and email communication to facilitate program and proposal development, as well as a brief monthly report to the Board of Directors on progress and activities.

¹ This may depend upon the grant award ranges of the sources we identify. Public sources may be much more than this.

Activities will occur according to the following timeline:

Activity	Person(s) Responsible	Timeframe
Research and prepare list of funding prospects	Tempra	May
Meet with project partners as needed	Michelle	May
Meet with staff and/or board on program development	Michelle; Tempra	May
Write program proposals	Tempra	June
Write capital campaign/new facility proposal	Tempra	July
Compile needed grant application attachments and documentation	Michelle; Tempra	May-June
Attempt communication / meetings with funders	Michelle	June-Aug
Submit grant applications (approximately two per month)	Tempra	June-Sept
Review progress and update board of directors	Tempra	Oct
Obtain feedback on any declined proposals	Tempra	(as avail.)

Grant Writing as One Part of Fund Development Program

The board may want to consider other fund development activities to help support ongoing operations or a major capital campaign to obtain a new building. Successful nonprofits and schools typically have multiple income streams that include grants and contracts, individuals, special events, and program income or fees. Sherwood Montessori may not currently have the capacity to implement fund development activities in order to achieve a diversity of income as it does not have a development director or fundraising staff. A capacity building grant that would support the addition of such staff is something that we can look for in our initial and ongoing research, though these are typically few and far between. Once the school has some regular grantors that have funded the organization in multiple years, it can sometimes approach these funders for a special capacity building grant towards this effort. The organization could also establish a volunteer fund development committee charged with implementing activities, though it is typically much more successful when there is staff support for these efforts (such as handling logistics, maintaining a donor database, etc.).



MEMORANDUM

To: Board of Directors
From: Lead Teacher, Teresa Shippen
Subject: **Agenda Item 3.1 Instructional Staff Report**
Date: April 13, 2013 for the meeting of April 17, 2013

Kindergarten (Teresa Shippen):

These last couple of weeks have been full of changes in our room! We were growing a mystery bulb, which is now a blooming Lily, much to the excitement of the students. They have been watching it emerge, and marking its growth. Kindergarten students notice everything! The soft leaves on our playground, the sticks from the crazy winds, small shoots, butterflies and bees in our garden. Each day they find new surprises at school. Last week I introduced a new pet to our room. We now have a hamster! The students brainstormed name ideas, and drew wonderful pictures of hamster adventures in their journals. We decided to pick one of these names from a hat and the winner was Silly McWiggles! Miss McWiggles is having quite a time adjusting to the noise of our room, but tomorrow we will put her in her ball to explore. The kids are really wanting to get to know her a little more.

We have also been studying Endangered Species for the upcoming Sherwood Spring Faire. We are working on paper Mache puppets with our 4/5 Big Buddies. It is quite a project, but they are turning out wonderful! We are down to the painting stage. To learn more about endangered species, and animals in general, we have a field trip scheduled for April 17. We will visit the Barry Kirshcner Foundation for rescued animals. I haven't been to their new location, but several parents have reported it is a worthy adventure.

As conference time approaches, I have been busy writing up their conference reports. I love this time of year, as it gives me time to reflect on our growth, and how far we have all come since August. It is a big journey in Kindergarten, and I am reminded again, why I love this job!

1/2/3 Classroom (Carin Anderson):

Carin and Eilene's class continues to learn together. Worktime is quite grounded and productive. Star test preparation has been occupying much of Carin's morning lesson time, so

there is less time for Montessori lessons, though the students continue with their Montessori works. We continue with Endangered Species Faire preparation, the Timeline of Life, Africa, and Second Step/Steps to Respect. The students now have weekly computer lab time, and we are once again doing science experiments. We celebrated Carin's birthday, and all enjoyed watching her walk (jog) around the candle 44 times.

1/2/3 Classroom (Eric Parish):

4/5 Classroom Kristina Besnard:

6/7/8 Classrooms (John Howlett, Kelli Kurth, Hildi Myers):

At this time, we'd like to express our appreciation to our math aides. Each of these men provide good role-modeling and helpful academic assistance to our eleven-fourteen year olds. Last week, in place of on-sight PE, Steve Duke led an orienteering activity in which students used compasses and maps in Verbena Fields. Students and their parents also appreciate the benefit of afternoon tutorials led by Anthony. It has been a pleasure conferencing with parents – we are all on the same team to empower our students!

~Hildi

The middle school embarked on several adventures in the month of April. The first was to the vernal pools surrounding Horseshoe Lake. There, the students identified various types of wildflowers and aquatic invertebrates living in the pools in preparation for our hike across Table Mountain the following week. At Table Mountain an enthusiastic group of middle school students scoured the fields looking for wildflowers and other exciting wildlife. California Newts, tree frogs and a friendly garter snake all made the discovery list. It was a beautiful day spent appreciating nature and engaging with the students in ways only possible outside of the classroom. Every student wore a tired smile by the end of the day and there was a strong community feeling as we packed up to come back to Sherwood. In the words of one excited 6th grade "Best field trip, no best day of school ever!"

~Kelli

April is starting to become a busy month. In addition to preparing for STAR test at the end of the month, the students have been busy finishing their puppets for the Endangered Species Faire on May 4th. Also, we had a wonderful field trip to Table Mountain arranged by Kelli, and the students all really enjoyed themselves (Feather Falls is next in May!) A belated congratulations to Iris Kern, Zane Polson, Jackson Fraser and Toby Pope for their great showing in the Butte County Spelling Bee. One more congrats to Alex Green, Mackenzie Zevely- Howlett and Theo Stark for their recognition in the Butte County Short Story Contest. Be looking for a

couple of fundraisers for our end of the year Ashland and Ropes Course Trips, including a car wash, yard sale and tamale lunch/ sales!

~John

Literacy and Spanish Instruction (Danielle Mennucci):

Writing group has been especially fun this month. We had 8 entries in the Fiction 59 CN&R contest. The students were full of pride with their success and the way they represented their school so well. We met at Lyon's Books and read our stories. As well, we have 4 students who will read their short stories selected by the Butte County Literacy Group at Barnes and Nobel on Friday, April 17th at 6:30. Do come and witness the proud students and parents. We will practice so as to give an effective presentation of our work. We also spent some time doing some RAFT writing. Each student grades 3-8 took on a chosen Role and used the letter Format to deliver some thoughts to an Audience. For example, one entry was a letter from a piano to a master about the gum on the pedals and the the sticking notes that needed attending to. To prepare for testing at the end of April, we will write a persuasive essay. Each student will select a topic that is important to him or her. In the Literacy room, writing folders for each student is available for parents to peruse and lots of writing on the walls that will entertain us all.

I am totally enjoying the literature selections at this time! You should all come and witness the groups as they crowd in with their books and homework, and listen to their amazing insights. Each half hour is filled with excitement, truly! The 8th graders take turns reading roles from *Midsummer Night's Dream*. They really comprehend the vocabulary and the author intent and the humor of this play. In another week, the second group will begin this Shakespeare selection and all of us are seeing the play in Ashland in June. The younger group is excited to take on this challenge. For now, they are immersed in Lois Lowry's *The Giver*. This is one of the most amazing books for young people. We interpret the topic of Dystopia in so much detail. The group really understands the plot and details that would boggle most of our minds! London's *Call of the Wild* was selected by the 6th graders. The vocabulary is extremely challenging but the story draws their attention. We talk about anthropomorphism, character development, author style, and history of the Klondike Gold Rush. The 4th and 5th grades wanted to read *Cirque de Freak* and they all loved it so much that they read it in 1 week. That has never happened. I am so excited for them to love a book so much. I am discussing the content with them for now and we will move on to something else they will hopefully love as much. A major goal in lit class is to love to read and I see that with every student. Hurray!

Garden-Kitchen Program (Richie Hirshen)

After attending a Slow Food membership appreciation event in Red Bluff, the local chapter's (convivium's) president of the board Lori Weber came to Sherwood's big garden work day (she put in a few hours planting, including the heirloom/local seeds she brought/donated: Bidwell melon, Crane Melon and Petaluma Gold Rush Beans) and proposed that I join their BOD, which I

did at their board meeting this past Monday, as School Garden-Kitchen Program Liaison. There are four meetings a year, several other events, this could bring some nice Erdkinder-appropriate publicity to Sherwood and hopefully this will help me get accepted to go to Italy in 2014.

Elliott from GRUB came to the garden work day too, with GRUB's compost and proceeded to help Lori and I plant 1,500-ish seeds with many of our students ages K-8. Those seeds have almost all grown into starts in the greenhouse and another big garden work day, maybe with grub again, is being planned for later this month. Just for fun Coleman and I planted several cucumbers yesterday and with more kids from Carin's class we put the signs Heidi and her family ad made for us. CHARMING. Please go look at the garden and greenhouse if you get a chance. We'll also be selling some starts at our farmers' markets beginning next week..."From Amaranth to Zinia's"...literally. Thanks to Pam Walters and the SMPO for the donation of wonderful potting soil.

We made ricotta cheese in K and middle school last week and will add that recipe to our second cookbook that we've (along with our four remaining interns volunteers-one has left but I'm working on adding two more) begun in earnest. We're planning on calling the book Erdkinder Cookbook, but we're still entertaining suggestions so if you have any... ..CSU Chico Nutrition Department Intern Sydney Blatt will be working up nutritional data to add to some recipes. If there's a parent graphics wiz here that would like to work out the cover (front/back/inside front/inside back) as PDF's we're also looking for someone to do that. Another exciting cookbook addition will be Dave Miller's (Miller's Bakehouse at the Saturday farmers' market) advanced organic no-yeast leavening baking classes here at school Monday/Tuesday 4/22-23 from 10:00-noon each day. Christine LaPado of the CN&R will be here as our press attache'. Yay for the attache'!

Recipes lately, in addition to the ricotta, have included a local (Genesis) brown rice and roasted broccoli frittata, a 'Sherwood Snack Cup' with brown rice, popcorn, roasted carrots and lettuce, and kale-chard-mustard greens pizzas including a gluten-free version made with brown rice flour. I'm waiting to hear, next week, about the Jamba Juice/Kidsgardening garden grant. \$500. Please cross your fingers...and have begun writing two more (\$2,000!) grants. If anyone...BOD/parents...is interested in helping with those, please let me know.

Finally, this coming Tuesday from 12:30-2:00 the President of the BOD and a board member of Let's Move! Chico will be observing/participating in the Sherwood garden from 12:30-2:00 to get ideas about how they can better assist school garden-kitchen programs here in Chico...this after the CN&R article by Clair Hudkins-Seda about former Sherwood super volunteer Chef Alex Cilensek's program at Chapman Elementary, in which Sherwood's program is mentioned as "wildly successful". Yay!

Oh...the rose bush in the garden as about 40 blooms on it, many poppin' open, the irises are copious and many kids have observed them in their various stages of metamorphosis, there is

now a pomegranate tree (which we've grown from seed) and an olive tree, which we've (Eric's class) named The Peace Tree, there are tons more flowers...calendulas, magnolias, nasturtiums, a red one I don't know the name of (does anybody?...at east end of the bed 3 from garden gate), the carrots we planted on garden work day are shooting up and really, ya gotta go look in the greenhouse...ALL FROM SEED. YAY!

School-Based Intervention Team (Emily Sherman)

When I was hired I began to work immediately with the Kindergarten class to help both Teresa and her aides to find appropriate ways to manage extreme behaviors by using consistency and allowing the student(s) enough time and space to "make the right choice" on their own. We collaborated to introduce the concept of "Break" and "Work first then_" as well as using physical modeling (raise the hand to remind the student(s) to raise a hand instead of shouting-out, using a quiet voice and a visual reminder of what a good voice level is in the classroom as opposed to recess time and extreme cases of emergency. We also began to relate feelings of ourselves to the feelings of others and began to ask the student(s) to help identify feelings in themselves and their peers in order to begin problem-solving. As the fall moved into winter and spring came we have seen a nice level of progression from daily outbursts to a more cohesive classroom environment where each student has friends and has shown they care for their teachers and peers, they know that rules are to keep things safe and fair, and that work is done every day—all you need to do to get help is ask appropriately. I now make daily "peeks" into the K window and catch one of the K staff to check-in and am very glad to hear how well they are managing such a large group of students with such diverse abilities and interests and challenges. The K classroom is a great example of how adults can work as a team and how willing most students are to model this teamwork behavior (most of the time).

I also had the challenge of getting to know the rest of the school and getting myself familiar with the challenges within each classroom and the school as a whole. I chose to set-up my "office" in the Resource Room to support our other Intervention staff, Sharon, the RSP teacher who sees Sherwood students with IEP's and Pegi who works 20 hours each week to support the Intervention programming. This way the "old SBIT room" is available for teachers who need a quick moment of quiet, or a reliable computer, or an additional space for meetings, the Speech Therapist and CSU counseling students use this room to run their 1:1 or small group sessions, and the team of good people helping grades 6-8 with math can use that room for concentrated, small group instruction and review.

I have worked with both the grade 1-3 classrooms to identify behavior and academic areas where specific students need specific help and have begun to introduce peer-tutoring and cross-age tutoring in order to make interventions happen before any of these areas of need become more significant. In Kristina's grade 4-5 classroom, I have become familiar with nearly every student as they are a fantastic group of kids who are very enthusiastic about tutoring as "big buddies" and I have worked in collaboration with Kristina's sub, Kristina, and her aides as well as Sharon and Pegi to identify and meet the specific needs of several students, whether they need extra time/explanation/or review in ELA, Math, or in managing friend issues and attention/hyperactivity issues. This group of students work quite well together, are excited to come to the Resource room and get down to business, and have each shown growth.

During February and March all the team serving grades 4-8 in Math, including myself, began a rigorous process of assessment and a careful construction of “math groups” to help students identified by teachers, themselves, and/or previous years’ STAR tests to “catch up” and to take responsibility for their learning. These math groups mix the students between grades 4-8 and now that we are nearing mid-April we are pleased to see progress is happening. Concepts such as basic number sense, basic math facts, fractions/decimals/percentages and “story problems” are all being covered, at an appropriate rate for each specific math group.

As well as working with the Sherwood staff to design appropriate interventions I have also made an effort to reach-out to families of students who need extra help in one way or another. This is a delicate dance that I continue to practice but I am pleased that I have families who have no worries about giving me a call or email. I am quick to tell them when they thank me “Thank YOU! This is my job and I am happy to help.” I have also brought an outstanding young woman to come to Sherwood to volunteer on a daily basis and to sub as needed. She is a creative artist who I have used to come work with struggling students in crowded classrooms in other positions I’ve held in other schools over the past four years. I trust her to follow my direction and to develop a rapport with the teachers of the classrooms she enters and she has not only developed a rapport with these teachers and their students but also become well-loved by many other students around the school and a great support to Richie’s program, as well.

As we complete the push from spring into the “end of the school year” I look forward to working with the Sherwood and CUSD team to identify two more students from the grade 4-5 class and provide them with the additional services that will help them achieve a greater rate of success with more consistency for the end of this year and to start next year feeling ready and confident.

I am extremely disappointed I was unable to secure a CSU counseling student to work with our Jr. High students but have not given-up on creating a small-group program to help these young adults blossom as well as to learn the coping skills necessary for the stressors of growing-up in our fast-paced world. I know this is a lot of “report”, but I hope it gives you folks a picture of what kind of work I do and how I spend my time at Sherwood. I am so happy to work at Sherwood, not only because of the fantastic kids and families and staff I’ve come to know, but also because this is a RARE school where we put the needs of the students above all. This is the kind of teaching I was hoping I would have the opportunity to do when I graduated from my credential program. Thank you so much for your time and please know I welcome questions/feedback/etc. via email or phone.



MEMORANDUM

To: Board of Directors

From: SMPO President, Marci Pope

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

Date: April 13, 2013 for the meeting of April 17, 2013

There is no SMPO report at this time; if one is received before the meeting on Wednesday it will be included in the materials and available at the meeting.



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

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

Date: April 13, 2013 for the meeting of April 17, 2013

ADMINISTRATIVE ITEMS:

- An ad has been placed for the 4/5/6 teaching position as the other members of the 4/5/6 team are anxious to get started planning for next year. The other members of the 4/5/6 team will be Kristina Besnard, Hildi Myers, and Kelli Kurth. Kelli and Hildi will continue their job share and the new hire will be the job share partner for Kristina.
- We will be placing ads for a full time 1/2/3 teacher and a part time 7/8 teacher as well.

FISCAL ITEMS:

- The Skill-a-Thon Fundraiser is approaching; students are collecting sponsors in preparation for the April 24th event. Planning for the Sherwoodstock event is coming along with Robyn Faraone supporting me with her excellent organization skills. Jill Bailey and Heather Fisher also attended a planning meeting and are pitching in to help.
- We had 13 students attend the last Attendance Make-Up Day. Each student who attends is credited attendance, for which we are paid the daily ADA rate for their grade level.
- Books bought with funds from the Read-a-Thon have been arriving in the mail. The books are stamped with a Read-a-Thon stamp to show kids, parents, and teachers the success of their fundraising efforts. Books ordered have been a combination of requests from kids and teachers with many titles being excellent support for next year's enhanced writing program.

GENERAL ITEMS:

- I attended a workshop in Oroville sponsored by the Butte County Sheriff's Department regarding safety and response to "Active Shooters". We are having a Code Red Drill and implementing some new ideas from the workshop on April 18. Members of the Chico Police Department will be on site during the drill to give feedback from a first responder's perspective.

STATE AND FEDERAL LEGISLATION ITEMS:

- Of the fifteen bills with potential impact on charter schools before the legislature at this time, two are most relevant to Sherwood: AB 1032 and AB 940. AB 1032 will

allow school districts to offer even less than they do now under Prop 39, therefore CCSA and other charter advocacy groups oppose it. AB 940 would allow funds for SB 740 to be distributed to schools with fewer than 70% of pupils eligible for free or reduced lunch if funds remain after being distributed to the schools with 70% or greater. This bill is sponsored by CCSA.



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.4 Treasurer Report**

Date: April 13, 2013 for the meeting of April 17, 2013

April Treasurer's Report

The updated projection shows a substantial increase in state revenue due to a recertification at the state level. However, the totals for fundraising and local sources are lower than projected. The school should make up a portion of this revenue through upcoming fundraisers but the totals for the year are projected to fall short.

The anomalously high benefits paid (lines 3000) were due to "catch-up" and a change in staff benefit claims. They are not out of the ordinary. Once again, the multi-year projections will be re-evaluated as we develop a more formal budget that incorporates specific staffing changes and the increase in rent.

The Budget Committee has started the development of a budget for next year. I recommend we convene a special meeting specifically to discuss the budget prior to the May board meeting so that the latter can serve for formal adoption.

Russell Shapiro, Treasurer BOD

Attachments: Changes Since Second Interim Budget, Multi-Year Budget Projections, Budget vs. Actuals, Cash Flow Projections

Changes Since Second Interim Budget

Revenues	was	is	variance	
Revenue Limit Sources	684,817	689,880	5,063	adjusted to P1 cert
Federal Sources	-	-	-	
State Sources	76,049	94,523	18,474	adjusted to P1 cert, added supplemental categorical funds
Local Sources	49,751	49,751	-	
Net Change to Revenue	810,617	834,154	23,537	
Expenditures				
Certificated Staff	266,575	266,575	(0)	
Classified Staff	181,470	181,470	-	
Employee Benefits	95,838	95,838	(0)	
Books and Supplies	21,767	21,767	-	
Services and Operations	192,247	192,313	66	district oversight increase due to funding increases
Capital Outlay	-	-	-	
Other Outgo	101,700	101,700	-	
Net Change to Expenses	859,597	859,663	66	
CY Budget	(48,980)	(25,508)	23,472	increase (decrease) in budget

Sherwood Montessori - Multi-Year Budget Projections

Fiscal Year	2011-2012	2012-2013	2013-2014	2014-2015	2015-16
Enrollment	121	141	153	159	168
ADA %	(actual)	94.50%	94.50%	94.50%	94.50%
Revenue					
8015 General Purpose Entitlement	384,023	344,882	379,414	399,964	428,247
8012 Education Protection Act	-	123,072	135,395	142,728	152,821
8096 In Lieu Taxes	197,772	221,926	240,814	250,257	264,423
8220 Child Nutrition - Federal	10,660	-	-	-	-
8290 PCSGP	150,000	-	-	-	-
8290 EdJobs Funds	1,390	-	-	-	-
8520 Child Nutrition - State	593	-	-	-	-
8550 Mandates Block Grant	-	1,601	1,865	2,024	2,104
8560 State Lottery	28,645	21,150	22,950	23,850	25,200
8590 Categorical Block Grant	50,670	71,772	77,881	80,935	85,516
8590 All Other State Revenue	20,147	-	-	-	-
8660 Interest From Banks	-	-	-	-	-
8673 Parent Fees	29,011	14,851	14,851	14,851	14,851
8699 Fundraising / Donations	19,714	28,000	28,000	28,000	28,000
8710 Other Local Revenue	608	6,900	6,900	6,900	6,900
TOTAL REVENUES	893,232	834,154	908,069	949,509	1,008,061
Expenditures					
1000 Teacher Salaries	251,158	266,575	271,907	277,345	282,892
2000 Classified Staff	205,176	181,470	183,285	185,118	186,969
3000 Employee Benefits	74,912	95,838	98,092	100,423	102,836
4100 Texts and Core Curricula	3,932	4,100	4,182	4,266	4,351
4200 Reference Materials	10,352	4,000	4,000	4,000	4,000
4300 Instructional Supplies	24,402	13,167	13,408	13,653	13,903
4400 NonCap Equipment	7,927	500	-	-	-
4700 Healthy Lunch Program	19,445	-	-	-	-
5200 Travel and Conferences	13,977	4,275	4,275	4,275	4,275
5300 Dues and Memberships	997	1,105	1,165	1,195	1,240
5400 Property/Liability Ins	19,228	14,113	16,935	20,322	24,387
5500 Utilities/Housekeeping	22,739	22,180	22,624	23,076	23,538
5600 Rentals, Leases, and Repairs	78,784	91,650	93,071	94,036	94,101
5800 Prof. & Consulting Services	62,220	54,930	50,866	51,346	51,993
5900 Communications	4,815	4,060	4,130	4,202	4,275
7141 Special Ed Encroachment	35,670	98,700	107,100	111,300	117,600
7438 Long-Term Debt Interest	421	3,000	-	-	-
TOTAL EXPENDITURES	836,155	859,663	875,039	894,557	916,358
Excess/(Deficiency)	57,077	(25,508)	33,030	54,953	91,703
Addition to General Reserve	-	-	-	-	-
Excess/(Deficiency) after Reserves	57,077	(25,508)	33,030	54,953	91,703
Beginning Fund Balance	73,087	130,164	104,656	137,686	192,639
Excess / (Deficiency)	57,077	(25,508)	33,030	54,953	91,703
Ending Fund Balance	130,164	104,656	137,686	192,639	284,342
Cumulative Reserve Balance	-	-	-	-	-
Ending Fund Balance (less reserves)	130,164	104,656	137,686	192,639	284,342

Budget v. Actual - Revenues

	2012-13	July	August	Sept	Oct	Actuals	Dec	Jan	Feb	March	Total	Remaining	Remaining
Revenue	Budget					Nov					Actual	in Budget	in Budget
8015 General Purpose Entitlement	344,882	-	5,687	35,815	-	39,000	23,583	25,318	25,318	23,500	178,221	166,661	48%
8012 Education Protection Act	123,072	-	-	-	-	-	-	-	-	-	-	123,072	100%
8096 In Lieu Taxes	221,926	-	-	35,599	15,822	15,822	-	47,466	23,733	35,985	174,427	47,499	21%
8290 PCSGP	-	-	-	-	-	-	-	-	-	-	-	-	0%
8290 EdJobs Funds	-	-	-	-	-	-	-	-	-	-	-	-	0%
8550 Mandates Block Grant	1,601	-	-	-	-	1,590	-	-	-	-	1,590	11	1%
8560 State Lottery	21,150	-	-	-	-	-	-	4,048	-	-	4,048	17,102	81%
8590 Categorical Block Grant	71,772	-	1,025	6,456	-	7,030	4,251	4,564	4,564	4,892	32,782	38,990	54%
8590 All Other State Revenue	-	-	-	600	-	-	-	20	282	-	901	(901)	0%
8660 Interest From Banks	-	-	-	-	-	-	-	-	-	-	-	-	0%
8673 Parent Fees	14,851	3,020	1,882	550	2,285	1,864	2,475	1,955	1,007	1,327	16,365	(1,514)	-10%
8699 Fundraising / Donations	28,000	-	60	69	8,957	2,275	2,770	748	229	616	15,725	12,275	44%
8710 Other Local Revenue	6,900	823	232	288	164	-	25	86	-	-	1,618	5,282	77%
Total Revenue	834,154	3,842	8,886	79,377	27,228	67,582	33,104	84,204	55,133	66,321	425,677	408,477	49%

Budget v. Actual - Expenses

	2012-13	July	August	Sept	Oct	Actuals	Dec	Jan	Feb	March	Total	Remaining	Remaining
Expenses	Budget					Nov					Actual	in Budget	in Budget
1000 Teacher Salaries	266,575	3,779	21,374	25,503	23,457	23,922	26,735	22,250	24,358	24,891	196,268	70,307	26%
2000 Classified Staff	181,470	(1,995)	8,096	21,095	20,735	18,991	19,308	13,988	20,018	18,638	138,873	42,597	23%
3000 Employee Benefits	95,838	6,420	6,643	9,891	7,407	7,023	9,275	7,532	10,198	10,356	74,746	21,092	22%
4100 Textbooks	4,100	-	424	803	-	62	-	-	620	48	1,956	2,144	52%
4200 Books/Reference Material	4,000	-	434	48	47	67	141	116	-	422	1,274	2,726	68%
4300 Instructional Supplies	13,167	435	2,004	1,328	2,195	964	1,331	1,864	886	874	11,882	1,285	10%
4400 Non-Cap Equipment	500	-	220	-	-	260	-	10	-	-	490	10	2%
4700 Food - Nutrition Program	-	(1,845)	65	19	49	-	-	-	-	-	(1,711)	1,711	0%
5200 Travel and Conferences	4,275	(22)	-	40	1,225	6	-	43	21	22	1,336	2,939	69%
5300 Dues and Memberships	1,105	-	338	-	740	-	-	-	-	-	1,078	27	2%
5400 Property/Liability Ins	14,113	4,261	1,065	2,131	-	-	1,065	1,065	1,065	-	10,653	3,459	25%
5500 Utilities/Housekeeping	22,180	(0)	2,343	2,094	1,883	1,309	763	2,474	1,356	1,079	13,301	8,879	40%
5600 Rentals, Leases, and Repairs	91,650	13,268	459	15,808	7,835	536	8,319	15,724	8,233	8,106	78,288	13,362	15%
5800 Prof. & Consulting Services	54,930	2,218	258	11,912	5,854	6,018	4,425	5,328	1,701	1,457	39,171	15,760	29%
5900 Communications	4,060	(298)	470	280	870	124	369	386	476	412	3,088	972	24%
7141 Special Ed Encroachment	98,700	-	-	-	-	-	-	-	-	-	-	98,700	100%
7438 Long-Term Debt Interest	3,000	592	526	260	-	-	-	-	-	-	1,378	1,622	54%
Total Expenditures	859,663	26,813	44,719	91,210	72,296	59,281	71,731	70,781	68,934	66,306	572,071	287,592	33%
Net Income (Loss)	(25,508)	(22,971)	(35,833)	(11,833)	(45,068)	8,301	(38,628)	13,424	(13,801)	15	(146,393)		

SHERWOOD MONTESSORI CHARTER SCHOOL CASH FLOW PROJECTIONS FOR 2012-13 - PAGE 1 INCOME

	ACTUAL July	ACTUAL August	ACTUAL September	ACTUAL October	ACTUAL November	ACTUAL December	ACTUAL January	ACTUAL February	ACTUAL March	PROJECTED April	PROJECTED May	PROJECTED June	PROJECTED Accrual	Total Projected	Final Approved	Variance
CASH IN																
8015 General Purpose Entitlement	-	5,687	35,815	-	39,000	23,583	25,318	25,318	23,500	13,651	6,984	-	128,182	327,038	344,882	(17,844)
8012 Education Protection Act	-	-	-	-	-	-	-	-	-	-	-	-	123,683	123,683	123,072	611
8096 In Lieu Taxes	-	-	35,599	15,822	15,822	-	47,466	23,733	35,985	3,990	3,655	3,348	36,507	221,926	221,926	-
8290 PCSGP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8290 EdJobs Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8550 Mandates Block Grant	-	-	-	-	1,590	-	-	-	-	-	-	-	800	2,390	1,601	790
8560 State Lottery	-	-	-	-	-	-	4,048	-	-	-	5,288	-	5,288	14,623	21,150	(6,527)
8590 Categorical Block Grant	-	1,025	6,456	-	7,030	4,251	4,564	4,564	4,892	2,835	1,450	-	26,625	63,692	71,772	(8,080)
8590 All Other State Revenue	-	-	600	-	-	-	20	282	-	-	-	-	-	901	-	901
8660 Interest From Banks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8673 Parent Fees	3,020	1,882	550	2,285	1,864	2,475	1,955	1,007	1,327	1,485	1,485	1,485	-	20,821	14,851	5,970
8699 Fundraising / Donations	-	60	69	8,957	2,275	2,770	748	229	616	2,800	2,800	2,800	-	24,125	28,000	(3,875)
8710 Other Local Revenue	823	232	288	164	-	25	86	-	-	575	575	575	-	3,343	6,900	(3,557)
Total Current Year Revenues	3,842	8,886	79,377	27,228	67,582	33,104	84,204	55,133	66,321	25,336	22,236	8,208	321,085	802,542	834,154	(31,612)
Other Current Assets	39,917	139,725	133,350	-	3,097	-	4,756	-	-	-	-	-	-	-	-	-
Total Cash In	43,760	148,610	212,727	27,228	70,679	33,104	88,960	55,133	66,321	25,336	22,236	8,208	321,085	802,542	834,154	(31,612)
Total Cash In Y-T-D	43,760	192,370	405,097	432,325	503,004	536,108	625,068	680,201	746,522	771,858	794,095	802,302	1,123,387			

SHERWOOD MONTESSORI CHARTER SCHOOL CASH FLOW PROJECTIONS FOR 2012-13 - PAGE 2 OUTGO

CASH OUT

Salaries & Benefits

1000 Teacher Salaries

2000 Classified Staff

3000 Employee Benefits

Total Salaries & Benefits

Supplies

4100 Texts and Core Curricula

4200 Reference Materials

4300 Instructional Supplies

4400 NonCap Equipment

4700 Healthy Lunch Program

Total Supplies

Services / Other Op Exp

5200 Travel and Conferences

5300 Dues and Memberships

5400 Property/Liability Ins

5500 Utilities/Housekeeping

5600 Rentals, Leases, and Repairs

5800 Prof. & Consulting Services

5900 Communications

Total Services

Total Other Outgo

7141 Special Ed Encroachment

7438 Long-Term Debt Interest

Total Other Outgo

Total Current Year Expenses

9500 Accounts Payable

Total Cash Out

Total Cash Out Y-T-D

Percent of Budget

ACTUAL July	ACTUAL August	ACTUAL September	ACTUAL October	ACTUAL November	ACTUAL December	ACTUAL January	ACTUAL February	ACTUAL March	PROJECTED April	PROJECTED May	PROJECTED June	PROJECTED Accrual	Total Projected	Final Approved	Variance
3,779	21,374	25,503	23,457	23,922	26,735	22,250	24,358	24,891	24,234	24,234	24,234	-	268,971	266,575	(2,395)
(1,995)	8,096	21,095	20,735	18,991	19,308	13,988	20,018	18,638	18,147	18,147	8,249	-	183,416	181,470	(1,946)
6,420	6,643	9,891	7,407	7,023	9,275	7,532	10,198	10,356	7,986	7,986	7,986	-	98,705	95,838	(2,867)
8,203	36,113	56,488	51,599	49,936	55,318	43,770	54,575	53,886	50,368	50,368	40,469	-	551,091	543,883	(7,208)
-	424	803	-	62	-	-	620	48	-	683	-	-	2,640	4,100	1,460
-	434	48	47	67	141	116	-	422	667	-	-	-	2,608	4,000	1,392
435	2,004	1,328	2,195	964	1,331	1,864	886	874	1,097	1,097	1,097	-	15,173	13,167	(2,006)
-	220	-	-	260	-	10	-	-	-	-	-	-	490	500	10
(1,845)	65	19	49	-	-	-	-	-	-	-	-	-	(1,711)	-	1,711
(1,410)	3,147	2,198	2,291	1,352	1,472	1,991	1,507	1,344	1,764	1,781	1,764	-	20,911	21,767	856
(22)	-	40	1,225	6	-	43	21	22	356	356	356	-	2,404	4,275	1,871
-	338	-	740	-	-	-	-	-	-	-	-	-	1,078	1,105	27
4,261	1,065	2,131	-	-	1,065	1,065	1,065	-	-	-	-	-	10,653	14,113	3,459
(0)	2,343	2,094	1,883	1,309	763	2,474	1,356	1,079	1,848	1,848	1,848	-	18,846	22,180	3,334
13,268	459	15,808	7,835	536	8,319	15,724	8,233	8,106	7,638	7,638	7,638	-	101,200	91,650	(9,550)
2,218	258	11,912	5,854	6,018	4,425	5,328	1,701	1,457	4,578	4,578	4,578	-	52,903	54,930	2,027
(298)	470	280	870	124	369	386	476	412	338	338	338	-	4,103	4,060	(43)
19,428	4,932	32,264	18,407	7,993	14,942	25,020	12,852	11,076	14,758	14,758	14,758	-	191,188	192,313	1,125
-	-	-	-	-	-	-	-	-	-	49,350	-	49,350	98,700	98,700	-
592	526	260	-	-	-	-	-	-	-	-	-	-	1,378	3,000	1,622
592	526	260	-	-	-	-	-	-	-	49,350	-	49,350	100,078	101,700	1,622
26,813	44,719	91,210	72,296	59,281	71,731	70,781	68,934	66,306	66,889	116,256	56,991	49,350	863,268	859,663	(3,605)
30,688	46,508	31,100	14,866	22,468	(8,654)	(8,136)	(11,925)	10,193	-	-	-	-	-	-	-
57,501	91,227	122,310	87,162	81,749	63,078	62,645	57,009	76,499	66,889	116,256	56,991	49,350	863,268	859,663	(3,605)
57,501	148,728	271,038	358,200	439,949	503,026	565,671	622,680	699,179	766,068	882,324	939,316	988,666			
6.69%	17.30%	31.53%	41.67%	51.18%	58.51%	65.80%	72.43%	81.33%	89.11%	102.64%	109.27%	115.01%			

Projected Cash Balance Statement

Beginning Cash Balance

Net Change

Ending Cash Balance

7,655	(6,087)	51,297	141,714	81,780	70,711	40,737	67,052	65,176	54,998	13,445	(80,575)	(129,358)	7,655	7,655	-
(13,742)	57,383	90,417	(59,934)	(11,070)	(29,974)	26,315	(1,875)	(10,178)	(41,553)	(94,020)	(48,783)	271,735	(60,726)	(25,508)	(35,217)
(6,087)	51,297	141,714	81,780	70,711	40,737	67,052	65,176	54,998	13,445	(80,575)	(129,358)	142,377	(53,070)	(17,853)	(35,217)

SHERWOOD MONTESSORI CHARTER SCHOOL CASH FLOW PROJECTIONS FOR 2013-14 - PAGE 1 INCOME

	PROJECTED July	PROJECTED August	PROJECTED September	PROJECTED October	PROJECTED November	PROJECTED December	PROJECTED January	PROJECTED February	PROJECTED March	PROJECTED April	PROJECTED May	PROJECTED June	PROJECTED Accrual	Total Projected	Final Approved	Variance
CASH IN																
8015 General Purpose Entitlement	-	-	9,461	59,577	22,759	42,116	42,116	81,346	4,589	2,478	14,329	5,415	95,228	379,414	379,414	-
8012 Education Protection Act	-	-	-	-	-	-	-	-	-	-	-	-	135,395	135,395	135,395	-
8096 In Lieu Taxes	-	13,316	26,631	17,754	17,754	17,754	17,754	10,388	20,070	9,467	8,672	7,944	73,309	240,814	240,814	-
8290 PCSGP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8290 EdJobs Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8550 Mandates Block Grant	-	-	-	-	466	-	-	-	466	-	-	-	933	1,865	1,865	-
8560 State Lottery	-	-	-	-	-	-	-	5,738	-	-	5,738	-	11,475	22,950	22,950	-
8590 Categorical Block Grant	-	-	1,451	9,138	3,491	6,460	6,460	12,476	1,444	780	4,414	1,709	30,059	77,881	77,881	-
8590 All Other State Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8660 Interest From Banks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8673 Parent Fees	-	-	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	-	14,851	14,851	-
8699 Fundraising / Donations	-	-	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	-	28,000	28,000	-
8710 Other Local Revenue	575	575	575	575	575	575	575	575	575	575	575	575	-	6,900	6,900	-
Total Current Year Revenues	575	13,891	42,404	91,329	49,330	71,190	71,190	114,808	31,429	17,586	38,013	19,928	346,398	908,069	908,069	-
Other Current Assets	80,271	240,813	-	-	-	-	-	-	-	-	-	-	-	321,085	321,085	-
Total Cash In	80,846	254,704	42,404	91,329	49,330	71,190	71,190	114,808	31,429	17,586	38,013	19,928	346,398	1,229,154	1,229,154	-
Total Cash In Y-T-D	80,846	335,550	377,954	469,283	518,613	589,803	660,992	775,800	807,229	824,815	862,828	882,755	1,229,154			

SHERWOOD MONTESSORI CHARTER SCHOOL CASH FLOW PROJECTIONS FOR 2013-14 - PAGE 2 OUTGO

CASH OUT

Salaries & Benefits

1000 Teacher Salaries
 2000 Classified Staff
 3000 Employee Benefits
 Total Salaries & Benefits

Supplies

4100 Texts and Core Curricula
 4200 Reference Materials
 4300 Instructional Supplies
 4400 NonCap Equipment
 4700 Healthy Lunch Program
 Total Supplies

Services / Other Op Exp

5200 Travel and Conferences
 5300 Dues and Memberships
 5400 Property/Liability Ins
 5500 Utilities/Housekeeping
 5600 Rentals, Leases, and Repairs
 5800 Prof. & Consulting Services
 5900 Communications
 Total Services

Total Other Outgo

7141 Special Ed Encroachment
 7438 Long-Term Debt Interest
 Total Other Outgo

Total Current Year Expenses

9500 Accounts Payable

Total Cash Out

Total Cash Out Y-T-D

Percent of Budget

PROJECTED July	PROJECTED August	PROJECTED September	PROJECTED October	PROJECTED November	PROJECTED December	PROJECTED January	PROJECTED February	PROJECTED March	PROJECTED April	PROJECTED May	PROJECTED June	PROJECTED Accrual	Total Projected	Final Approved	Variance
-	24,719	24,719	24,719	24,719	24,719	24,719	24,719	24,719	24,719	24,719	24,719	-	271,907	271,907	-
-	9,164	18,328	18,328	18,328	18,328	18,328	18,328	18,328	18,328	18,328	9,164	-	183,285	183,285	-
8,174	8,174	8,174	8,174	8,174	8,174	8,174	8,174	8,174	8,174	8,174	8,174	-	98,092	98,092	-
8,174	42,057	51,222	51,222	51,222	51,222	51,222	51,222	51,222	51,222	51,222	42,057	-	553,283	553,283	-
697	-	697	-	697	-	697	-	697	-	697	-	-	4,182	4,182	-
-	667	-	667	-	667	-	667	-	667	-	667	-	4,000	4,000	-
1,117	1,117	1,117	1,117	1,117	1,117	1,117	1,117	1,117	1,117	1,117	1,117	-	13,408	13,408	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,814	1,784	1,814	1,784	1,814	1,784	1,814	1,784	1,814	1,784	1,814	1,784	-	21,590	21,590	-
356	356	356	356	356	356	356	356	356	356	356	356	-	4,275	4,275	-
-	-	-	-	-	1,165	-	-	-	-	-	-	-	1,165	1,165	-
3,387	1,694	1,694	1,694	1,694	1,694	1,694	1,694	1,694	1,694	-	-	-	16,935	16,935	-
1,885	1,885	1,885	1,885	1,885	1,885	1,885	1,885	1,885	1,885	1,885	1,885	-	22,624	22,624	-
7,756	7,756	7,756	7,756	7,756	7,756	7,756	7,756	7,756	7,756	7,756	7,756	-	93,071	93,071	-
4,239	4,239	4,239	4,239	4,239	4,239	4,239	4,239	4,239	4,239	4,239	4,239	-	50,866	50,866	-
344	344	344	344	344	344	344	344	344	344	344	344	-	4,130	4,130	-
17,967	16,274	16,274	16,274	16,274	17,439	16,274	16,274	16,274	14,580	14,580	14,580	-	193,066	193,066	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	26,775	-	-	26,775	-	-	26,775	-	-	26,775	107,100	107,100	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	26,775	-	-	26,775	-	-	26,775	-	-	26,775	107,100	107,100	-
27,956	60,115	69,310	96,055	69,310	70,445	96,085	69,280	69,310	94,361	67,616	58,422	26,775	875,039	875,039	-
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
27,956	60,115	69,310	96,055	69,310	70,445	96,085	69,280	69,310	94,361	67,616	58,422	26,775	875,039	875,039	-
27,956	88,071	157,381	253,436	322,746	393,190	489,275	558,555	627,865	722,226	789,842	848,264	875,039	-	-	-
3.19%	10.06%	17.99%	28.96%	36.88%	44.93%	55.91%	63.83%	71.75%	82.54%	90.26%	96.94%	100.00%	-	-	-

Projected Cash Balance Statement

Beginning Cash Balance

Net Change

Ending Cash Balance

(129,358)	(76,468)	118,121	91,215	86,489	66,510	67,255	42,359	87,888	50,007	(26,769)	(56,372)	(94,866)	(129,358)	(129,358)	-
52,890	194,589	(26,906)	(4,725)	(19,980)	745	(24,895)	45,528	(37,881)	(76,775)	(29,603)	(38,494)	319,623	354,115	354,115	-
(76,468)	118,121	91,215	86,489	66,510	67,255	42,359	87,888	50,007	(26,769)	(56,372)	(94,866)	224,757	224,757	224,757	-



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.2 Facilities Use Agreement (FUA) with the Unitarian Universalist Fellowship (UUF) of Chico**

Date: April 13, 2013 for the meeting of April 17, 2013

SUMMARY

On Wednesday, April 10, the School Director met with two board members from the Unitarian Universalist Fellowship (UUF) of Chico to discuss next steps in moving forward on an agreement to secure facilities for the middle school program at the UUF's Filbert site.

DISCUSSION

For the purposes of avoiding overcrowding at our current 746 Moss Ave. site, the School Director has drafted a Facilities Use Agreement, attached here, with input from Lucy Sperlin and Sharon Stallings, two board members from the UUF of Chico.

ACTION REQUESTED

Approve, or revise and approve, the attached Facilities Use Agreement.

FACILITIES USE AGREEMENT-DRAFT
BY AND BETWEEN
SHERWOOD MONTESSORI AND
THE UNITARIAN FELLOWSHIP OF CHICO

THIS AGREEMENT is made on _____, 2013, by and between Sherwood Montessori ("School"), a California charter school, and the Unitarian Fellowship of Chico ("Fellowship"), a non-profit religious organization. The Fellowship and the School are collectively referred to as "the parties."

RECITALS

WHEREAS, The Unitarian Fellowship of Chico has available three facilities spaces known as the Youth Hall, the Fellowship Hall, and the RE Building ("available spaces")

WHEREAS, Sherwood Montessori is in need of additional facilities space, and

WHEREAS, the parties desire to set forth the terms and conditions pursuant to which Sherwood Montessori will occupy and use facilities located at 1289 Filbert Avenue in Chico, California.

NOW THEREFORE, in considerations of the covenants and agreements hereinafter set forth, the parties agree as follows:

Section 1. Use of Site. Fellowship agrees to allow School exclusive use of the available spaces at 1289 Filbert Avenue for the sole purpose of operating the educational mission of the School for the middle school, grades 7 and 8, in accordance with the School's Charter, Monday through Friday beginning at 7:30 a.m. until 5:00 p.m. from August 1, 2013 through June 20, 2014. In addition, the Fellowship agrees to allow the School to use the facilities for a limited number of evening events, at a time and on dates that are mutually agreed upon. Such evening events will include: Back to School Night, Parent Education Night, Parent/Teacher Conferences, and Open House.

Section 2. Furnishings and Equipment. The Fellowship will provide folding chairs and tables for the School's use. The Fellowship will allow interior and exterior storage units to remain on the property for the duration of the period of use. Square footage of interior space dedicated to storage will not exceed 192 cubic feet, with storage unit footprints not exceeding 64 square feet. Interior storage units will not exceed 3 feet tall so as to be useful to the congregation on weekends as surfaces from which to serve refreshments, for example. Square footage of exterior space dedicated to storage will not exceed 168 square feet and will be placed in consult with City Fire Inspectors and the Fellowship's Landscape Designer. Additionally, storage units used will be pre-approved by the Fellowship to ensure aesthetic considerations are agreeable to both parties.

Section 3. Term. The term of this Agreement shall begin on August 1, 2013 and shall end on June 20, 2014 unless terminated beforehand by the parties.

Section 4. Total Square Footage. The available space this Agreement refers to includes the ____sf of the Fellowship Hall, the ____sf of the Youth Hall, and the ____sf of the RE building.

Section 5. Compensation. The School will pay the Fellowship \$1.00 per square foot per month for the duration of the terms of the Agreement.

Section 6. Utilities. The Fellowship shall be solely responsible for the cost of utilities used or consumed by the School while using the available spaces. The Fellowship agrees to make available at all times the following utilities: electric, water, garbage, and recycling services.

Section 7. Condition of Facilities. The School will be responsible for any damages caused by the School's negligence. The Fellowship shall maintain the building in good order and repair. The School shall, at its cost, maintain, repair, or replace damaged or broken elements up to and including costs of \$250 or less. The School shall give the Fellowship prompt notice of any repairs that exceed the \$250 limit. The School will use the available spaces in their "as is" condition with the following exception: the Fellowship shall see that property belonging to other organizations using the Fellowship's facilities currently being stored in interior spaces will be moved to an exterior storage unit or removed from the property entirely.

Section 8. Maintenance of the Grounds. The School may have access to the grounds during the same hours as listed in Section 1. The Fellowship shall maintain the grounds and landscaping. The School will be responsible for keeping the grounds free of any rubbish generated by the School or its students or staff.

Section 9. Use Permits. As required by the City of Chico, the Fellowship shall initiate the process of securing the appropriate use permits for the School to operate on its premises. The School agrees to bear the cost of the use permits.

Section 10. Dispute Resolution. The parties agree to make every effort to resolve disputes within the context of mutual respect. The Primary Contact for the Fellowship shall be the Board President; the Primary Contact for the School shall be the School Director.

Section 11. Provision for Amendments. This Agreement may be amended if the need arises and the parties agree on the amendments.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

SHERWOOD MONTESSORI

UNITARIAN UNIVERSALIST FELLOWSHIP OF CHICO

By:_____

By:_____

Title:_____

Title:_____



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.3 Consideration of Independence as a Local Education Agency (LEA) for the Purposes of Special Education**

Date: April 13, 2013 for the meeting on April 17, 2013

SUMMARY

At the March 27 meeting of the Sherwood Board of Directors, Corin Meester facilitated a discussion on the possibility of the school becoming independent as a provider of special education services.

DISCUSSION

Issues that were addressed in the last Board meeting regarding special education services included: level of service the school presently provides with Chico Unified School District as the contracted provider of special education, the financial viability of becoming independent as a provider of special education services, and the availability of staff with expertise to provide a comprehensive special education program. The consensus seemed to be that this change would be beneficial to the students of Sherwood.

ACTION REQUESTED

Approve a motion to take next steps in becoming independent as a provider of special education services.



REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: Sherwood Montessori Room No. 5: Middle School Math/Science
746 Moss Avenue, Chico, California
Date/Time: Wednesday, May 15, 2013 – 5:30 p.m.

AGENDA

- 1. CALL TO ORDER**
 - 1.1 Roll Call** Jill Bailey, Robyn Faraone, David Kuperman, Stephen Lucas, Corin Meester, Russell Shapiro, and Erwin Williams
- 2. CONSENT AGENDA**
 - 2.1 Approval of Minutes from April 17, 2013**
- 3. REPORTS AND COMMUNICATION**
 - 3.1 Instructional Staff Report**
 - 3.2 Sherwood Montessori Parents Organization Report**
 - 3.3 School Director Report**
 - 3.4 Treasurer Report**
- 4. NOTICED PUBLIC HEARINGS**
 - 4.1 None**
- 5. REGULAR BUSINESS**
 - 5.1 Items Removed From Consent (If any)**
 - 5.2 Facilities Update**

The School Director will update the Board on developments regarding Prop 39, the agreement with the Unitarian Universalist Fellowship, and our future facilities.

ACTION REQUESTED: Receive report.
 - 5.3 Approval of 2013-2014 School Calendar**

A draft of the 2013-2014 School Calendar will be submitted for approval.

ACTION REQUESTED: Approve calendar.
- 6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

Any person may address the Board during the “Public Comment” item by stating their name for the record and reason for comment. The Board may

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.

not act on any matter unless duly agendized for a future meeting.

7. FUTURE AGENDA ITEMS

7.1 The Educational Practices Committee will discuss progress on formalizing the process of the Board of Directors providing academic oversight for the school.

7.2 The Board Treasurer and School Director will present a budget for approval for 2013-2014.

8. ADJOURNMENT (Est. 7:30 p.m.)

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**DRAFT MINUTES FOR BOARD OF DIRECTORS of
April 17, 2013**

1. **CALL TO ORDER:** at 5:40 PM at 746 Moss Avenue by *Vice Chair Bailey*.
Board Present: Stephen Lucas-Chair; Jill Bailey-Vice Chair, Russell Shapiro-Treasurer; Robyn Faraone-Secretary; David Kuperman; Corin Meester; Erwin Williams.
Absent: David Kuperman; Stephen Lucas (arrived at 6:00 PM), Corin Meester.
Others Present: Michelle Yezbick-School Director
2. **CONSENT AGENDA**
 - 2.1 **Approval of Minutes from March 27, 2013**
 - 2.2 **Strategic Plan for Fund Development-** Received report by Tempra Board to provide grant writing in collaboration with school director for the next 6 months.

Director Shapiro motioned to approve the consent agenda; 2nd *Director Williams*.

AYES: 4 (Bailey, Faraone, Shapiro, Williams)

NOES: 0

ABSENT: 3 (Kuperman, Lucas, Meester)

Director Lucas arrived at 6:00 PM.

3. **REPORTS AND COMMUNICATION**
 - 3.1 **Instructional Staff Report-** Written report provided. The Board appreciates teachers taking the time to prepare these reports.
 - 3.2 **Sherwood Montessori Parents Organization Report-** Written report provided. SMPO is seeking a new president for 2013-14 school year.
 - 3.3 **School Director Report-** Written report provided. *School Director Yezbick* reported that we are ready for STAR testing. Next year will be the last year of STAR testing because then CUSD will switch to Common Core.
 - 3.4 **Treasurer Report-** Written report provided.
4. **NOTICED PUBLIC HEARINGS-** none
5. **REGULAR BUSINESS**
 - 5.1 **Items Removed From Consent-** none
 - 5.2 **Facilities Use Agreement with Unitarian Universalist Fellowship of Chico-**
A draft was presented to the board to approve before it goes to the Unitarian Universalist's board to approve to lease classroom space for the middle school for 2013-14.
Director Shapiro motioned to approve with pending revisions by *Director Williams* and *School Director*; 2nd *Chair Lucas*.
AYES: 5 (Bailey, Faraone, Lucas, Shapiro, Williams)
NOES: 0
ABSENT: 2 (Kuperman, Meester)

5.3 Consideration of Independence as a Local Education Agency for the Purposes of Special Education- The Board agreed to move forward with the process of becoming a LEA for Special Education, and therefore, this will be an ongoing agenda item.

6. PUBLIC COMMENT ON ITEMS NOT ON AGENDA- None

7. FUTURE AGENDA ITEMS

7.1 The Educational Practices Committee will discuss progress on formalizing the process of the Board of Directors providing academic oversight for the school.

7.2 The School Director will provide an update on the progress made on securing a permanent facility for the school.

7.3 The Board Treasurer and School Director will present a budget for approval for 2013-14.

7.4 The School Director will present a calendar for approval for 2013-14.

8. ADJOURNMENT: 6:53 PM. BOD adjourns until the BOD Meeting on May 15, 2013 at 5:30 PM.

Approved: _____, 20____

Robyn Faraone, Secretary of the Board



MEMORANDUM

To: Board of Directors

From: Lead Teacher, Teresa Shippen

Subject: Agenda Item 3.1 Instructional Staff Report

Date: May 10, 2013 for the meeting of May 15, 2013

Kindergarten (Teresa Shippen):

With May upon us, the Kindergarten Year seems to speed up! We can feel really proud of the progress we have made. If you come into the Kindergarten room at this time, you will find students reading to themselves, their teachers, their big buddies and their peers. It is such a joy to see them sounding out every written word in our room. They are even doing this as we venture out on field trips. Three students collaborated to read signs such as "No parking on the grass." and "Siberian Tiger" or "Liger". (Yes, a combination Tiger and Lion we saw at the Barry Kirshner Foundation!) They are curious and enthusiastic learners. It is a lot of juggling to keep them all on track in their work each day! They are working on larger and more detailed work in Math as well. We are practicing place value to the thousands, adding and subtracting, fractions, knowing our shapes and geometric solids, and some students are beginning multiplication. Add to that the other wonderful works available in our classroom and you have quite a variety of activities going on at any given time. I have asked parents to volunteer for tasks in our room during our work day to keep up with the demand! My Aides and I are busy!

We have had some exciting things happen these last few weeks. We were able to take two field trips. First, was the Barry Kirschner foundation, where we learned about many different rescued animals ranging from large cats and bears to parrots to tortoises. We had a beautiful day with the kids! Last week we attended the whole school trip to see *Seussical*. This was a perfect show for Kindergarten students! We are big fans of Dr. Seuss! Next week we are planning to see *The Little Mermaid*, again on a whole school field trip. We are thankful to our wonderful volunteer drivers who help keep everyone together and safe on these outings.

As I look ahead to these last few weeks, I am always amazed and saddened that this year will end and the students will move on to a new room. I really see the beauty of a three year commitment to a class. Luckily most will be moving on to a Montessori classroom, where materials and lessons are presented in a similar way. The students can pick up where they left off their Kindergarten year. I also feel fortunate that as a staff we work together to

communicate any special needs each student may have. I know these students will be in good hands. I look forward to seeing them at lunch recess, and checking in with them now and then. It is a wonderful benefit of working at a small school!

1/2/3 Classroom (Carin Anderson):

It is a great relief to be done with the STAR test. The amount of stress that results from the preparation, the change of routine for everyone during the test, and the test itself is always surprising to me. Especially for the second graders, this test is so inappropriately long each day that it becomes at times not so much a test of academics but a test of endurance. The students were impressively patient and hard working through it all, and we did our best to frame it in a way that enabled them to feel capable and calm. We are now attempting to return to "normal", which also takes time.

We have been learning about Gardner's Theory of Multiple Intelligences, and are making a graph of all of the ways we are "smart." This feels like one way to counter the message that being good in reading and math is what makes you intelligent and worthy in school. In other areas, we are doing work in U.S. history, learning about traditional icons, events and people. We are about to begin our study of Europe, and are working hard on our writing in preparation for the Literary Share. Our recent field trip to see the *Seussical Musical*, and the Dr. Seuss books we read in preparation, have inspired a wave of rhyming poetry, initiated by Clara Lucas. After sharing her first poem, Clara then became the teacher for anyone interested, and we are now in the midst of a flurry of writing.

In the realm of friendship and community, one recent event expressed the good will and caring I so often witness in this class. When it was discovered that Kaiya had won the Bike to School Day raffle, a group of girls surrounded her, all ecstatically jumping up and down with joy for her. What a contrast to the other reaction they could have had to the fact that they themselves had not won. This school cultivates such a sense of connection and kindness that I am daily grateful for.

1/2/3 Classroom (Eric Parish):

Star testing is over and now it's time to get back to learning with the Montessori materials. During the Star testing the third graders took some walks to Bidwell Park and Verbena Fields after the test was over. I love observing the amazement and wonder in their eyes when they are in nature. The walk to the beaver dam in Bidwell was really enjoyable. We observed pipevine butterflies, huge tadpoles, fish and we even caught a glimpse of the beavers. It was a great way to break away from the stress of testing.

In our final weeks we will spend time reviewing the materials the children have learned this year and we will present some new materials before the summer. Many children have been coming to me requesting lessons with new materials. I have noticed the third grade students are really

eager, perhaps they know these may be the last moments they have in the lower elementary classroom. As a teacher it feels really good to work with children that have a desire to learn.

The Endangered Species Faire was great fun and we had many students participate. Our class made puppets that resembled endangered reptiles. This year was the first to have students working collaboratively to make some very large reptiles. We had long anacondas, giant crocodiles, a huge sea turtle, and many lizards, snakes, and chameleons made by individuals. This is always a very fun event and we all learn more about the animals and how to make them better each year.

This year we have studied the African and Asian biomes. Our last Biome this year will be South America. It seems the best way to present the biomes of the world is to explore two to three biomes each year. This way a student may study all the biomes by the time they complete the three year cycle. It is really amazing how much there is to learn about all the biomes on Earth.

4/5 Classroom Kristina Besnard:

Upper Elementary has been full of energy these last couple weeks leading up to STAR testing. Could it be the wind? Maybe it's the countdown to summer? Whatever it is, we have been focusing our energies on group projects in the afternoon and keeping focused and on task during the morning work period. It's great to see the amount of peer tutoring and support that comes with a mixed age classroom.

In social studies, fourth year students have just finished learning about the Gold Rush and how California became the 31st state in record time, without ever having been a territory. They created story paths with important names, dates, and interesting information and plan on sharing these creations with family next week. Fifth year students have just finished Colonial research and are about to dive into the American Revolution. One student in particular is beside himself with excitement and can't wait to bring in extra research materials, since this is his area of passion.

In science, we have just wrapped up our unit on the periodic table and learning about elements/molecules. Students spent time in pairs researching the history of a particular common element, created a poster about their element, and presented to the class. Hydrogen was a big hit as the group explained to the class what happened with the Hindenburg. We ended the unit with a periodic table scavenger hunt where students used their periodic table to guess elements based on fact cards with atomic number, common uses, family/group number, etc. We are now jumping in to our last unit: anatomy. Students will work in research teams to specialize in one system of the body: muscular, skeletal, respiratory, circulatory, nervous, lymphatic, etc. and present their poster/experiment/research to the class the week before school gets out. We have several guest speakers lined up including a respiratory therapist and physical therapist assistant (My husband, Drew Besnard) who will teach them how to take blood pressure. We also have

invited Erica Charesworth to do a lesson on the Nurtured Heart and Tina Ortega to share her sign language expertise.

In Writer's Workshop, we have just finished our Quiet Place poems based on the book *A Quiet Place*, by Douglas Wood. Students focused on figurative language and sensory imagery to tell the reader about a place that gives them comfort. Their poems are on display in the classroom until Literary Tea.

We have also started a Leadership group for fifth grade students who are ready for an extra project in the morning work period and have shown great leadership qualities. These students are planning an end of the year field trip, gathering future fund raiser ideas, helping with our end of the year slideshow, and peer mentoring younger students as needed. It's been a great incentive for other students who can get chatty or off task in the morning work period, but would like the opportunity to be selected.

6/7/8 Classrooms (John Howlett, Kelli Kurth, Hildi Myers):

Second Step curriculum has continued to be a launching pad for pertinent discussions to enable students to live with integrity and compassion. Lately, we have addressed the role of stereotypes in bullying, managing strong emotions, and cultivating positive self-talk. In April, the entire Middle School took time to view the documentary, 'Bully,' which complements the Second Step discussions. The entire Middle School school staff came together during a daylong workshop to deliver a powerful message to the students about bullying. The morning started with activities about tolerance, respect and positive relationships. During lunch we shared some laughs and some pizza while preparing for the viewing of the emotional documentary "Bully." At the conclusion of our day the students felt emotionally exhausted but empowered by the knowledge that each one of them could make a difference. Our goal was to prepare our students for situations they might encounter while reminding them that their behavior affects others.

The middle school is gearing up for the end of the year overnight trips. Half of the students will be partaking in a two night Shakespeare filled adventure to Ashland while the other half will be embarking on a challenging ropes course and overnight stay in the great outdoors. All of the staff members are excited to share these experiences with the students before wishing our 8th graders well as they continue on in the next phase of their lives.

Quizzes and tests inform us of how well we have covered material and we use these results to guide our instruction. Throughout the school year, our students have applied themselves to their studies and have actively sought a deep understanding of subject matter. They are proud of their work ethic and the knowledge and skills that they have gained. State testing is a chance for students to demonstrate a lot of what they have learned over the past seven and a half months. Sherwood Wolves shine!

Literacy and Spanish Instruction (Danielle Mennucci):

Garden-Kitchen Program (Richie Hirshen)

School-Based Intervention Team (Emily Sherman)

Since my previous report, we the Intervention Team (as we call ourselves back in the school "Resource Room") have continued to gather data for students moving from specific intervention to IEP's and for students in need of a first, second, or third formal SBIT meeting. We are noticing that the upper grades are taking much of our time; accordingly, we are planning for the possible outcomes we can expect to face next year, with a positive attitude of "team spirit". Pegi, Sharon, Michelle, and myself have worked hard to deal with current issues and to brainstorm for what is coming with the end of the academic year, the summer camp program, and then the start of the new, bigger Sherwood at the end of this summer.

Since last week, the Intervention Team has been busy helping to run State Assessments for all students requiring accommodations and/or modified testing settings, schedules, etc.

We are also busy working as a team to count our success stories as well as our hopes/dreams/wishes for next year. Part of this is to be sure to extend a grateful and heart-felt "thank you" to each of the volunteers that have worked in our room with all ages of Sherwood students (we are so grateful there have been so many volunteers)! One of our most proud collaborations: we had a big behavioral and academic success, with big thanks going to Steve for helping us find/install/fit technology to help a particular upper grades student move closer to becoming a reader and to demonstrating his ability to put thoughts to paper. Steve helped us to hook-up and run the Dragon Dictator and also a software program that reads text out-loud. Michelle had the technology, Steve put it together, and each of us, including each of the student's teachers and aides, and a special volunteer who spent more time with this student and his family than we could have ever hoped. As a Team, we have worked hard to achieve the student's buy-in and we should all feel good about helping this one particular student achieve what he could not at other local schools.

Another of our big success stories is harder to see on a day-to-day level, but this kindergarten student has gone from being kicked-out of most of her school days for unsafe and/or inappropriate behaviors to making it through most days, learning to ask for a break, showing not only ability but also revealing her very high levels of academic abilities, being a friend to peers, and graduating from the therapeutic horseback riding program offered by local, non-profit Handi-Riders, which offered her a scholarship due to her level of emotional need, her interest in the horses, and the economic status of her family. Last Monday was her final class of her session; she received a certificate centered around a photo of her up on her horse! Handi-Riders personnel commented that she learned to follow a strict routine to maximize safety and time up on the horse, to share and enjoy socializing time with her fellow students and all the great volunteers at

Handi-Riders, and to generally "be appropriate". Wow! We are so grateful to Handi-Riders, the anonymous donor who sponsored this student's scholarship, the 2 volunteers I recruited who chose to take the time to pick-up the student and her mom, drive them out to the barn, get the Handi-Riders volunteer training necessary to work with the student and the Handi-Riders Team, then get mom and student home safely, every Monday afternoon of the Spring Handi-Riders session.

As we have met among ourselves and the other staff, volunteers, and parents/etc. here at Sherwood this year, we have heard a re-occurring cry: "We need a counselor to help these kids with big-deal emotional issues" There are many ways to provide services with kids with needs to be heard and to practice therapeutic strategies to improve mental health, whether or not Sherwood hires a counselor. I will say more about this as we get a clearer idea re: the plan for next year in my final report to the BOD, next month.

Over the course of the next few weeks we hope to have a clearer picture for the options for next year so we can wrap-up our Intervention programming and get planning for the next big chapter in Sherwood history: Academic Year 2013-14!

Thanks to all for your time and kindness. Sherwood is indeed a special place.

SHERWOOD MONTESSORI

MEMORANDUM

To: Board of Directors

From: SMPO President, Marci Pope

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

Date: May 10, 2013 for the meeting of May 15, 2013

SMPO to Board Update 5-13

Tanya Parish has expressed interest in being the SMPO president. Very excited for her ideas and energy.

At the last SMPO meeting there was a presentation about minimizing waste and more recycling on the Sherwood Campus. Many ideas were discussed there just needs to be people to step up and support by parents to make the dream become reality.

Events have been flowing – supported the Spring Faire, Skill-A-Thon, Bike to School Day (thank you Mike Dunn for the new bike rack), school clean up, and lunch for Teacher Appreciation.

Love the new term Parent Participation Hours.

Please attend our SMPO fundraiser at Barnes and Noble bookstore this Saturday. Listen to some of the children's work being read at 10am.

We will be there for Sherwoodstock! Looking forward to the fun.

May 28th Woodstock's Pizza Takeover.

A concern at the moment is getting people to help pull the yearbook together. I am looking for people with the right skill set and want to put in some of those parent participation hours.

-Marci Pope on behalf of SMPO



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

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

Date: May 10, 2013 for the meeting of May 15, 2013

ADMINISTRATIVE ITEMS:

- As you may have read in the School Announcements, Lindsey Serrao has accepted the full-time teaching position for the 4/5/6 classroom. Lindsey was Kristina's long-term substitute for her maternity leave, and we are so pleased to have this stellar educator on our team.
- Our ad for the new 1/2/3 classroom has generated 26 applicants. The posting closes on May 12.
- We will not have a vacancy at the 7/8 level; John and Kelli will team in the middle school next year.

FISCAL ITEMS:

- Our Skill-a-Thon fundraiser raised \$2,169.62 as of May 9. Some participants are still bringing in pledges. It was a fun and eclectic event with a myriad of skills being showcased.
- The *Original Works* art fundraiser has raised \$687.50.
- The 6/7/8 grade tamale fundraiser and car wash raised \$758 which will go towards scholarships and teacher for the end of the year trips.
- *Sherwoodstock* tickets are on sale now. The expenses for this event have been considerably lower than first anticipated as we have had the venue donated and have picked up two cooperate sponsors. All hail Robyn Faraone for taking leadership on the coordination of this first annual *Sherwoodstock*! Parents Tarace Nagle, Jill Bailey, Jarynna Chua, and Marci Pope have all contributed to the planning as well.

GENERAL ITEMS:

- STAR testing for grades 2-8 has finished; we are currently working on make-up tests for students who were absent during the regular testing days.

STATE AND FEDERAL LEGISLATION ITEMS:

- AB 1032, the bill that would allow districts more flexibility on how they count ADA they are responsible for under Prop 39 has been put in the Suspension File as the financial impact was determined to be too great for the State at this time.
- AB 948, the bill sponsored by CCSA, has been passed out of committee with amendments. If the bill passes as it is now written, schools with greater than 70% student populations receiving free or reduced lunch, or schools located in areas where the neighborhood school enrollment is 70% or more receiving free or reduced lunch, will receive \$750 per student up to 75% of facilities' costs as is the case currently. The change would be that if there are funds left over, as historically there have been, the 70% criteria would drop 1% at a time until the funds are used. These funds can be used for rent, for purchase of an existing facility, or for construction of a new facility. The catch is that charter schools using these funds will need to follow the field act and audit guide when purchasing facilities, which have guidelines traditional public schools have to follow for their facilities.



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 3.4 Treasurer Report**

Date: May 10, 2013 for the meeting of May 15, 2013

Our Treasurer is in the field and out of range. Report coming soon.



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: Agenda Item 5.2 Facilities Update

Date: May 10, 2013 for the meeting of May 15, 2013

SUMMARY

We have sent Chico Unified School District (CUSD) our final response to their Prop 39 offer; the Unitarian Universalist Fellowship (UUF) congregation voted *unanimously* to approve going forward with a facilities use agreement for the 2013-2014 school year and has initiated the permit process, and the School Director has been making contacts to secure our future facilities.

DISCUSSION

Please see the attached document for Sherwood's final response to CUSD regarding Prop 39. This letter was drafted by Sarah Kollman at Young, Minney & Corr (formerly Middleton, Young, and Minney, our attorneys) and delivered on April 30 by me. No representative from CUSD has responded to the letter.

The UUF congregation unanimously voted affirmatively for Sherwood Montessori to operate our middle school program at their facilities on Filbert. Board member Lucy Sperling phoned me on the morning of May 7th with the good news and indicated that she was initiating the permit process that day. She did say that instead of going with the original \$1.00/square foot with utilities included, the preferred agreement would be to go with \$0.75/square foot and we pay our share of the utilities. She is currently working to find the UUF's share of utilities.

Since our last board meeting, a subcommittee of our facilities committee created a *Building and Grounds Master Plan* (see Attachment 2) describing our dream school, including a modified version if our dream is too costly. I then made some email inquiries and got some responses.

Charter Property Solutions, a development firm, referred me to Learning Spaces as they did not work with schools with enrollment under 300. I spoke with Paul Gascoigne of Learning Spaces and he is going to check his database of available properties and send me the information I need to access the database as well. He felt that we were in good shape regarding our time line; if we want to be in a new facility for the 2014-2015 school year we need our site and

permits in place by December, 2013. Paul has been securing financing and managing charter school facilities projects for seven years and has completed eight projects.

I also contacted Piper Jaffray, an investment bank and finance management firm that has worked with scores of charter schools on a nationwide level. Representative Nick Hagen and I discussed our situation, and I have sent financial information to him for his response. In our preliminary discussion, he indicated that our project sounded like it was in the \$2-\$2.5 million range and that it would work with our budget. Piper Jaffray offers flexible financing for charter schools where the payments grow as your revenues grow. He also stated that we are making good moves at this stage in that we are exploring many variables and avoiding getting locked into anything that may end up being too costly, a mistake others have made.

Our next facilities committee meeting has not been set, but will include delegating this exploratory work out to more members of the committee.

ACTION REQUESTED

Receive report.

Attachments: Prop 39 Response to Final Offer, *Building and Grounds Master Plan*



746 Moss Ave.
Chico, CA, 95926
(530) 345-6600
(530) 345-6620 fax

April 30, 2013

Julie Kristie
Chico Unified School District
1163 E. Seventh Street
Chico, CA 95928-5999

Re: *Response to Final Offer of Facilities*
Proposition 39 2013-2014
Sherwood Montessori

Ms. Kristie:

Sherwood Montessori ("Charter School") is in receipt of the Chico Unified School District's ("District") March 27, 2013 letter ("Final Offer") regarding Charter School's request for facilities under Proposition 39 for the 2013/2014 school year. The District's Final Offer is for shared space at the Citrus Elementary School campus or an exclusive use allocation at the Cohasset Elementary School campus. The District's Final Offer is based on a projected in-District ADA of 126.90.

Section 11969.9(i) of the Proposition 39 Implementing Regulations (the "Implementing Regulations") requires Charter School to notify the District whether or not Charter School intends to occupy the offered space. Accordingly, as a result of the deficiencies in the Final Offer (which are identified herein to the extent practicable, with all rights reserved) and as set forth in the response to the Preliminary Offer, which is incorporated here by reference, Charter School declines the District's Final Offer, without acknowledging its sufficiency under applicable local, state, or federal law and without waiving any of its legal rights under applicable local, state, or federal law, including Proposition 39 rights and remedies.

While the Charter School has concerns with the District's Final Offer, as outlined below, it would prefer to enter into discussions with the District to identify a long-term facilities solution for the Charter School that will minimize its impact on the District's currently operating schools. **Specifically, the Charter School continues to be interested in a long-term lease of 3 to**

5 acres of the 10 acres on the Henshaw property. As such, the Charter School would request an opportunity to meet with Superintendent Kelly Staley and other District staff to discuss this option, as well as ongoing Proposition 39 issues.

The Charter School will also note for the record the following concerns:

Teaching Stations

As the District is no doubt aware, the case that it cites to support its allocation of regular teaching stations, *CCSA v. LAUSD*, 212 Cal. App. 4th 689 (Cal. App. 2d Dist. 2012), was recently accepted for review by the California Supreme Court on April 17, 2013. As such, it may not be cited to support the District's allocation of teaching stations. Instead, the District must continue to abide by the requirement in the Proposition 39 Implementing Regulations that it allocate teaching stations based on the teaching station to ADA ratio at the comparison schools.

The Charter School is also concerned that the District's offer appears to allocate classrooms for Kindergarten students with an assumption that the District's teaching station to ADA ratio for its Kindergarten classes is 38.81. The District has received a substantial amount of Class Size Reduction funding for many of the past years, including the 2012-2013 school year, and thus the Charter School finds it very unlikely that the District's Kindergarten classes have more than 38 students (as CSR requires no more than 20 students for full funding, with some limited exceptions). If the District is operating half-day Kindergarten classes (it appears only one of the three comparison schools do so, from their websites), the District may be calculating the Kindergarten student to teacher ratio that assumes all the programs are operated both in the morning and evening.

The District has calculated that the Charter School is entitled to at least five regular teaching stations; however, the option for non-shared use at Cohasset Elementary School only offers 3 regular classrooms. Thus, the offer of space at Cohasset is not reasonably equivalent pursuant to 5 CCR Section 11969.3(b)(1).

Shared Space Allocation

In addition, the offer of space at Citrus Elementary School is also not reasonably equivalent. The District has claimed that because the Charter School's ADA will make up 29.53% of the ADA on the site, that the Charter School is only entitled to 45 minutes per day for each shared facility.

However, the daily schedule at Citrus Elementary School runs from 8:15 am to 2:00 pm (grades 1-3) and to 2:15 (grades 4-6). This is a total instructional day of 4 hours and 45 minutes or 5 hours, depending on the grade. As such, the Charter School would actually be entitled to 29.53% of this instructional day, or 89 minutes of shared use time (or 84 minutes for grades 1-3).

Conclusion

The Charter School looks forward to meeting with the District in the near future to discuss alternative Proposition 39 solutions. Please contact me at your earliest convenience to discuss possible dates and times.

Sincerely,

Michelle Yezbick
Director, Sherwood Montessori

cc: John Bohannon, Director, Alternative Education
Maureen Fitzgerald, Assistant Superintendent, Business Services
Scott Jones, Director, Fiscal Services
Kelly Staley, Superintendent

Building and Grounds MASTER PLAN(draft) Sherwood Montessori

MAXIMUM ENROLLMENT-207 STUDENTS

	Min./ideal SF/student			
Kindergarten	35/50	23 students 805-1,150 SF		
Lower Elementary Grades 1/2/3	50/100	23 students 1,150-2,300 SF	23 students 1,150-2,300 SF	23 students 1,150-2,300 SF
Upper Elementary Grades 4/5/6	50-100	23 students 1,150-2,300 SF	23 students 1,150-2,300 SF	23 students 1,150-2,300 SF
Middle School Grades 7/8	75-100	23 students 1,725-2,300 SF	23 students 1,725-2,300 SF	

Total SF = 11,055-19,550

Dream School

CLASSROOMS

- 19,550 SF of classroom space
- Each classroom opens to outdoor classroom space: shaded patio, small garden, electrical outlet, water
- Classrooms can access each other, common areas: library, large group space, computer lab, science lab
- Low windows with sills, bay window with storage/seating, windows have blinds
- Carpet area/tile area
- Kitchen in classroom: small fridge with freezer, stove top & oven, counter space, sink
- Bathroom in each classroom
- Dimmable fluorescent lighting
- Ceiling fans

OFFICES

681 SF of office space:

- 300 SF front office/nurse station/parent lounge
- 225 SF staff lounge
- 156 SF director's office
- 156 SF SMPO office
- Public restroom

SPECIALIZED INSTRUCTIONAL SPACE

6,000 SF of specialized instruction space (1,000 SF each):

- library w/connection to computer lab
- 2 science labs (K-3rd & 4th-8th)
- art classroom (materials storage, works-in-progress storage, kiln, potter's wheel, easels area, tables area)
- intervention/special education services
- Dimmable fluorescent lighting
- Ceiling fans

LARGE GROUP SPACE

- gymnasium/cafeteria
- lunch tables and benches that fold up into the wall
- scoreboard
- movie screen
- adjacent kitchen
- adjustable lighting
- PE equipment storage
- Stage
- Mirrored wall for dance instruction

OUTDOOR SPACE

- 5 acres total property
- 1 acre building and pathways/courtyards
- 1 acre playground
- 1.5 acres fields
- 1 acre farm: crops, goat pen, chicken coop, bunny hutch, barn
- .5 acre parking & driveway
- Garden space with brick pizza oven, compost
- Outdoor stage
- Treed and shaded areas

PARKING & DRIVEWAY

- Ample covered parking for bikes away from car traffic
- Plug station for electric vehicles
- Loop driveway with student pick-up area
- Pedestrian walkways away from driving areas
- Tree-shaded parking and student waiting areas

OTHER

- Janitorial closet
- Public Address system
- Covered walkways
- Storage container for occasionally used materials & furniture
- Book room 150 SF
- Solar panels

Dream Deferred

CLASSROOMS

- 11,055 SF of classroom space
- Windows
- Carpet area/tile area
- Sink in classroom
- Bathroom in each classroom
- Dimmable fluorescent lighting
- Ceiling fans

OFFICES

681 SF of office space:

- 200 SF front office/nurse station/parent lounge
- 156 SF director's office
- 156 SF SMPO office
- Public restroom

SPECIALIZED INSTRUCTIONAL SPACE

2,000 SF of specialized instruction space:

- library w/connection to computer lab 1,000 SF
- intervention/special education services 1,000 SF
- Dimmable fluorescent lighting
- Ceiling fans

OUTDOOR SPACE

- 3.5 acres total property
- 1 acre building and pathways/courtyards
- 1 acre playground
- 1 acre fields
- .5 acre parking & driveway
- Treed and shaded areas

PARKING & DRIVEWAY

- Ample covered parking for bikes away from car traffic
- Loop driveway with student pick-up area
- Pedestrian walkways away from driving areas
- Tree-shaded parking and student waiting areas

OTHER

- Janitorial closet
- Public Address system
- Storage container for occasionally used materials & furniture
- Book room 150 SF
- Solar panels



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 5.3**

Date: May 10, 2013 for the meeting on May 15, 2013

SUMMARY

A draft of the 2013-2014 school calendar, including a tally of instructional minutes, instructional days, teacher work days, and daily schedules is attached.

DISCUSSION

Our Board Treasurer, Russell Shapiro, created a first draft of the calendar using spreadsheets to tally all components described above to determine if requirements are met. Russell consulted the Chico Unified School District's calendar to match holidays. I made some revisions, including:

- Pushed the first day of school to a 2:00 dismissal Wednesday. This allows students to build their stamina; they are so tired those first days. The first day will be a minimum day and the first week will be three days long. Teachers also appreciate this more gradual build up as they are tired that first week too!
- I included 2:00 dismissal days the weeks preceding conferences and included two no student days for conferences. This allows teachers to meet with all parents without cutting too much into their personal time.
- I made May 23 a day off, creating an extra-long weekend around Memorial Day. This was to avoid making the last week of school only two days long to circumvent the possibility that families might take that two-day week off to start summer vacations early. This day off could easily be moved to another date.
- I set Attendance Make-Up Days for February 17th and April 18th and coded them on the calendar, which will hopefully generate more participation. Heather and I have been planning changes to our attendance procedures to create more safeguards against excessive absences and will include more promotions of these days.

ACTION REQUESTED

Approve calendar or revise and approve calendar.

SHERWOOD MONTESSORI

2012-2013

July '13						
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 '13						
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 '13						
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 '13						
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 '13						
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 '13						
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 '14						
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 '14						
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 '14						
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 '14						
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 '14						
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 '14						
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					

Legend

	Instructional Day	
	Legal Holiday	Kindergarten: 8:30-11:50
	Early Release 2:00 Dismissal	Elementary: 8:30-3:00
	Conference Day/No School	Middle School: 8:30-3:00
	Teacher Work Day-No School	Total Instructional Days: 180
	Attendance Make-up Day	

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

TOTAL						180	0	185
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DAILY SCHEDULE				
Class		Class Minutes	Lunch	Minutes
K	8:30-11:50	200		200
1st	8:30-3:00	390	60	330
2-3	8:30-3:00	390	60	330
4-5	8:30-3:00	390	60	330
6-8	8:30-3:00	390	60	330

DEVELOPMENT DAY				
Class		Class Minutes	Lunch	Minutes
K	8:30-11:50	200		200
1st	8:30-2:00	330	60	270
2-3	8:30-2:00	330	60	270
4-5	8:30-2:00	330	60	270
6-8	8:30-2:00	330	60	270

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



REGULAR MEETING NOTICE OF THE BOARD OF DIRECTORS

Location: **Sherwood Montessori Room No. 5: Middle School Math/Science
746 Moss Avenue, Chico, California**
Date/Time: **Wednesday, June 5, 2013 – 5:30 p.m.**

AGENDA

1. CALL TO ORDER

1.1 Roll Call Jill Bailey, Robyn Faraone, David Kuperman, Stephen Lucas, Corin Meester, Russell Shapiro, and Erwin Williams

2. CONSENT AGENDA

2.1 Approval of Minutes from May 15, 2013

2.2 Funding Research Update

Grant writer Temptra Board has provided an update to the funding research she has been doing for Sherwood.

ACTION REQUESTED: Receive report.

3. REPORTS AND COMMUNICATION

None

4. NOTICED PUBLIC HEARINGS

None

5. REGULAR BUSINESS

5.1 Items Removed From Consent (If any)

5.2 Budget Approval

The Board Treasurer and School Director will present a budget for approval for 2013-2014.

ACTION REQUESTED: Approve budget.

5.3 Approval of Board Candidates

The Board will forward new Board recruits to SMPO for action/appointment at their June meeting.

ACTION REQUESTED: Discuss recruitment efforts and approve candidates.

6. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

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.

7. FUTURE AGENDA ITEMS

7.1 Officers for the 2013-2014 school year will be chosen.

8. CLOSED SESSION

8.1 Public Employee Performance Evaluation.

With respect to every item of business to be discussed in a closed session pursuant to Government Code Section 54957. Title: School Director

8. ADJOURNMENT (Est. 7:30 p.m.)

As a 501(c)3 non-profit public benefit corporation, the meetings of the Sherwood Montessori Board of Directors are open to the public. An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. All meetings of the Board of Directors will be advertised on the school website and recorded in accordance with the Brown Act.



DRAFT MINUTES FOR BOARD OF DIRECTORS of May 15, 2013

1. **CALL TO ORDER:** at 5:35 PM at 746 Moss Avenue by *Chair Lucas*.
Board Present: Stephen Lucas-Chair; Russell Shapiro-Treasurer; Robyn Faraone-Secretary; Corin Meester; Erwin Williams.
Absent: Jill Bailey-Vice Chair; David Kuperman.
Others Present: Michelle Yezbick-School Director

2. **CONSENT AGENDA**
2.1 Approval of Minutes from April 17, 2013
Director Shapiro motioned to approve the consent agenda; 2nd *Director Williams*.
AYES: 4 (Faraone, Lucas, Meester, Shapiro, Williams)
NOES: 0
ABSENT: 2 (Bailey, Kuperman)

3. **REPORTS AND COMMUNICATION**
 - 3.1 **Instructional Staff Report-** Written report provided. Teachers are glad STAR testing is completed.
 - 3.2 **Sherwood Montessori Parents Organization Report-** Written report provided. Tanya Parish has volunteers to be new SMPO president for 2013-14 school year. A new committee is working on ways to reduce waste at Sherwood. SMPO organized the teacher appreciation lunch, several upcoming fundraisers, and is seeking more help for yearbook development.
 - 3.3 **School Director Report-** Written report provided.
 - 3.4 **Treasurer Report-** Written report provided. *Treasurer Shapiro* reported that the Budget Committee has completed a draft budget for 2013-14. The budget begins to go into deficit May 2014 and reaches a deficit of \$56,344 in June 2014. The committee's model projects that the long-term outlook is better as the school continues to accept more students. 2013-14 represents the largest need for increased staffing, and these costs will level off with the expenses in future years. The committee did not want to cut staff or programs. Finding new facilities and becoming our own LEA for Special Education would also improve our financial outlook in future years.

Director Williams asked if a deficit budget is allowed by CUSD, and *Treasurer Shapiro* said that he believes it is since we have reserves and a line of credit to cover the deficit but he will confirm that it is allowed. *Director Williams* cautioned that we should anticipate an increase in health insurance costs from ten to thirty percent in January 2014. *Director Meester* commented that the best budget news in years is coming from the Governor's proposed budget.

4. **NOTICED PUBLIC HEARINGS-** none

5. **REGULAR BUSINESS**
 - 5.1 **Items Removed From Consent-** none

5.2 Facilities Update -

CUSD did not respond to the attached letter regarding facilities. Sherwood's Dream School model was developed and conversations with charter school intermediaries have begun. The Facilities Committee will meet on May 22 at 5:30 at *Director Meester's* house to continue developing a plan.

5.3 Approval of 2013-2014 School Calendar- *School Director Yezbick* presented a draft school calendar largely based on the current year. There is one additional holiday of May 23, 2014 to avoid having the last week of school have only two days of instruction. *Director Williams* motioned to approve school calendar; 2nd *Treasurer Shapiro*.

AYES: 5 (Faraone, Lucas, Meester, Shapiro, Williams)

NOES: 0

ABSENT: 2 (Bailey, Kuperman)

6. PUBLIC COMMENT ON ITEMS NOT ON AGENDA- None

7. FUTURE AGENDA ITEMS

7.1 The Educational Practices Committee will discuss progress on formalizing the process of the Board of Directors providing academic oversight for the school.

7.2 The Board Treasurer and School Director will present a budget for approval for 2013-14.

7.3 Closed Session: Personnel Review of School Director Yezbick.

8. ADJOURNMENT: 6:35 PM. BOD adjourns until the BOD Meeting on June 5, 2013 at 5:30 PM.

Approved: _____, 20____

Robyn Faraone, Secretary of the Board



MEMORANDUM

To: Board of Directors

From: Michelle Yezbick, School Director

Subject: **Agenda Item 2.2 – Funding Research Update**

Date: June 1, 2013 for the meeting of June 5, 2013

SUMMARY

Grant writer Tempa Board has created a synopsis of her research of funding sources for Sherwood thus far.

DISCUSSION

The attached Funder Research Grids identify several foundations and organizations that support education programs in the areas of science, math and sustainability. Deadlines to apply, local awards, and accounts of projects previously funded are described.

ACTION REQUESTED

Receive report.

Attachments: Funder Research Grids

Funder and Contact Info	Funder Interests; Grant Types/Programs	Deadlines; Grant Range; Sample relevant grants	Contact Notes; Action Required
California Fertilizer Foundation 4460 Duckhorn Drive, Suite A Sacramento, CA 95834 Phone: (916) 574-9744 Fax: (916) 574-9484 URL: http://www.calfertilizer.org/grant.htm	California public and private elementary, middle and high schools are invited to apply for this grant of \$1,200 for continuation and/or implementation of in- and after-school garden programs. At the end of each year, winning schools can re-apply for a progress grant of \$1,500 and a free agricultural field trip.	Deadline: June 15 Sample: ▪ Pleasant Grove Elementary school ▪ Downey High School ▪ Edgewood Center for Children & Families ▪ Creative Arts Charter School, San Fran	CFF prefers to have all grant applications sent to us in electronic form. Send your application and scanned material package to Mary Junqueiro at cffgrant@healthyplants.org .
Toshiba America Foundation 1251 Ave of the Americas, 41st Floor New York, NY 10020 Phone: 212 596-0620. Email: foundation@tai.toshiba.com	Grants 6-12 Toshiba America Foundation is currently accepting applications from teachers who are passionate about making science and mathematics more engaging for their students. URL: http://www.toshiba.com/taf/612.jsp	Deadline: August 1, 2013 6-12 Grant requests for \$5,000 or less are accepted on a rolling basis, throughout the calendar year. 6-12 Grant requests for \$5,000 or more are accepted and reviewed twice a year - August 1 st and February 1 st each year.	Online app Applications must be for project based learning. We do not consider requests solely for computers.
	Grants for K-5 Elementary schools from throughout the United States received grants up to \$1,000 for project-based learning in science and mathematics. URL: http://www.toshiba.com/taf/k5_apply.jsp	Deadline: October 1st Air Base Elementary School (Homestead, FL) Nurturing Environmental Stewards of Today and Tomorrow (NESTI) Ancillae-Assumpta Academy (Wyncote, PA) This elementary electricity project explores simple circuits by demonstrating how batteries and flashlights operate Read More... Beaufort Elementary (Beaufort, NC)	Online application Before submitting a completed proposal, teachers are welcome to call the Toshiba America Foundation at 212 596-0620 to discuss their project ideas. To learn more about the application process and the Foundation's grant-making guidelines call 212 596-0620.

		Fifth grade students will use inquiry based experiments to learn about the Forces of Motion Read More... Cedar Rapids Community School District (Cedar Rapids, IA) ALEKS, a research based technology program developed at New York University and the University of California, Read More...	
American Honda Foundation 1919 Torrance Blvd. Mailstop: 100-1W-5A Torrance, CA 90501-2746 ahf@ahm.honda.com URL: http://corporate.honda.com/americaphilanthropy.aspx?id=ahf	The American Honda Foundation supports youth education programs with a specific focus on the STEM (science, technology, engineering and mathematics) subjects in addition to the environment. Eligible Organizations: Nonprofit charitable organizations classified as a 501(c) (3) public charity by the Internal Revenue Service, or a public school district, private/public elementary and secondary schools as listed by the U.S. Department of Education's National Center for Education Statistics (NCES).	Deadline: Aug 1 Grants range from \$20,000 to \$75,000.	Online Application To be considered for funding organizations MUST have two years of audited financial statements examined by an independent CPA if gross revenue is \$500,000 or more. If gross revenue is less than \$500,000, and the organization does not have audits, it may submit two years of financial statements accompanied by an independent CPA's review.
Project Learning Tree c/o American Forest Foundation 1111 Nineteenth Street, NW Suite 780 Washington, D.C. 20036 P 202.463.2475 F 202.463.2461 Email information@plt.org URL: http://www.plt.org/apply-for-greenworks-environmental-education-grant	Do you have an idea for a school/community native plant garden, a forest improvement project, a streamside restoration plan, a recycling program, or energy conservation project for your students? Need funds to implement it? Apply for a Project Learning Tree GreenWorks! grant! 1. Traditional GreenWorks! Grants Contact: jstallard@plt.org • The maximum grant award for this level is \$1,000	Deadline: September 30, 2013 Grants are available in two award levels: 1) the popular and Traditional GreenWorks! grants up to a maximum of \$1,000 and 2) GreenWorks! grants up to \$3,000 for registered PLT GreenSchools!	Online application

	• Grants must be completed in one year • Applicants must have attended a <u>PLT workshop</u> • The proposed project must involve <u>service-learning</u> • The proposed project must exemplify student voice • The proposed project must involve at least one community partner • The proposed project must secure at least 50% matched funds (in-kind acceptable) 2. GreenWorks! Grants for Registered PLT GreenSchools! Contact: jmcgirt@plt.org • The maximum grant award for this level is \$3,000 • Applicants must meet all the parameters for traditional GreenWorks! grant funding • Applicants must be a school (public or private) • Applicants must be registered on the <u>PLT GreenSchools! website</u> (It's free!) • Applicants must have an established Green Team • Applicants must have completed one of more of the PLT GreenSchools! Investigations • The proposed project must be based on the findings of one or more of the PLT GreenSchools! Investigations		
Captain Planet Foundation 133 Luckie Street, 2nd Floor Atlanta, GA 30303 404-522-4270 404-522-4204 Fax	The Captain Planet Foundation primarily makes grants to U.S.-based schools and organizations with an annual operating budget of less than \$3 million. Grants are made for activities that conform to the	Deadline: September 30, 2013 Preferential consideration is given to requests seeking seed funding of \$500 or less and to applicants who	Online application

For questions regarding our Small Grants program call Kathy Lively at 404-522-4159. URL: http://captainplanetfoundation.org/apply-for-grants/	mission of the Captain Planet Foundation which is to: promote and support high-quality educational programs that enable children and youth to understand and appreciate our world through learning experiences that engage them in active, hands-on projects to improve the environment in their schools and communities. Grants from the Captain Planet Foundation are intended to serve as a catalyst to getting environment-based education in schools, and inspire youth and communities to participate in community service through environmental stewardship activities.	have secured at least 50% matching or in-kind funding for their projects. (Projects with matching funds or in-kind support are given priority because external funding is a good indicator of the potential for long-term sustainability of the activities.) Captain Planet Foundation will on occasion consider grants up to \$2,500. In the event a request exceeds \$500 Captain Planet Foundation may choose to fund a portion of the project budget that best fits within the foundation guidelines or contact an applicant for further discussion.	
Target Foundation URL: https://corporate.target.com/corporate-responsibility/grants/field-trip-grants	Field Trip Grants Awards of up to \$700 will be given to schools throughout the country to take students out of the classroom on field trips. Many awards are available nationwide.	Aug 1-Sept 30 Chico Recipient: Hooker Oak Elem School	Online? Check during application period, opening Aug 1
The Lorrie Otto Seeds for Education Grant Program Wild Ones PO Box 1274 Appleton, WI 54912 eMail info@wildones.org Phone (920) 730-3986 URL: http://www.for-wild.org/seedmony.html	The Lorrie Otto Seeds for Education Grant Program gives small monetary grants to schools, nature centers, and other non-profit and not-for-profit places of learning in the United States with a site available for a stewardship project. Successful non-school applicants often are a partnership between a youth group (scouts, 4-H, etc.) and a site owner. Project goals should focus on enhancement and development of an appreciation for nature using native plants. Projects must emphasize	Deadline: October 15, 2013 Cash awards range from \$100 to \$500 Examples of appropriate projects are: • Wildflower gardens with habitat for butterflies or other pollinators • Rainwater gardens that capture run-off and feature native plant communities • Groves of trees or native shrubs that support birds and	Online grant application (link currently down—will check back)

	involvement of students and volunteers in all phases of development, and increase the educational value of the site. Creativity in design is encouraged, but must show complete and thoughtful planning. The use of, and teaching about, native plants and the native-plant community is mandatory, and the native plants must be appropriate to the local ecoregion and the site conditions (soil, water, sunlight).	other wildlife Larger-scale projects that may receive funding include: • Design, establishment and maintenance of a native-plant community such as prairie, woodland, wetland, etc., in an educational setting such as an outdoor classroom. • Developing and maintaining an interpretive trail landscaped with native plant communities. • Developing a wetland area to study the effect of native vegetation on water-quality improvement.	
Wal-Mart Foundation URL: http://foundation.walmart.com/apply-for-grants/local-giving	Four core areas of giving: Hunger Relief & Healthy Eating, Sustainability, Women's Economic Empowerment or Career Opportunity. Sustainability: Preserving our environment is essential as we consider our present and our future. The Walmart Foundation concentrates on helping people understand how families and communities can live better by using fewer natural resources, as well as growing healthy food in a more sustainable way.	Deadline: December 1, 2013 Grants range from \$250 - \$2,500.	Online application
The Cedar Tree Foundation 100 Franklin Street, Suite 704 Boston, MA 02110 USA Telephone	The Cedar Tree Foundation makes grants for environmental education, environmental health, and sustainable agriculture. Particular consideration is given to proposals demonstrating strong elements of environmental justice and/or conservation. The foundation does not	No deadlines 2012 Env Edu Grants: ▪ Common Good City Farm for project support of Green Summer Internships for Youth. \$60,000	LOI

617.695.6767 Email (click here) URL: http://www.cedartreefound.org/	accept unsolicited proposals; however, it does welcome letters of inquiry and responds to those it might like to pursue further.	▪ Earth Island Institute Inc. for general support of Kids for the Bay. \$60,000 in year one, \$40,000 in year two ▪ The Food Project for project support for Youth Programs \$20,000 ▪ Friends of the National Arboretum, Inc. for Washington Youth Garden for project support for Washington Youth Garden's Green Summer Jobs for Youth Program. \$36,000 ▪ Solar Youth Inc. for general support \$100,000 a year for two years	
RGK Foundation 1301 West 25th Street - Suite 300 - Austin, Tx 78705-4236 (512) 474-9298 Phone (512) 474-7281 Fax URL: http://www.rgkfoundation.org/public/grants	RGK Foundation awards grants in the broad areas of Education, Community, and Health/Medicine . The Foundation's primary interests within Education include programs that focus on formal K-12 education (particularly mathematics, science and reading), teacher development, literacy, and higher education. Grants are made only to nonprofit organizations certified as tax exempt under Sections 501(c)(3) or 170(c) of the Internal Revenue Code and are classified as not a private foundation under Section 509(a). Hospitals, educational institutions, and governmental institutions meeting these requirements are eligible to apply.	No deadlines The average Foundation grant is \$25,000.	Electronic LOI
Corning Incorporated Foundation	Corning Incorporated Foundation grants for local education programs reflect a	No deadlines	LOI: All requests to the Foundation

Ms. Karen C. Martin, president Corning Incorporated Foundation MP-BH-07 Corning, NY 14831 Email: martinkc@corning.com URL: http://www.corningincfoundation.org/guidelines/	strong commitment to ensuring an informed citizenry and a skilled workforce. To that end, Foundation funding tends to target innovative and collaborative projects that enhance the teaching and learning of science and math curricula with the goal of improving student outcomes.	Grants range from \$10k-50k	for support must be made in writing. Grant seekers are advised to submit a two-to three-page Letter of Inquiry, signed by the senior administrative officer of the organization. Eligibility: Institutions that are tax-exempt under Section 501 (c)(3) of the Internal Revenue Code and which are public charities as defined in Section 509(a) of the Code.
The PG&E Corporation Foundation 77 Beale St. San Francisco, CA 94105-1814 Contact: Tiffany Fakava E-mail: communityrelations@e... URL: http://www.pge.com/en/about/community/contributions/index.page Butte Contact: Dolly Hazel, DDG6@pge.com	To achieve maximum impact in helping to address the needs of our communities, with an emphasis on supporting underserved populations, our community investment program focuses on the following three areas: ▪ Education ▪ Environmental Stewardship ▪ Community Vitality	Deadline: September 16, 2013 A majority of our grants are at or below the \$5,000 level.	Online application

Potential Science Funding Opportunities

Funder and Contact Info	Funder Interests; Grant Types/Programs	Deadlines; Grant Range; Sample relevant grants	Contact Notes; Action Required
The Comcast Foundation 1 Comcast Ctr., 48th Fl.	The foundation supports programs designed to expand digital literacy; promote community service; and build	None \$1-50k (most \$10-50k)	Our local Comcast systems identify organizations as potential grant recipients or as

Philadelphia, PA 19103-2838 Telephone: (215) 286-1700 Contact: William D. Black, V.P. and Exec. Dir. URL: www.comcast.com/corporate/about...	tomorrow's leaders; and awards college scholarships to high school seniors.		part of our national initiatives such as Comcast Cares Day. Comcast and the Comcast Foundation do not accept unsolicited sponsorship requests or grant proposals. If your organization is interested in sending us information, please verify that you operate within a Comcast service area and use the local address for all related correspondence.
Lowe's Foundation 1000 Lowes Blvd Mooresville, NC 28117 Phone: 704-758-2009 URL: http://responsibility.lowes.com/community/our-programs/lowes-toolbox-for-education/?pageType=cr	Through our support for public education, we're closing the funding gap facing many schools today. Each year Lowe's Toolbox for Education grants program contributes more than \$5 million to fund improvements at public schools in the United States. Projects should fall into one of the following categories: technology upgrades, tools for STEM programs, facility renovations and safety improvements.	Application period: Aug. 1 until Oct. 15, 2013 Grant requests can range from \$2,000 to \$100,000. A large majority of grants will be given in the \$2,000 to \$5,000 range. Most larger projects fall between \$10,000 and \$25,000. Critical need projects over \$25,000 will be considered on a case-by-case basis.	Online eligibility test and application
Silpada Foundation 11550 Renner Blvd. Lenexa, KS 66219-9600 Phone: 1-888-SILPADA URL: http://www.silpadafoundation.org/index.php?option=com_content&view=article&id=52&Itemid	The Silpada Foundation is committed to supporting the interests of the entire Silpada community, by contributing to the causes of Children's Health, Education and Women's Health. The Foundation will consider making one year grants to support the general operations of 501(c)(3) public charities in the United States	Deadline: August 9th, 2013 In general, grants range from \$1,000 to \$5,000. From time to time, larger grants will be considered.	Online application

d=66			
Stuart Foundation (also known as Elbridge Stuart Foundation) 500 Washington St., 8th Fl. San Francisco, CA 94111-4735 Telephone: (415) 393-1551 Contact: Rhonnel Sotelo, C.O.O.; Brad Sink, Cont. Fax: (415) 393-1552 E-mail: rsotelo@stuartfounda... URL: www.stuartfoundation.org	The foundation is dedicated to supporting the education and development of children and youth in California and Washington with a goal of them becoming become self-sustaining, responsible, and contributing members of their communities. It is committed to creating powerful partnerships with those who work toward sustainable, scalable, and system-wide change for all young people, especially those who are most in need Its partners share the following characteristics: They support and engage in continuous learning and improvement. Demonstrate, succeed, spread, and engage in practice that informs policy. Recognize the needs of vulnerable youth, and a possess commitment to bolster their education and development.	No Deadlines Grant Ranges \$1-150k (most education grants awarded in 2012 are \$17-200k)	Electronic LOI
The Joseph and Vera Long Foundation P.O. Box 3827 Walnut Creek, CA 94598-0827 Contact: Brenda Kauten, Admin. URL: www.jvlf.org/index.html	Giving primarily to organizations involved with healthcare, education and conservation in the communities of Northern CA and HI. In addition, the foundation has a special interest in programs which benefit women, families and seniors, or contribute to the conservation of the natural environment. Preference will be given for new, innovative projects which will be completed with the foundation's contribution.	Grant cycle open: 8/19/2013 through 9/16/2013 Grant Range: \$10,000 and \$49,000	Online application Additional notes: the Foundation prefers to not make grants for operating support. The Foundation does fund capital projects with an added preference for projects that will be completed with our contribution.

Closed for this year, but good fit to check back:

Funder and Contact Info	Funder Interests; Grant Types/Programs	Deadlines; Grant Range; Sample relevant grants	Contact Notes; Action Required
National Gardening Association 237 Commerce St, Suite 101 Williston, VT 05495 Phone Number: 1-800-LETSGRO (1-800-538-7476) Fax Number: 1-802-864-6889 http://grants.kidsgardening.org/2013-muhammad-ali-center-peace-garden-grant	Muhammad Ali Center Peace Garden Grant: In an effort to help all schools sow the seeds of respect, the Muhammad Ali Center Peace Garden is designed to help schools teach lessons of peace and hunger awareness through garden activities. The Muhammad Ali Center Peace Garden program is focused on providing schools with the tools and lessons to begin and sustain a successful garden program where students will learn the value of nutrient-rich foods for healthier, more peaceful lives. Schools within the United States must have a student body eligible for 50% or more reduced or free lunches.	Jan 2, 2013 \$500 • \$400 in gardening supplies • \$100 for soil amendments and plants	Online application Check back in September (last year, opened on UN International Day of Peace)
Fruit Tree Planting Foundation The Fruit Tree Planting Foundation P.O. Box 81881 Pittsburgh, PA 15217 Tel: 831-621-8096 Fax: 831-621-7978 info@ftp.org URL: http://www.ftp.org/fruittree10	Bring “Fruit Tree 101” to Your School: Our orchard donations involve, on average, a 12-20 tree minimum (we do not currently offer single trees) to public schools. The trees, materials, orchard installation design work, and onsite environmental curriculum with students are all donated, free of charge for the benefit of the school and its students. FTPF currently has a limited number of orchard donations still available for 2013	No deadlines listed Award: 12-20 trees	Online application

1.htm	in the following cities: <i>Atlanta, Detroit, Houston, Minneapolis/St. Paul, New York City, San Antonio, San Francisco/Oakland, and Washington, D.C.</i>		
Stephen Bechtel Fund Mailing Address S. D. Bechtel, Jr. Foundation P.O. Box 193809 San Francisco, CA 94119-3809 Street & Delivery Address 199 Fremont Street, 23rd Floor San Francisco, CA 94105-6636 Phone & Email (415) 284-8675 information@sdbjrfoundation.org g URL: www.sdbjrfoundation.org	The STEM Education Program seeks to strengthen educational systems to develop STEM-literate Californians and an innovative and competitive workforce. In-School Teaching and Learning. Support district implementation of the new standards in math (Common Core State Standards) and science (Next Generation Science Standards) in grades K-8, as well as the development of high-quality models for K-8 teacher preparation and induction in STEM. Out-of-School Time. Strengthen the capacity of informal science institutions, youth development organizations and site-based after-school programs to expand K-8 student access to standards-aligned STEM learning experiences. Scaling and Sustaining Our Work. Support the development of policy, advocacy and strategic communications initiatives that promote the integration of the new math and science standards in K-8 settings, and that improve and expand existing education systems to scale the high-quality, standards-aligned programs supported by the Foundation.	RFP closed; deadlines not listed. Grant Range: \$10-150k	Email LOI

California Department of Education Environmental Education Grant Program Science, Technology, Engineering and Mathematics Office California Department of Education 1430 N Street, Room 4309 Sacramento, CA 95814 E-mail to: stem@cde.ca.gov	The Environmental Education Grant Program (EEGP) provides grants to support programs that will result in long-term educational benefits to California educators and students within their California County Superintendents Educational Services Association (CCSESA) Region. The EEGP plays a vital role in connecting California educators with professional development and information about high-quality, standards-based environmental education programs. This is a one-year grant program that supports the operation of the 11 CCSESA regions.	Deadline: April 30, 2013 Grant Range: \$20,000 - \$40,000	Intent to apply followed by proposal
AT&T Foundation (formerly SBC Foundation) 208 S. Akard, Ste. 100 Dallas, TX 75202-4206 Fax: (210) 351-2599 URL: http://www.att.com/gen/corporate-citizenship?pid=12307	The foundation supports programs designed to advance education. Special emphasis is directed toward programs designed to create learning opportunities, promote academic and economic achievement, and address community needs. The foundation also supports organizations involved with arts and culture, health, human services, community development, and civic affairs. (no capital support)	Deadlines not listed Grant Range: \$1-50k	Check website for open RFP's
U.S. Bancorp Foundation, Inc. California - Sacramento and Northern Region Contact: Pamela Maxwell	U.S. Bancorp contributes to the strength and vitality of our communities through the Foundation charitable contributions program. We seek to build strong partnerships and lasting value in our communities by supporting organizations	2013 Application Deadlines: March 1 (Arts and Culture, Education) June 1 (Arts and Culture, Education) September 1 (Economic Opportunity)	Online application

621 Capitol Mall Sacramento, CA 95814 Regional Grant Assistant: Elaine Tivnan 925-942-9405 URL: www.usbank.com/cgi_w/cfm/a bout...	that: ▪ improve the educational and economic opportunities of low- and moderate-income individuals and families. ▪ enhance the cultural and artistic life of the communities in which we live and work.	\$1-50k (most 2011 grants \$1-5k)	
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Funder Research Grid--Sherwood Montessori 5/25/13
Capital Funding Opportunities; Local Funders

Agenda Item 2.2
Attachment 2

Funder and Contact Info	Funder Interests; Grant Types/Programs	Deadlines; Grant Range; Sample relevant grants	Contact Notes; Action Required
AHS Foundation c/o Lowry Hill 90 S. 7th St., Ste. 5300 Minneapolis, MN 55402-4120	Support for the relief of poverty and the advancement of education, religion, and community issues. Giving primarily in CA, HI, MN, NJ, and OH. <u>Types of Support</u> Building/renovation Capital campaigns Endowments General/operating support Program development	No deadlines Grant range: \$4-15k	LOI
Better Way Foundation, Inc. (formerly Alpha Omega Foundation, Inc.) 10350 Bren Rd. West Minnetonka, MN 55343-9014 Telephone: (952) 656-4597 E-mail: info@betterwayfounda... URL: betterwayfoundation.org	Our giving is focused on partnerships in the United States and in northwestern Tanzania, and is aimed at supporting community-based efforts to provide more holistic and cost-effective development opportunities to young children and their families. In the United States, the foundation is supporting community partnerships between Catholic universities and early childhood development centers, and encouraging knowledge and resource sharing between the two groups. We believe these partnerships among academics, practitioners, caregivers, and communities are important in creating integrated development programs that address a wide range of cognitive, emotional, and physical needs of children.	No deadlines Grant range: \$5-15k	Online LOI
Butte Creek Foundation 901 Bruce Rd Suite 270 Chico, CA 95928 President: John L. Burghardt	Grants 2010: \$2,200 to Boys & Girls Club (Chico); \$2,450 to Big Brothers, Big Sisters; Work Training Center, various schools and CUSD, \$60,000 to North Valley Community Foundation (for a fund or regranting?).	Unknown	LOI. Make contact with Trustees first.

2010 IRS 990 shows this address: 13 Dana Point Road Chico, CA 95928 530.343.7533 Assets: \$2.46 million Contributions: \$234,000 Trustees: John Burghardt (at the Dana Point address) Barbara Boyle	Most grants are under \$5,000.		
Chico Rotary Club No address: meetings held at Chico Elks Lodge, 1705 Manzanita Ave. Club Officers President , Richard 'Dick' Stein Vice President , Katy Thoma Secretary , Jack Sterling Treasurer , Craig Duncan Past President , Melanie Bassett http://www.chicorotary.com	No grantmaking guidelines	None listed	Make contact before submitting LOI. "Contact Us" form on website
The Hofmann Family Foundation (formerly The K.H. Hofmann Foundation) P.O. Box 907 Concord, CA 94522-0907 Telephone: (925) 687-1826 Contact: Dennis Costanza, Pres. and Mgr. no website	The foundation supports organizations involved with secondary and higher education, wildlife protection, health, recreation, human services, and Christianity. Giving primarily in CA; some giving for national organizations.	No deadlines Grant range: \$1-50k	Application form not required. Initial approach: Proposal
Roy A. Hunt Foundation	Giving to improve the quality of life through grants for	Deadline Sept.15	Online application

1 Bigelow Sq., Ste. 630 Pittsburgh, PA 15219-3030 Telephone: (412) 281-8734 Contact: Tony Macklin, Exec. Dir. Fax: (412) 255-0522 E-mail: info@rahuntfdn.org URL: www.rahuntfdn.org	education, the arts and cultural programs, social services, the environment, health services, community development, and youth violence prevention. Giving primarily in the Boston, MA, and Pittsburgh, PA, areas, also in CA, ID, NH, ME, and OH.	General Grants are the majority of grants awarded and are typically in the range of \$5,000-\$10,000	Additional information: Organizations submitting a proposal for a capital campaign should include the fundraising strategy for the campaign, list of foundations, and confirmed or pending grant status.
The William G. Irwin Charity Foundation 235 Montgomery St., Ste. 711 San Francisco, CA 94104-2996 Telephone: (415) 362-6954 Contact: Dianna Deeley, Grants Admin. E-mail: irwincharity@gmail.com	Purpose and Activities Giving primarily for the physical improvements of humanity. Subjects Arts Education Elementary/secondary education Higher education Human services Performing arts Giving primarily in CA and HI.	Deadline(s): Approximately 4-6 weeks prior to board meeting Board meeting date(s): Approximately every 2 months Grant range: \$10-250k	LOI: Include a copy of California or Hawaii tax-exempt letter and a 2-page executive summary.
The Kroger Co. Foundation 1014 Vine St. Cincinnati, OH 45202-1148 Telephone: (513) 762-4449, ext. 3 Contact: Lynn Marmer, Pres. Fax: (513) 762-1295 URL: www.thekrogerco.com/community/...	The foundation supports organizations involved with education, women's health, breast cancer, hunger, minorities, and women. Emphasis on education and K-12 schools “we award millions of dollars in grants every year to local organizations that have been recommended by our retail operating divisions.”	No deadlines Grant range: \$1-50k (majority of 2012 grants \$1-10k)	Proposal to nearest company division (corporate offices in OH; local CA stores include: Ralphs, Food 4 Less , Foods Co.) Proposals must include an IRS tax -exempt determination letter and should include a statement of the reason for the request.
Liatis Foundation 2707 Kipling Houston, TX 77098-1214 Telephone: (713) 520-7600 Contact: Steven James Borick, Pres.	Subjects Arts Children/youth, services Education Hospitals (specialty) Human services	Deadline(s): May 1 and Sept. 30 Range: most grants are \$1-10k (some listed up to 50k)	Initial approach: Letter Copies of proposal: 2

Fax: (713) 520-7632	Religion Geographic Focus California Colorado Nevada Texas Types of Support Annual campaigns Building/renovation Capital campaigns Fellowships Matching/challenge support Professorships Scholarship funds		
M & T Foundation P.O. Box 676370 Rancho Santa Fe, CA 92067-6370 Telephone: (858) 756-1154 Contact: Frank A. Potenziani, Pres. E-mail: fpotenziani@mnttrust...	Purpose and Activities Giving for education, health organizations, and social services. Giving in the U.S., with some emphasis on CA. Subjects Big Brothers/Big Sisters Children/youth, services Health care Health organizations, association Higher education Secondary school/education	No deadlines Grant range: most grants \$2-5k	LOI Board meeting date(s): Sept. and Mar.
The William and Inez Mabie Family Foundation c/o Ron Malone 1 Maritime Plz., 18th Fl. San Francisco, CA 94111-3508 Contact: Ronald Malone, Dir.	Giving primarily for education, health care, and human services. Giving primarily in CA. Subjects Education Health care	No deadlines Grant range: \$1-10k \$5k Oakland School for the Arts (multiple years) Charter School	LOI

	Higher education Hospitals (general) Human services		
US Department of Education Erin Shackel, Enhanced Assessment Grants Program, Office of Elementary and Secondary Education, U.S. Department of Education, 400 Maryland Avenue SW., Room 3W110, Washington, DC 20202–6132. Telephone: (202) 453–6423 Email: Erin.Shackel@ed.gov . http://www.gpo.gov/fdsys/pkg/FR-2013-05-23/pdf/2013-12212.pdf	Open RPF: Office of Elementary and Secondary Education (OESE): Enhanced Assessment Instruments Grants Program--Enhanced Assessment Instruments: Kindergarten Entry Assessment Competition CFDA Number 84.368A <i>Purpose of Program:</i> The purpose of the Enhanced Assessment Instruments Grant program, also called the Enhanced Assessment Grants (EAG) program, is to enhance the quality of assessment instruments and systems used by States for measuring the academic achievement of elementary and secondary school students.	Deadline: Jul 08, 2013 <i>Applications Available:</i> May 23, 2013. <i>Deadline for Notice of Intent to Apply:</i> June 24, 2013. <i>Deadline:</i> July 8, 2013. <i>Deadline for Intergovernmental Review:</i> September 5, 2013.	Though this is not a fit for capital, it may be something Sherwood is interested in in the future. No RFPs on US Dept. of Ed for capital at this time.

Closed for this year, but good fit to check back:

The Joseph and Vera Long Foundation (check back Jan 2014)

URL: www.jvlf.org/index.html

U.S. Bancorp Foundation, Inc.

URL: www.usbank.com/cgi_w/cfm/about...

2013 Application Deadlines:

March 1 (Arts and Culture, Education)

June 1 (Arts and Culture, Education)

September 1 (Economic Opportunity)

Stephen Bechtel Fund

The STEM Education Program seeks to strengthen educational systems to develop STEM-literate Californians and an innovative and competitive workforce.

URL: www.sdbjrfoundation.org

Potential Fit—No open RFP's 2013/check back:

- ✿ AT&T—program support only; not accepting unsolicited applications; no open RFP's on website. Check back 2014
<http://www.att.com/gen/corporate-citizenship?pid=12307>
- ✿ TJ Maxx—good fit with Education grantmaking program; missed 2013 deadlines http://www.tjx.com/corporate_community_foundation.asp
- ✿ California Department of Education-- The 2013-14 [Environmental Education Grant Program Request for Application \(REA\)](#) deadline to submit an application was April 30, 2013.



MEMORANDUM

To: Board of Directors
From: Michelle Yezbick, School Director
Subject: **Agenda Item 5.2 Budget Approval 2013-2014**
Date: June 1, 2013 for the meeting of June 5, 2013

SUMMARY

The Budget Committee has created a budget for the 2013-2014 school year. While the budget does have a deficit, it is the Committee's belief that there are no cuts that could be made that would not harm the integrity of the educational program.

DISCUSSION

The need to rent additional space for the middle school program and the need to hire two new full time teachers have had the greatest impact on the budget for the 2013-2014 school year. Our five year projections show the budget having a smaller deficit in the 2014-2015 school year, and then balancing in the following year.

As stated above, the only cuts that would have a significant impact on reducing the deficit would also have significant negative impact on the School's program. Consideration of increasing enrollment to reduce the deficit should be weighed with consideration of the Sherwood community's previously expressed desire for smaller class sizes.

ACTION REQUESTED

Approve budget.

Attachments: Proposed 2013-2014 budget

Sherwood Montessori
Budget and Cash Flow Assumptions

Teacher salaries increase by 2% per year
Substitutes remain roughly 4% of teacher salaries
Classified salaries increase by 1% per year
Health Benefits increase by 5%
Most other expenses increase by 2%
Enrollment growth based on retention method
ADA based on 94.5 rate
Revenue limit funding increases by 1% per year

Enrollment					
	2012-13	2013-14	2013-14	2014-15	2015-16
Gender K-2					
Enrollment	63	71	80	80	83
ADA %	84.50%	84.50%	84.50%	84.50%	86.50%
ADA #	60.50	72.77	80.84	80.84	86.38
Gender K-6					
Enrollment	45	50	65	54	63
ADA %	84.50%	84.50%	84.50%	84.50%	86.50%
ADA #	37.90	41.93	44.47	41.19	50.38
Gender 7-8					
Enrollment	19	20	20	20	20
ADA %	84.50%	84.50%	84.50%	84.50%	86.50%
ADA #	17.96	18.87	20.46	20.46	21.45
Total					
Enrollment	121	141	155	154	166
ADA %	84.50%	84.50%	84.50%	84.50%	86.50%
ADA #	116.25	139.25	150.87	151.43	173.80
ADA #	0	0	0	0	0
ADA #	0	0	0	0	0

Enrollment by Grade					
	2012-13	2013-14	2013-14	2014-15	2015-16
K	17	23	23	23	23
1	20	17	23	23	23
2	18	21	23	23	23
3	18	17	23	23	23
4	13	17	17	23	23
5	13	15	14	17	23
6	16	17	17	17	17
7	11	10	10	10	10
8	8	10	10	10	10
Total	121	141	155	154	166

Classroom Configurations					
	2012-13	2013-14	2013-14	2014-15	2015-16
K	17	23	23	23	23
1-2-3	15	18	23	23	23
1-2-3	15	18	23	23	23
4-5-6	20	19	23	27	21
4-5-6	20	19	23	27	21
4-5-6	19	26	26	26	26
7-8					
Total	121	141	155	154	166

Revenues		2011-12	2012-13	2013-14	2014-15	2015-16
Estimated Block Grant						
	K - 3rd	5,022.00	5,112.00	5,160.00	5,211.60	5,263.72
	4th - 6th	5,098.00	5,193.00	5,238.00	5,290.38	5,343.28
	7th-8th	5,251.00	5,349.00	5,396.00	5,449.96	5,504.46
Revenue Limit Sources						
	General Purpose Entitlement	382,103.56	467,954.03	557,809.59	593,404.15	636,983.75
	In Lieu of Property Taxes	199,121.53	221,926.21	261,274.83	273,866.39	289,605.83
	Total Revenue Limit Sources	581,225.09	689,880.24	819,084.42	867,270.54	926,589.59
In Lieu of Taxes						
		1,741.41	1,665.55	1,665.55	1,665.55	1,665.55
	ADA	114.35	133.25	156.87	164.43	173.88
	Total ILT	199,121.53	221,926.21	261,274.83	273,866.39	289,605.83
General Purpose						
	K - 3rd	3,280.59	3,446.45	3,494.45	3,546.05	3,598.17
	ADA	58.59	72.77	86.94	86.94	86.94
	4th - 6th	3,356.59	3,527.45	3,572.45	3,624.83	3,677.73
	ADA	37.80	35.91	43.47	51.03	59.54
	7th-8th	3,509.59	3,683.45	3,730.45	3,784.41	3,838.91
	ADA	17.96	24.57	26.46	26.46	27.41
	Gross GPE Funds	382,103.56	467,954.03	557,809.59	593,404.15	636,983.75
	EPA Funds	-	123,071.91	146,703.92	156,065.29	167,526.73
	Net GPE Funds	382,103.56	344,882.12	411,105.67	437,338.86	469,457.02
Categorical Block Grant						
		400.00	411.65	411.65	411.65	411.65
	ADA	114.35	133.25	156.87	164.43	173.88
	EIA	318.00	338.00	338.00	338.00	338.00
	EL and FRL	-	-	-	-	-
	Total Categorical	45,738.00	54,850.30	64,575.54	67,687.61	71,577.70
Supplemental Categorical						
		127.00	127.00	127.00	127.00	127.00
	ADA	114.35	133.25	156.87	164.43	173.88
	Total Supplemental Categorical	14,521.82	16,922.12	19,922.49	20,882.61	22,082.76
In Lieu of Economic Impact Aid						
		318.00	338.00	338.00	338.00	338.00
	Prior Year EL and FRL	-	-	-	-	-
	Total in Lieu of EIA	-	-	-	-	-
State Lottery						
	Restricted per student	28.00	28.00	28.00	28.00	28.00
	Unrestricted per student	122.00	122.00	122.00	122.00	122.00
	Enrollment	121.00	141.00	166.00	174.00	184.00
	Restricted Funds	3,388.00	3,948.00	4,648.00	4,872.00	5,152.00
	Unrestricted Funds	14,762.00	17,202.00	20,252.00	21,228.00	22,448.00
	Total Lottery	18,150.00	21,150.00	24,900.00	26,100.00	27,600.00

			2013-14				
			hrs/wk	FTE	\$/hr	days	annual
1100	Teacher	Shippen	-	0.600	-	-	44,895.00
	Teacher	Anderson	-	1.000	-	-	41,260.00
	Teacher	Parish	-	1.000	-	-	38,352.00
	Teacher	Serrao	-	1.000	-	-	34,940.00
	Teacher	Besnard	-	0.600	-	-	39,806.00
	Teacher	Myers	-	0.400	-	-	38,352.00
	Teacher	Howlett	-	0.900	-	-	44,895.00
	Teacher	Kurth	-	0.600	-	-	36,898.00
	Teacher	New Hire	-	1.000	-	-	39,925.00
Total 1100				7.100			
1100	SBIT Coordinator	Sherman	-	0.500	-	-	38,352.00
Total 1100				0.500			
1100	Language Arts Support	Mennucci	-	0.500	-	-	42,860.00
Total 1100				0.500			
2100	Kindergarten Aide	x	20.00	0.500	12.00	180.00	17,280.00
	Aide Grades 1-3	x	29.50	0.738	12.00	180.00	17,280.00
	Aide Grades 1-3	x	29.50	0.738	12.00	180.00	17,280.00
	Aide Grades 1-3	x	29.50	0.738	12.00	180.00	17,280.00
	Aide Grades 4-6	x	29.50	0.738	12.00	180.00	17,280.00
	Aide Grades 4-6	x	29.50	0.738	12.00	180.00	17,280.00
	Aide Grades 7-8	x	29.60	0.740	12.00	180.00	17,280.00
	Aide Grades 7-8	x	15.00	0.375	12.00	180.00	17,280.00
	Intervention Aide	x	29.60	0.740	12.00	180.00	17,280.00
	Garden Instructor	x	29.50	0.738	12.00	180.00	17,280.00
Total 2100				6.780			
2200	Child Care	x	23.50	0.588	10.00	180.00	14,400.00
	Kinder Care	x	14.00	0.350	10.00	180.00	14,400.00
Total 2200				0.938			
2300	Executive Director	Yezbick		1.000		220.00	70,000.00
Total 2300				1.000			
2400	Office Assistant	Westerdahl	10.00	0.250	10.00	180.00	14,400.00
	Admin Assistant	Fisher	29.60	0.740	14.00	180.00	20,160.00
Total 2400				0.990			
2900							

	-	-	180.00	-
	-	-	180.00	-
	-	-	180.00	-
Total 2900	-			
Total 2000 Series Salaries				
Total 3000 Series Benefits				

budget		Health
26,937.00	-	
41,260.00	5,220.00	
38,352.00	8,400.00	
34,940.00	6,264.00	
23,883.60	-	
15,340.80	-	
40,405.50	504.00	
22,138.80	-	
39,925.00	5,220.00	
283,182.70	25,608.00	
19,176.00	-	
19,176.00	-	
21,430.00	-	
21,430.00	-	
8,640.00	-	
12,744.00	-	
12,744.00	-	
12,744.00	-	
12,744.00	-	
12,744.00	-	
12,787.20	-	
6,480.00	-	
12,787.20	-	
12,744.00	-	
117,158.40	-	
8,460.00	-	
5,040.00	-	
13,500.00	-	
70,000.00	8,640.00	
70,000.00	8,640.00	
3,600.00	-	
14,918.40	-	
18,518.40	-	

-		
-		
-		
	-	-
219,176.80		
	34,248.00	

Salaries and Benefits

Certificated Staff	2011-12	2012-13	2013-14	2014-15
1100 - Lead Teacher Salaries	215,000.00	238,233.40	283,182.70	289,135.04
1100 - SBIT Coordinator	26,000.00	18,812.50	19,176.00	19,559.52
1100 - Language Arts Specialist	-	-	21,430.00	21,858.60
1170 - Substitutes	10,750.00	9,529.34	11,327.31	11,565.40
Total 1000 Salaries	251,750.00	266,575.24	335,116.01	342,118.56

Percent of Revenue (Teachers)	28%	32%	34%	33%
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Classified Staff	2011-12	2012-13	2013-14	2014-15
2100 - Instructional Support	99,000.00	68,040.00	117,158.40	118,329.98
2200 - After School Care	14,000.00	9,140.00	8,460.00	8,544.60
2200 - Summer Camp	-	5,000.00	5,040.00	5,090.40
2300 - Director	64,000.00	70,000.00	70,000.00	70,000.00
2400 - Clerical/Admin Support	29,000.00	29,290.00	18,518.40	18,516.55
Total 2000 Salaries	206,000.00	181,470.00	219,176.80	220,481.53

Percent of Revenue (Admin)	7%	8%	7%	7%
Percent of Revenue (Support)	16%	13%	15%	15%

Staff Benefits	2011-12	2012-13	2013-14	2014-15
3100 - STRS	20,769.38	21,992.46	27,647.07	28,224.78
3200 - PERS	20,972.16	19,104.07	23,482.12	23,615.67
3300 - OASDI	19,409.38	17,747.80	21,626.21	21,827.56
3400 - Health Plan	16,000.00	24,000.00	34,248.00	35,960.40
3500 - Unemployment	7,369.78	4,928.50	6,188.00	6,188.00
3600 - Workers Comp	8,239.50	8,064.81	9,977.27	10,126.80
3900 - Other	-	-	-	-
Total 3000 Benefits	92,760.19	95,837.63	123,168.67	125,943.21

Percent of Revenue	10%	11%	13%	12%
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Percent of Revenue Total	62%	65%	69%	67%
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Books and Supplies

	2011-2012	2012-2013	2013-2014	2014-2015
4100 - Texts and Curricula Materials	4,000	4,100	1,000	1,020
4200 - Books and Reference Materials	10,500	4,000	10,000	10,000
4300 - AfterCare Supplies	250	267	-	-
4300 - Custodial Supplies	1,100	1,250	1,750	1,785
4300 - Instructional Supplies	15,000	5,650	7,000	7,140
4300 - Maint Supplies	750	750	750	750
4300 - Office Supplies	7,700	5,000	5,000	5,100
4300 - Pet Supplies	250	250	250	250
4400 - NonCap Equipment				
Computers and Electronics	3,500	500	-	-
Furniture	4,400	-	-	-
Software	200	-	-	-
4700 - Nutrition Program	20,000	-	-	-
Total Books and Supplies	67,650	21,767	25,750	26,045

Services and Other Operating Expenditures

Line Item	2011-2012	2012-2013	2013-2014	2014-2015
TOTAL 5100	\$ -	\$ -	\$ -	\$ -
Travel and Conferences				
Administration Conference Fees	\$ -	\$ 275	\$ 275	\$ 275
Administration Travel	\$ -	\$ -	\$ -	\$ -
Teacher Conference Fees	\$ 14,000	\$ 2,000	\$ 2,250	\$ 2,250
Teacher Travel	\$ -	\$ 2,000	\$ 2,250	\$ 2,250
TOTAL 5200	\$ 14,000	\$ 4,275	\$ 4,775	\$ 4,775
Dues and Membership				
California Charter Schools Assoc Membership	\$ 605	\$ 705	\$ 830	\$ 870
Other Membership Dues	\$ 400	\$ 400	\$ 400	\$ 400
TOTAL 5300	\$ 1,005	\$ 1,105	\$ 1,230	\$ 1,270
Insurance				
General Liability Insurance (Including D & O)	\$ 11,761	\$ 14,113	\$ 16,935	\$ 20,322
Other Insurance	\$ -	\$ -	\$ -	\$ -
TOTAL 5400	\$ 11,761	\$ 14,113	\$ 16,935	\$ 20,322
Utilities and Housekeeping				
Electricity			\$ 11,000	\$ 11,220
Housekeeping Services	\$ 7,000	\$ 7,000	\$ 7,500	\$ 7,650
HVAC Service	\$ 2,200	\$ 1,500	\$ 2,110	\$ 2,152
Pest Control	\$ 360	\$ 360	\$ 780	\$ 796
Security System	\$ 2,400	\$ 1,320	\$ 524	\$ 534
Trash/Recycling			\$ 1,728	
Utilities	\$ 11,200	\$ 12,000		
Water			\$ 2,272	
TOTAL 5500	\$ 23,160	\$ 22,180	\$ 25,914	\$ 22,352
Rentals, Leases, Repairs				
Copier Lease & Repair Contract	\$ 5,900	\$ 3,600	\$ 3,400	\$ 3,468
Facility Repairs	\$ 500	\$ 2,000	\$ 2,020	\$ 2,040
Other Rentals	\$ -	\$ -	\$ 500	\$ 500
Property Rental - Filbert	\$ -	\$ -	\$ 13,089	\$ 13,220
Property Rental - Moss Ave	\$ 73,000	\$ 88,150	\$ 90,156	\$ 91,058
TOTAL 5600	\$ 79,400	\$ 93,750	\$ 109,165	\$ 110,286
Professional/Consulting Services				
Advertising	\$ 5,400	\$ 250	\$ 250	\$ 250
Attorney	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Auditing and CPA Services	\$ 19,000	\$ 9,050	\$ 9,231	\$ 9,416
Bank Service Charges	\$ 1,000	\$ 500	\$ 500	\$ 500
Bookkeeping Services	\$ -	\$ 3,050	\$ 3,050	\$ 3,050
Business Management Services	\$ -	\$ 10,000	\$ 11,000	\$ 11,000
Charter Consulting	\$ -	\$ 600	\$ -	\$ -
District Oversight (1%)	\$ 7,900	\$ 7,447	\$ 8,837	\$ 9,350
Duplication Services	\$ 500	\$ 393	\$ 393	\$ 401
Educational Audit Services	\$ 8,500	\$ 4,250	\$ -	\$ -
Extracurricular Services	\$ 13,500	\$ 2,000	\$ 1,230	\$ 1,230
Field Trips and Assemblies	\$ -	\$ 7,500	\$ 7,500	\$ 7,500
Fundraising Expenses	\$ -	\$ 3,800	\$ 3,800	\$ 3,800
LiveScan and TB Test Services	\$ -	\$ 230	\$ 230	\$ 230
Software Licensing	\$ 3,366	\$ 3,550	\$ 2,750	\$ 2,833
Student Information Services	\$ 1,100	\$ 1,000	\$ 1,000	\$ 1,000
TOTAL 5800	\$ 61,266	\$ 54,620	\$ 50,771	\$ 51,559
Communications				
Internet Filtering Service	\$ 700	\$ 1,200	\$ 650	\$ 650
Internet Service Provider	\$ 90	\$ 360	\$ 1,272	\$ 1,272
Online List Management	\$ 100	\$ 300	\$ 120	\$ 120
Postage	\$ 450	\$ 500	\$ 500	\$ 500
Telephone, Cellular	\$ -	\$ -	\$ 1,128	\$ 1,128
Telephone, Landline	\$ 4,000	\$ 2,900	\$ 1,272	\$ 1,272
Website Hosting	\$ 100	\$ 300	\$ 300	\$ 300
TOTAL 5900	\$ 5,440	\$ 5,560	\$ 5,242	\$ 5,242

Changes Since Second Interim Budget

Revenues	was	is	variance	
Revenue Limit Sources	684,817	689,880	5,063	adjusted to P1 cert
Federal Sources	-	-	-	
State Sources	76,049	94,523	18,474	adjusted to P1 cert, added supplemental categorical funds
Local Sources	49,751	49,751	-	
Net Change to Revenue	810,617	834,154	23,537	
Expenditures				
Certificated Staff	266,575	266,575	(0)	
Classified Staff	181,470	181,470	-	
Employee Benefits	95,838	95,838	(0)	
Books and Supplies	21,767	21,767	-	
Services and Operations	192,247	195,603	3,356	district oversight increase due to funding increases
Capital Outlay	-	-	-	
Other Outgo	101,700	101,700	-	
Net Change to Expenses	859,597	862,953	3,356	
CY Budget	(48,980)	(28,798)	20,182	increase (decrease) in budget

Sherwood Montessori - Multi-Year Budget Projections

Fiscal Year	2011-2012	2012-2013	2013-2014	2014-2015	2015-16
Enrollment	121	141	166	174	184
ADA %	(actual)	94.50%	94.50%	94.50%	94.50%
Revenue					
8015 General Purpose Entitlement	384,023	344,882	411,106	437,339	469,457
8012 Education Protection Act	-	123,072	146,704	156,065	167,527
8096 In Lieu Taxes	197,772	221,926	261,275	273,866	289,606
8220 Child Nutrition - Federal	10,660	-	-	-	-
8290 PCSGP	150,000	-	-	-	-
8290 EdJobs Funds	1,390	-	-	-	-
8520 Child Nutrition - State	593	-	-	-	-
8550 Mandates Block Grant	-	1,601	1,865	2,196	2,302
8560 State Lottery	28,645	21,150	24,900	26,100	27,600
8590 Categorical Block Grant	50,670	71,772	84,498	88,570	93,660
8590 All Other State Revenue	20,147	-	-	-	-
8660 Interest From Banks	-	-	-	-	-
8673 Parent Fees	29,011	14,851	14,851	14,851	14,851
8699 Fundraising / Donations	19,714	28,000	28,000	28,000	28,000
8710 Other Local Revenue	608	6,900	6,900	6,900	6,900
TOTAL REVENUES	893,232	834,154	980,099	1,033,888	1,099,903
Expenditures					
1000 Certificated Salaries	251,158	266,575	335,116	342,119	348,961
2000 Classified Salaries	205,176	181,470	219,177	220,482	221,986
3000 Employee Benefits	74,912	95,838	123,169	125,943	128,827
4100 Texts and Core Curricula	3,932	4,100	1,000	1,020	1,040
4200 Reference Materials	10,352	4,000	10,000	10,000	10,000
4300 Materials and Supplies	24,402	13,167	14,750	15,025	15,306
4400 NonCap Equipment	7,927	500	-	-	-
4700 Nutrition Services	19,445	-	-	-	-
5200 Travel and Conferences	13,977	4,275	4,775	4,775	4,775
5300 Dues and Memberships	997	1,105	1,230	1,270	1,320
5400 Property/Liability Insurance	19,228	14,113	16,935	20,322	24,387
5500 Operations / Housekeeping	22,739	22,180	25,914	22,352	22,799
5600 Rentals, Leases, and Repairs	78,784	93,750	109,165	110,286	110,375
5800 Prof. & Consulting Services	62,220	54,620	50,771	51,559	52,472
5900 Communications	4,815	5,560	5,242	5,242	5,242
7141 Special Ed Encroachment	35,670	98,700	116,200	121,800	128,800
7438 Long-Term Debt Interest	421	3,000	3,000	1,500	1,000
TOTAL EXPENDITURES	836,155	862,953	1,036,443	1,053,694	1,077,290
Excess/(Deficiency)	57,077	(28,798)	(56,344)	(19,806)	22,613
Addition to General Reserve	-	-	-	-	-
Excess/(Deficiency) after Reserves	57,077	(28,798)	(56,344)	(19,806)	22,613
Beginning Fund Balance	73,087	130,164	101,366	45,021	25,215
Excess / (Deficiency)	57,077	(28,798)	(56,344)	(19,806)	22,613
Ending Fund Balance	130,164	101,366	45,021	25,215	47,828
Cumulative Reserve Balance	-	-	-	-	-
Ending Fund Balance (less reserves)	130,164	101,366	45,021	25,215	47,828

Budget v. Actual - Revenues

	2012-13 Budget	July	August	Sept	Oct	Actuals		Jan	Feb	March	April	Total Actual	Remaining in Budget	Remaining in Budget
Revenue						Nov	Dec							
8015 General Purpose Entitlement	344,882	-	5,687	35,815	-	39,000	23,583	25,318	25,318	23,500	13,514	191,735	153,147	44%
8012 Education Protection Act	123,072	-	-	-	-	-	-	-	-	-	-	-	123,072	100%
8096 In Lieu Taxes	221,926	-	-	35,599	15,822	15,822	-	47,466	23,733	35,985	17,998	192,425	29,501	13%
8290 PCSGP	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
8290 EdJobs Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
8550 Mandates Block Grant	1,601	-	-	-	-	1,590	-	-	-	-	-	1,590	11	1%
8560 State Lottery	21,150	-	-	-	-	-	-	4,048	-	-	-	4,048	17,102	81%
8590 Categorical Block Grant	71,772	-	1,025	6,456	-	7,030	4,251	4,564	4,564	4,892	11,307	44,089	27,683	39%
8590 All Other State Revenue	-	-	-	600	-	-	-	20	282	-	-	901	(901)	0%
8660 Interest From Banks	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
8673 Parent Fees	14,851	3,020	1,882	550	2,285	1,864	2,475	1,955	1,007	1,327	1,719	18,085	(3,234)	-22%
8699 Fundraising / Donations	28,000	-	60	69	8,957	2,275	2,770	748	229	616	847	16,572	11,428	41%
8710 Other Local Revenue	6,900	823	232	288	164	-	25	86	-	-	-	1,618	5,282	77%
Total Revenue	834,154	3,842	8,886	79,377	27,228	67,582	33,104	84,204	55,133	66,321	45,386	471,063	363,091	44%

Budget v. Actual - Expenses

	2012-13 Budget	July	August	Sept	Oct	Actuals		Jan	Feb	March	April	Total Actual	Remaining in Budget	Remaining in Budget
Expenses						Nov	Dec							
1000 Certificated Salaries	266,575	3,779	21,374	25,503	23,457	23,922	26,735	22,250	24,358	24,891	25,505	221,773	44,802	17%
2000 Classified Salaries	181,470	(1,995)	8,096	21,095	20,735	18,991	19,308	13,988	20,018	18,638	18,509	157,382	24,088	13%
3000 Employee Benefits	95,838	6,420	6,643	9,891	7,407	7,023	9,275	7,532	10,198	9,291	12,321	86,002	9,836	10%
4100 Textbooks	4,100	-	424	803	-	62	-	-	620	48	114	2,070	2,030	50%
4200 Books/Reference Material	4,000	-	434	48	47	67	141	116	-	422	286	1,560	2,440	61%
4300 Instructional Supplies	13,167	435	2,004	1,328	2,195	964	1,331	1,864	886	874	1,850	13,732	(565)	-4%
4400 Non-Cap Equipment	500	-	220	-	-	260	-	10	-	-	-	490	10	2%
4700 Food - Nutrition Program	-	(1,845)	65	19	49	-	-	-	-	-	-	(1,711)	1,711	0%
5200 Travel and Conferences	4,275	(22)	-	40	1,225	6	-	43	21	22	192	1,527	2,748	64%
5300 Dues and Memberships	1,105	-	338	-	740	-	-	-	-	-	-	1,078	27	2%
5400 Property/Liability Insurance	14,113	4,261	1,065	2,131	-	-	1,065	1,065	1,065	1,065	1,065	12,784	1,329	9%
5500 Operations / Housekeeping	22,180	(0)	2,343	2,094	1,883	1,309	763	2,474	1,356	1,079	1,909	15,210	6,970	31%
5600 Rentals, Leases, and Repairs	93,750	13,268	459	15,808	7,835	536	8,319	15,724	8,233	8,106	7,895	86,182	7,568	8%
5800 Prof. & Consulting Services	54,620	2,218	258	11,912	5,854	6,018	4,425	5,328	1,701	1,457	2,844	42,015	12,605	23%
5900 Communications	5,560	(298)	470	280	870	124	369	386	476	412	497	3,585	1,975	36%
7141 Special Ed Encroachment	98,700	-	-	-	-	-	-	-	-	-	-	-	98,700	100%
7438 Long-Term Debt Interest	3,000	592	526	260	-	-	-	-	-	-	-	1,378	1,622	54%
Total Expenditures	862,953	26,813	44,719	91,210	72,296	59,281	71,731	70,781	68,934	66,306	72,988	645,058	217,895	25%
Net Income (Loss)	(28,798)	(22,971)	(35,833)	(11,833)	(45,068)	8,301	(38,628)	13,424	(13,801)	15	(27,602)	(173,995)		

SHERWOOD MONTESSORI CHARTER SCHOOL CASH FLOW PROJECTIONS FOR 2012-13 - PAGE 1 INCOME

	ACTUAL July	ACTUAL August	ACTUAL September	ACTUAL October	ACTUAL November	ACTUAL December	ACTUAL January	ACTUAL February	ACTUAL March	ACTUAL April	PROJECTED May	PROJECTED June	PROJECTED Accrual	Total Projected	Final Approved	Variance
CASH IN																
8015 General Purpose Entitlement	-	5,687	35,815	-	39,000	23,583	25,318	25,318	23,500	13,514	6,984	-	128,182	326,901	344,882	(17,981)
8012 Education Protection Act	-	-	-	-	-	-	-	-	-	-	-	-	123,683	123,683	123,072	611
8096 In Lieu Taxes	-	-	35,599	15,822	15,822	-	47,466	23,733	35,985	17,998	2,478	2,270	24,753	221,926	221,926	-
8290 PCSGP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8290 EdJobs Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8550 Mandates Block Grant	-	-	-	-	1,590	-	-	-	-	-	-	-	800	2,390	1,601	790
8560 State Lottery	-	-	-	-	-	-	4,048	-	-	-	5,288	-	5,288	14,623	21,150	(6,527)
8590 Categorical Block Grant	-	1,025	6,456	-	7,030	4,251	4,564	4,564	4,892	11,307	1,450	-	26,625	72,164	71,772	392
8590 All Other State Revenue	-	-	600	-	-	-	20	282	-	-	-	-	-	901	-	901
8660 Interest From Banks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8673 Parent Fees	3,020	1,882	550	2,285	1,864	2,475	1,955	1,007	1,327	1,719	1,485	1,485	-	21,055	14,851	6,204
8699 Fundraising / Donations	-	60	69	8,957	2,275	2,770	748	229	616	847	2,800	2,800	-	22,172	28,000	(5,828)
8710 Other Local Revenue	823	232	288	164	-	25	86	-	-	-	575	575	-	2,768	6,900	(4,132)
Total Current Year Revenues	3,842	8,886	79,377	27,228	67,582	33,104	84,204	55,133	66,321	45,386	21,060	7,130	309,331	808,584	834,154	(25,571)
Other Current Assets	39,917	139,725	133,350	-	3,097	-	4,756	-	-	-	-	-	-	-	-	-
Total Cash In	43,760	148,610	212,727	27,228	70,679	33,104	88,960	55,133	66,321	45,386	21,060	7,130	309,331	808,584	834,154	(25,571)
Total Cash In Y-T-D	43,760	192,370	405,097	432,325	503,004	536,108	625,068	680,201	746,522	791,908	812,968	820,098	1,129,429			

SHERWOOD MONTESSORI CHARTER SCHOOL CASH FLOW PROJECTIONS FOR 2012-13 - PAGE 2 OUTGO

CASH OUT

Salaries & Benefits

1000 Certificated Salaries
 2000 Classified Salaries
 3000 Employee Benefits
 Total Salaries & Benefits

ACTUAL July	ACTUAL August	ACTUAL September	ACTUAL October	ACTUAL November	ACTUAL December	ACTUAL January	ACTUAL February	ACTUAL March	ACTUAL April	PROJECTED May	PROJECTED June	PROJECTED Accrual	Total Projected	Final Approved	Variance
3,779	21,374	25,503	23,457	23,922	26,735	22,250	24,358	24,891	25,505	24,234	24,234	-	270,242	266,575	(3,666)
(1,995)	8,096	21,095	20,735	18,991	19,308	13,988	20,018	18,638	18,509	18,147	8,249	-	183,777	181,470	(2,307)
6,420	6,643	9,891	7,407	7,023	9,275	7,532	10,198	9,291	12,321	7,986	7,986	-	101,975	95,838	(6,137)
8,203	36,113	56,488	51,599	49,936	55,318	43,770	54,575	52,821	56,335	50,368	40,469	-	555,994	543,883	(12,111)

Supplies

4100 Texts and Core Curricula
 4200 Reference Materials
 4300 Materials and Supplies
 4400 NonCap Equipment
 4700 Nutrition Services
 Total Supplies

-	424	803	-	62	-	-	620	48	114	683	-	-	2,753	4,100	1,347
-	434	48	47	67	141	116	-	422	286	-	667	-	2,227	4,000	1,773
435	2,004	1,328	2,195	964	1,331	1,864	886	874	1,850	1,097	1,097	-	15,926	13,167	(2,759)
-	220	-	-	260	-	10	-	-	-	-	-	-	490	500	10
(1,845)	65	19	49	-	-	-	-	-	-	-	-	-	(1,711)	-	1,711
(1,410)	3,147	2,198	2,291	1,352	1,472	1,991	1,507	1,344	2,250	1,781	1,764	-	21,396	21,767	371

Services / Other Op Exp

5200 Travel and Conferences
 5300 Dues and Memberships
 5400 Property/Liability Insurance
 5500 Operations / Housekeeping
 5600 Rentals, Leases, and Repairs
 5800 Prof. & Consulting Services
 5900 Communications
 Total Services

(22)	-	40	1,225	6	-	43	21	22	192	356	356	-	2,240	4,275	2,035
-	338	-	740	-	-	-	-	-	-	-	-	-	1,078	1,105	27
4,261	1,065	2,131	-	-	1,065	1,065	1,065	1,065	1,065	-	-	-	12,784	14,113	1,329
(0)	2,343	2,094	1,883	1,309	763	2,474	1,356	1,079	1,909	1,848	1,848	-	18,907	22,180	3,273
13,268	459	15,808	7,835	536	8,319	15,724	8,233	8,106	7,895	7,813	7,813	-	101,807	93,750	(8,057)
2,218	258	11,912	5,854	6,018	4,425	5,328	1,701	1,457	2,844	4,552	4,552	-	51,118	54,620	3,502
(298)	470	280	870	124	369	386	476	412	497	463	463	-	4,512	5,560	1,048
19,428	4,932	32,264	18,407	7,993	14,942	25,020	12,852	12,142	14,403	15,032	15,032	-	192,446	195,603	3,157

Total Other Outgo

7141 Special Ed Encroachment
 7438 Long-Term Debt Interest
 Total Other Outgo

-	-	-	-	-	-	-	-	-	-	-	-	98,700	98,700	98,700	-
592	526	260	-	-	-	-	-	-	-	-	-	-	1,378	3,000	1,622
592	526	260	-	-	-	-	-	-	-	-	-	-	98,700	100,078	1,622

Total Current Year Expenses

26,813	44,719	91,210	72,296	59,281	71,731	70,781	68,934	66,306	72,988	67,180	57,265	98,700	869,914	862,953	(6,962)
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9500 Accounts Payable

30,688	46,508	31,100	14,866	22,468	(8,654)	(8,136)	(11,925)	10,193	(6,546)	-	-	-	-	-	-
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Total Cash Out

57,501	91,227	122,310	87,162	81,749	63,078	62,645	57,009	76,499	66,441	67,180	57,265	98,700	869,914	862,953	(6,962)
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Total Cash Out Y-T-D

57,501	148,728	271,038	358,200	439,949	503,026	565,671	622,680	699,179	765,620	832,800	890,066	988,766			
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Percent of Budget

6.66%	17.23%	31.41%	41.51%	50.98%	58.29%	65.55%	72.16%	81.02%	88.72%	96.51%	103.14%	114.58%			
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Projected Cash Balance Statement

Beginning Cash Balance

7,655	(6,087)	51,297	141,714	81,780	70,711	40,737	67,052	65,176	54,998	33,943	(12,178)	(62,313)	7,655	7,655	-
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Net Change

(13,742)	57,383	90,417	(59,934)	(11,070)	(29,974)	26,315	(1,875)	(10,178)	(21,055)	(46,121)	(50,135)	210,631	(61,330)	(28,798)	(32,532)
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Ending Cash Balance

(6,087)	51,297	141,714	81,780	70,711	40,737	67,052	65,176	54,998	33,943	(12,178)	(62,313)	148,318	(53,675)	(21,143)	(32,532)
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SHERWOOD MONTESSORI CHARTER SCHOOL CASH FLOW PROJECTIONS FOR 2013-14 - PAGE 1 INCOME

	PROJECTED July	PROJECTED August	PROJECTED September	PROJECTED October	PROJECTED November	PROJECTED December	PROJECTED January	PROJECTED February	PROJECTED March	PROJECTED April	PROJECTED May	PROJECTED June	PROJECTED Accrual	Total Projected	Final Approved	Variance
CASH IN																
8015 General Purpose Entitlement	-	-	9,461	59,577	22,759	42,116	42,116	81,346	5,780	3,122	18,050	6,821	119,958	411,106	411,106	-
8012 Education Protection Act													146,704	146,704	146,704	-
8096 In Lieu Taxes	-	13,316	26,631	17,754	17,754	17,754	17,754	12,025	23,232	10,783	9,877	9,048	85,347	261,275	261,275	-
8290 PCSGP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8290 EdJobs Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8550 Mandates Block Grant	-	-	-	-	466	-	-	466	-	-	-	-	933	1,865	1,865	-
8560 State Lottery	-	-	-	-	-	-	-	6,225	-	-	6,225	-	12,450	24,900	24,900	-
8590 Categorical Block Grant	-	-	1,451	9,138	3,491	6,460	6,460	12,476	1,693	914	5,175	2,004	35,238	84,498	84,498	-
8590 All Other State Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8660 Interest From Banks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8673 Parent Fees	-	-	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	1,485	-	14,851	14,851	-
8699 Fundraising / Donations	-	-	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	-	28,000	28,000	-
8710 Other Local Revenue	575	575	575	575	575	575	575	575	575	575	575	575	-	6,900	6,900	-
Total Current Year Revenues	575	13,891	42,404	91,329	49,330	71,190	71,190	116,932	36,032	19,679	44,187	22,732	400,629	980,099	980,099	-
Other Current Assets	123,683	185,648	-	-	-	-	-	-	-	-	-	-	-	309,331	309,331	-
Total Cash In	124,258	199,539	42,404	91,329	49,330	71,190	71,190	116,932	36,032	19,679	44,187	22,732	400,629	1,289,430	1,289,430	-
Total Cash In Y-T-D	124,258	323,797	366,200	457,530	506,860	578,049	649,239	766,171	802,203	821,882	866,069	888,801	1,289,430			

SHERWOOD MONTESSORI CHARTER SCHOOL CASH FLOW PROJECTIONS FOR 2013-14 - PAGE 2 OUTGO

	PROJECTED July	PROJECTED August	PROJECTED September	PROJECTED October	PROJECTED November	PROJECTED December	PROJECTED January	PROJECTED February	PROJECTED March	PROJECTED April	PROJECTED May	PROJECTED June	PROJECTED Accrual	Total Projected	Final Approved	Variance
CASH OUT																
Salaries & Benefits																
1000 Certificated Salaries	-	30,465	30,465	30,465	30,465	30,465	30,465	30,465	30,465	30,465	30,465	30,465	-	335,116	335,116	-
2000 Classified Salaries	-	10,959	21,918	21,918	21,918	21,918	21,918	21,918	21,918	21,918	21,918	10,959	-	219,177	219,177	-
3000 Employee Benefits	10,264	10,264	10,264	10,264	10,264	10,264	10,264	10,264	10,264	10,264	10,264	10,264	-	123,169	123,169	-
Total Salaries & Benefits	10,264	51,688	62,647	62,647	62,647	62,647	62,647	62,647	62,647	62,647	62,647	51,688	-	677,461	677,461	-
Supplies																
4100 Texts and Core Curricula	167	-	167	-	167	-	167	-	167	-	167	-	-	1,000	1,000	-
4200 Reference Materials	-	1,667	-	1,667	-	1,667	-	1,667	-	1,667	-	1,667	-	10,000	10,000	-
4300 Materials and Supplies	1,229	1,229	1,229	1,229	1,229	1,229	1,229	1,229	1,229	1,229	1,229	1,229	-	14,750	14,750	-
4400 NonCap Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4700 Nutrition Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Supplies	1,396	2,896	1,396	2,896	1,396	2,896	1,396	2,896	1,396	2,896	1,396	2,896	-	25,750	25,750	-
Services / Other Op Exp																
5200 Travel and Conferences	398	398	398	398	398	398	398	398	398	398	398	398	-	4,775	4,775	-
5300 Dues and Memberships	-	-	-	-	-	1,230	-	-	-	-	-	-	-	1,230	1,230	-
5400 Property/Liability Insurance	3,387	1,694	1,694	1,694	1,694	1,694	1,694	1,694	1,694	-	-	-	-	16,935	16,935	-
5500 Operations / Housekeeping	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	2,160	-	25,914	25,914	-
5600 Rentals, Leases, and Repairs	9,097	9,097	9,097	9,097	9,097	9,097	9,097	9,097	9,097	9,097	9,097	9,097	-	109,165	109,165	-
5800 Prof. & Consulting Services	4,231	4,231	4,231	4,231	4,231	4,231	4,231	4,231	4,231	4,231	4,231	4,231	-	50,771	50,771	-
5900 Communications	437	437	437	437	437	437	437	437	437	437	437	437	-	5,242	5,242	-
Total Services	19,709	18,016	18,016	18,016	18,016	19,246	18,016	18,016	18,016	16,322	16,322	16,322	-	214,032	214,032	-
Total Other Outgo																
7141 Special Ed Encroachment	-	-	-	29,050	-	-	29,050	-	-	29,050	-	-	29,050	116,200	116,200	-
7438 Long-Term Debt Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000
Total Other Outgo	-	-	-	29,050	-	-	29,050	-	-	29,050	-	-	29,050	116,200	119,200	3,000
Total Current Year Expenses	31,369	72,600	82,058	112,608	82,058	84,788	111,108	83,558	82,058	110,915	80,365	70,906	29,050	1,033,443	1,036,443	3,000
9500 Accounts Payable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Out	31,369	72,600	82,058	112,608	82,058	84,788	111,108	83,558	82,058	110,915	80,365	70,906	29,050	1,033,443	1,036,443	3,000
Total Cash Out Y-T-D	31,369	103,969	186,027	298,635	380,694	465,482	576,591	660,149	742,207	853,122	933,487	1,004,393	1,033,443			
Percent of Budget	3.03%	10.03%	17.95%	28.81%	36.73%	44.91%	55.63%	63.69%	71.61%	82.31%	90.07%	96.91%	99.71%			

Projected Cash Balance Statement

Beginning Cash Balance	(62,313)	30,576	157,515	117,860	96,581	63,853	50,254	10,335	43,709	(2,317)	(93,553)	(129,731)	(177,905)	(62,313)	(62,313)	-
Net Change	92,889	126,939	(39,655)	(21,279)	(32,728)	(13,599)	(39,919)	33,374	(46,027)	(91,236)	(36,178)	(48,174)	371,579	255,987	252,987	3,000
Ending Cash Balance	30,576	157,515	117,860	96,581	63,853	50,254	10,335	43,709	(2,317)	(93,553)	(129,731)	(177,905)	193,674	193,674	190,674	3,000

Fiscal Year 2013-14

Revenue		% Expense		
8015 General Purpose Entitlement	411,106			
8012 Education Protection Act	146,704			
8096 In Lieu Taxes	261,275			
8220 Child Nutrition - Federal	-			
8290 PCSGP	-			
8290 EdJobs Funds	-			
8520 Child Nutrition - State	-			
8550 Mandates Block Grant	1,865			
8560 State Lottery	24,900			
8590 Categorical Block Grant	84,498			
8590 All Other State Revenue	-			
8660 Interest From Banks	-			
8673 Parent Fees	14,851			
8699 Fundraising / Donations	28,000			
8710 Other Local Revenue	6,900			
TOTAL REVENUES	980,099			
Expenditures				
1000 Certificated Salaries	335,116	32.33		
2000 Classified Salaries	219,177	21.15		
3000 Employee Benefits	123,169	11.88	65.36	
		-		
4100 Texts and Core Curricula	1,000	0.10		
4200 Reference Materials	10,000	0.96		
4300 Materials and Supplies	14,750	1.42		
4400 NonCap Equipment	-	-		
4700 Nutrition Services	-	-	2.48	
		-		
5200 Travel and Conferences	4,775	0.46		
5300 Dues and Memberships	1,230	0.12		
5400 Property/Liability Insurance	16,935	1.63		
5500 Operations / Housekeeping	25,914	2.50		
5600 Rentals, Leases, and Repairs	109,165	10.53		
5800 Prof. & Consulting Services	50,771	4.90		
5900 Communications	5,242	0.51	20.65	
		-		
7141 Special Ed Encroachment	116,200	11.21		
7438 Long-Term Debt Interest	3,000	0.29	11.50	
TOTAL EXPENDITURES	1,036,443	100.00	100.00	
Excess/(Deficiency)	(56,344)			
Addition to General Reserve	-			
Excess/(Deficiency) after Reserves	(56,344)			
Beginning Fund Balance	101,366			
Excess / (Deficiency)	(56,344)			
Ending Fund Balance	45,021			

	Cumulative Reserve Balance	-
Ending Fund Balance (less reserves)		45,021



MEMORANDUM

To: Board of Directors
From: Michelle Yezbick, School Director
Subject: **Agenda Item 5.3 – Approval of Board Candidates**
Date: June 1, 2013 for the meeting on June 5, 2013

SUMMARY

Two Directors, Jill Bailey and Russell Shapiro, are finishing their terms and their replacements must be found. Currently, there is one applicant who has submitted materials.

DISCUSSION

At this time, Chris Fosen has submitted a letter of interest and resumé to be considered as a candidate for one of the soon to be open seats on Sherwood's Board of Directors. Recruitment efforts will need to be discussed.

ACTION REQUESTED: Discuss recruitment efforts and approve candidates.

Attachments: Letter of interest and resumé from Chris Fosen.

CURRICULUM VITAE

CHRIS FOSEN

Department of English
California State University, Chico
Chico, CA 95929-0830
(530) 898-5269

686 Vallombrosa Way
Chico, CA 95926
(530) 899-7856
cfosen@csuchico.edu

ACADEMIC POSITIONS

Professor (Rhetoric and Composition), 2013-present.
English Department, CSU-Chico

Associate Professor (Rhetoric and Composition), 2007-2012.
English Department, CSU-Chico

Assistant Professor (Rhetoric and Composition), 2001-2006.
English Department, CSU-Chico

Teaching Assistant (Composition), 1997-2001.
English Department, University of South Carolina

Instructor (Writing), 1996-1997.
Electrical and Computer Engineering Department, University of South Carolina

EDUCATION

Doctor of Philosophy in English, University of South Carolina, August 2001.
Specialization: Rhetoric and Composition
Dissertation: "Rhetoric and Method in Hybrid Composition Research: A
Qualitative-Interpretive Study"
Director: Dr. Nancy Thompson

Master of Arts in English, University of South Carolina, May 1997.
Major Area: Rhetoric and Composition
Thesis: "Composition and Engineering Education: Learning to Teach Writing in
Engineering"

Bachelor of Arts in English, Mary Washington College, Fredericksburg, VA, May 1993.
Magna cum Laude

INSTRUCTION

TEACHING

California State University, Chico
ENGL 692, *Special Topics in English: Rhetoric and Genre Theory* (Total 1)

Read extensively in histories and theory of genre to understand how writers and genres interact in discursively-mediated systems of activity.

ENGL 692, *Special Topics in English: Histories of Rhetoric* (Total 1)

Introduction to the history of rhetoric as a creative, analytical, and pedagogical tool, with special attention to the Sophists of ancient Greece.

ENGL 692, *Special Topics in English: Praxis, Pedagogy, Resistance, Labor* (Total 1)

Directly engaged the ways in which Paolo Friere's notion of *praxis* has been appropriated in Composition Studies to describe writing and the teaching of writing.

ENGL 692, *Special Topics in English: Research Methods in Composition* (Total 1)

Emphasized both the role of research in the growth of rhetoric and composition and the development of qualitative research skills by reading widely from "charter documents" in the field.

ENGL 431, *Theory and Practice in Tutoring Composition* (Total 5)

Engaged readings in Communities of Practice in order to understand mentorship in writing across various internship spaces.

ENGL 338, *Environmental Rhetoric* (Total 3)

Studied theories and practices of rhetorical analysis to understand how we debate about the environment; integrated public sphere activities and service learning.

ENGL 335, *Rhetoric and Writing* (Total 12)

Students analyze the rhetoric of social movements through the lens of Neo-Aristotelian and semiotic analysis, focusing on how activist groups and discourse communities induce cooperation through events, texts, words, and images.

ENGL 333, *Advanced Composition for Future Teachers* (Total 9)

Highlighted meta-awareness of students' own reading and writing histories and of language use in local communities; raised practical, ethical, and technological issues in the teaching of writing to primary and secondary students.

ENGL 130P, *Academic Writing (Jumbo configuration)* (Total 2)

Administered 90-student sections of Academic Writing, teaching the large group and supervising mentors who led 10-person breakout groups.

ENGL 130H, *Honors Academic Writing* (Total 5)

Emphasized the study of language and literacy by asking students to do primary research on the contexts, processes, and development of reading and writing skills.

ENGL 130, *Academic Writing (Public Sphere Pedagogy/ Town Hall Meeting)* (Total 5)

Project sponsored by FYE in which students explored social and political issues of interest to them, write multiple arguments, and hold a Town Hall Meeting with students from other sections to discuss strategies for further engagement.

ENGL 130, *Academic Writing* (Total 14)

Emphasized the study of language and literacy by asking students to do primary research on the contexts, processes, and development of reading and writing skills.

University of South Carolina

ENGL 701A, *Teaching College Composition* (Total 2)

Co-taught theories and methods of composition with a rhetoric professor in a required teacher-training course required of new graduate instructors; led instructor workshops.

ENGL 462, *Technical Writing* (Total 1)

Introduced case studies of failed and successful communication as heuristics; highlighted visual design skills; emphasized audience and situational analysis.

ENGL 101, *Composition* (Total 3)

Stressed academic, vocational, and creative applications of writing; highlighted analysis of audience, purpose, and genre; used peer critique workshops.

ENGL 101, *Composition for Engineers* (Total 1)

Emphasized professional and scientific applications of writing; conducted student-led analysis of genres in specific disciplines around theme of “The Sciences and the Humanities.”

ENGL 102, *Composition and Literature* (Total 3)

Foregrounded authors’ styles as literary choices; taught various critical theories as invention strategies; discussed literary themes as implicit arguments.

EECE 401, *Capstone Design Project*, Department of Electrical and Computer Engineering (Total 2)

Team-taught technical communication with an engineering professor in a senior lab design course; held workshops on writing abstracts and giving oral presentations.

South Carolina Alliance for Minority Participation, National Science Foundation, (Total 2)

In an intensive math and science skills course, discussed the academic uses of expository writing; implemented reflective writing assignments to present writing-to-learn strategies.

ADMINISTRATION AND TEACHING SUPERVISION

T.A. Supervisor, CSU, Chico, S 2007, F 2007, F 2012 (present)

Supervising 13 graduate students teaching English 130, *Academic Writing*, by assisting in course and assignment design, observing teaching, and writing observation reports.

Early Start English Coordinator, *CSU Early Start Program*, CSU, Chico, Sum 2012, Sum 2013

Designed and coordinate 1-credit supplemental courses in Academic Writing (called ESPE 020) that fulfill the ongoing CSU-mandated Early Start Program; trained and oversaw mentors; conducted assessment.

Coordinator of Writing Intensive (WI) Course Workshops, *General Education Program*, CSU, Chico, F 2011-S 2012
Held meetings and individual conferences and designed workshops for faculty on issues related to teaching writing in the disciplines; created content for WI website at http://www.csuchico.edu/ge/faculty/writing_intensive_u/index.shtml.

Writing Workshop Coordinator, *EOP Summer Bridge Program*, CSU, Chico, Sum 2005, Sum 2011
Designed and implemented a writing workshop for incoming Chico State EOP students. Managed budget, hiring, and training of workshop leaders for weeklong program held during Summer Bridge.

Coordinator, *English 030 Program*, CSU, Chico, F 2002-S 2005 and F 2007-S 2008
Managed budget, hiring, training, and observation of undergraduate and graduate student workshop leaders. Streamlined 1A/030 program; purchased and set up technology for workshop rooms; lowered course caps to ten.

Assistant Director, Writing Studio, University of South Carolina, S 2000-S 2001
Designed and led training program for Studio group leaders; coordinated group workshops; authored and maintained Studio website; collaborated in revising program policies and materials.

Assistant Director, First-Year English Program, University of South Carolina, 1998-2000
Evaluated new composition instructors; co-taught required graduate teacher-training courses; organized TA orientations; evaluated grade appeals and placement tests; edited two First-Year English program publications.

Coordinator, Sustainable Universities Initiative Essay Contest, University of South Carolina, 1999-2000
Organized and publicized USC system-wide first-year writers' contest, sponsored by USC School of the Environment and Sustainable Universities Initiative.

SMALL GROUP INSTRUCTION

English 1A Workshop Leader, CSU, Chico, 2001-02 and 2003-04
Led small-group workshops that supplement writing, reading, and other classroom activities students complete in ENGL 001, First-Year Composition.

Writing Studio Group Leader, University of South Carolina, 1999-2001
Led discussions of composing and revising academic discourse in small-group workshops for select English 101 students.

INDIVIDUAL INSTRUCTION

Chair, Thesis Committee, CSU, Chico
Calhoun, Jessica (ongoing)
Hayes, Rod (ongoing)
Portillo, Vincent (ongoing)
Tellesen, Hilary. "Alternative Subterfuge : Pranking Rhetoric in Shopdropping and Identity Correction." 2009.

Hart, Dianne. "If You Bite It, Write It: Literacy Practices in Weight Management." 2005.

Winslow, Dianna. "Course Links and First-Year Composition : Institutional Intentions, Subjective Realities, and Pedagogical Possibilities." 2004.

(Total 6)

2nd or 3rd Reader, Thesis Committees, CSU, Chico

Murphy, Athena (ongoing)

Ringel, Karissa (ongoing)

Alkhaldi, Sarah. "Technology Integration into Teaching and Learning English as a Foreign/Second Language." 2013.

Alpert, Lauren. "The Possibilities of Publics: New Media and Genre in the First-Year Composition Course." 2011.

Bashaikh, Abeer. "The Importance of Teaching Culture in English Foreign Language Classrooms." 2011.

Chevallier, Chase. "Judge Not Lest Ye Be Judged: The Role of Puritan Ideology in American Literature from Thoreau to *Blood Meridian*." 2013.

Kraker, Christina. "Multimodality in the Technical Age: a Historical Survey of Technology and Writing." 2011.

Frye, Katherine. "As the Page Turns: a Textual History of Sarah Orne Jewett's Country of the Pointed Firs." 2006.

Gibbs, Gina. "The 'Networked Classroom.'" 2013.

Leon, Kendall. "Style, Inc.: The Privatization of Literacy and the Politics of Plainness." 2005.

(Total 10)

Independent Studies and Internships, CSU, Chico

Four independent studies with graduate students; one internship supervision of graduate student. (Total 5)

Writing Center Tutor, University of South Carolina, Summer 1999

Held individual consultations with USC faculty, graduate students, and undergraduates.

Writing Center Tutor, Midlands Technical College, Columbia, SC, 1995-1998

Conducted individual student tutorials, group workshops, and guest classroom lectures; collaborated in revision of writing center handouts.

INSTRUCTIONAL HONORS AND AWARDS

Certificate of Appreciation, CSU, Chico Student Learning Center. Presented April 16, 2010.

Certificate of Appreciation, CSU, Chico Student Learning Center. Presented April 17, 2009.

Educational Foundation Outstanding Teaching Award for University Graduate Assistants, University of South Carolina, 1999

Instructional Service Award, South Carolina Alliance for Minority Participation (National Science Foundation), 1996

PROFESSIONAL GROWTH AND ACHIEVEMENT

PUBLICATIONS

- Fosen, Chris. "The Prism of Water: Environmental Rhetoric as Everyday Action." *Transformations: The Journal of Inclusive Scholarship and Pedagogy* 23:2 (Summer 2013): 131-58.
- Fosen, Chris, and Kim Jaxon. "New Designs, New Media for First-Year College Composition: Not Your Grandmother's Comp Class." Invited appearance on NWP Radio, *National Writing Project*. Aired Oct 18, 2012. http://www.blogtalkradio.com/nwp_radio
- Swiencicki, Jill, Chris Fosen, Sofie Burton, Justin Gonder, and Thia Wolf. "The Town Hall Meeting: Imagining a Self through Public-Sphere Pedagogy." *Liberal Education* 97.2(Spring 2011): 40-45.
- Wolf, Thia, Jill Swiencicki, and Chris Fosen. "Students, Faculty, and 'Sustainable' WPA Work." *Going Public: The WPA as Advocate for Engagement*. Eds. Shirley K. Rose and Irwin Weiser. Salt Lake City: Utah State UP, 2010. 140-159.
- Fosen, Chris. "Inside, Outside, Alongside: Geographies of a Writing Workshop." *Composing Other Spaces: Place-Based Essays*. Ed. Douglas Reichert Powell and Jon Paul Tassoni. Cresskill, NJ: Hampton Press, 2009. 163-184.
- Fosen, Christian, Jill Swiencicki, and Cynthia Wolf. "Civic Engagement in Academic Writing at Chico State." *First-Year Civic Engagement: Sound Foundations for College, Citizenship and Democracy*. Ed. Martha J. Le Bare. New York: *New York Times* National Resource for the First-Year Experience and Students in Transition, 2008. 34-35.
- Fosen, Chris. "'University Courses, not Department Courses': Composition and General Education." *Composition Studies* 34.1(Spring 2006): 11-34.
- Fosen, Chris. Annotations for *The Bedford Bibliography for Teachers of Basic Writing*, by Linda Adler-Kassner and Gregory R. Glau. New York: Bedford/St. Martin's, 2002. Reprinted in 2nd Edition, 2005.
- Fosen, Chris. "Conducting (and Constructing) Research on Writing: Rhetorics from the Field." ERIC Document (ED 465994), 2002.
- Fosen, Chris. "Ivan Illich." In Hansom, Paul (ed.). *Dictionary of Literary Biography, vol. 242: Twentieth Century European Cultural Theorists*. Detroit: The Gale Group, 2001. pp. 209-220.
- Fosen, Chris. "A 'Rhetoric of Practice': Genre Analysis as Pedagogy, Method, and Content." ERIC Document (ED 442107), 2001.
- Fosen, Chris. Review of *Collision Course: Conflict, Negotiation, and Learning in College Composition*, by Russel K. Durst. *Issues in Writing* 11.2 (Fall/Winter 2000): 116-122.

PUBLICATIONS UNDER REVIEW OR IN PROCESS

Fosen, Chris, and Kim Jaxon. "Literacy and Learning in Groups: Studio Workshops in a 'Jumbo' Writing Course." *Developments in Writing Studio Practice*. Ed. Mark Sutton and Sally Chandler. Abstract accepted for edited collection.

PRESENTATIONS AT NATIONAL CONFERENCES

"Distributed Expertise in a 'Jumbo' Writing Class" (with Kim Jaxon). SXSWedu Conference, Austin, TX. Mar 6-8, 2012.
http://audio.sxsw.com/2012/podcasts/edu/07_Distributing_Expertise_in_a_Jumbo_Writing_Course.mp3

"'Jumbo' Writing Instruction and the Distribution of the 'Powerful Teacher Figure'." Conference on College Composition and Communication. Atlanta, GA, Apr 6-9, 2011

"Public Problem Solving? Creating Spaces for Inquiry in Political Science." Conference on College Composition and Communication. Louisville, KY, Mar 17-20, 2010.
http://prezi.com/xvdip3tsd_sk/cccc-2010/

"Who is Rowing? Disrupting Grand Narratives of Writing Center Work." Conference on College Composition and Communication. San Francisco, CA, Mar 11-14, 2009.

"First-Year Students in the Public Sphere: The CSU, Chico Town Hall Meeting" (with Thia Wolf and Jill Swiencicki). 27th Annual Conference on the First-Year Experience. San Francisco, CA. Feb 17, 2008.

"Inside, Outside, Alongside? Paradoxes of Space in a Writing Workshop." Conference on College Composition and Communication. New York, NY, Mar 22, 2007.

"GE Program Assessment: A Way Forward" (with William Loker and Margaret Owens). AAC&U Network for Academic Renewal Conference. Miami, FL, Mar 3, 2007.

"'Reading as Students Would': The Institution of Context-Free Assessment Artifacts." Conference on College Composition and Communication. Chicago, IL, Mar 24, 2006.

"The Paradoxes of Private Space and Student Resistance in Writing Workshops." Conference on College Composition and Communication. San Francisco, CA, Mar 16, 2005.

"'Compliance is Not Optional': Teacher Praxis, General Education, and the Governance of Writing." Conference on College Composition and Communication. San Antonio, TX, Mar 26, 2004.

"Blog Practices for Academic Settings." Conference on College Composition and Communication. San Antonio, TX, Mar 24, 2004.

"Rhetorical and Methodological Transformations in 'Hybrid' Composition Research." Conference on College Composition and Communication. New York, NY, Mar 21, 2003.

"Inside, Outside, and Alongside: Two Institutional Models for the Writing Workshop as a

- ‘Third Space.’” Conference of the College English Association. Cincinnati, OH, Apr 6, 2002.
- “Conducting (and Constructing) Research on Writing: Rhetorics from the Field.”
Conference on College Composition and Communication. Chicago, IL, Mar 23, 2002.
- “A ‘Rhetoric of Practice’: Genre Analysis as Pedagogy, Method, and Content.”
Conference on College Composition and Communication. Minneapolis, MN, Apr 12, 2000.
- “The Computer-Mediated Workshop: Integrating Technology into the Writing Studio.”
South Carolina Writing Centers Conference. Columbia, SC, March 30, 2000.
- “Using *CommonSpace* in a Networked Classroom.” Conference on Engineering Writing
and Professional Communications Centers. Columbia, SC, July 18, 1997.
- “Writing-to-Learn a ‘Foreign’ Discourse” (with Mya Poe). Conference on Engineering
Writing and Professional Communications Centers. Columbia, SC, July 10, 1996.

PROFESSIONAL TRAINING/PARTICIPATION IN WORKSHOPS

- VALUE (Valid Assessment of Learning in Undergraduate Education) National Panel Meeting,
Portland State University, Portland, OR, May 14-16, 2009. Asked to attend as Chair of
GEAC to help design and test assessment rubrics for use in new GE program.
- CSU Systemwide General Education Affinity Group. Office of the Chancellor, Long Beach, CA,
Feb 28, 2008. Represented CSU, Chico as Chair of GEAC and reported ongoing
activities.
- AAC&U Network for Academic Renewal Conference: General Education and Assessment:
Engaging Critical Questions, Fostering Critical Learning. Miami, FL. Mar 1-3, 2007.
Asked to attend as Chair of GEAC to evaluate potential models for new GE program.
- AAC&U Network for Academic Renewal Conference: General Education and Outcomes that
Matter in a Changing World. Phoenix, AZ. Mar 9-11, 2006. Asked to attend as Chair of
GEAC to evaluate potential models for new GE program.

CONTRIBUTIONS TO THE STRATEGIC PLAN

University Publications and Materials

- “Graduation Writing Assessment Requirement; Revision to EM 90-022; Revised.”
Executive Memorandum 99-003, Revised Sept 5, 2012. Available at
<http://www.csuchico.edu/prs/EMs/1999/99-003.shtml>.
- “Writing Intensive Resources.” *General Education Website*. March 2012.
Pages for Faculty Teaching WI Courses: “Suggested Writing Elements in WI
Courses in GE,” “Suggestions for Managing the Paper Load,” “Strategies for
Responding to Writing,” “Structuring Peer Critique Workshops.” Available at
http://www.csuchico.edu/ge/faculty/writing_intensive_u/index.shtml
- “GEAC ‘Meta-Analysis’ of Assessment Reports and Faculty Perceptions.” April

2, 2008.

Report submitted to Provost that demonstrated that assessment methods in GE were not working, and recommended a full review and revision of GE. Available at http://www.csuchico.edu/ge/documents/geac_report_provost_spr_2008.pdf

“Assessing Writing in GE.” *GE Assessment Report, 2005-2006*. pp. 5-12.

Available at

http://www.csuchico.edu/ge/documents/GE_Assess_Report_finaldraft.pdf

“‘Grading to Learn’ in Upper-Level Laboratory Courses.” *Teaching Writing in Engineering: The TA's Guide*. Elizabeth Alford and Kris Walker (eds.). University of South Carolina Department of Electrical and Computer Engineering Publication, 1996.

CSU Statewide Presentations and Invited Talks

“Big Class, Small Communities: Creating Participation Structures in a First-Year Writing Course” (with Kim Jaxon). Invited Talk and Workshop at CSU, Monterey Bay. Jan 18, 2013.

“Teaching First-Year Writing as a Jumbo Course: Shifting Roles, Mentoring, and Social Media” (with Kim Jaxon). Invited presentation to CSU English Council. Burlingame, CA. Apr 2010.

“Mainstreaming Writing Instruction at Chico State: Measures of Success.” CSU Statewide Conference on Proficiency in the First Year at the University. Los Angeles, CA, Oct 30-31, 2008.

University Presentations and Workshops

“Writing to Learn and Learning to Write in GE Courses.” Invited Workshop Presentation to Academy E-Learning, 3rd Cohort. Jun 20, 2012. Slides at Blackboard Learn AeL site.

“Responding to Student Writing: Teaching Academic Conventions and Preventing Plagiarism.” *Teaching Writing in GE Courses Series* Workshop #3, sponsored by UED and the College of HFA. Apr 19, 2012. Video at <http://www.youtube.com/playlist?list=PLE3F80F942DD57566&feature=plcp>

“Writing in the Sciences” (Moderator). *Teaching Writing in GE Courses Series* Workshop #2, sponsored by UED and the College of HFA. Apr 5, 2012. Video at <http://www.youtube.com/playlist?list=PLE3F80F942DD57566&feature=plcp>

“Using Technology to Teach Writing (And Reduce the ‘Paper Load’)” (Moderator). *Teaching Writing in GE Courses Series* Workshop #1, sponsored by UED and the College of HFA. Mar 28, 2012. Video at <http://www.youtube.com/playlist?list=PLE3F80F942DD57566&feature=plcp>

- “Who I Am/Why I Write: Digital Stories as Participation in Learning” (with Kim Jaxon). Invited CELT Presentation. Oct 20, 2010. Slides at <http://prezi.com/cao0hlfxl0tl/copy-of-who-i-amwhy-i-write-digital-stories-as-participation-in-learning/>
- “Staging Public Sphere Work in English 130, Academic Writing.” Invited Presentation to Civic Learning Summer Institute. Jun 11, 2010. Slides at <http://prezi.com/baue7qkir17/cli-presentation/>
- “Public Sphere Pedagogy and the CSU, Chico Town Hall Meeting.” Workshop for Civic Engagement/Public Sphere Faculty Learning Community. *First-Year Experience Program*. May 22, 2009.
- “GE Learning Communities Model” (With Chuck Zartman and Thia Wolf). Invited Presentation to GE Community on new GE Model. Mar 27, 2009.
- “Civic Engagement and the Town Hall Meeting” (with Thia Wolf, Jill Swiencicki, and Deanna Berg). CELT Annual Conference. Oct 8, 2007.
- “Program-Level Assessment in GE: What are We Doing? How are We Doing?” (with William Loker, Ruth Guzley, and Margaret Owens). CELT Annual Conference. Oct 12, 2006.
- “Focus on the First Year Experience” (with Ruth Guzley and Thia Wolf). CELT Annual Conference, CSU, Chico. Oct 11, 2006.
- “Pedagogy and Academic Integrity.” *Focus on Academic Integrity Series* Workshop #4, sponsored by CELT and the Council for Promoting Academic Integrity. Mar 25, 2005.
- “Academic Integrity: Responding to Students’ Writing.” *Focus on Academic Integrity Series* Workshop #1, sponsored by CELT and the Council for Promoting Academic Integrity. Feb 4, 2005.
- “Reading War, Writing Peace” (with David Martins). HFA Tertulia Speakers Series. Mar 3, 2005.
- “Things Were Fine Until the Women Took Over: The Feminization of Everything.” MCGS Conversations on Diversity. Nov 17, 2004.
- “The Uses of ‘Science’ in the Study of Writing.” Chico State Humanities Center Symposium Presentation. May 2, 2003.
- “Plagiarism Prevention: Writing-to-Learn in the Age of the Internet” (with Mark Hall). CELT Annual Conference. Sept 19, 2002.

DISCIPLINARY AND ACADEMIC WORK

Referee for Conference Proposals, Higher Education Section (Faculty, Curriculum and Research), American Educational Research Association, 2006

Referee for Conference Proposals, Higher Education Section (Students; Faculty, Curriculum and Research), American Educational Research Association, 2002

Textbook and Handbook Reviewer, Longman, 2000, 2002

CONTRIBUTIONS TO THE UNIVERSITY AND COMMUNITY

CHAIR OF UNIVERSITY COMMITTEES

University Writing Committee, F 2009-present

Led revision of EM 99-03; held workshops and meetings on elements of WP courses; coordinated review of WP proposals; represented UWC on General Education Committees.

General Education Advisory Committee, F 2006-S 2009

Led large-scale review of GE assessment efforts; coordinated two full reviews of all GE courses; held meetings with GE faculty; represented GEAC to University Senate.

Writing Assessment Task Force, GE Program-Level Assessment Committee, F 2005-Sum 2006

Constructed materials for program-level assessment of writing; gathered essays from across campus; trained readers for scoring essays; wrote reports and gave presentations on the results.

OTHER UNIVERSITY SERVICE

Early Start Planning Committee, F 2011-present

First-Year Experience Advisory Board, F 2006-present

General Education Advisory Committee, F 2004-Sum 2011

Faculty Learning Committee on Assessment in GE, S 2010

Student Learning Center (Advisor to Writing Tutors S 2009-S 2010)

116th, 117th, and 118th CSU, Chico University Commencements (Faculty Marshall)

Council for Promoting Academic Integrity, F 2004-S 2005

Academic Integrity Committee, F 2003-S 2004

Educational Programs and Policies Committee, F 2003

Free Speech and Advocacy Advisory Board, F 2002-S 2004

University Book in Common Committee, 2002

DEPARTMENTAL SERVICE

CSU, Chico

Assessment Committee, 2011-present

Curriculum Committee, F 2002-present (**Chair** F 2005-S 2008)

Composition Committee, 2001-present

Personnel Committee, F 2010-S 2011

Hiring Committee for Tenure Track Position in Composition, F 2009-S 2010

Executive Committee, F 2008-S 2009

Five-Year Review Hosting Committee, F 2006

GEAC/First Year Composition Ad-Hoc Committee, F 2002- S 2003

University of South Carolina

Faculty Search Committee (position in Rhetoric and Composition), Graduate Student Representative, 1998-99

English Department Writing Programs Committee, 1999-2000

First-Year English Committee, 1997-2001

First-Year English Student Writing Awards Committee, 1997-2000 (**Co-Chair** 1999)

First-Year English Teaching Awards Committee, 1998-2000

English Department Graduate Programs Committee, Elected Representative, 1997-98

DEPARTMENT PRESENTATIONS AND WORKSHOPS

“Teaching Opportunities Here and Beyond.” English Honors Society. Oct 21, 2005.

“Rhetoric and Composition.” English Department *Getting Connected* Event, Sep 2004;
Department of English Career Day, Apr 2004.

“How to Apply to a Ph.D. Program.” EGSC Professional Lectures Series. Dec 2004, Nov 2003,
Dec 2001.

“Roundtable on English 1A Workshops” (Moderator and Chair). Nor-Cal Symposium in
English. Oct 2002.

Moderator, EGSC and HFA Symposia:

“Ethos, Pathos, and the Construction of Reality in the Documentary Genre.” Nov 2007.

“Women in the World.” Apr 2006.

“It’s Not All in Your Head: Writing as Distributed Intelligence.” Apr 2003.

UNIVERSITY TRAINING/PARTICIPATION IN WORKSHOPS

Civic Learning Institute, CSU, Chico, May 25-26, 2011.

Faculty Learning Community on Assessing GE Programmatically, CSU, Chico, S 2010.

Symposium on Service Learning Course Construction, CSU, Chico, F 2005- S 2006.

PROFESSIONAL MEMBERSHIPS

Conference on College Composition and Communication

National Council of Teachers of English

National Council of Writing Program Administrators

English Council, California State University System



May 17, 2013

Steve Lucas
Chair, Board of Directors
Sherwood Montessori
746 Moss Avenue
Chico, CA 95926

Dear Mr. Lucas and Sherwood Board of Directors:



Please consider me for inclusion on the Sherwood Montessori Board of Directors. As Associate Professor of English at CSU, Chico, I would bring expertise in public education and technology to my service on the Board.

My focus at Chico State is on writing and learning to write. As you will see in the attached, I work extensively with future teachers. My work puts me in direct contact with students getting Liberal Studies and English Ed degrees, and in those courses we work to understand how research on writing intersects with policy and practice. I also conduct workshops with faculty around campus on activities and methods for integrating writing and writing technologies into content courses. I use technology quite a bit in teaching and have written about the uses and limits of technologies to teach and assess writing. And I have published on civic engagement, environmental rhetoric, educational reform, and the role of new media and mentorship in writing instruction.

The next two years will be a critical time in the history of Sherwood Montessori. I would be eager to contribute to the process of scouting out new locations, imagining alternative sites and structures, and writing grants for technology.

Attached please find an updated C.V. I apologize in advance for its length—it's far longer and more detailed than a standard resume. Please contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Fosen'.

Chris Fosen
Associate Professor
Department of English
CSU, Chico