

# SHERWOOD MONTESSORI

## MINUTES FOR BOARD OF DIRECTORS SPECIAL MEETING of AUGUST 24, 2011

1. **CALL TO ORDER:** at 5:36 PM at 746 Moss Avenue.  
Board Present: Russell Shapiro-Chair; Erwin Williams; Harvey Rappaport; Rae Morrison; Jill Bailey; Stephen Lucas  
Absent: David Green  
Others Present: Michelle Yezbick, School Director

2. **REGULAR BUSINESS**

- 2.1 **Consideration and Adoption of BCOE Financial Services**

*Chair Shapiro* introduced the item and explained the reasons for seeking the BCOE financial services.

*Director Morrison* inquired about the budgeted funds for the services and school's ability to meet its obligations.

*Chair Shapiro* provided a budget recap that shows the projected expenditures to be sound.

*School Director Yezbick* briefly discussed ADA expectations for the school year.

*David McCready and Jaclyn Kruger of the Butte County Office of Education (BCOE)* provided an overall description of their financial services offered under a Memorandum of Understanding between BCOE and SM at a cost of \$1,700/month.

*Director Lucas* moved approval of a Memorandum of Understanding with the BCOE requiring BCOE to provide business services for the period of September 1, 2011 through June 30, 2012 at a cost of \$1,700 per month. 2<sup>nd</sup> *Director Rappaport*.

**AYES: 6** (Morrison, Shapiro, Lucas, Bailey, Williams, Rappaport)

**NOES: 0**

**ABSENT: 1** (Green)

- 2.2 **Consideration and Adoption Salary Increase for School Director**

*Chair Shapiro* introduced the item indicating that the positive review of the School Director may warrant a salary increase. Currently, the School Director is hired on a yearly contract with salary negotiated yearly.

*Director Lucas* suggested looking at the salary issue for the long term by considering comparable school director salaries and creating a salary scale of steps for annual consideration offering more predictability of costs and expectations.

*Director Williams* indicated a preference for greater flexibility when considering compensation and incentives which would allow for fluctuations in revenues in any given year.

*Director Morrison* was cautious that we consider how we compensate our staff and seek parity in our considerations.

*Director Bailey* stated her concerns for staff morale.

*Director Rappaport* moved a salary increase of 5%. 2<sup>nd</sup> *Director Williams*.  
Withdrawn

*Chair Shapiro* moved approval of a motion of intent to approve an one year contract at a salary of \$63,000 annually. 2<sup>nd</sup> *Director Rappaport*.

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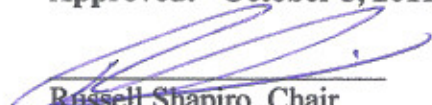
**AYES: 6** (Morrison, Shapiro, Lucas, Bailey, Williams, Rappaport)

**NOES: 0**

**ABSENT: 1** (Green)

4. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA - None**
5. **ADJOURNMENT : 7:00**

**Approved: October 5, 2011**

  
Russell Shapiro, Chair



# SHERWOOD MONTESSORI

## MINUTES FOR BOARD OF DIRECTORS MEETING of SEPTEMBER 7, 2011

1. **CALL TO ORDER:** at 5:36 PM at 746 Moss Avenue.  
Board Present: Russell Shapiro-Chair; Erwin Williams; Harvey Rappaport; Rae Morrison; Jill Bailey; Stephen Lucas; David Green  
Absent: David Green  
Others Present: Michelle Yezbick, School Director  
Paula Stern, Staff Representative
2. **CONSENT AGENDA**
  - 2.1 **Approval of Minutes of May 4; June 1; June 6; June 9; July6; August 3, 2011.**
  - 2.2 **Approval of Contract for School Director.**

*Director Green moved approval of the Consent Agenda. 2<sup>nd</sup> Director Bailey.*  
**AYES: 6** (Morrison, Green, Shapiro, Lucas, Bailey, Rappaport)  
**NOES: 0**  
**ABSTAIN: 1** (Williams)
3. **REGULAR BUSINESS**
  - 3.1 **Discussion of Current Enrollment**

*School Director Yezbick provided a report on current enrollment and projections for the coming year. Enrollment is off by 7-12 students depending on the next few week's activity. Discussed possible advertising the school.*  
*Chair Shapiro indicated the census date is October 6.*  
*Director Morrison suggested we conduct exit interviews to assess services.*  
*Director Lucas requested School Director to conduct exit interviews and compile data and report back to the Board each fall.*  
*Director Morrison inquired about concurrent enrollment efforts and options.*  
*School Director Yezbick indicated a need for such a policy and will prepare a draft for Board review at its October meeting.*
  - 3.2 **Status of Committees for the New School Year**

*Chair Shapiro provided a recap of current committees and a suggested list of standing and ad hoc committees.*  
*Director Lucas suggested a smaller number with similarly grouped efforts such as management, growth, curriculum and finance.*  
*Chair Shapiro agreed to return to the Board with a revised committee structure.*
4. **PUBLIC COMMENT – None**

**\*\* A correction in agenda numbering was made at this point as the original agenda was in error \*\***
5. **REPORTS AND COMMUNICATION**
  - 5.1 **Board Chairs Report**

# SHERWOOD MONTESSORI

## MINUTES FOR BOARD OF DIRECTORS MEETING of OCTOBER 5, 2011

1. **CALL TO ORDER:** at 5:32 PM at 746 Moss Avenue.  
Board Present: Russell Shapiro-Chair; Erwin Williams; Rae Morrison; Stephen Lucas;  
David Green  
Absent: Jill Bailey; Harvey Rappaport  
Others Present: Michelle Yezbick, School Director  
Paula Stern, Staff Representative  
John Howlett, Staff Representative
2. **CONSENT AGENDA**
  - 2.1 **Approval of Minutes of August 24 and September 7, 2011.**  
*Director Lucas moved approval of the Consent Agenda. 2<sup>nd</sup> Director Williams.*  
**AYES: 5** (Morrison, Green, Shapiro, Lucas, Green)  
**NOES: 0**  
**ABSTAIN: 0**
3. **REPORTS AND COMMUNICATION**
  - 3.1 **Board Chairs Report**  
*Chair Shapiro provided an update on budget issues, the annual audit, fundraising efforts and offered his overall observation that SM is operating within its limited means and planning appropriately for future years. He would also like to begin reviewing fiscal policies for the next year.*
  - 3.2 **School Director's Report**  
*School Director Yezbick provided a report discussing ongoing activities at the school.*  
*Director Morrison requested an update on health insurance plans and costs.*  
*School Director Yezbick provided an update and discussed changes in plans.*  
*John Howlett asked about maintenance issues identified by CUSD.*  
*School Director Yezbick discussed issues and necessary fixes.*
  - 3.3 **Staff Report**  
*Paula Stern provided an update from all teachers by grade that highlighted various projects and achievements.*
  - 3.4 **Sherwood Montessori Parents Organization Report – None**
4. **REGULAR BUSINESS**
  - 4.1 **Status of Committees for the New School Year**  
*Chair Shapiro provided an overview of the proposed Board Committee structures and the role of committees.*  
*Director Morrison offered her concern that committees not overlap with staff responsibilities.*  
*Director Green motioned to establish the following committees: Management; School Development; Educational Practices; and Finance. 2<sup>nd</sup> Director Williams.*  
**AYES: 5** (Morrison, Green, Shapiro, Lucas, Green)  
**NOES: 0**  
**ABSTAIN: 0**

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5. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA – None
6. FUTURE AGENDA ITEMS. None
7. ADJOURNMENT : 7:10

Approved: December 7, 2011

  
Russell Shapiro, Chair



# SHERWOOD MONTESSORI

## MINUTES FOR BOARD OF DIRECTORS SPECIAL MEETING of OCTOBER 20, 2011

1. **CALL TO ORDER:** at 5:44 PM at 746 Moss Avenue.  
Board Present: Russell Shapiro-Chair; Erwin Williams; Harvey Rappaport; Rae Morrison; Jill Bailey; Stephen Lucas; David Green  
Absent: None
2. **ADJOURN TO CLOSED SESSION**  
  
Closure of Annual Evaluation of School Director.
3. **ADJOURNMENT : 7:00**

Approved: December 7, 2011



Russell Shapiro, Chair

# SHERWOOD MONTESSORI

## MINUTES FOR BOARD OF DIRECTORS MEETING of DECEMBER 7, 2011

1. **CALL TO ORDER:** at 5:40 PM at 746 Moss Avenue.  
Board Present: Russell Shapiro-Chair; Erwin Williams; Rae Morrison; Stephen Lucas;  
David Green Harvey Rappaport; Jill Bailey  
Absent:  
Others Present: Michelle Yezbick, School Director
2. **CONSENT AGENDA**
  - 2.1 **Approval of Minutes of October 5, October 20, November 2.**  
  
No action taken.
3. **REPORTS AND COMMUNICATION**
  - 3.1 **Staff Report**  
*Paula Stern* provided an update from all teachers by grade that highlighted various projects and achievements.  
*Director Morrison* raised some questions related to the costs of field trips and how that is managed.
  - 3.2 **School Director's Report**  
*School Director Yezbick* provided a report discussing ongoing activities at the school and other administrative matters including staff changes and personnel actions.  
*Director Morrison* observed all personnel matters be documented in individual personnel files.  
*Director Lucas* requested that a separation of employment form be executed for each departing employee.  
*Director Morrison* requested the school prepare a comprehensive human resources process.  
The Board agreed with both observations and asked the School Director to work with the Management Committee to schedule a plan to achieve the goal.
  - 3.3 **Sherwood Montessori Parents Organization Report – None**
  - 3.4 **Board Chairs Report**  
*Chair Shapiro* provided an update on school functions and issues focusing on the need to get fully engaged in the Charter Renewal efforts. Would like to see parent/community involvement in all committee processes.
4. **REGULAR BUSINESS**
  - 4.1 **First Interim Budget Report**  
*Business Manager David McCready* provided an overview of the first interim budget report and explained individual line items. Warned of potential drastic budget changes depending on state budget developments, but the current Interim Report is a reasonable snapshot.  
  
*Director Williams* moved acceptance of Interim Report, 2<sup>nd</sup> *Director Rappaport*.  
**AYES: 5** (Morrison, Green, Shapiro, Lucas, Green, Bailey, Williams)

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NOES: 0

ABSTAIN: 0

## 4.2 Prioritization of Policies

*Chair Shapiro* requested a policy discussion related to setting priorities for the development and maintenance of policies. The Board was to report back with ideas for a future meeting.

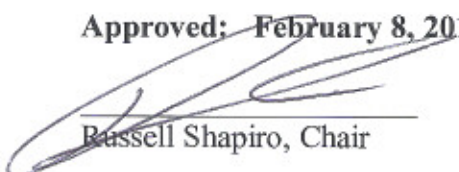
## 5. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** – None

## 6 **FUTURE AGENDA ITEMS.**

*Chair Shapiro* indicated a future agenda item would be a review of the budget audit.

## 7. **ADJOURNMENT : 7:10**

Approved: February 8, 2012



Russell Shapiro, Chair



# SHERWOOD MONTESSORI

## MINUTES FOR BOARD OF DIRECTORS SPECIAL MEETING of DECEMBER 13, 2011

1. **CALL TO ORDER:** at 7:38 p.m. at 746 Moss Avenue.  
Board Present: Russell Shapiro-Chair Erwin Williams; Rae Morrison; Stephen Lucas;  
David Green  
Absent: Harvey Rappaport  
Jill Bailey
2. **REGULAR BUSINESS**
  - 2.1 **Audit of the 2010-2011 Fiscal Year**  
Chair Shapiro presented the independent audit and asked to the Board for approval.  
*Director Williams moved acceptance of Audit, 2<sup>nd</sup> Director Green.*  
**AYES: 5** (*Morrison, Green, Shapiro, Lucas, Williams*)  
**NOES: 0**  
**ABSENT:** *Rappaport and Bailey*
3. **ADJOURNMENT : 7:50**

Approved: February 8, 2012

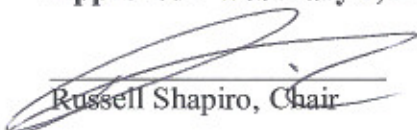
  
Russell Shapiro, Chair

# SHERWOOD MONTESSORI

## MINUTES FOR BOARD OF DIRECTORS MEETING of JANUARY 4, 2012

1. **CALL TO ORDER:** at 5:42 PM at 746 Moss Avenue.  
Board Present: Russell Shapiro-Chair; Erwin Williams; Rae Morrison; Stephen Lucas;  
David Green Harvey Rappaport; Jill Bailey  
Absent: None  
Others Present: Michelle Yezbick, School Director
2. **CONSENT AGENDA**
  - 2.1 **Approval of Minutes from Previous Meetings -** No action taken.
3. **REPORTS AND COMMUNICATION**
  - 3.1 **Staff Report -** None
  - 3.2 **School Director's Report**  
*School Director Yezbick provided a report discussing ongoing activities at the school such as the Winter Performance and other administrative matters including enrollment, staff changes and personnel actions.*
  - 3.3 **Sherwood Montessori Parents Organization Report -** None
  - 3.4 **Business Managers Report -** None
  - 3.5 **Board Chairs Report -** *Chair Shapiro provided a written report highlighting the Charter renewal process and the need to develop a growth model.*
4. **REGULAR BUSINESS**
  - 4.1 **Changes to Lottery Policy**  
*Chair Shapiro provided an update on the lottery process and potential changes to improve the process. A primary change is to allow returning students to have preference in the lottery under certain circumstances.*  
*Director Bailey suggested the School Director develop a Leave of Absence Policy that would articulate the specific manner by which students/families may request a leave of absence and subsequent return the school.*  
*Director Williams suggested simplifying the language of the policy to reduce misinterpretation and provide clearer guidance.*  
*Director Lucas suggested capping the leave of absence period to one year with prior written authorization from the School Director pursuant to the yet to be approved Leave of Absence policy.*  
*Chair Shapiro referred the lottery policy and leave of absence policy to the Management Committee (Williams, Bailey, Lucas) with direction to the School Director to coordinate necessary documents and meetings.*
  - 4.2 **Update on Charter Renewal**  
*Chair Shapiro provided an overview of the Draft Charter renewal to be submitted to CUSD no later than January 15, 2012.. No action taken.*
5. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA -** None
6. **FUTURE AGENDA ITEMS.**  
*Director Williams requested the current Lease be placed on a future agenda for review.*
7. **ADJOURNMENT : 7:30**

Approved: February 8, 2012



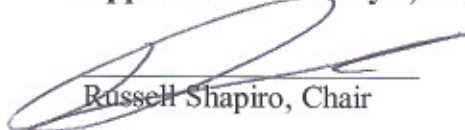
Russell Shapiro, Chair

# SHERWOOD MONTESSORI

## MINUTES FOR BOARD OF DIRECTORS SPECIAL MEETING of JANUARY 10, 2012

1. **CALL TO ORDER:** at 5:52 p.m. at 746 Moss Avenue.  
Board Present: Russell Shapiro-Chair; Jill Bailey; Erwin Williams; Stephen Lucas; David Green  
Absent: Harvey Rappaport; Rae Morrison
2. **REGULAR BUSINESS**
  - 2.1 **Approval of Minutes of October 5, 2011 and October 20, 2011**  
*Director Lucas motion to approve Consent items, 2<sup>nd</sup> Director Williams.*  
**AYES: 5** (*Green, Shapiro, Bailey, Lucas, Williams*)  
**NOES: 0**  
**ABSENT: 2** (*Rappaport, Morrison*)
3. **REGULAR BUSINESS**
  - 3.1 **Revision of Charter and Renewal Application**  
*Chair Shapiro provided remarks concerning the Charter renewal process and proceeded with a PowerPoint presentation of key Charter components and suggested changes.*  
*Director Williams motioned to approve Charter renewal application and allied documents, 2<sup>nd</sup> Director Bailey.*  
**AYES: 5** (*Green, Shapiro, Bailey, Lucas, Williams*)  
**NOES: 0**  
**ABSENT: 2** (*Rappaport, Morrison*)
4. **ADJOURNMENT : 7:50**

**Approved: February 8, 2012**



Russell Shapiro, Chair



# SHERWOOD MONTESSORI

## MINUTES FOR BOARD OF DIRECTORS SPECIAL MEETING of JANUARY 25, 2012

1. **CALL TO ORDER:** at 5:41 PM at 746 Moss Avenue.  
Board Present: Russell Shapiro-Chair; Erwin Williams; Rae Morrison; Jill Bailey;  
Stephen Lucas  
Absent: David Green; Harvey Rappaport  
Others Present: Michelle Yezbick, School Director; John Howlett, teacher
2. **REGULAR BUSINESS**
  - 2.1 **Update to Health and Wellness Policy**

*Chair Shapiro* introduced the item and the need to update the language to address current requirements.

*School Director Yezbick* discussed relationship to School Parent Handbook and its directives.

*Director Williams* motioned approval of the updated language per discussion and *Director Bailey* will make edits with School Director; 2<sup>nd</sup> *Director Lucas*.

**AYES: 5** (Morrison Shapiro, Lucas, Bailey, Williams, Rappaport)  
**NOES: 0**  
**ABSENT: 2** (Green; Rappaport)
  - 2.2 **Request for Change to School Calendar**

*School Director Yezbick* requested the Board consider changing dates on the official school calendar following inquiries by some parents to accommodate different dates for school spring breaks based on the assumption that the Sherwood calendar was the same as CUSD and CSU calendars.

*Chair Shapiro* explained how the calendars became misaligned when CUSD changed its calendar after initial posting and the Sherwood calendar being prepared.

*Director Lucas* understood the hardship created for some families by this issue, but favored retaining the official posted calendar so as to not affect those families that made plans pursuant to the adopted calendar also noting that no parents are attendance to address the Board concerning this matter.

*Director Williams* concurred with this view to maintain consistency in School operations and avoid last minute changes that could cause unnecessary disruptions.

*Director Bailey* indicated she was really torn by this issue as people will be adversely impacted with either decision.

*Director Lucas* motioned to maintain the current adopted calendar; 2<sup>nd</sup> *Director Williams*.

**AYES: 2** (Lucas, Williams)  
**NOES: 3** (Morrison, Shapiro, Bailey)  
**ABSENT: 2** (Green, Rappaport)

*Director Bailey* inquired if accommodations could be made to assist the 6 or families or who indicated a serious hardship with child care or independent study options and then maintain the current calendar as posted.

*School Director Yezbick* indicated that she could make something work that would minimize the impact of the calendar misalignments.

*Director Bailey* thought this would be a good compromise.

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Director Williams motioned to maintain the current adopted calendar; 2<sup>nd</sup> Director Lucas.

**AYES: 3** (Lucas, Williams, Bailey)

**NOES: 2** (Morrison, Shapiro)

**ABSENT: 2** (Green, Rappaport)

## 2.3 Enrollment Model for 2012-13 and Lottery Procedure.

School Director Yezbick presented a draft enrollment model for discussion.

John Howlett offered his perspective as a teacher as to an effective enrollment that allows the best instructional opportunities.

Business Manager McCreedy provides insight into the relationships between enrollments and budget matters indicating a need to find a good balance between school growth and optimum mission implementation.

Director Williams motioned approval of the draft enrollment model of 137 FTE students for the purpose of establishing available slots for the lottery; 2<sup>nd</sup> Director Bailey.

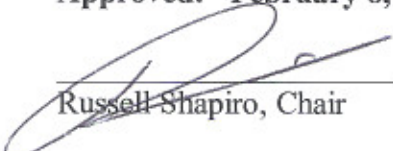
**AYES: 5** (Morrison, Shapiro, Lucas, Williams, Bailey)

**NOES: 0**

**ABSENT: 2** (Green, Rappaport)

## 3. ADJOURNMENT : 8:05 p.m.

Approved: February 8, 2012



Russell Shapiro, Chair