

**CALIFORNIA MONTESSORI PROJECT**  
**REGULAR MEETING OF THE GOVERNING BOARD**  
Monday, April 7, 2003  
MINUTES

DATE: Monday, April 7, 2003  
TIME: 6:30pm  
MEETING PLACE: **Elk Grove Campus**  
**(916) 714-9699**  
8828 Elk Grove Blvd, #4  
Elk Grove, CA 95624

**PUBLIC MEETING OPEN SESSION:**

1. **MEETING WAS CALLED TO ORDER AT 6:47 PM AND ROLL CALL WAS TAKEN.** A quorum was established with 5 members present.

<input checked="" type="checkbox"/>	Sara Aikenhead	Business Representative
<input type="checkbox"/>	Erin Auernig	Montessori Representative
<input type="checkbox"/>	Jayna Gaskell	Charter School Representative
<input checked="" type="checkbox"/>	Dorothy Hilts	Teacher Representative
<input checked="" type="checkbox"/>	Tami Johnson	Sponsoring School District Representative
<input checked="" type="checkbox"/>	Val Toppenberg	Community Representative
<input checked="" type="checkbox"/>	Angela Wiggins	CMP Parent Representative

4. **INFORMATIONAL ITEMS**

**4.01 Campus reports:**

Shingle Springs Campus Kim Zawilski

Preliminary projections for 2003/2004 new enrollment are for 33 openings, 20 of these in Kindergarten – and 19 of these Kindergarten spaces being taken by siblings of currently enrolled students.

We are working on the use permits to keep 4 modules and we have purchased playground equipment. Upcoming events include our annual Cinco de Mayo fundraiser on May 3<sup>rd</sup> which will be a large community event. Additionally, our 5<sup>th</sup> and 6<sup>th</sup> grade team recently took 3<sup>rd</sup> place in the county-wide “Nature Bowl”! All school districts were represented.

Capitol Campus Shellie Wright MacColl

Our projections for 2003-2004 new enrolment are similar to Shingle Springs – projecting 140 students; and 17 of the Kindergarten spots be taken by siblings – limiting the number of open spaces for lottery enrollment. Current enrollment is 117. We are currently looking at some additional classroom space next door for either K or 9-12 students. This extra space would have separate access.

Staff update: Our afternoon Administrative Assistant is leaving and Pam is leaving Club M. Facilities: The church has a new facilities manager; and is cleaning out old records allowing for more storage space. They have also offered to build additional storage.

We recently completed a playground work party and got a lot of work done. Upcoming events include an open house on April 24<sup>th</sup> for new families, and planning a rummage sale and book fair.

Carmichael Campus/Carmichael Annex-American River Deanna Gardner

No report was given. Deanna was detained due to car trouble.

Elk Grove Campus Bernie Evangelista

Our Science Fair was March 22<sup>nd</sup> and was so successful. There was a wonderful electricity in the air and was a remarkable improvement from last year. The most noteworthy improvement was the development of rubrics for systematic judging in two different categories. We combined a book fair with this event and received a great turnout as a result.

Our Sees Candy fundraiser raised over \$1300 to send staff to the NCME conference. All but one staff member decided to stay home and donated the money back to the school for necessary expenditures. We have 5 teachers total going to the NCME conference.

Three students from the Middle School program attended a mock UN program through the YMCA. Our students served as the Russian delegates and won outstanding country out of 30 delegates! Net year a few more students plan to participate. Club M averaged 17 students the last week of intersession.

## **2. COMMUNICATION FROM PUBLIC**

**2.01** This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Governance Committee regarding matters not on the Agenda but within the Governance Committee's subject matter jurisdiction. The Governance Committee is not allowed to take action on any item which is not on the agenda, except as authorized by Government Code Section 54954.2.

No members of the public were present.

**2.02 Special Acknowledgements:** Special recognition for exceptional support and dedication at the Elk Grove Campus.

Kathleen Merz is a CMP teacher and a member of our Campus Advisory Council. She is being recognized for her exceptional support, dedication and service to the Elk Grove Campus. She is very team oriented, supportive and open to parents and a joy to have around. She has always managed to maintain a high level of participation, even during her maternity leave!

The second award was presented to Angela Wiggins, an Elk Grove parent and member of the CMP board who gives an incredible amount of support, service and dedication to the campus and the school as a whole.

## **3. CONSENT AGENDA**

**3.01 Approve minutes from regular governing board meeting of March 3, 2003.**

The Board is requested to approve the minutes from the last regular meeting of March 3, 2003

**3.02 Review and Approve Code of Ethics for Campus Advisory Council Members (a.k.a. Site Council) and Governing Board Members**

The Board is requested to review and approve the Code of Ethics for Campus Advisory Council Members, as a part of the Campus Advisory Council Policies, Roles and Responsibilities Outline.

Sarah Aikenhead requested time to review the Code of Ethics for comment and feedback.

Dorothy Hilts made a motion to approve item 3.01 minutes from the regular governing board meeting of March 3, 2003. Sara Aikenhead seconded the motion. Vote was taken: 5 ayes, 0 nos, 0 abstentions, 2 members absent.

## **4. INFORMATIONAL ITEMS - CONTINUED**

**4.02 Director of Development**

**Marion MacGillivray**

- Human Resource Update

CMP's AFLAC plan was recently implemented and going smoothly.

Staff planning began in January with the Administrator's planning retreat. Subsequently the Principals have completed PDP 2 with all staff and we have a good idea of who would like to return. We have several qualified candidates that are applying for open positions.

Marion is conducting telephone and email screening of candidates as we continue to review classroom needs and configurations for next year. The sites are getting very close to finalizing their plans for next year. CMP will also be represented at the CSUS recruitment fair next Monday – open to the education community at large and they expect 500+ teachers.

We produced and shipped 1500 flyers to NCME to be included in the conference packets.

As we continue through the staff planning process for next year, we continue to become more clear on what we have, want, need, and what it takes to create a successful classroom.

Sara Aikenhead will be happy to consult with Marion on how private enterprise deals with responding to adjustment of compensation in response to adjustments in the company and the economy.

## **5. ACTION ITEMS**

### **5.01 Mid-Year Kindergarten Enrollment**

The Board is requested to review and approve additional candidates presented for Mid-Year Kindergarten enrollment.

An application for Sarah Kroll was presented by the Capitol Campus. Her file has been reviewed and contains the necessary letters from parent, teacher, principal, and current pre-school teacher: All are 100% in favor of this placement. Absolutely no reservations to having her join the group. On behalf of the Executive Director, Marion recommended that the Board approve this candidate's application for mid-year enrollment.

Sara Aikenhead made a motion that the Board accepts the request as recommended. Dorothy Hilts seconded the motion. Vote was taken: 5 ayes, 0 nos, 0 abstentions, 2 members absent.

## **6. DISCUSSION AGENDA**

### **6.01 Budget Reports:**

- Presentation of Year-to-date Budget to Actuals

In Keith's absence, Tami Johnson advised the Board that the approved State budget permanently deferred the June apportionment to July and next year we will receive 12 monthly payments. We are now looking at the argument of booking this as a cut or as a receivable. This will also become an issue at audit time. Tami, Keith and Marion will be meeting with the County who has offered to help districts who will have temporary cash flow problems as a result of the June deferral. In that case, CMP would book it as a receivable and take a short term loan to cover the cash shortage until the deferral is paid the following month.

CMP needs to notify WESD by April 30<sup>th</sup> whether or not they wish to go with the county auditor. The County will pick the auditor from a list on May 1<sup>st</sup>.

Mandated costs was also deferred indefinitely; Tami advised that all campuses continue filing their reports because that money will be owed and paid with interest at some time in the future. Star monies received = \$75. Class Size Reduction monies arrived in March instead of April.

- Revised Cash Flow Projections

Tami advised that the receivable column is new this time around. If the state budget deferral hadn't occurred, we would have been fine and all \$197,000 would have been paid back as planned. Tami shared that the concern for WESD next year is the importance of slow growth because all schools are going to be so strapped for cash and cash flow issues that there will be nowhere for us to borrow from.

Marion advised there is a JPA who is structuring a trans and they will meet with the district and the county to present their financial structure. We are continuing to meet with them regarding potential opportunities for next year.

Sarah and Val mentioned their concern to being attentive to holding the line to the slow growth numbers that the Board discussed at the planning retreat in September. It is now especially important to understand the implications of growth to each campus, the school as a whole and cash flow issues.

Sara Aikenhead requested that a cash flow projection accompany the proposed budget for next year so the Board has a visual of any cash flow issues ahead of time.

### **6.02 Revised budget based on recently passed legislation**

Marion presented a revised 2<sup>nd</sup> interim budget with actual expenditures through March which shows a balanced budget with a \$78,000 surplus. It does not reflect the June deferral.

Cash flow and 2<sup>nd</sup> interim: Keith built in an estimated amount based on pledge cards. To date, no deposits have been made to Wheatland in this regard. All funds are being deposited into and accounted for in the Montessori Project Foundation account

## **7. CORRESPONDENCE**

None

## **8. EXECUTIVE DIRECTOR'S REPORT**

### **9.01 Old Business Follow up**

\* Per Board request, an "Introduction Letter" has been added as a part of the CMP's Volunteer policies which were handed out at Shingle Springs. Acknowledgement was given that this letter addresses their concerns.

\* Per Board request, additional policies, guidelines and a Code of Ethics has been added to specifically address parents who wish to schedule classroom observations (relative to open door policy for registered families). The Board requested the document renamed to "CMP parent participation code of conduct". The Board also gave additional feedback and input for revisions. There was also a request for an addition to discourage "parking lot gossip".

### **9.02 STAR testing preparation and update:**

4<sup>th</sup> and 7<sup>th</sup> grade writing prompts are complete. All other star testing is scheduled for May.

Marion presented a written director's report for the remainder of the items, as a follow up to Keith's previous Report and Plan on Excellence.

### **9.03 Re-enrollment surveys completed:**

Christina has entered all the data and Angie is in the process of compiling the data into a readable format presentation. A summary and presentation of responses to be presented at May's meeting.

### **9.04 Third party Education Consultant observational reports: Summary and presentation.**

Confidential reports were provided to the Board members for review and comment.

### **9.05 Dis-enrollment surveys:**

Exit interviews are in progress for all families who have left during this school year. A summary and presentation of responses to be prepared for May's meeting. Some families are willing to participate and some are not. Marion hopes to have all contacts completed by the May meeting.

#### **9.06 Proposition 39 Facilities Update**

San Juan is so far the only School District that has potential facilities to offer. Elk Grove and Sacramento City Unified both report that they have no facilities to give and we have thus requested facilities funds. Each has requested additional time to present proposals; which we have to make a decision on by May 1.

In the case of the San Juan district, if we receive facilities for these 100+ kids, there would be no lease payment attached to them. This is potentially the only way to make this a viable program at the Annex.

#### **9.07 Update on Governing Board Financial Committee**

The committee has met twice to begin groundwork for next year's budget proposals and will schedule additional meetings for Keith's return. Debra indicated concern that she was not invited to these meetings to date. Val mentioned that no additional members were invited so that no quorum would be established. If this is a concern for Debbie, we would definitely rethink the structure to include her if she wishes.

#### **9.08 Summary report and presentation on completed re-enrollment for Fall 2003**

CDE says no school smaller than 100 students is economically viable. They are no longer even giving grants to schools smaller than 100 students.

Growth between year one and year two was 46%. Growth between year two and year three projections would be 29%. Val and Sarah again expressed concern about the requested enrollment growth numbers. They suggested that perhaps we should concentrate on the growth of one campus at a time.

#### **9.09 Report on open enrollment of new families for Fall 2003 (Lottery Pools)**

Inclusive with report on 9.08.

#### **9.10 Montessori Project Foundation**

Monthly reports were presented and questions answered.

### **9. ADJOURNMENT**

Dorothy Hilts made a motion to adjourn the meeting at 9:42 pm. Seconded by Angela Wiggins. Motion passed unanimously.

**NEXT REGULAR BOARD MEETING: Monday, May 5, 2003, at the Carmichael Annex – American River Campus**

This agenda was posted at least 72 hours in advance of the meeting at the Wheatland District Offices, 711 W. Olive Street, Wheatland, CA. and at each of the California Montessori Project campuses.