

California Montessori Project

Regular meeting of the Governing Board

Meeting Information

- **Date:** Monday, February 13, 2017
- **Time:** 6:30 pm
- **Meeting Place:** CMP-Capitol, Room 3, Coloma Class
2635 Chestnut Hill Drive, Sacramento, California 95826; (916) 325-0910
- **Emergency Contact:** Gary Bowman at (916) 204-0271

Agenda

Meeting Call to Order and Roll Call

Board Member Names and Titles for Roll Call	
Rob Henderson - Business Representative	Tamika L'Ecluse - Montessori Representative
Sara Meece - Network Teacher Representative	Dave Nelson - Business Representative
Rick Parks - Parent Representative – Capitol	Wes Pepper - Charter Representative
Scott Porter - Parent Representative – Elk Grove	Andrea Ridge - Parent Representative – San Juan
Jenny Savakus - Community Representative	

Communication from Public/Recognitions

- **Public Comment:** This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Governing Board regarding matters not on the Agenda but within the Governing Board's subject matter jurisdiction. The Governing Board is not allowed to take action on any item which is not on the agenda, except as authorized by Government Code Section 54954.2.
- **Public Acknowledgement:** This portion of the meeting is set aside to acknowledge outstanding staff and parents for their extraordinary contributions to the campus and/or the school at large.

Consent Items

All matters listed on the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one motion. There will be no discussion on these items prior to the time the Board votes on the motion unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Agenda. If items are pulled for discussion, a separate vote will occur on the item(s). The Superintendent and staff recommend approval of all Consent Agenda items.

1. **Minutes from the Regular Governing Board Meeting of January 9, 2017** (Attachment #1)

Open Session

1. **Campus Reports:** An opportunity for the site Principal to share site specific information, which may include: site configuration, enrollment numbers, waiting list, events and new developments (Attachments #2, #3, #4, #5, #6, #7).
2. **General Report from the CMP Superintendent/Executive Director:** Topics may include school program, instruction, curriculum, budget, facilities, legal, legislature, finance, technology, and other categories pertaining to the daily operations of CMP.
3. **ACS WASC/AMS Visit:** Board to get a report regarding upcoming ACS WASC/AMS Visit: Mickey Slamkowski
4. **Banking Presentation:** Tisha Mora, US Bank

5. **Board to Approve the California Montessori Project US Bank Business Account Resolution 2016-2017.1** (Attachment #8)
 - a) **Comment:** CMP has determined the need to move banks and open a new main operating account with various sub-accounts for its separate site locations. Based on a review by the Executive Director, Accounts Payable Department, and Principals, the recommendation is these funds be transferred to US Bank.
 - b) **Recommendation:** The Board is requested to approve the California Montessori Project US Bank Business Account Resolution 2016-2017.1, an operating account, and transfer all Wells Fargo funds to this US Bank account subsequently closing the Wells Fargo account.
6. **Safety Update:** James Hartley: Presentation on the new procedures and updates which are incorporated in the 2017-2018 Network Safety Operations Plan.
7. **Acceptance of the 2017-2018 Network Safety Operations Plan** (Attachments #9 – 9j, Electronic Copy Only)
 - a) **Comment:** The Network Safety Coordinator worked collaboratively with the Site Safety Committee to update the Network Safety Plan and Site Safety Plans and is bringing it forward to the Board for approval.
 - b) **Recommendation:** The Board is requested to approve the 2017-2018 Network Safety Operations Plan as submitted.
8. **Board to approve the revised policy language for CMP's PTO and Vacation policies, effective immediately, February 13, 2017** (Attachments #10, #11)
 - a) **Comment:** CMP's PTO and vacation policies dated 07/01/2012, provide employees the opportunity to hold on to any accrued PTO for future use, or to be cashed out at the employee's discretion at the then-daily rate as provided for by law, relative to California labor laws for employer PTO policies. These PTO balances represent an on-going financial liability for the School, which increases as the employee's pay rate increases over time. The Executive Director wishes to limit this on-going financial liability by revising the PTO policy to indicate that balances remaining as of June 15, 2017, will be liquidated with the June 25, 2017 pay period, thus eliminating this on-going financial liability for future years. Due to the timeline of this matter, it is identified as an urgency measure which will take effect immediately, allowing for a minimum of four months for employees to use their time, or properly plan for the liquidation of accrued PTO by the end of the current fiscal year. Fiscal Impact: The value of the PTO balances is already included as encumbered funds in the annual budget. Savings over time are unknown.
 - b) **Recommendation:** The Board is requested to approve the revised PTO and Vacation policies as presented.
9. **Board to approve the recognition of cumulative, continuous service credit of part-time teachers toward CMP's longevity stipend, effective July 1, 2017.** (Attachment #12)
 - a) **Comment:** CMP's certificated pay scales provide longevity stipends for teaching staff who have served the School continuously without a break in service. Currently these stipends are earned after 5 years, 10 years, and 15 years of full-time service, to include any years at a .75 FTE status or above. While years of part-time (<.75 FTE) service are already honored as an additional year of service to move down the salary scale, the part-time service is not applied toward the eligibility of the longevity stipend itself. The Executive Director wishes to honor long-term employees who may have chosen to work in a part-time status without a break in service, by extending the credit calculation to include cumulative part-time service such that part-time years may be added together to result in full years of service credit toward the stipend levels (e.g. two years of .5 FTE status could be combined for a full year credit, etc.). Fiscal Impact: Minimal. The Human Resources Manager estimates this will apply to less than 5 CMP employees currently employed throughout the network. This change does not change the requirement for continuous employment without a break in service.
 - b) **Recommendation:** The Board is requested to approve the recognition of cumulative, continuous service credit of part-time teachers toward CMP's longevity stipend, effective July 1, 2017.
10. **Board Review of Comparisons for Executive Director's Compensation**
 - a) **Comment:** The Board formed an ad hoc committee to gather compensation comparisons for positions comparable to the Executive Director of CMP.
 - b) **Recommendation:** The Board is requested to approve a salary range of reasonableness for the Executive Director.
11. **Public Announcement of Closed Session Agenda Items**

Closed Session

1. Public Employment

- a. Title: Executive Director/Superintendent

Reconvene to Open Session

1. Public Report of Action Taken in Closed Session, if any, and the Vote or Abstention of Every Board Member Present

Discussion Items

- Suggested Items for Discussion at Future Meetings presented by Board Members

Meeting Adjournment

- Next Governing Board Meeting: Monday, March 6, 2017 at CMP-Central Administration

This agenda was posted at least 72 hours in advance of the meeting at the Central Administration Office of the California Montessori Project, 5330-A Gibbons Rd, Ste 700, Carmichael, CA 95608 and at each of the California Montessori Projects campuses.

The Mission of the California Montessori Project is to offer a quality, tuition-free Montessori education that challenges our students to reach their full potential